



**JOBS AND EDUCATION FOR TEXANS (JET) GRANT AWARDS
GRANT APPLICATION INSTRUCTIONS
FOR EDUCATIONAL INSTITUTIONS FOR
CAREER AND TECHNICAL EDUCATION PROGRAMS**

Fifth Round

Introduction

House Bills 3 and 1935 passed in the 81st legislative session established the Jobs and Education for Texans (JET) grant program. Additionally, Senate Bill 1, Article 44, Section 44.01, passed in the 82nd legislative session, authorized additional funding for the JET grant program. The program is administered by the Comptroller's office.

The Comptroller may award grants to eligible public junior colleges or public technical institutes (as defined in Section 61.003 of the Education Code) for the development of new career and technical education courses or programs that will lead to high demand occupations, as defined by the Comptroller. Grant funds may be used to purchase and install equipment necessary for the operation of new or existing career and technical education courses or programs. The Comptroller approves the award of JET grants, if any, under the terms of the Request for Applications (RFA).

The Comptroller anticipates awarding approximately \$3,000,000 in equipment grants; accordingly, this fifth round of equipment grant applications is due December 21, 2011. The minimum grant amount is \$50,000 and the maximum amount is \$350,000.

More information can be obtained on the JET program by reviewing House Bills 3 and 1935 passed in the 81st legislative session, reviewing the program's administrative rules (Administrative Code, Title 34, Part 1, Chapter 8), Senate Bill 1 Article 44, Section 44.01 passed in the 82nd legislative session, and by visiting the Comptroller's Web site at www.everychanceeverytexan.org/funds/job_building.

Eligibility

In order to apply for a grant, an institution must be a public junior college or public technical institute as defined in Section 61.003 of the Education Code.

Only one application per community college district will be permitted. Institutions that entered into contracts for Job Building Fund grant funding based in previous rounds are eligible for funding in this round.

For the purposes of this program, the three lower division colleges in the Texas State University System (Lamar Institute of Technology, Lamar State College – Port Arthur, and Lamar State

College – Orange) are considered independent colleges and are eligible to submit one application each.

For the purposes of this program, the four colleges within the Texas State Technical College System (TSTC – Waco, TSTC – Harlingen, TSTC – Marshall, and TSTC – West Texas) are considered independent colleges and are eligible to submit one application each.

Project Time Line

The Estimated Project Time Line is as follows:

- Issuance of Request for Applications December 2, 2011
- Questions Due Deadline December 9, 2011
- Response to Questions Posted December 16, 2011
- Application Deadline December 21, 2011
- Grant Award/Contract Execution February 28, 2012

For general questions about these instructions or the application form, please submit your question in writing to Robert Wood, Director of Economic Development and Analysis Division, at JETgrants@cpa.state.tx.us.

Any other questions must be submitted in writing to the Issuing Office by the Questions Due Deadline stated in this Project Time Line. Questions not submitted in writing by this deadline may not be answered. The official answers to submitted questions will be posted on the Electronic State Business Daily (ESBD) at: <http://esbd.cpa.state.tx.us> and the official website and the information contained therein becomes an official part of the application process.

General Guidelines

1. The Comptroller is accepting applications for grants from eligible institutions through 2 pm Central Time (CT), on the Application Deadline stated in the Project Time Line.
2. Grant funds may be used to purchase and install equipment necessary for the operation of a new or existing career and technical education program or education course(s).
3. Funds must be used for a program or course(s) that lead to a license, certificate or post secondary degree in a high-demand job, as defined by the Comptroller.
4. Funds may be used to support a continuing education (CEU) program if the CEU program is 360 contact hours or more, approved by the Texas Higher Education Coordinating Board (THECB) and leads to professional registration, certification or licensure in an eligible occupation.
5. Grants may be awarded for a program or course(s) not offered in its or their current form. In some cases, this may require approval from the THECB. Awards may be authorized contingent on having all approvals in place within 60 days of the date of the award notification from the Comptroller's office, if any.
6. Expanded or revised courses within an existing program may be considered to be new courses for the purpose of this program if there is written support from local businesses demonstrating the need for the expanded or revised program.

7. Only one educational program is permitted per application. A program is an academic area of study leading to a specific license, certificate or degree. Any particular Classification of Instruction Program (CIP) code is an aggregate of multiple occupations as represented by Standard Occupational Classification (SOC) codes. Applications will be scored based on a single new or existing program leading to a specific occupation as represented by a SOC code. A course is a unit of study within a program and is typically denoted by a specific course number and taught using a predetermined schedule and curriculum.
8. The minimum grant amount for this round is \$50,000 and the maximum grant amount is \$350,000.
9. The grant may provide funding of up to 95% of total equipment and equipment installation costs. Applicant's match is the remaining 5% of total equipment and equipment installation costs.
10. Applicants receiving preliminary acceptance for grant awards, if any, will be notified in writing on or about the Grant Award/Contract Execution date stated in the Project Time Line or as soon thereafter as practical. Grant funds must be expended within a twelve (12) month period from final award date (the date when a contract is executed). One ninety (90) day amendment is possible, if all deliverables and other requirements are determined to be in good standing.
11. Indirect costs or internal personnel costs are not allowable for grant funding and may not be utilized to satisfy matching funding.
12. Applications must be complete, including all attachments, and submitted by the deadline to the Issuing Office to be considered. Faxes or electronic submissions will not be accepted.
13. The Comptroller may request additional information at any time prior to awarding a grant in order to effectively evaluate any application.
14. If a grant award is made, ninety (90%) percent of the funding is available after purchase of the approved items, funded on a reimbursement basis to the institution. The final ten (10%) percent will be available after all deliverables are verified and approved by the Comptroller's office, including the documented injection of all matching funds.

Information Release

The Comptroller's office will require grantees to provide data regarding the training programs utilizing grant funded equipment, including the actual number of students being trained, the number of students receiving certification or degrees, and the employment rate of students following completion of the training.

High-Demand Occupations

Funds will only be awarded to schools developing a career and technical education program or course(s) that lead to certificate and associate degree programs in the following high-demand occupations. Note that each CIP code contains multiple programs, which are represented by SOC codes. Only one educational program is allowable.

- Computer & Information Sciences & Support Services (CIP 11)
- Engineering Technologies/Technicians (CIP 15)
- Science Technologies/Technicians (CIP 41)

- Construction Trades (CIP 46)
- Mechanical & Repair Technologies/Technicians (CIP 47)
- Precision Production (CIP 48)
- Health Professions & Related Clinical Sciences (CIP 51)

A listing of CIP codes with matching SOC codes and excluded certificate or degree programs are listed on the Comptroller's Web Site at www.everychanceeverytexan.org/funds/trainingprograms.

Grant Application Delivery

Grant applications must be received by the following respective CPA office no later than 2 pm CT on the Application Deadline stated in the Project Time Line. Applicants must provide one (1) signed original and five (5) copies of the application and supporting documents.

Neither faxes nor electronic submissions will be accepted. Applications may either be mailed to:

Texas Comptroller of Public Accounts, Attn: JET Program, LBJ State Office Building, Room #1118, PO Box 13528, Capitol Station, Austin, Texas 78711-3528;

If hand-delivered, application must be delivered to the Issuing Office as set forth below:

Texas Comptroller of Public Accounts, Attn: William Clay Harris, Assistant General Counsel, Contracts; for JET Program, LBJ State Office Building, Room 201, 111 E. 17th Street, Austin, Texas 78774. **Late or Faxed or E-mailed applications will not be accepted under any circumstances.**

Office hours at the Comptroller's Office are from 8am to 5pm, Monday through Friday, excluding holidays. Applications must be date stamped and initialed by Comptroller staff no later than 2 pm CT the Application Deadline, December 21, 2011, as stated in the Project Time Line.

Evaluation

Fifty (50%) percent of the score for each application will be based on criteria established in the score sheet included in the application documents. The applicant should complete the application and all attachments. Comptroller staff will review the score sheets to confirm scores. Final scoring is the responsibility of the Comptroller and may not be appealed.

The remaining fifty (50%) percent of the score will be based on economic returns to the state and will be calculated by Comptroller staff.

Tie scores will be ranked according to the unemployment rate in the county where the program will be administered; (applicants located in areas with higher unemployment will be given priority). If a tie remains, the secondary criteria for prioritizing and evaluation will be the

poverty level in the county where the program will be administered (applicants located in areas with higher poverty will be given priority).

After all scoring is complete, projects will be ranked by scores and funding will be allocated to the highest scoring projects until funding for the round is allocated. If the currently allocated funding pool is exhausted, the agency may, at its discretion, offer an applicant partial funding or may commit funds over and above the anticipated funding pool of \$3,000,000.

Matching Funds

1. Matching funds are required. The amount and type of matching funds may be considered in evaluating applications and awarding grants. Cash is the only type of acceptable matching funds.
2. A match of 5% of the total project cost is required. No additional points are awarded for additional match.
3. Match funding must be injected prior to the end of the contract period (typically 12 months from contract execution), and prior to the release of the final 10% of grant funding.
4. Match funding may not be from previous JET awards or ARRA Energy Sector Training Grants administered by the Comptroller.
5. The Comptroller's office will not reimburse equipment costs or match that is expended prior to execution of the contract.

Reporting Requirements

An applicant must comply with all Comptroller reporting requirements. Failure to do so may result in termination of the grant award and the entity being ineligible for future Comptroller grants.

The applicant must provide signed grant activity reports by the 10th of each month using a Comptroller provided template. The final narrative report is due on the grant ending date. Final reports must include location, serial numbers, and inventory numbers of all equipment purchased with grant funds. Reporting requirements are subject to change in the sole discretion of the Comptroller's Office.

Sample Contract

Applicants should carefully review the Sample contract as may become available or posted on the Web site at the following website address: http://www.everychanceeverytexan.org/funds/job_building/. The sample contract represents the formal agreement that must be executed prior to the distribution of any grant funding, if an award is made. The sample contract may be revised or amended by the Comptroller at any time.

Audit

The Comptroller or the Comptroller's designee may audit any grant recipient's records.