



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

Second Round

Introduction

House Bills 3 and 1935 passed in the 81st legislative session established the Jobs and Education for Texans (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. Grant funds may be used to purchase and install equipment necessary for the operation of the new career and technical education courses or programs. The Comptroller shall award the grants.

The Comptroller anticipates awarding \$3,500,000 based on this second round of applications, due February 11, 2010. The minimum grant is \$50,000 and maximum 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), 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 or who are in negotiation for Job Building Fund grant funding based on applications due on November 6, 2009 are not 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 January 8, 2010
- Questions Due Deadline January 21, 2010
- Response to Questions Posted January 27, 2010
- Application Deadline February 11, 2010
- Grant Award/Contract Execution March 15, 2010

For general questions about these instructions or the application form, please submit your question in writing to Kevin Deiters, Director of the Educational Opportunities and Investment Division, at JETgrants@cpa.state.tx.us. Any other questions must be submitted in writing 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 Web site 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 CST, 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 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.
4. Funds may be use 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 lead to professional registration, certification or licensure in an eligible occupation.
5. Grants will be awarded for a program or course(s) that are not offered in 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.
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 support from local businesses demonstrating the need for the expanded or revised program.
7. Only one program is permitted per application. A program is an academic area of study leading to a specific license, certificate or degree. A particular CIP code contains multiple programs. Each area of study listed under the eligible CIP codes is considered a separate program. Applications will be scored based on a single new program; however, grantees will be free to use that equipment for other programs or courses, including existing programs. 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.

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8. The minimum grant is \$50,000 and maximum grant is \$350,000.
 9. Applicants receiving preliminary acceptance for grant awards will be notified in writing on or about the Grant Award/Contract Execution date stated in the Project Time Line. Grant funds must be expended within a 12 month period from final award date (the date when a contract is executed) unless a different period is approved by the Comptroller.
 10. Indirect costs are not allowable for grant funding, or as matching funding.
 11. Matching funds of 100% are required.
 12. Applications must be complete, including all attachments, and submitted by the deadline 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. 90% of the funding is available after purchase of the approved items, funded on a reimbursement basis to the institution. The final 10% is available after final closeout documents are verified and approved by the Comptroller's office, including the documented injection of all matching funds.

Information Release

The Comptroller's office may compile information related to use of the grant funds, including aggregated information, when available, regarding the number of participants, their income levels, college attendance, coursework, educational costs, and grades.

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.

- 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)

Additionally, certain degree programs are excluded. A listing of excluded certificate or associate degree programs is listed on the Comptroller's Web Site at www.everychanceeverytexan.org/funds/trainingprograms.

Grant Application Delivery

Grant applications must be received by the CPA office no later than 2 pm CST on the Application Deadline stated in the Project Time Line. Applicants must provide 1 signed original and 4 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 Programs, Room #510, PO Box 13528, Capitol Station, Austin, Texas 78711-3528;

or delivered to:

Texas Comptroller of Public Accounts, Attn: JET Programs, Room #510, 111 E. 17th Street, Austin, Texas 78701.

Office hours at the CPA are 8am to 5pm, Monday through Friday, excluding holidays. Applications must be date stamped and initialed by Comptroller staff no later than 2 pm CST the Application Deadline stated in the Project Time Line.

Evaluation

Fifty percent of the score for each application will be evaluated based on criteria established in the score sheet included in the applications. 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 50% 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 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 score, 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 \$3,500,000.

Matching Funds

1. Matching funds are required. The amount and type of matching funds may be considered in evaluating applications and awarding grants. Only the following types of matching funds are acceptable:
 - Cash;
 - Equipment;
 - Materials;
 - Supplies; and
 - Personnel Costs Directly Attributable to the Program.
2. The matching funds must be expended on the same program for which the grant funds are provided and valued in a manner acceptable or as determined by the Comptroller.
3. A minimum of 100% match is required (the match must equal or exceed 100% of the amount of grant funding requested).
4. 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.
5. Match funding may not be from ARRA Energy Sector Training Grants administered by the State Energy Conservation Office Stimulus Program.
6. The Comptroller's office will allow match funding that was expended after 9-1-09.

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 JET grants.

The applicant must provide grant activity reports within 45 days of each quarter end based on the state's fiscal year beginning September 1 and ending August 31. The final report is due 60 days after the grant ending date. Reporting requirements are subject to change.

Sample Contract

Applicants should carefully review the Sample contract on the Web site at www.everychanceeverytexan.org/funds/job_building/. This is a sample of the contract that must be executed between the organization receiving the grant and the Comptroller's office prior to the distribution of any grant funding.

Audit

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