

# SKILLS DEVELOPMENT FUND



## **Policy Description:**

Described in Chapter 303 of the Texas Labor Code, [www.statutes.legis.state.tx.us/Docs/LA/pdf/LA.303.pdf](http://www.statutes.legis.state.tx.us/Docs/LA/pdf/LA.303.pdf), the Skills Development Fund removes administrative barriers that impede the response of public community and technical colleges, community-based organizations, and the Texas Engineering Extension Service to industry and workforce training needs and to develop incentives for public community and technical colleges, community-based organizations, and the Texas Engineering Extension Service to provide customized assessment and training in a timely and efficient manner.

## **Eligibility Criteria:**

- The fund is composed of money transferred into the fund under Section 204.123 (Holding Fund); and any amounts appropriated by the Legislature for the purpose of this chapter from the general revenue fund. The skills development fund may be used by public community and technical colleges, community-based organizations, and the Texas Engineering Extension Service as start-up or emergency funds for the following job-training purposes:
  - (1) Developing customized training programs for businesses and trade unions; and
  - (2) Sponsoring small and medium-sized business networks and consortiums.
- Money from the skills development fund may not be used to pay the training costs and other related costs of an employer who relocates the employer's worksite from one location in this state to another in-state location.
- An employer may not apply both to a public community or technical college for customized training and assessment from the college through a grant issued to the college under the skills development fund program established under this chapter and for a grant under the Texas Enterprise Fund program established under Subchapter E, Chapter 481, Government Code, unless the employer and the college file an application for concurrent participation in both programs that complies with any rules adopted by the Texas Workforce Commission on concurrent participation. In awarding any grant under this chapter, the City Council shall consider giving priority to training incentives for small businesses.

- The Texas Engineering Extension Service shall focus the service's training activities under this chapter on programs that: are statewide in nature; or are not available from a local junior college district, a local technical college, or a consortium of junior college districts.
- This section does not prohibit the Texas Engineering Extension Service from participating in a consortium of junior college districts or with a technical college that provides training under this chapter.
- A community-based organization may apply for money to participate in a training program only in partnership with a community and technical college or the Texas Engineering Extension Service. A community-based organization providing services regulated by the state shall provide evidence of any certification, license, or registration required by law.
- The Texas Higher Education Coordinating Board shall review all customized training programs biennially to verify that state funds are being used appropriately by public community and technical colleges and the Texas Engineering Extension Service under this chapter.
- In awarding any grant under this chapter, the City Council shall consider giving priority to training incentives for small businesses.

### **How to Apply:**

The Proposal Submission Form is based on the requirements set forth in the Texas Labor Code, Chapter 303 and the Texas Administrative Code, Chapter 803. All requested information is in adherence to the Skills Development Fund program statute and rules, which applicants can find on the TWC web site at: <http://www.twc.state.tx.us/svcs/funds/sdfintro.html>.

A high quality proposal is one that will demonstrate 1) the strong participation of businesses that identify the skills they need to expand their workforce; 2) collaboration with the local workforce and economic development entities; and 3) commitments to help Texans increase their skills levels and wages. Proposals may be submitted year round, however, they will be reviewed on a quarterly basis.

TWC will keep applicants informed of the status of their proposals throughout the evaluation period. An applicant will be notified within 10 working days from date of receipt that the proposal was received and whether or not it contains all the required components. The notification will also indicate if the applicant must address specific deficiencies before TWC can begin the proposal evaluation process.

In addition, TWC will make every effort to notify applicants within 45 working days of the quarter submission date if the proposal has been approved for funding. ***(Important Note: If extensive and/or multiple Requests for Information are necessary during the review process, it may affect the 45-day target.)***

Applicants must submit a complete proposal package by mail. The package must contain all the required components, including original signatures, and must be received at TWC by the due date. Please send proposal packages to the following address:

Texas Workforce Commission  
Workforce Business Services, Room 212-T  
Attention: Dana Mays/Debbie Hall  
101 E. 15th Street  
Austin, Texas 78701

**Additional Resources:**

Economic Development  
[www.cctexas.com/economicdevelopment](http://www.cctexas.com/economicdevelopment)

Corpus Christi Regional Economic Development Corporation  
[www.ccredc.com](http://www.ccredc.com)