

Workforce Solutions Texoma Skills Development Fund Review and Approval Process



Workforce Solutions Texoma believes Skills Development Grant funds are a part of a comprehensive workforce development plan for the Texoma Workforce Development Area and should be accessed and utilized in accordance with an overall plan for the area.

In order to ensure the Texoma Workforce Development Board (dba Workforce Solutions Texoma) is fully involved in the process of developing and submitting Skills Development Fund applications to the Texas Workforce Commission, and to expedite the review process, the following policies are established.

- 1) Any community college wishing to submit a Skills Development Fund Grant which will include companies or workers in the Texoma Workforce Development Area must involve the Board's designee in a minimum of one planning meeting with each of the companies included in the grant at the beginning of the process.
- 2) Any community college wishing to submit a Skills Development Fund Grant which will include companies or workers in the Texoma Workforce Development Area must submit a substantially completed DRAFT to the Board no later than 10 business days prior to the date you want the signed board form in order to allow the Board Business Services Committee to review and comment.

A substantially completed DRAFT is defined as the *Texas Workforce Commission Proposal Submission Form Skills Development Fund Applicant Information and Questions 1 through 8*; and the *Texas Workforce Commission Skills Development Fund Program Budget Detail Form*.

- 3) A Final DRAFT of the complete grant application must be submitted to the board no later 2 business days prior to the date the signed board form is requested to allow a final review by the Board's designee.
- 4) A final copy of the complete grant must be submitted to the Board when it is submitted to the Texas Workforce Commission. If the application is submitted electronically the Board's designee should be copied on the e-mail.

If a grant application does not meet the requirements listed above Workforce Solutions Texoma may not provide the Skills Development Fund Program Local Workforce Development Board Review & Comments Form, or may not recommend the application for funding.