Texas Reskilling and Upskilling Through Education (TRUE)
grant program 2022
Application Form Instructions

Section 1:   Certification of Information Contained in this Application

Eligible applicants are Texas public lower division institutions of higher education, including junior colleges, postsecondary technical schools, and the public state college, or consortia of three or more public lower division institutions of higher education, or workforce entities (chambers of commerce, economic development corporations and trade associations) that are in partnership with single public lower division institutions or consortia of public lower division institutions.

Please provide the name, title, and contact information of the individual authorized to submit the application.

Please also provide the name and signature of the chief executive of the institution that is certifying leadership commitment to the project proposal. That individual could be a chancellor, president chief academic officer, or chief financial officer, depending on institutional policy. Electronic signatures are acceptable.

Section 2:   Contact Information

Please provide the name and contact information for the primary contact person from the primary applicant for the proposed project.

If the proposal is for a consortium and/or workforce partnership, please provide a primary contact name and affiliation for each member of the consortium or workforce partner.

Section 3:   Requested Grant Amount

Please indicate the total proposed project budget. Budget details must be provided on the TRUE Grant Program Budget Request form. Proposed budgets must fall within the following award ranges.

Award Ranges
$50,000 maximum for planning grants
$50,000-$500,000 for single institution
$50,000-$1 million for consortia

Section 4:   Project Description

4.1   Project Summary

4.1.a   Please fill out the table indicating the name, CIP Code, duration, semester credit hours (or equivalent), contact hours and name of credential associated with each of the high value workforce education and training program(s) that are proposed for the project.

This element will be evaluated on a 1-5 point scale; 5 points highest.

4.1.b   Provide a brief description (250 words maximum) of how the project's high value workforce education and training program(s) were selected.

The proposed project must have a compelling rationale for the selection of programs. Programs selected must be in high value/high need fields at the state, regional, or local level as determined by current labor market information and workforce stakeholder input. Relevant data from current labor market information and workforce stakeholder input in hiring persons with the skills developed in the program should be cited as supporting program selection. The role played by employers or other workforce entities in the program selection process is described. Multiple sources of relevant labor market information indicate a more robust proposal. Sub-Certificate 1 programs selected are described as being developed or scaled to be convertible or stackable to credit-bearing programs. Information on any similar existing programs in the region is provided with a rationale using relevant data about why local or regional demand necessitates duplication.

This element will be evaluated on a 1-5 point scale; 5 points highest.

4.1.c   Provide a brief description (250 words maximum) of the project's goals and activities. Indicate if the project is a planning engagement, an expansion or redesign of an existing program, or creation of a new education and training program(s). Provide specifics about the program(s) selected, including mode of instruction.

Indicate the establishment of clear pathways to employment. If applicable, specify the role played by workforce partners in the project's execution of goals and activities.

Proposed projects may focus on a particular credential program, several highly related credential programs in a high demand occupational area, or a set of knowledge and skills required by a particular high demand occupational area.

Selected education and training programs may be for industry certifications, certificate programs, or other workforce credentials that can be completed in six

(6) months or less. Sub-Certificate 1 programs selected are encouraged to be developed or scaled to be convertible or stackable to credit-bearing programs. Credential and training programs selected may be delivered digitally, face-to-face or in a hybrid mode. Credential programs selected for the project may be stand alone or embedded in other credential programs.

This element will be evaluated on a 1-5 point scale; 5 points highest.

4.1.d   If applicable, provide a brief description (250 words maximum) of how the proposed credential program(s) addresses student affordability.

This element will be given 0 or 2 bonus points.

4.1.e   If applicable, provide a brief description (250 words maximum) of how the proposed credential program(s) provides opportunities to displaced workers.

This element will be given 0 or 2 bonus points.

4.2   Description of Applicant and Partners/Consortium Members

Provide a brief description (250 words maximum) about the relevant capabilities in workforce education of the Applicant and partners/consortium members (if applicable) expected to participate in the project. Indicate past work on similar projects and institutional capacity to create and implement similar projects in an efficient and successful manner. If applicable, state the rationale behind the consortium or partnership arrangement, describe each members' level of commitment to the project, and indicate how the sharing of responsibilities between members in the consortium will be accomplished.

This element will be evaluated on a 1-5 point scale; 5 points highest.
Proposals for consortia will be give 0 or 5 bonus points.
Proposals for partnership with eligible workforce entities will be given 0 or 5 bonus points.

Section 5:   Project Timeline

Please complete the table indicating the duration and estimated completion date for each of the project activities described in Project Summary 4.1.c (above).

This element will be evaluated on a 1-5 point scale; 5 points highest.