

11:00 am Central, April 6, 2026

**The TIME Grants
Informational Webinar
will begin shortly.**

Texas Invests in Meaningful Employment (TIME) Grants

Informational Webinar

April 6, 2026

TIME Grants **Summary**

- **Funds for two-year public higher education institutions** that have been awarded Jobs and Education for Texans (JET) Grants in at least one of these years: 2024, 2025, and 2026.
- **Implementation and start-up operations** of specific JET-funded short-duration (less than one year duration), industry-aligned CTE certificate programs in high-demand occupations that reflect local and regional need, in partnership with workforce stakeholders.
- **Data collection and reporting** on project progress and outcomes to inform ongoing capacity-building efforts by THECB in postsecondary workforce education.

TIME Grants **Eligibility**

This is a **competitive grant award**. Applications will be evaluated, ranked, and awarded until funds are fully obligated.

Eligible applicants:

- Texas public, lower-division institutions of higher education (public junior colleges, public state colleges, public technical institutes) that have received JET Grants during at least one of the three following JET grant years: 2024, 2025, and 2026.

TIME Grants **Awards**

Award Range
Up to \$500,000 maximum for a single institution for 24 months

- **Six or more grants** are expected to be awarded, depending on funds available.
- **Grant periods** are for approximately 24 months.
- **Eligible applicants** may submit a maximum of one application.

TIME Grants **Timeline**

- **March 30, 2026** *Program Announcement*
- **April 6, 2026** *Informational Webinar*
- **May 11, 2026** *Last Day for Inquiries*
- **May 15, 2026 Applications Due**
- **June 2026** *Grant Notifications*
- **July 15, 2026** *Grant Period Begins*
- **July 14, 2028** *End of Grant Period*

TIME Grants **Project Parameters**

- Projects that develop new short term CTE certificate programs that are in the same occupational area benefiting from recent state investment through JET awards; **or**
- Projects that expand existing short term CTE certificate programs that are in the same occupational area benefiting from recent state investment through JET awards.
- Projects that implement programs that are affordable and responsive to the needs of displaced workers;

TIME Grants **Project Parameters** *cont'd.*

- Projects that ensure that each certificate program matches regional workforce needs and are supported by a labor market analysis of job postings and employers hiring roles with the skills developed by the program;
- Projects that provide student aid awards and student supports to incentivize enrollment in and completion of CTE certificates;
- Projects that incorporate a dual credit course or program offering in a career pathway; and
- Projects that do not duplicate existing program offerings. by institutions unless necessary to accommodate growth in local or regional demand.

Application and Evaluation

TIME Grants Web Page

General information and links to application materials are available on the THECB webpage:

[Texas Invests in Meaningful Employment \(TIME\) Grant 2026-2028](#)

- TIME Grants RFA
- Link to THECB's GMS
- Slide Deck from this Informational Webinar
- Recording from this Informational Webinar

TIME Grants **Application**

Application materials are available in the THECB's Grant Management System (GMS):

- Certification of Application Information;
- Project Narrative;
- Credential Roster/Target Outcomes Form;
- Activity Form;
- Budget Request Form;
- Two or more Letters of Support; and
- Executed JET NOGA

TIME Credential Roster/Target Outcomes Form

- Requires details about the selected CTE Program(s) that will be the focus of the grant, including 6-digit CIP Code, duration, credential type, mode of instruction and more.
- Location for projected numeric targets regarding student enrollment, student completion, and student employment outcomes.

TIME Activity Form

- Outlines projected activities, participants, and completion dates during the grant period.
- Organized by quarter including grant period and closeout period.
- Partially pre-filled with required program reporting and completion deadlines.

TIME Grants Budgets

Selected Allowable Cost Categories

- Curriculum development and instruction design
- Instructional/training software
- Instructional/training equipment*
- Renovations to instructional facilities required for the project*
- Student financial aid
- Student supports
- Faculty hiring and training capacity
- Off the shelf credential and training materials
- Project marketing and outreach costs
- Data administration and reporting costs

TIME Grants **Equipment & Facilities**

- In light of the TIME grant's focus on implementation as a follow up to JET grants, applicants are required to provide rationale and explanations of the need for equipment and facilities expenditures.
- Consideration of equipment and facilities location and use must also be incorporated into the budget request.
- Equipment and facilities expenditures may not be more than **10% of the total grant budget**.
- All equipment and facilities expenditures must occur during the first six months of the grant (January 15, 2027).

TIME Grants **Student Financial Aid**

Eligible students: Students enrolling or enrolled in the specific program(s) covered by the project during the grant period.

Financial aid coverage: Cost of attendance, tuition, and fees

Award cap: \$2,500 per eligible student per semester or term

TIME Proposal Review Considerations

- Best overall value to the state
- Eligibility requirements met
- Project quality determined by application evaluation criteria
- Projects that are not duplicative of existing programs unless necessary to meet regional workforce needs
- Projects that exhibit priority criteria
- Consideration of location: grants to at least one eligible entity in each region of Texas to the extent practicable

TIME Priority Proposals

Priority in application review will be given to the following:

- Selection of a **new** credit-bearing or CE credit conversion CTE program. New programs are those that are not currently approved in the state's Program Inventory or have not yet been offered to students.
- Explicit evidence of a highly specific CTE program **Employment Transition Plan** involving work-based learning opportunities, and/or employment placement, organized with employers and/or local workforce boards.

TIME Proposal Evaluation Criteria

TIME GRANT PROGRAM SAMPLE EVALUATION FORM

	Maximum Points
Core Elements (40 Possible Points)	
Selection of CTE Programs	10
Credential Roster from Credential Roster/Target Outcomes Form	
Project's Goals and Activities	10
Activity Form	
Target Outcomes Form	5
Applicant/Consortium Capacity	5
Instructional Equipment and Facilities Expenditures	5
Budget Alignment with Project Goals	5
Bonus Points (10 Possible Points)	
New CTE program	5
Employment transition plan for CTE completers	5
TOTAL POSSIBLE POINTS	50

Additional Considerations for Applicants

- Applicants are required to include at least **two letters of support** for the proposed project from workforce partners: letter from an employer and letter from the local workforce board.
- Applicants are required to submit their executed **JET NOGA** as part of the application packet.

THECB GMS Grant Applications

THECB Grants Administration Guidance

THECB's website features information on **GMS**, including a FAQ and Grantee User Guide:

[GMS Frequently Asked Questions & Resources - Texas Higher Education Coordinating Board](#)

Please note **GMS** is configured to work optimally in the [Google Chrome](#) browser.

Getting Started Registration

1. Visit the THECB Online Grants Portal at thecb.fluxx.io
2. Click **Create Account**.
3. Enter information about you and organization (institution).
4. Click **Submit Request**.
5. Once approved, you will receive an email with an assigned username and a link to set up a password.

1 <https://thecb.fluxx.io>

Texas Higher Education COORDINATING BOARD

Texas Higher Education Coordinating Board

Login (all fields required)

Username

Password

[Forgot Password?](#)

New to the Online Portal?

Create Your Organizational Profile

To be considered for funding, the first step is to introduce yourself and tell us about your organization. Please click the "Create Account" button below to start.

You will then receive an automated email notification with the login information granting you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

Please visit THECB website (<https://www.highered.texas.gov/institutional-grant-opportunities>) for a current list of grant opportunities.

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3 **Texas Higher Education COORDINATING BOARD**

Texas Higher Education Coordinating Board

You will receive an email with login information from *fluxx.io* 1-3 business days after submitting this form. Be sure to check your junk/spam folder and verify with your IT administration that you can accept emails from the URL: *fluxx.io*.

Important Notes:

- To register, it is your responsibility to provide true, complete, and accurate information.
- Updates to existing account information can be made as needed after initial registration approval.
- Approval of a registration in this online portal does not imply grant award approval. Each grant opportunity must be applied for individually.

Required fields are bold with an asterisk*

Organization Information

Organization Name*

Organization Legal Name

This typically refers to the name of the organization as registered with the Texas Comptroller.

Acronym or DBA

DBA = Doing Business As

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Online Portal Preview

When you enter the portal, use the left-hand menu to access your project reports, monitor your budget, request budget changes, and more.



Navigate the portal using the left-hand menu.

The screenshot displays the Texas Higher Education Coordinating Board Online Grants Portal. On the left is a dark sidebar with a navigation menu. The main content area on the right has a white background with a 'WELCOME' message and a list of grant programs. Five blue callout boxes with arrows point to specific elements in the sidebar:

- Read FAQs**: Points to the 'FAQs' link under the 'Grantee Portal' section.
- View Your Organization Information**: Points to the 'Organizations (1)' link under the 'ORGANIZATIONS (1)' section.
- View or Edit Your User Profile**: Points to the 'People (1)' link under the 'PEOPLE (1)' section.
- View or Apply for Grants**: Points to the 'Grant Opportunities (2)' link under the 'GRANT OPPORTUNITY (2)' section.
- Change Password or Log Out**: Points to the gear icon at the bottom of the sidebar, next to the 'FLUXX' logo.

The sidebar menu includes the following sections and links:

- INFORMATION**
 - Grantee Portal
 - FAQs
- ORGANIZATIONS (1)**
 - Organizations (1)
 - Additional Information Requested
- PEOPLE (1)**
 - People (1)
- GRANT OPPORTUNITY (2)**
 - Grant Opportunities (2)
- FLUXX** (with a gear icon for settings)

The main content area contains the following text:

WELCOME

This is the Texas Higher Education Coordinating Board Online Grants Portal. This is your one-stop-shop for all institutional grant-related activities with THECB.

Confirm you're in the right place.

THECB is transitioning grant programs into the portal. During this transition, some grants will be moved to the portal.

The Grant Programs currently within this new online grants portal include:

- Texas Reskilling and Upskilling Through Education Grant Program (TRUE), beginning with the 2025–2026 cycle
- Grants for Workforce Education Expansion Grant Program (GME Expansion), beginning with the 2025–2026 cycle
- First-Response Disaster Relief Grant Program (FPRP), beginning with the 2026 cycle

We will update this list as grant programs complete the transition. If you're looking for

Application Details

Under **Grant Opportunity**, click on "Grant Opportunities" to find Reference #1291 for the TIME 2026 Grant.

Note: Other grant opportunities may be linked to your account.

ORGANIZATIONS (1)

Organizations (1)

Additional Information Requested

PEOPLE (1)

People (1)

GRANT OPPORTUNITY (19)

Grant Opportunities (19)

APPLICATIONS (13)

Draft Applications (9)

Invited to Apply

Clarification Requested

Submitted Applications (4)

Not Awarded

GRANTS (3)

Active (3)

Closed

GRANTEE REPORTS (2)

Scheduled

Clarification Requested

Submitted (2)

PAYMENTS (3)

Scheduled (3)

Paid

CHANGE REQUESTS (1)

Draft/New

Under Review

Clarification Requested

Approved (1)

Rejected

RETURN OF FUNDS (13)

New/Draft

Under Review (1)

Clarifications Requested

Approved (12)

Reference Num: 1080
Program: Texas Reskilling and Upskilling through Education (TRUE) Grant Program
Appropriation Year: 2026
Type of Opportunity: Request for Applications
THECB Contact: Sheri Ranis
Status: Published

▼ Table Of Contents

[Grant Opportunity Details](#)
[Link to Application Documents](#)

Required fields are in bold with an asterisk*

Grant Opportunity Details

OVERVIEW OF GRANT OPPORTUNITY	
Reference Number	1080
Type of Opportunity	Request for Applications
Program	Texas Reskilling and Upskilling through Education (TRUE) Grant Program
Subprogram	Texas Invests in Meaningful Employment (TIME) Grants
Grant Opportunity Common Name	TIME 2026-28
Synopsis of Program	Testing information here.
Grant Funding	State General Appropriations
Statutory Authority	
Specific Texas Administrative Code Chapter	
Legislative Session and Rider Appropriating Funds	Testing information here.
Fiscal Year of Appropriated Funds	2026
Notice of Intent Required	Yes
ADMINISTRATIVE INFORMATION	
THECB Contact	Sheri Ranis, Grants Manager Sheri.Ranis@highered.texas.gov 555-555-5555
Grant Program Web Address	https://www.highered.texas.gov/
Grant Program Email Address	True@highered.texas.gov
DATES AND DEADLINE	
Expected Grant Start Date	April 2, 2026
Expected Grant End Date	April 2, 2027
Fiscal Year Start	2026
Inquiry Due Date	
Inquiry Due Time	
NOI Due Date	February 3, 2026
NOI Due Time	5:00 p.m.
Application Due Date	March 4, 2026
Application Due Time	5:00 p.m.
AWARD INFORMATION	
Number of Anticipated Awards	6
Anticipated Appropriation	1000000.0
Award Determination	competitive basis
ELIGIBILITY REQUIREMENTS	
Eligible Applicants	Public 2-year Institution of Higher Education
Eligible Projects	Testing information here.

[Click HERE](#) [Apply for a Texas Invests in Meaningful Employment \(TIME\) Grant](#)

Organization & Contacts

Organization Contact Roles:

1. Person Authorized to Submit Application
2. Primary Signatory will authorize NOGA via DocuSign
3. Primary Financial Officer will verify financial information
4. Additional Contact 1 - Prepare Reporting
5. Additional Contact 2 - Approve Expenditures

Application Instructions

An Eligible Applicant, either an eligible institution or eligible system, may submit a maximum of one (1) application.
If you have questions pertaining to the submission of the Application, please contact THECB staff at TRUE@highered.texas.gov.
Deadline for Submission: March 4, 2026 5:00 p.m.

Program Dates

Start Date* 4/2/2026

End Date* 4/2/2027

Organization & Contact Information

Organization Name* Test2 Organization

Department/Location (if applicable) Test2 Organization - headquarters

Person Authorized to Submit Application* Add New

Primary Signatory* Add New

Primary Financial Officer* Add New

Additional Contact 1 (Optional) Add New

Additional Contact 2 (Optional) Add New

Add New

Table of Contents

Contact Information

Required fields are in bold with an asterisk*

Contact Information

Prefix

First Name*

Last Name*

Email*

Title*

Work Phone*

Preferred Method of Contact*

Email - Work (Organization)

Phone - Work

Email - Personal

Other

Save

Description of Applicants/Partners

- Requires **Yes** or **No** selection for qualification as a public junior, state, or technical college.
- For box/narrative sections, text can be entered in real-time or pasted from a secondary source.
- Save often! GMS does not auto-save.
- If you **Save and Close**, the Application will be stored in Draft Applications.

Description of Applicant & Partners	
Applicant qualifies as a public junior college, public state college, or public state technical college in Texas.*	☐ Yes ☐ No
Applicant had grants funded by the Texas Reskilling and Upskilling through Education (TRUE) grant program during previous grant periods.*	☐ Yes ☐ No
Has your organization been funded by <u>any other THECB grant program(s)</u> as of calendar year 2019?*	☐ Yes ☐ No
Applicant Capacity*	
Project Summary	
Reference the RFA, section XXXX, for scoring criteria, detailed information, and requirements.	
Project Summary Narrative*	
Characters left for field: 3500	

Credential Roster/Targets

The screenshot shows a web interface for managing credential rosters. At the top, the title "Credential Roster/Target Outcomes" is displayed. Below it, a light blue box contains the instruction: "If you need to update a credential, click on the name. Add new credentials by clicking the + sign." A red error message box follows, stating "At least 1 Credential Roster must be filled out." Below the error message is the "Credential Roster/Target Outcomes Form" section. This section contains a table with three columns: "Institution & Program Details", "Status & Hours", and "Details". The first row of the table is labeled "Credential Roster". To the right of the table, there is a button labeled "Add New Item" with a green plus icon next to it. This button and its icon are highlighted with a yellow rectangular box.

Institution & Program Details	Status & Hours	Details
Credential Roster		

Requires details about the selected CTE Program(s) that will be the focus of the grant.

Click the  button to open pop-up window containing location for credential roster/target outcomes form.

Note: You'll have to create a separate credential roster and target outcomes form for each program.

Credential Program Information

The screenshot shows a web application interface with a modal window titled "Add New Item". The modal contains a form with the following fields and labels:

- Institution Offering Credential Program*** (Text input)
- *Example: ABC College*
- Credential Program Name*** (Text input)
- *Example: Certified Nursing Assistance (CNA)*
- 6 digit CIP Code*** (Text input)
- *Example: 51.3902*
- When selecting the Program, which Occupational List did you rely on more?*** (Dropdown menu)
- Main Project Aim*** (Text input)
- Duration*** (Text input)
- *Days, Weeks, or Months Example: 5 weeks*
- Credential Type*** (Dropdown menu)
- Credit-bearing Status*** (Dropdown menu)
- Program's Total SCH/CEU*** (Text input)
- *semester credit hours*
- Program's Total Contact Hours*** (Text input)
- Results in Licensure/Certification?*** (Text input)

A "Save" button is located at the bottom right of the modal. The background shows a table with a "Details" header.

Institution Offering CTE Program

CTE Program Name

6-digit CIP Code

When selecting the Program, which Occupational List did you rely on more? (Dropdown Box)

Main Project Aim (Dropdown box)

Duration (Days, Weeks, or Months)

Credential Type (Dropdown Box)

Credit-bearing Status (Dropdown Box)

Program's Total SCH/CEU

Program's Total Contact Hours

Results in Licensure/Certification? (Yes/No)

Name of Licensure/Certification (If Applicable)

If convertible/stackable, linked to what Credit-bearing credential(s)?

Mode of Instructional Delivery (Dropdown Box)

Program Targets

The screenshot shows a web application interface with a modal dialog box titled "Add New Item". The dialog has a "Targets" section with three groups of input fields for quarters Q3, Q4, and Q5. Each group contains three fields: "Number Enrolled Target", "Number Completed Target", and "Number Entered Employment Target". A "Save" button is located at the bottom right of the dialog. The background shows a sidebar with a "Details" tab selected.

Quarter	Number Enrolled Target	Number Completed Target	Number Entered Employment Target
Q3			
Q4			
Q5			

Location for projected numeric targets regarding student enrollment, student completion, and student employment outcomes.

Enter Q3 through Q4 Post-Program target information.

Quarter projections should include:

1. Number Enrolled
2. Number Completed
3. Number to Enter Employment
4. Number of Retained Employed

Project Purpose, Goals and Activities

- Requires selection of creation of new program(s) or expansion of existing program(s).
- For box/description section, text can be entered in real-time or pasted from a secondary source.
- Save often! GMS does not auto-save.

Project Purpose, Goals and Activities

Project Purpose*

☐ Creation of new career and technical education program(s)
☐ Expansion of existing career and technical education program(s)

Description of Project Goals and Activities*

Grantee Budget Request

The screenshot shows a web form titled "Grantee Budget". It includes a sub-header "Grantee Budget" and a note: "Review the Request for Applications (RFA) for any limitations, prior to written approval requirements, and other details applicable to this grant program's budget." Below this is a link "► Quick Grant Budget Tracker (GBT) Guide". A section titled "▼ Grant Budget Tracker*" contains a box with the text "Budget not yet added" and a blue "Edit" button with a pencil icon. A yellow box highlights the "Edit" button, and a blue circle with the number "1" is next to it. Below the "Edit" button, another yellow box highlights two input fields: "Amount of total budget to be used for Instructional Equipment/Facilities Budget*" (a text input) and "Percentage of total budget to be used for Instructional Equipment/Facilities Budget*" (a dropdown menu). A blue circle with the number "2" is next to the first input field.

Grantee Budget

Review the Request for Applications (RFA) for any limitations, prior to written approval requirements, and other details applicable to this grant program's budget.

► Quick Grant Budget Tracker (GBT) Guide

▼ Grant Budget Tracker*

Budget not yet added

Edit

Amount of total budget to be used for Instructional Equipment/Facilities Budget*

Percentage of total budget to be used for Instructional Equipment/Facilities Budget*

1. Click **Edit** button to open Grant Budget Tracker (GBT).

2. Enter **amount** and select **%** projected for Instructional Equipment/Facilities Budget.

Grant Budget Tracker (GBT)

Grant Application?

Edit Budget Tools ?

1

1 Line Item

2 Line Item

3 Line Item

+ Line Item

Request Total

Budget Category

Select...

Advertising and public relations > Public Relations

Advertising and public relations > Marketing

Compensation - Personal Services > Faculty Compensation

Materials and supplies costs, including costs of computing > Instructional Software

Materials and supplies costs, including costs of computing > Instructional Equipment

Materials and supplies costs, including costs of computing > Off the Shelf Credential/Training Materials

Materials and supplies costs, including costs of computing > Other

Organization costs

2

Period 1	Start date	End date	Total
Requested			
0			0

3

Percentage	Grantee Comments	Staff Feedback
0%		
0%		
0%		

Total Requested: 0

4

Save

Save and Close

1. Enter your budget line items. Match the budget categories.
2. Enter the requested amounts for each budget line item/category.
3. Enter brief description of Line/Budget Categories.
4. Save to continue or Save and Close to proceed with the certification step.

Required Documentation

Required documents:

Activity Form

JET NOGA

Letters of Support
Commitment

▼ Documents

Please download the [Activity Form](#), fill it out, and upload the completed form to this application.

A disclosure of interested parties form may be required prior to award. If required, you will be notified by grant program staff to complete the form, which may be accessed via the [Texas Ethics Commission website](#). An electronic copy of the form will then need to be uploaded here.

Required Documents	
Activity Form	+
JET NOGA	+
Letters of Support/Commitment	+

Application Documents	
	+

Agreement Documents	
	+

Organization Documents	
	+

Upload files

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

Add files Start upload

Upload your documents by clicking the **+** symbol.

- Drag or *Add files* using the **Upload files** pop-up window.
- Click **Start upload** to finalize the upload.

Verify, Certify, & Authorize

1

Certification of Information Contained in this Application

By submitting this application and supporting materials, and by checking the boxes below, you acknowledge your agreement to the following:

- You are an authorized representative of the institution with the authority to legally bind the applicant institution.
- All required questions in the application have been answered, and all required documentation is included in the application packet.
- You have thoroughly read and understand the grant program guidelines, application questions, and TIME requirements.
- All information provided in this application is accurate and complete to the best of your knowledge.
- Any discrepancies or omissions may result in the rejection of this application or the forfeiture of grant funding.
- You acknowledge your commitment to submit all required reports in a timely manner as outlined in the application.
- You confirm that any data submitted is accurate and that there are no known conflicts of interest related to this grant application.

☐ By checking this box, I attest to applicant understanding that submission of an application confers no entitlement to an award or to a subsequent agreement. The issuance of the Request for Applications (RFA) does not guarantee that any agreement will be awarded. THECB reserves the right to amend any terms or provisions of the RFA; negotiate with applicants; add, delete, or modify requirements or application components; extend the submission deadline; or withdraw the RFA at its discretion. An application may be rejected if it fails to meet any requirement of the RFA. THECB may request clarification or additional documentation from an applicant at any time, and failure to respond within a reasonable timeframe may result in rejection of the application.⁴

☐ By checking this box, I attest that all of the information included is accurate to the best of my knowledge. I check this box as an endorsement of this acknowledgment, in lieu of my signature.⁴

2

Cancel Save Save and Close

1. Check that all information has been entered and saved successfully. This process requires review and approval from multiple users. Multiple grant users can access the Application, but only one user can Edit.
2. Click the **Save** or **Save and Close** button at the bottom of the Application.

Edit or Submit

1

Edit

Please download the [Activity Form](#), fill it out, and upload the completed form to this application.

A disclosure of interested parties form may be required prior to award. If required, you will be notified by grant program staff to complete the form, which may be accessed via the [Texas Ethics Commission website](#). An electronic copy of the form will then need to be uploaded here.

Required Documents

Activity Form

JET NOGA

Letters of Support/Commitment

Application Documents

Agreement Documents

Organization Documents

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By checking this box, I attest that all of the information included is accurate to the best of my knowledge. I check this box as an endorsement of this acknowledgment, in lieu of my signature.*

Yes

2

Submit

1. Reminder—multiple users can access the Application, but only one user at a time can Edit.
2. If you submit and need to make corrections, contact True@highered.texas.gov. Do not submit another Application.

Quality Proposals

Tips for Quality Proposals

- Focus the project on **one credential program or a small set of closely related programs** of short duration (less than 12 months) in a high-demand occupation.
- Demonstrate robust use of **labor market information** during project development – hiring trends data, job postings, and employment outcomes.
- Undertake and describe consultations with **workforce stakeholders** regarding program selection.
- The degree of **engagement with workforce stakeholders** matters. Work-based learning opportunities are strongly recommended, and consideration of employment paths for CTE program completers is required. Bonus points are available for incorporating an explicit Employment Transition Plan in the application packet that covers work-based learning opportunities and employment pathways.

Tips for **Quality Proposals** *cont'd*

- **Do not duplicate** existing postsecondary offerings unless there is demonstrable unmet local or regional employer demand for more individuals holding that credential or skills profile.
- Create a budget that demonstrates **necessary and reasonable project costs** and check with your internal legal/sponsored projects team about **state requirements and regulations** on expenditure categories.
- **Completely fill out** the Credential Roster Form, Activity Form, and Program and Outcome Targets Form.
- Include at least **two letters of support/commitment** – at least one each from employers and local workforce boards.

Questions?

Contacts

Tina Jackson, Ph.D.

Assistant Commissioner for Workforce Education
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Sheri Ranis, Ph.D.

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Texas Higher Education

COORDINATING BOARD

TRUE@highered.texas.gov

