THE AUSTIN COMMUNITY COLLEGE DISTRICT
Texas Innovation Adult Career Education Program
GRANT APPLICATION INFORMATION AND APPLICATION FORM
Texas Nonprofit Workforce Intermediary and Job Training Organizations
September 1, 2015 – August 31, 2017

Grant Application Information

House Bill 437 (H.B. 437) passed in the 83rd Texas Legislative, Regular Session, amends Subtitle G, Title 3 of the Texas Education Code to establish the Texas Innovative Adult Career Education (ACE) Grant Program. The governing board of Austin Community College District (the College) will serve as the grant administrator.

Austin Community College District may award grants to eligible nonprofit workforce intermediary and job training organizations to prepare low-income students to enter careers in high-demand, high-wage occupations. Grant funds may be used to develop, support, or expand such programs.

Austin Community College District has $4,600,000 in available funding for the ACE program. The minimum grant award amount is $25,000 and the maximum is $500,000 for each year of the biennium.

Eligible organizations must apply to the grant administrator. The deadline to apply for funding is September 15, 2015. Austin Community College District anticipates awarding funds as soon as practical, pending review of submitted documents and committee approval.

I. Eligibility

To be eligible to receive funding under the ACE Grant Program an organization must:

1. NOTE: Existing programs awarded ACE funds during the 2013 – 2014 biennium that have met the reporting and success requirements will be given priority for continued funding in order to preserve continuity of funding for students currently enrolled in funded programs.

2. Be a nonprofit organization, exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c)(3) of that code.

3. Be a nonprofit workforce intermediary and job training organization, defined as a nonprofit organization that engages in comprehensive long-term job training in partnership with a public junior college, public state college, or public technical institute and provides labor market intermediary services to participant students.

4. Provide eligible low-income students, in partnership with public junior colleges, public state colleges, or public technical institutes:
   a. job training, and
   b. a continuum of services designed to move a program participant from application to employment, and to include: outreach, assessment, case management, support services, and career placement.

5. Be governed by a board or other governing structure that includes recognized leaders of broad-based community organizations and executive-level or managerial-level members of the local business community.
6. Demonstrate that the organization’s program has achieved or will achieve the following measures of success among program participants:
   
a. Demonstrate above average completion of developmental education among participating public junior college, public state college, or public technical institute students.

b. Demonstrate above average persistence rates among participating public junior college, public state colleges, or public technical institute students.

c. Demonstrate above average certificate or degree completion rates by participating students within a three-year period compared to demographically comparable public junior college, public state college, and public technical institute students.

d. Demonstrate entry into careers with significantly higher earnings for program participants than previously achieved.

7. Provide matching funds in accordance with general guidelines.

II. General Guidelines

1. Funds awarded through the ACE Grant Program are to be used as necessary to develop, support, or expand the workforce intermediary’s normal programmatic operations, and at the same expense rates or charges allocated to other participant’s in the intermediary's normal program.

2. Funds awarded through the ACE Grant Program shall be expended for authorized activities; not to be used for the purpose of funding political, lobby, or religious activities such as sectarian worship, instruction, or proselytization. This provision, however, shall not be interpreted to prohibit Grantee from subcontracting for goods or services with any religious institution or entity.

3. Applicants should be thorough in describing how grant funds will be administered and monitored.

4. Grant awards may be awarded in four payments per year over two fiscal years for a total of eight payments for the biennium: 2015 ($2,300,000) and 2016 ($2,300,000). September 30, 25% of funds; November 15, 25% of funds; and March 15, 25% of funds, June 15, 25%.

5. The Austin Community College District has complete discretion in determining whether all amounts will be awarded.

6. Organizations must provide a 50% funding match, which may be obtained from any source available to the organization, including but not limited to in-kind contributions, community or foundation grants, individual contributions, federal or local governmental agency funds. The grant administrator may require organizations to demonstrate compliance with matching requirements to receive additional installments awarded under the grant. The 50% maximum is specified in order to leverage state funds with funds from other sources obtained by workforce intermediary organizations.
7. Indirect costs are assumed to be included in the normal programmatic costs and will not be provided separately. Such costs should be allocated at the same rate per participant as any other program participant. Variations may be considered overcharges upon program audit.

8. Records must be maintained in an orderly manner to facilitate review and audit by Austin Community College District staff or their designee.

9. Failure to achieve measures of success as described could result in early termination of the grant or affect future awards.

10. Failure to sufficiently and accurately account for all grant expenditures and matching funds, or to provide false or misleading information, will result in early termination of the grant or affect future awards.

11. The Austin Community College District may request additional information at any time prior to awarding a grant in order to effectively evaluate any application.

12. The Austin Community College District, or its designee, may audit the grant recipient’s records at any time.

13. Applications must be completed, including all attachments, and submitted by the deadline to be considered. All questions on the application must be completed. Supplemental materials may be submitted, but will not be accepted in lieu of responses to the individual questions on the application.

III. Evaluation

Applications for grant funding through the ACE Grant Program will be evaluated based on the criteria established by the grant administrator. See Attachment A for a detailed list of requirements. This includes demonstrating to the satisfaction of the program advisory board that the organization’s program has achieved or will achieve the following:

Key Measures

a. Above average completion of developmental education among participating public junior college, public state college, or public technical institute students.

b. Above average persistence rates among participating public junior college, public state colleges, or public technical institute students.

c. Above average certificate or degree completion rates by participating students within a three-year period compared to demographically comparable public junior college, public state college, and public technical institute students.

d. Entry into careers with significantly higher earnings for program participants than previously achieved.

For the purpose of this application, use the Community College Performance data published by the Texas Higher Education Coordinating Board (THECB), Statewide—Community Colleges as a baseline for comparison purposes. Program results must be demonstrated by comparing the program’s actual or projected measures to the most recent success measures published by the THECB. To access published data, follow the enclosed link.
Delivery of Program Services

1. Outreach
2. Assessment
3. Case Management
4. Support Services
5. Developmental Education
6. Job Training
7. Career Placement Services

Applicants should be thorough in describing how grant funds will be administered and monitored.

IV. Reporting Requirements

Reporting for the ACE Grant Program is intended to demonstrate to the Texas Legislature and others how the funds were used, resulting in success rates achieved by workforce intermediary organizations as compared to the most recent student success measures discussed in the Evaluation section of this document (Section III).

The grantee must provide grant activity reports each semester after receiving the initial funds disbursement from the Austin Community College District. Reports are due 30 days after each semester end based on the state’s fiscal year beginning September 1 and ending August 31, until all grant funds have been expended.

Grant activity reports shall contain data to include unduplicated headcount of participants whose funding is partially provided by ACE grant funds as they progress through the program.

Reporting will also require participant demographic data to include elements of race/ethnicity and gender as defined by Texas Higher Education Coordinating Board. Baseline categories will be used to demonstrate the effect of program participation which pertain to achievement gaps, and of interest to the State.

The categories of race/ethnicity used by the Texas Higher Education Coordinating Board are:

- White
- African American
- Hispanic
- Asian
- Native American
- International
- Other (Unknown)
Reporting requirements are subject to change. The Austin Community College District may request additional information at any time.

The grant administrator is aware that the time frame of these ACE grant funds may not align with a full cycle of participation in an applicant’s program (up to three years) that may be required for a participant to progress from developmental courses to a high paying workforce degree. To address this alignment issue, reporting may include total program results regardless of funding source in order to demonstrate overall success rates of your workforce intermediary program in each service and results category.

Austin Community College District may engage an audit firm to perform ACE grant compliance audits on the premises of grant recipients. Such audits will be conducted with respect to compliance with grant requirements, and accounting controls and procedures related to how grant funds were used.

Applicant must comply with all reporting requirements. Failure to do so may result in termination of the grant award and the entity being ineligible for future ACE grants.

The Austin Community College District, or its designee, may audit the grant recipient’s records at any time.

V. Grant Application Deadline and Delivery Requirements

Grant application must be filled out completely, include all attachments, and submitted electronically to the Points of Contact listed below on or before 5:00 p.m. CST on Thursday, September 15, 2015.

Submit applications electronically to:

Vickie Johnson: vjohnso2@austincc.edu, and Anthony Owens: aowens@austincc.edu

Note: Where possible, links to an organization’s website may suffice required supplemental information. For example, a link to the organization’s website containing the most recent audited financial statement would suffice for this particular request.

Additional Contact Information

Questions regarding how to complete the grant application may be directed to the Austin Community College District:

Delphine Gonzales
dgonzal2@austincc.edu
(512) 223-1075

Anthony Owens
aowens@austincc.edu
(512) 223-1127
The following information is required to demonstrate the organization’s eligibility for funding under the ACE Grant Program per Section 136.006 of the Texas Education Code (H.B. 437) and must be submitted as part of the Grant Application Form.

1. Provide proof that the organization is a qualified nonprofit organization. (Attach IRS determination letter and most recent IRS Form 990. An exception to the IRS Form 990 requirement may be made for newly formed organizations that have not yet filed the form.)

2. Provide proof that the organization is governed by a board or other governing structure that includes recognized leaders of broad-based community organizations and executive-level or managerial-level members of the local business community.

3. Indicate the junior college, public state college, or public technical institute whom the organization has an established partnership.

4. Provide a copy of the organization’s most recent budget.

5. Provide a copy of the organization’s most recent audited financial statements. (Unaudited financial statements are acceptable for newly formed organizations.)

6. Provide documentation demonstrating how your organization has achieved or will achieve the following measures of success as compared to the success rates for Texas Statewide—Community Colleges:
   a) Above average completion of developmental education among participating public junior college, public state college, or public technical institute students.
   b) Above average persistence rates among participating public junior college, public state colleges, or public technical institute students.
   c) Above average certificate or degree completion rates by participating students within a three-year period compared to demographically comparable public junior college, public state college, and public technical institute students.
   d) Entry into careers with significantly higher earnings for program participants than previously achieved.

The following information will be used to evaluate the application for grant funding. Demonstrate how the organization’s program has achieved or will achieve the following among program participants:

7. **Program Services and Delivery:** Describe how the following workforce intermediary services are provided by your organization. Provide enough detail so that the reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.
a. Outreach
b. Assessment
c. Case Management
d. Support Services
e. Developmental Education
f. Job Training
g. Career Placement Services

8. **Program Clients Served:** Describe the eligibility requirements to participate in the program or in each component of the program (for example: how low-income eligibility is determined, how residency is documented, how students are placed in developmental education, etc.).

9. **Performance Evaluation:** Describe how the agency will evaluate the program’s performance in achieving the anticipated results listed below. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).

**Results Expected**

- Developmental Education Completions
- Persistence Rate of Participants Toward Certificate or Degree
- Certificates and Degrees Awarded
- Career Placements

10. **Funding Requested:** Please enter the number of participants and the amount requested per participant, and in total. Funding per organization is limited to a maximum of $500,000.

**Note:** The ACE Grant Program has been designed with a funding perspective focused on participants progressing through a program provided by a Texas nonprofit workforce intermediary organization working in partnership with a Texas public institution of higher education. Consequently, funding requests should specify the number of participants to be served, and the amount of ACE funds per participant being requested, in order to provide program funding for up to 50% of the cost per participant.

Example: To fund one participant that typically costs your program $15,000 to fully sponsor to degree completion, ACE funds would be requested for up to $7,500 for that participant. The maximum amount awarded is $500,000 per organization.
ACE funding is intended to be flexible, and suited to the applying organization’s proven program for success. Funding is based on the number of participants, not a particular individual student, and funds may be reallocated to another participant in the event a sponsored individual discontinues in the program.

Funds awarded must be expended or obligated to fund participants by the end of each fiscal year. Funds not actually expended may be used to sponsor participants past the grant end date to ensure continuity of funding for participants pursuing certificate or degree programs.

11. Estimated Goals for ACE Funded Participants:

Please enter your estimated success rates with participant funding requested. These are the estimated performance measures for the organization’s population served.

### Total Program Performance # 1

<table>
<thead>
<tr>
<th>Program Goal</th>
<th>Percentage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Education</td>
<td></td>
</tr>
<tr>
<td>Developmental Education Completions</td>
<td>%</td>
</tr>
<tr>
<td>Total Developmental Education Participants Funded by ACE</td>
<td>%</td>
</tr>
</tbody>
</table>

### Total Program Performance # 2

<table>
<thead>
<tr>
<th>Program Goal</th>
<th>Percentage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistence Rates</td>
<td></td>
</tr>
<tr>
<td>Participants who Persisted</td>
<td>%</td>
</tr>
<tr>
<td>Total Participants Funded by ACE</td>
<td>%</td>
</tr>
</tbody>
</table>
Total Program Performance # 3

<table>
<thead>
<tr>
<th>Program Goal</th>
<th>Percentage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates and Degrees</td>
<td></td>
</tr>
<tr>
<td>Certificates and Degrees Awarded</td>
<td>%</td>
</tr>
<tr>
<td>Total Participants Funded by ACE</td>
<td>%</td>
</tr>
</tbody>
</table>

Total Program Performance # 4

<table>
<thead>
<tr>
<th>Program Goal</th>
<th>Percentage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Placements</td>
<td></td>
</tr>
<tr>
<td>Career Placements</td>
<td>%</td>
</tr>
<tr>
<td>Total Participants Funded by ACE</td>
<td>%</td>
</tr>
</tbody>
</table>

Note: Information contained in this and other ACE grant documents will be used in reports to state agencies and the Legislature of the State of Texas.

Name of Organization:
Organization’s Street Address:
City, State, Zip:
Telephone Number:
Email Address:
Organization’s Website Address:
Contact Person Name and Title:
Attachment A - Evaluation Criteria for Grants to Nonprofit Workforce Intermediary Organizations for Innovative and Successful Programs

Proposed Program: ______________________________________
Name of Organization: ______________________________________
Evaluator Name: ________________________________________
Evaluation Date: ________________________________________

The following requirements must be met for the application to be considered:

1. The application is complete.
2. The application was filed by the deadline.
3. The applicant provided proof that the organization is a qualified nonprofit organization. (IRS determination letter and most recent IRS Form 990 were attached. An exception to the IRS Form 990 requirement may be made for newly formed organizations that have not yet filed the form.)
4. The applicant provided proof that it is governed by a board or other governing structure that includes recognized leaders of broad-based community organizations and members of the local business community.
5. The applicant provided a copy of the organization’s most recent budget.
6. The applicant provided a copy of the organization’s most recent audited financial statements. (Unaudited financial statements are acceptable for newly formed organizations.)
7. The applicant provided documentation of:
   a. above-average completion of developmental education among participating public junior college, public state college, or public technical institute students;
   b. above-average persistence rates among participating public junior college, public state college, or public technical institute students;
   c. above-average certificate or degree completion rates by participating students within a three-year period compared to demographically comparable public junior college, public state college, and public technical institute students; and
   d. entry into careers with significantly higher earning for program participants than previously achieved.