

Skills Development Fund Checklist for Businesses

To participate in a Skills Development Fund (Skills) grant, the private business, business consortium or trade union must:

1. Not have participated in a Skills grant during **the 6 months prior** to a current application submit date unless trainees are 100% new hires. An exception will also be made for a business that is seeking training for a different location, making a different product line, and with a different training scope from the previous project.
2. Agree to provide existing workers, who will be participating in the Skills funded training project, with a wage increase during the term of the grant.
3. Pay wages to trainees who successfully complete the training that are equal to or greater than the prevailing wage for the occupation in the local labor market.
4. Be aware that Skills funding is used primarily for technical training and that the following will apply: Business Technical skills training is at least 55% of total training hours. General technical skills training may be up to 45% of total training hours and non-technical skills training must not be more than 10% of training hours.
5. To the extent that Electronic Medical Records training is requested, it is the expectation of the agency that training will be provided by the college and not a third party vendor.
6. Limit proprietary training to 50% of the total training hours.
7. Exclude training for employees who are in executive level positions as well as for physicians and bank presidents unless the training is funded by the business partner or another funding source.
8. Provide data, including Social Security Numbers, necessary for reporting purposes.
9. Use WorkInTexas.com to post openings for new workers trained under the project.

Regulatory Integrity Division (RID) Information

Agree to participate in the RID review process, which reviews the following for each business partner:

1. TWC Tax Account
 - Checks for any outstanding balances, reports, and for correctly reporting employees.
 - Checks the number of employees reported each quarter on tax report.
2. Secretary of State
 - Ensures business is properly registered to conduct business in Texas, and if appropriate, verifies correct entity name, etc.
 - Reviews Franchise Tax if appropriate for the type of business. (Note: The employer partner is expected to keep all taxes, certifications or licenses current while the SDF proposal is under consideration and during the period of a grant if it is awarded.)
3. Labor Law
 - Reviews for any wage claims that have been filed, determinations and any outstanding balances.

Skills Development Fund Checklist for Businesses

4. Comptroller
 - Ensures that the employer does not have any holds placed on it by other state agencies and ensures there are no other outstanding delinquencies with other agencies.
5. Courts
 - Checks if the employer has a history of civil suits filed by employees for various civil rights, FLSA, ADA, etc.
6. Internet
 - Review to ensure employer has no negative issues that could potentially disqualify them such as negative EPA reports, federal lawsuits filed by Justice Department, etc.