

## **Project Requirements and Application Response**

### **Governor's Summer Merit Program**

### **Request for Applications (RFA) 3201900016**

**Texas Workforce Commission**

**Grant Administration**

**Austin, Texas 78778-0001**

**E-mail: [rfggroup@twc.state.tx.us](mailto:rfggroup@twc.state.tx.us)**

<b>Schedule of Major Events</b>	<b>Date</b>
RFA Published	August 13, 2018
Written Questions Submission Deadline: 4:00 p.m., Central Time	August 21, 2018
Question and Answer Document Published	August 30, 2018
<b>Application Submission Deadline: 4:00 p.m., Central Time</b>	September 25, 2018
Evaluation	October 2018
Anticipated Grant Begin Date	January 2019

All dates after the application submission deadline are approximate and may be adjusted as conditions dictate without addendum to this RFA.

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## **1. Project Title and Purpose**

This Request for Applications (RFA) is for the Governor's Summer Merit Program (GSMP).

The Texas Workforce Commission (TWC) is seeking applications from Eligible Applicants to provide scholarships to Texas middle and high school students, ages fourteen (14) to twenty-one (21) years on the first day of summer camp, to increase the number of students served by Science, Technology, Engineering, and Math (STEM) skills-related summer camp programs who may not have those opportunities otherwise.

The purpose of the GSMP is to improve middle school and high school students' familiarity and experience with post-secondary educational opportunities leading to STEM careers while developing collaboration among workforce development programs, colleges and universities, and Texas middle and high schools.

## **2. Background**

In June of 2018, TWC's three-member Commission approved approximately one million dollars (\$1,000,000.00) of Temporary Assistance for Needy Families (TANF) funds for the GSMP.

The GSMP is one of several workforce development programs that supports initiatives to prepare Texas's future workforce to compete for the high-skill, high-demand jobs of the future.

One of the goals of the GSMP is to relieve financial obstacles by awarding scholarships to eligible Texas middle and high school students who may not have had an opportunity to attend a summer camp. The program also seeks to inspire these students to pursue STEM-related careers, thus increasing the number of STEM college graduates in Texas.

## **3. Eligible Applicants**

**3.1.** Eligible Applicants under this RFA are:

- 3.1.1.** general academic teaching institutions in Texas, as defined by Texas Education Code § 61.003(3), that offer baccalaureate degree programs in engineering and/or engineering technology that are accredited by the Accreditation Board for Engineering and Technology, or that offer baccalaureate degree programs in computer science;
- 3.1.2.** institutions of higher education in Texas as defined by Texas Education Code § 61.003(8);
- 3.1.3.** other agencies of higher education in Texas as defined by Texas Education Code § 61.003(6); or
- 3.1.4.** private or independent institutions of higher education in Texas as defined by Texas Education Code § 61.003(15).

See [TEX. EDUC. CODE ANN. § 61.003\(3\), \(6\), \(8\), \(15\)](http://www.statutes.legis.state.tx.us/Docs/ED/word/ED.61.doc) Link:  
<http://www.statutes.legis.state.tx.us/Docs/ED/word/ED.61.doc>.

- 3.2.** An Eligible Applicant may submit only one (1) application. If more than one (1) application is received from an Eligible Applicant, TWC will only screen and evaluate the first application received from that Applicant.

For the purposes of this RFA, universities within the same system or colleges within the same district may submit separate applications; however, departments within the same institution must submit one (1) application to include all summer camps.

#### **4. Statement of Work**

- 4.1.** Applicants awarded a grant under this RFA shall comply with the following requirements:

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- 4.1.1.** conduct a STEM-related residential and/or non-residential day summer camp, which is a minimum duration of five (5) days, for eligible Texas middle school and/or high school students;
- 4.1.2.** conduct outreach and recruitment to enroll eligible students in the summer camp(s);
- 4.1.3.** ensure that priority of service is provided for outreach to eligible foster youth, as described in Texas Family Code § 264.121(a)(3);
- 4.1.4.** determine, document, and maintain eligibility documentation prior to enrolling students into the program as specified in Section 6, Eligible Population to be Served, of this RFA;
- 4.1.5.** create and use an application process to enroll eligible students in the summer camp;
- 4.1.6.** maintain a list of eligible students enrolled for each summer camp;
- 4.1.7.** conduct the summer camp(s) during the months of June, July, and August;
- 4.1.8.** ensure that ninety-five percent (95%) of the funds are used for funding scholarships for eligible students, as defined in Section 6, Eligible Population to be Served, of this RFA;
- 4.1.9.** ensure eligible students attend each summer camp for a minimum of eighty percent (80%) of the number of days the camp is held to count towards the enrollment target;
- 4.1.10.** make available to TWC any produced media resulting from the grant activities and deliverables, which TWC may publish or modify for use on TWC's website(s);

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- 4.1.11.** provide each eligible student with Appearance Release forms for the use and reproduction of video footage, photographs, and/or voice recordings;
- 4.1.12.** ensure each eligible student who is videotaped or photographed has a signed and dated Appearance Release form on file that verifies, at a minimum, the following:
  - 4.1.12.1.** Parent(s)/guardian(s) grants permission for child to be videotaped or photographed; or
  - 4.1.12.2.** Parent(s)/guardian(s) denies permission for child to be videotaped or photographed, which requires that the child's image is removed or blurred in videos and/or photographs; and
- 4.1.13.** provide access to eligible students enrolled in the program so that TWC may take the following actions including, but not limited to:
  - 4.1.13.1.** produce its own media suitable for publication on TWC's website(s);
  - 4.1.13.2.** incur all allowable costs for the media it produces; and
  - 4.1.13.3.** provide each eligible student with Appearance Release forms for the use and reproduction of video footage, photographs, and/or voice recordings.
- 4.2.** Applicants must have established summer camp security measures in place. The Applicant must have the following available on site, which can be made available to TWC upon request:

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- 4.2.1.** description of security measures that the organization has for overnight/residential summer camps;
- 4.2.2.** description of the criminal background check process for all staff that will have contact and/or access to students in the summer camp;
- 4.2.3.** description of the security measures that apply to parents or other adults involved in the summer camp activities (e.g., field trips); and
- 4.2.4.** description of how adults and students will be informed of the security measures.

**5. Deliverables**

The following deliverables, targets, and due dates are minimum requirements.

Section Number	Deliverables Description	Deliverable Due Date
<b>5.1.</b>	Report total number of eligible students enrolled in the program	Applicant to provide date
<b>5.2.</b>	Report total number of summer camps to be held	Applicant to provide date
<b>5.3.</b>	Report total number of students attending eighty percent (80%) of camp days.	30 calendar days following each camp

The Applicant will also be required to submit the following information in the application regarding each summer camp to be held.

**NOTE:** During the term of any grant under this RFA, the number of eligible students enrolled per camp may vary; however, the target number of eligible students enrolled will not change. If the actual number of eligible students enrolled in all camps is less than eighty-five percent (85%) of the target

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number of eligible students enrolled, funds will be deobligated proportionally as described in Section 10.6.4 of this RFA.

Sample Table

<b>Summer Camp Program(s) Name</b>	<b>Estimated Number of Scholarships to be Awarded for Each Camp</b>	<b>Dollar Value of Each Scholarship (Round to nearest dollar)</b>	<b>Projected Dates for Summer Camps (MM/DD/YY – MM/DD/YY)</b>	<b>Residential (R) or Day (D) Camp</b>	<b>Identify the STEM Career Most Related to Each Camp</b>
[Applicant to enter name]	[Applicant to enter number]	[Applicant to enter amount]	[Applicant to enter dates]	[Applicant to enter R or D]	[Applicant to enter STEM Career]
<b>SAMPLE</b>					
<b>Total Number of Scholarships</b>					
[Applicant to enter total number of scholarships]					

**6. Eligible Population to Be Served**

**6.1.** The eligible population to be served under this RFA consists of individuals who are:

**6.1.1.** Texas middle school or high school students; and

**6.1.2.** Age fourteen (14) to twenty-one (21) years on the first day of summer camp.

**6.2.** The Successful Applicant shall determine eligibility for, document, and maintain confidential eligibility files for each student prior to the student receiving any services funded through this grant. Maintenance of these eligibility files shall conform to TWC’s policy for Security of Personally Identifiable Data requirements in Workforce Development (WD) Letters 13-08 and 02-18, including any subsequent issuances. Failure to determine eligibility, document eligibility, or maintain the required files for all enrolled students may result in disallowed costs and subsequent repayment of grant

funds, in accordance with the Expenditure Limitations in Section 10 of this RFA.

## **7. Total Funds Available and Number of Projects to Be Funded**

- 7.1.** The total funding available for this RFA is approximately one million dollars (\$1,000,000.00).
- 7.2.** Under this RFA, grants are limited to a maximum of one hundred thousand dollars (\$100,000.00) per grant awarded.
- 7.3.** TWC will award as many high-quality applications as possible with the available funding.
- 7.4.** TWC reserves the right to add additional funds to this RFA and to increase the total amount of any grant award if it determines it is in the best interest of the state to do so.

## **8. Grant Period**

- 8.1.** The grant period for the grants awarded under this RFA is approximately nine (9) months from the grant start date. The anticipated grant start date is January 2019.
- 8.2.** TWC reserves the right to extend the grant end date at TWC's discretion. In considering such extensions, TWC may consider performance, progress toward expected outcomes, and expenditures, as well as other factors the TWC determines are relevant to its decision.

## **9. Funding Authority**

The funding for this RFA is authorized by TANF (CFDA 93.558) Social Security Act, 42 U.S. Code (U.S.C.) §§ 601-619, as amended. The controlling authorities for this RFA are the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 U.S.C. §§ 601 et seq.; the Balanced Budget Act of 1997, §§ 403a-409a, 42 U.S.C. §§ 603a-609a; the Deficit Reduction Act of 2005 (DRA), §§ 7101 -7103,

42 U.S.C. §§ 601, 603 and 607; Federal Regulations in 45 Code of Federal Regulations (C.F.R.) Parts 260-265; Texas Human Resources Code, Chapter 31 and Chapter 34; and Texas Labor Code, Chapter 302; and 40 Texas Administrative Code (TAC), Chapter 811, Choices.

## **10. Expenditure Limitations**

**10.1.** Costs must conform to limitations or exclusions as to the types or amounts of cost items set forth in the following:

- 10.1.1.** laws, regulations, rules, and guidance governing fund use for the fund sources identified in the Funding Authority Section 9 of this RFA;
- 10.1.2.** the cost requirements in the General Terms and Conditions of this RFA;
- 10.1.3.** the expenditure limitations in this Section 10, and Financial Requirements, Package 2 of this RFA; and
- 10.1.4.** the resulting grant.

**10.2.** Indirect costs, if any, charged to this grant are subject to the following limitations:

- 10.2.1.** Indirect costs, if any, charged to this grant must result from proper use of an indirect cost rate approved by the Applicant's federal cognizant agency for indirect costs, or other authorized entity, as appropriate, or where the Applicant is not required by OMB Uniform Guidance (2 C.F.R. Part 200) to have an approved federally recognized indirect cost rate negotiated between itself and the federal government, or other authorized entity, as appropriate, the Applicant may, where eligible, apply a de minimis rate as described in 2 C.F.R. § 200.414, or may request to negotiate a rate for purposes of an award resulting under this

RFA. Identify the indirect cost rate in the space provided on the Budget Form in Package 3 of this RFA.

- 10.2.2.** If requesting to negotiate an indirect cost rate for an award resulting under this RFA, TWC may consider requests from the Applicant to negotiate a rate for the Applicant's organization.
- 10.3.** Administrative costs charged to this grant shall not exceed five percent (5%) of the total grant funds expended, including indirect costs. Refer to the Administrative Costs tab in Package 3 of this RFA for a complete definition of administrative costs.
- 10.4.** Funds must not supplant existing federal, state, or local funds available to the proposed program.
- 10.5.** The following costs are prohibited under this RFA:
  - 10.5.1.** purchases of real property, new construction, or renovations of facilities;
  - 10.5.2.** purchases of equipment, i.e., non-expendable, tangible, personal property having a useful life of more than one (1) year, and an acquisition cost of five thousand dollars (\$5,000.00) or more;
  - 10.5.3.** purchase of vehicles;
  - 10.5.4.** purchases laptops, personal computers and tablets;
  - 10.5.5.** providing cash to students;
  - 10.5.6.** travel outside the state of Texas;
  - 10.5.7.** mileage reimbursement and travel costs for students to or from home to attend a camp (a central pick-up or drop-off location(s) for campers is authorized);

- 10.5.8.** entertainment – other than student activities funded under this RFA such as evening activities, field trips, movies, etc., that are directly related to STEM learning experiences;
- 10.5.9.** contracting the operation of a summer merit program to a third party; and
- 10.5.10.** any use that is inconsistent with the provisions of this RFA.

**10.6.** Funds are subject to the following limitations:

- 10.6.1.** An Applicant shall ensure that at least ninety-five percent (95%) of the funds from any grant under this RFA will be used to fund scholarships for eligible students, as defined in Section 6, Eligible Population to be Served, of this RFA. Scholarships are provided to eligible Texas middle school and high school students, ages fourteen (14) to twenty-one (21) years on the first day of summer camp, for attendance at STEM-related summer camp programs, which may be either residential or day camps.
- 10.6.2.** Scholarship funds should cover all student costs for summer camp attendance, including all summer camp program operating or program services costs. Refer to the Program and Admin. Descriptions tab in Package 3 of this RFA for a complete definition of program costs.
- 10.6.3.** Administrative costs should not be included in the scholarship costs.
- 10.6.4.** During the term of any grant under this RFA, the number of scholarships per camp may vary, though the total number of scholarships will not change. If the total number of students attending eighty percent (80%) of the camp days is less than

eighty-five percent (85%) of the total number of scholarships for which grant funds were awarded:

- 10.6.4.1.** the difference between the number of students attending eighty percent (80%) of the camp days and eighty-five percent (85%) of the total number of scholarships multiplied by the cost of a scholarship may be deobligated from the total scholarship costs; and
- 10.6.4.2.** the allowable administrative costs will decrease proportionately.

## **11. Grant-Specific Reporting Requirements**

The Successful Applicant shall be required to submit the following minimum documents to TWC:

- 11.1.** deliverables;
- 11.2.** proposed pre- and post- assessments designed to demonstrate whether students attending camps show increased familiarity with post-secondary education opportunities and an increased interest in pursuing STEM careers;
- 11.3.** progress reports;
- 11.4.** a report to the designated TWC Grant Manager on the number of students attending at least eighty percent (80%) of camp days;
- 11.5.** a report to the designated TWC Grant Manager on the pre- and post-survey results for each camp; and
- 11.6.** ad hoc reports, as necessary.

## 12. Application Evaluation Criteria

APPLICATION SECTION DESCRIPTION	POINTS
Executive Summary	5
Demonstrated Experience	25
Project Plan	40
Project Plan: Activities, Deliverables, and Milestones	10
Project Administration Plan	10
Budget Form – Refer to Package 3, located at <a href="#">Texas Smart Buy - Electronic State Business Daily Search</a>	10
<b>TOTAL</b>	<b>100</b>

End of table

TWC will consider the following criteria in determining high quality applications:

- the experience and reputation of the Applicant, including past performance and compliance with grant terms and conditions in similar or the same grants awarded by TWC or another grantor;
- the economic impact to the state as evidenced by the Applicant’s description of how its work plan will improve eligible students’ familiarity and experience with post-secondary educational opportunities leading to STEM careers while developing collaboration among workforce development programs, colleges and universities, and Texas middle and high schools; and
- the Applicant’s demonstrated ability, capacity, and skill to fulfill the grant and provide the services required.

**13. Contact Information**

<b>Organization Information Requested</b>	<b>Applicant's Response</b>
<b>Legal Name:</b>	[Applicant to enter response here]
<b>Organization Type: (e.g., nonprofit, educational institution, governmental)</b>	[Applicant to enter response here]
<b>Texas Identification Number (TIN):</b>	[Applicant to enter response here]
<b>Recurring Transaction Index:</b>	[Applicant to enter response here]
<b>Data Universal Numbering System (D-U-N-S)<sup>®</sup> Number:</b>	[Applicant to enter response here]
<b>Mailing address:</b>	[Applicant to enter response here]
<b>Street address (if different from mailing address):</b>	[Applicant to enter response here]
<b>City, State, and 9-Digit Zip Code:</b>	[Applicant to enter response here]
<b>9-Digit Performance Zip Code:</b>	[Applicant to enter response here]

End of table

<b>Applicant Point of Contact Requested</b>	<b>Applicant's Response</b>
<b>Name and Title:</b>	[Applicant to enter response here]
<b>E-mail and telephone:</b>	[Applicant to enter response here]
<b>Mailing address:</b>	[Applicant to enter response here]
<b>Street address (if different from mailing address):</b>	[Applicant to enter response here]
<b>City, State, and 9-digit zip code:</b>	[Applicant to enter response here]

End of table

<b>Grant Signee Information Requested</b>	<b>Applicant's Response</b>
<b>Name and Title:</b>	[Applicant to enter response here]
<b>E-mail and telephone:</b>	[Applicant to enter response here]

End of table

<b>Project Contact Requested</b>	<b>Applicant's Response</b>
<b>Name and Title:</b>	[Applicant to enter response here]

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<b>Project Contact Requested</b>	<b>Applicant's Response</b>
<b>E-mail and telephone:</b>	[Applicant to enter response here]
<b>Mailing address:</b>	[Applicant to enter response here]
<b>Street address (if different from mailing address):</b>	[Applicant to enter response here]
<b>City, State, and 9-digit zip code:</b>	[Applicant to enter response here]

End of table

<b>Fiscal Agent and/or Finance Contact Requested</b>	<b>Applicant's Response</b>
<b>Name and Title:</b>	[Applicant to enter response here]
<b>E-mail and telephone:</b>	[Applicant to enter response here]
<b>Mailing address:</b>	[Applicant to enter response here]
<b>Street address (if different from mailing address):</b>	[Applicant to enter response here]
<b>City, State, and 9-digit zip code:</b>	[Applicant to enter response here]

End of Contact Information

#### 14. Application

The information provided in the application may be developed into the grant Statement of Work and/or deliverables. Blank rows below questions/requested information will expand as information is typed in the field. The Applicant shall enter the response in the row after each question.

Note: Recommended response length in characters does not include spaces.

**14.1. Executive Summary 5 Points**

**To maximize points for the Executive Summary section, the Applicant should fully address each of the items outlined below conveying a comprehensive understanding of the proposed project.**

- 14.1.1.** Provide a clear concise summary of the project including 1) name of organization, 2) total funding requested, 3) brief project description including number and length of camps, and camp locations, 4) number of eligible students to be served and number of scholarships to be awarded, 5) counties to be served, and 6) average cost per eligible student.

[Applicant to enter response here. Recommended response is 1800 characters or less.]

End of Executive Summary Response

**14.2. Demonstrated Experience 25 Points**

**To maximize points for the Demonstrated Experience section, the Applicant should fully address each of the items outlined below and provide sufficient evidence of the necessary experience to show that the organization is fully capable of serving the eligible population and that the applicant has served this population previously with success and that information is provided in detail.**

- 14.2.1.** Provide a description of the organization's qualifications and general experience in providing STEM programs.

[Applicant to enter response here. Recommended response is 2000 characters or less.]

**14.2. Demonstrated Experience 25 Points**

**To maximize points for the Demonstrated Experience section, the Applicant should fully address each of the items outlined below and provide sufficient evidence of the necessary experience to show that the organization is fully capable of serving the eligible population and that the applicant has served this population previously with success and that information is provided in detail.**

**14.2.2.** Provide a description of the organization's experience with current and previous TWC grants (include contract number) related to STEM programs for students ages fourteen (14) to twenty-one (21) to include, but not limited to 1) population served, 2) number of students enrolled, 3) number of students with disabilities enrolled, 4) number of students in foster care enrolled, 5) performance targets and outcomes achieved, 6) challenges experienced and how the challenges were addressed, 7) experience administering pre- and post- surveys, and 8) best practices.

[Applicant to enter response here. Recommended response is 2500 characters or less.]

**14.2.3.** Provide a description of the organization's experience providing non-TWC STEM programs for students ages fourteen (14) to twenty-one (21) including but not limited to the same elements in Section 14.2.2 of this RFA.

[Applicant to enter response here. Recommended response is 2000 characters or less.]

End of Demonstrated Experience Response

**14.3. Project Plan 40 Points**

**To maximize points for the Project Plan section, the applicant should fully address each of the items outlined below and provide the necessary detail to assure an evaluator that the organization will be able to implement the camp(s) successfully.**

**14.3.1.** Provide a description of the summer camp(s) to include, but not limited to 1) the number of classroom instructional hours, 2) the field work opportunities, 3) hands-on laboratory experiences, 4) industry-specific field trips, 5) security measures to protect students in residential and day camps, 6) ability to serve students with disabilities as specified in Package 2 General Terms and Conditions, Sections 10.1.5 and 10.2, and 7) activities planned for evening hours, if a residential camp, and how those activities will be funded if not an allowable expense under this RFA.

[Applicant to enter response here. Recommended response is 3500 characters or less.]

**14.3.2.** Provide a description and justification of the 1) recruitment strategy for enrollment in the summer camp(s) 2) outreach strategies that target historically underserved populations (e.g., students with disabilities, youth in foster care, low socio-economic status, minorities, etc.), and 3) how camp(s) align with STEM) careers.

[Applicant to enter response here. Recommended response is 1500 characters or less.]

**14.3.3.** Provide a description of the procedures that will be used in the application process and the criteria that will be used to determine students' eligibility for participation in the summer camp(s).

**14.3. Project Plan 40 Points**

**To maximize points for the Project Plan section, the applicant should fully address each of the items outlined below and provide the necessary detail to assure an evaluator that the organization will be able to implement the camp(s) successfully.**

[Applicant to enter response here. Recommended response is 1100 characters or less.]

**14.3.4.** Provide a description of the expected student outcomes resulting from attendance at the summer camp, including whether participation will result in secondary or post-secondary academic credit, certificate, or credential.

[Applicant to enter response here. Recommended response is 2000 characters or less.]

**14.3.5.** Provide a description of the summer camp(s) follow-up activities, if any, with students, families, and middle school and high school personnel, and how these follow-up activities will help to measure whether the scholarship opportunities funded by the grant inspired summer camp students' interest in pursuit of STEM-related careers, including the use of and a brief description of pre- and post- camp assessments.

[Applicant to enter response here. Recommended response is 1000 characters or less.]

**14.3. Project Plan 40 Points**

**To maximize points for the Project Plan section, the applicant should fully address each of the items outlined below and provide the necessary detail to assure an evaluator that the organization will be able to implement the camp(s) successfully.**

**14.3.6.** Provide a clear and concise summary concerning partners and their roles, including financial support if applicable, and how these partnerships develop collaboration among workforce development programs, colleges and universities, and Texas middle and high schools. Partners may include business and industry associations, school districts, middle schools and high schools, local workforce development boards, and/or other organizations, agencies, etc.

Note: Do not submit letters of support from partners or other organizations as they will not be considered in the scoring of the application.

[Applicant to enter response here. Recommended response is 2000 characters or less.]

End of Project Plan Response

**14.4. Project Plan: Activities, Deliverables, and Milestones 10 Points**

**In addition to the minimum deliverables in this table, provide a timeline to include activities, and milestones critical to the project. Provide estimated start and end dates and the target numbers. Additional rows may be added to the table as necessary.**

**To maximize points for the Activities, Deliverables and Milestones section, the Applicant should complete the charts accurately and completely.**

<b>Section Number</b>	<b>Activities, Deliverables, and Milestones</b>	<b>Target Numbers</b>	<b>Estimated Start Date</b>	<b>Estimated End Date</b>
<b>14.4.1.</b>	Report to the designated TWC Grant Manager the total number of students enrolled in the program	[Applicant to enter target number]	[Applicant enters estimated start date]	[Applicant enters estimated end date]
<b>14.4.2.</b>	Report to the designated TWC Grant Manager the target number of camps to be held	[Applicant to enter target number here]	[Applicant to enter estimated start date here]	[Applicant to enter estimated end date here]
<b>14.4.3.</b>	Prior to the beginning of the first camp, provide to the designated TWC Grant Manager the pre- and post- assessments that will be used to demonstrate increased familiarity with post-secondary education and increased interest in pursuing STEM related careers.	[Applicant to enter target number here]	NA	NA

**14.4. Project Plan: Activities, Deliverables, and Milestones 10 Points**

**In addition to the minimum deliverables in this table, provide a timeline to include activities, and milestones critical to the project. Provide estimated start and end dates and the target numbers. Additional rows may be added to the table as necessary.**

**To maximize points for the Activities, Deliverables and Milestones section, the Applicant should complete the charts accurately and completely.**

<b>Section Number</b>	<b>Activities, Deliverables, and Milestones</b>	<b>Target Numbers</b>	<b>Estimated Start Date</b>	<b>Estimated End Date</b>
<b>14.4.4.</b>	Within 30 calendar days after the end of the final camp, report to the designated TWC Grant Manager the assessment results referenced in section 14.5.4.	[Applicant to enter target number here]	NA	NA
<b>14.4.5.</b>	Report to the designated TWC Grant Manager the total number of students attending eighty percent (80%) of camp days.	[Applicant to enter target number here]	[Applicant to enter estimated start date here]	[Applicant to enter estimated end date here]
<b>14.4.6.</b>	[Applicant to enter activity, milestone, or deliverable here]	[Applicant to enter target number here]	[Applicant to enter estimated start date here]	[Applicant to enter estimated end date here]

NOTE: Information provided in this table may be developed into the grant’s Statement of Work.

**Complete the following table to provide information on each summer camp to be provided. Add rows as necessary.**

**14.4. Project Plan: Activities, Deliverables, and Milestones 10 Points**

List all information for each summer camp in the table below Additional rows may be added to the table as necessary.

To maximize points for the Activities, Deliverables and Milestones section, the Applicant should complete the charts accurately and completely.

Section Number	Summer Camp Program(s) Name	Estimated Number of Scholarships to be Awarded for Each Camp	Dollar Value of Each Scholarship (Round to nearest dollar)	Projected Dates for Summer Camps (MM/DD/YY – MM/DD/YY)	Residential (R) or Day (D) Camp	Identify the STEM Career Most Related to Each Camp
<b>14.4.7.</b>	[Applicant to enter name]	[Applicant to enter number]	[Applicant to enter amount]	[Applicant to enter dates]	[Applicant to enter R or D]	[Applicant to enter STEM Career]
<b>14.4.8.</b>	<b>Total Number of Scholarships</b>					
[Applicant to enter total number of scholarships]						

NOTE: Information provided in this table may be developed into the grant Statement of Work and/or deliverables.

End of Project Plan: Activities, Deliverables, and Milestones Response Section.

**14.5. Project Administration Plan 10 Points**

**To maximize points for the Project Administration section, the Applicant should address each of the items outlined below and provide the necessary detail to assure an evaluator that the organization will be able to operate the program successfully with an organizational infrastructure that provides support to the project operations including a description of additional staff that will support the implementation of the project.**

**14.5.1.** Provide a job description for the individual who will be responsible for managing the day-to-day activities of the program, including but not limited to 1) position title, 2) experience and qualifications, 3) job duties, 4) percent of time devoted to the program, and 5) name of individual and contact information (if current staff).

[Applicant to enter response here. Recommended response is 2200 characters or less.]

**14.5.2.** Describe the qualifications of faculty and instructors who will be involved in the academic instruction and activities of the summer camp(s) and the training provided to these individuals on STEM education, safety procedures, and any other topics.

[Applicant to enter response here. Recommended response is 2200 characters or less.]

**14.5.3.** Provide a description of the responsibilities of the independent school districts, middle schools, and high schools involved in the summer camp(s).

**14.5. Project Administration Plan 10 Points**

**To maximize points for the Project Administration section, the Applicant should address each of the items outlined below and provide the necessary detail to assure an evaluator that the organization will be able to operate the program successfully with an organizational infrastructure that provides support to the project operations including a description of additional staff that will support the implementation of the project.**

[Applicant to enter response here. Recommended response is 500 characters or less.]

**14.5.4.** Describe how attendance and pre- and post- assessments will be administered, gathered, stored, reported on and the method by which these will be disposed of by the organization.

[Applicant to enter response here. Recommended response is 500 characters or less.]

End of Project Administration Plan Response

**NOTE:** Any amendment to a grant awarded under this RFA is required to be within the scope of the original application, this RFA, and the resulting grant award. A substantial change in the scope of services or budget shall not be allowed.

**15. Informational Resources**

**15.1. General TWC Resources**

- 15.1.1.** [Texas Local Workforce Development Boards](http://www.twc.state.tx.us/partners/workforce-development-boards-websites) Link:  
<http://www.twc.state.tx.us/partners/workforce-development-boards-websites>

- 15.1.2.** [TWC Financial Manual for Grants and Contracts](#) Link:  
<http://www.twc.state.tx.us/partners/financial-manual-grants-contracts>)
- [WD Letter 43-11 Chg 1, "Priority of Service for Eligible Foster Youth"](#) and subsequent issuances. Link:  
<http://www.twc.state.tx.us/files/partners/43-11ch.1-twc.pdf>
- 15.1.3.** [WD Letter 29-12, "Federal Funding Accountability and Transparency Act of 2006—Update,"](#) and subsequent issuances  
Link: <http://www.twc.state.tx.us/files/partners/29-12.pdf>)
- 15.1.4.** [WD Letter 13-08, "Security of Personal Identity Data,"](#) and subsequent issuances. Link:  
(<http://www.twc.state.tx.us/files/partners/13-08.pdf>)
- 15.1.5.** [WD Letter 17-10, "Outreach and Promotional Materials, Advertising, Sponsorships, Employee Apparel, and Award Ceremonies Charged to Grant Awards and Subawards Fund through the Texas Workforce Commission"](#), and subsequent issuances  
Link: <https://twc.texas.gov/files/partners/17-10.pdf>
- 15.1.6.** [WD Letter 02-18, "Handling and Protection of Personally Identifiable Information and Other Sensitive Information"](#), and subsequent issuances  
Link: <http://www.twc.state.tx.us/files/partners/02-18-twc.pdf>
- 15.1.7.** [WD Letter 44-05, "Texas Workforce Commission Online Contract Closeout Process"](#), and subsequent issuances  
Link: <http://www.twc.state.tx.us/files/partners/44-05.pdf>
- 15.1.7.1.** [WD Letter 44-05, Attachment 1](#)

Link: <http://www.twc.state.tx.us/files/partners/44-05att1.pdf>

**15.1.7.2.** [WD Letter 44-05, Attachment 2](#)

Link: <http://www.twc.state.tx.us/files/partners/44-05att2.pdf>

**15.1.8.** [WD Letter 04-15, Change 2, "Cash Draw and Expenditure Reporting System Instructions"](#), and subsequent issuances

Link: <http://www.twc.state.tx.us/files/partners/04-15-ch-2-twc.pdf>

**15.1.8.1.** [WD Letter 04-15, Attachment 1](#) Link:

<http://www.twc.state.tx.us/files/partners/04-15-ch-2-att-1-twc.xlsx>

**15.1.8.2.** [WD Letter 04-15, Attachment 2](#) Link:

<http://www.twc.state.tx.us/files/partners/04-15-ch-2-att-2-twc.pdf>

**15.1.8.3.** [WD Letter 04-15, Attachment 3](#) Link:

<http://www.twc.state.tx.us/files/partners/04-15-ch-2-att-3-twc.pdf>

**15.1.9.** [Texas Smart Buy- Electronic State Business Daily Search website](#)

Link: <http://www.txsmartbuy.com/sp>

## 16. Definitions

**16.1. Current Recurring Transaction Index (RTI)** (applies to state agencies and institutions of higher education): a six-digit identifier established in the statewide accounting system by a state agency receiving funds from another state agency when funding sources for both agencies are held in the State Treasury; the RTI number directs the statewide accounting

system how to post the receiving transaction when funds are being passed from one agency to another.

- 16.2. Data Universal Numbering System (D-U-N-S)®** (as applicable): a unique nine-character number issued by Dun & Bradstreet that identifies your organization and is used by the federal government to track how federal funds are distributed.
- 16.3. Equipment:** an article of non-expendable, tangible, personal property having a useful life of more than one year, and an acquisition cost of five thousand dollars (\$5,000.00) or more.
- 16.4. Nine-digit Performance Zip Code** (as applicable): identifies where most of the project activity will occur.
- 16.5. Texas Identification Number (TIN):** a unique number assigned by the Texas Comptroller of Public Accounts office for the purpose of identifying any party receiving a payment from the State of Texas. If your organization has no TIN, you should attach a completed application for a TIN to this application. The TIN can be searched on [Texas Comptroller of Public Accounts](http://comptroller.texas.gov/). Link: <http://comptroller.texas.gov/>.

## **17. Applicant's Certification**

Failure to certify at the end of this section will result in disqualification of this application prior to it being evaluated.

### **17.1. Eligible Applicant**

The Applicant certifies that the application was submitted by an Eligible Applicant as defined in Section 3 Eligible Applicants of this RFA.

### **17.2. General Terms and Conditions**

The Applicant has read and agrees to comply with the General Terms and Conditions of this RFA.

Any proposed exceptions to the General Terms and Conditions have been included in a Microsoft Word document submitted in this application.

TWC reserves the right to consider exceptions, reservations, or limitations to the General Terms and Conditions of this RFA in evaluating and awarding funds under this RFA.

TWC will not consider an Applicant's request to modify further the General Terms and Conditions outside of what has been submitted with this RFA.

Any alterations, additions, or deletions to the terms of this award required by changes in federal or state law or by regulations are automatically incorporated into this award without written amendment hereto, and shall become effective on the date designated by such law or regulation.

### **17.3. Lobbying**

This Certification is required by the Federal Regulations, implementing the Program Fraud and Civil Remedies Act, 31 U.S.C. §1352, for the U.S. Department of Agriculture (2 C.F.R. Part 418), U.S. Department of Labor (29 C.F.R. Part 93), U.S. Department of Education (34 C.F.R. Part 82), and the U.S. Department of Health and Human Services (45 C.F.R. Part 93).

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 17.3.1.** No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation,

renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- 17.3.2.** If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- 17.3.3.** The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.
- 17.3.4.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by §1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000.00) and not more than one hundred thousand dollars (\$100,000.00) for each such failure.

**17.4. Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the U.S. Department of Agriculture (2 C.F.R. Part 417), U.S. Department of Labor (2 C.F.R. Part 2998), U.S. Department of Education (2 C.F.R. Part

3485), and the U.S. Department of Health and Human Services (2 C.F.R. Part 376).

The undersigned certifies that neither it nor its principals:

- 17.4.1.** are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- 17.4.2.** have, within a three-year period preceding this grant award, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant award under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 17.4.3.** are presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subsection 17.4.2 of this certification; and
- 17.4.4.** have had, within a three-year period preceding this grant award, one (1) or more public transactions terminated for cause or default.

### **17.5. Drug-Free Workplace**

This certification is required by the Federal Regulations, implementing the Drug-Free Workplace Act §§ 5151-5160 (41 U.S.C. § 701 et seq., as amended, now cited as 41 U.S.C. § 8102), for the U.S. Department of Agriculture (2 C.F.R. Part 421), U.S. Department of Labor (29 C.F.R. Part

94), U.S. Department of Education (34 C.F.R. Part 86), and the U.S. Department of Health and Human Services (2 C.F.R. Part 382).

The undersigned certifies that it shall provide a drug-free workplace by:

- 17.5.1.** publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- 17.5.2.** establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace; the organization's policy of maintaining a drug-free workplace; the availability of counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- 17.5.3.** providing each employee with a copy of the policy statement;
- 17.5.4.** notifying the employees in the policy statement that as a condition of employment under this grant award, employees shall abide by the terms of the policy statement and notifying the employer in writing within five (5) business days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- 17.5.5.** notifying TWC within ten (10) business days of receipt of a notice of a drug conviction of an employee; and
- 17.5.6.** taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requiring such employee to participate in a drug abuse assistance or rehabilitation program.

## **17.6. Levies, Liens, and Unresolved Audit Exceptions**

The undersigned certifies that the business entity in this application has no outstanding debts that will result in liens or levies being placed on payments received from TWC and that it owes no funds to TWC, including unresolved audit exceptions. An unresolved audit exception is an exception for which the business entity has exhausted all administrative and judicial remedies and refuses to comply with resulting written demands for payment from TWC.

### **17.7. State Assessment Certification**

The Applicant certifies that both of the following statements are true and correct and that the Applicant understands making a false statement is a material breach of contract and is grounds for cancellation of this grant award:

- 17.7.1.** It is current in Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and proprietary school fees and assessments payable to the State of Texas.
- 17.7.2.** It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

### **17.8. Prohibited on Certain Bids and Contracts**

Pursuant to Texas Government Code § 2155.004 and 2155.006, a state agency may not accept a bid or award a contract that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been either convicted of violating federal law or assessed a penalty in a federal, civil, or administrative enforcement action, in connection with a contract awarded by the federal government for relief efforts as a result of Hurricane Rita, Hurricane Katrina, or any other disaster occurring after September 24, 2005, or in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts.

Under Texas Government Code § 2155.006, the Applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

#### **17.9. Unfair Business Practices**

The undersigned certifies that the business entity in this application has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The undersigned further affirms that no officer of the business entity in this application has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year.

#### **17.10. Texas Family Code**

The undersigned certifies that the business entity in this application is not ineligible, pursuant to Texas Family Code § 231.006, to receive the award funds and acknowledges that any grant award resulting from this RFA may be terminated and payment may be withheld if this certification is inaccurate. If a board member, corporate officer, individual, or controlling officer of the awardees' Fiscal Agent (as applicable) is more than thirty (30) business days in arrears in the payment of an obligation to pay child support, the awardee acknowledges that payments under the grant award resulting from this RFA may be suspended and/or the grant canceled.

#### **17.11. Restrictions on the Use of Certain Public Subsidies**

Pursuant to Texas Government Code § 2264.051, a business that applies to receive a public subsidy from a state agency shall certify that the business, or a branch, division, or department of the business does not and

will not knowingly employ an undocumented worker as defined in Texas Government Code § 2264.001(4).

The Applicant certifies that it does not knowingly employ an undocumented worker, as defined by Texas Government Code § 2264.051. The Applicant further certifies that it shall establish and implement reasonable internal program management procedures sufficient to ensure its compliance with Texas Government Code § 2264.051. The Applicant certifies that it will enter into a written agreement with its Subrecipient's Subcontractors, working on or having an interest in the programs provided by this grant award regarding the unlawful employment of undocumented workers and advising the Subrecipient's Subcontractors of the penalties that the Subcontractors will incur if convicted of the unlawful employment of undocumented workers.

Texas Government Code § 2264.052 mandates that a business convicted of a violation under 8 U.S.C. § 1324a(f) (unlawful employment of undocumented workers), shall repay the amount of the public subsidy with interest not later than the 120th day after the entity is notified of the violation. In accordance with Texas Government Code § 2264.053, TWC has determined that if an entity is convicted of such a violation, the interest rate to be applied to the public subsidy is fifteen percent (15%).

#### **17.12. Acceptance of the Statement of Work**

The Applicant has read the Statement of Work specified in this RFA and is in full acceptance of the sections referenced. By signing the Applicant's Certification in Section 17.13, the Applicant agrees to meet all requirements and deliverables as specified during the grant period.

#### **17.13. Applicant's Signature**

Texas Workforce Commission  
Project Requirements and Application Response

These certifications are a material representation of fact upon which reliance will be placed when this procurement transaction is made or entered into. Submission of this certification is a prerequisite for an application to be evaluated and scored.

The Applicant certifies that:

- 17.13.1.** all the information in this application, including all assurances herein, is, to the best of my knowledge, complete and accurate;
- 17.13.2.** the authorized representative hereby warrants that he or she has been fully authorized by the Applicant to complete the certifications on behalf of the Applicant, and validly and legally bind the organization to all the terms and conditions, performances, and provisions of this RFA Project Requirements and Application Response; and,
- 17.13.3.** if a grant is awarded, all program activity will be conducted in accordance with applicable Federal and State laws and regulations, TWC Certifications, and all other applicable Attachments.

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Signature of Authorized Representative

Date

---

Printed Name and Title of Authorized Representative

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Signature of Fiscal Agent (if applicable)

Date

---

Printed Name and Title of Fiscal Agent (if applicable)

## **18. Application Process**

### **18.1. RFA Packages**

The RFA packages available for download from the [Texas Smart Buy- Electronic State Business Daily Search website](#).

Package 1: Project Requirements and Application Response

Package 2: GTC and Financial Requirements

Package 3: Budget Form (MS Excel document)

### **18.2. Question & Answer (Q&A) Document**

After the issuance of the RFA, the Q&A Document is a primary source of information for Applicants. Applicants' questions must be submitted in writing via email to the Authorized TWC Contact by the deadline specified in the Schedule of Major Events. TWC will publish the Q&A Document on the [Texas Smart Buy - Electronic State Business Daily Search website](#) as an additional package.

### **18.3. Other Communication**

Communication with any TWC personnel or any evaluators from other state agencies/entities about or concerning this RFA, other than the Authorized TWC Contact listed in Section 18.4, is prohibited. Failure to follow this provision may be grounds for disqualification of the application.

### **18.4. Application Submission Deadline and Delivery Method**

**18.4.1.** The Authorized TWC Contact for this RFA must receive applications no later than the date and time specified in Schedule of Major Events (cover page) of this RFA. The Authorized TWC Contact will not accept late applications.

**18.4.2.** Mailing instructions

Texas Workforce Commission  
Project Requirements and Application Response

The sealed box or envelope shall be labeled "RFA 3201900016 GSMP" with the Applicant's name and address.

The mailing address is:

Grant Administration  
RFA Reference: RFA 3201900016  
101 E. 15th Street, Room 342T  
Austin, Texas 78778-0001

The overnight, express delivery, and hand delivery address is:

The Texas Workforce Commission Trinity Building  
1117 Trinity, Room 350T  
Austin, Texas 78701-0001  
Telephone: (512) 936-7960

**Authorized TWC Contact:** Karol Denise Huntmoses at  
[rfpgroup@twc.state.tx.us](mailto:rfpgroup@twc.state.tx.us)

- 18.4.3.** Some express delivery carriers (e.g., U.S. Postal Service express mail) do not deliver to the Texas Workforce Commission Trinity Building. It is the Applicant's responsibility to ensure the applications are received by the submission deadline.
- 18.4.4.** While not required, Applicants are encouraged to use a traceable delivery method, such as certified mail, return receipt requested, or a guaranteed express delivery service.
- 18.4.5.** TWC will not accept faxed or email submissions.
- 18.4.6.** TWC is not responsible for RFA responses received late, illegible, incomplete, or otherwise considered disqualified due to failure of electronic equipment or operator error.

## **18.5. Application Information Confidentiality**

If the Applicant includes proprietary or otherwise confidential information in its application or other submitted documents, the Applicant must clearly mark and label all confidential, proprietary, trade secret or privileged material in 14 point or higher bold font on each page where the information appears, and identify the specific exception to disclosure in the Texas Public Information Act (PIA) for each specific piece of confidential, proprietary, trade secret or privileged information. Additionally, all confidential, proprietary, trade secret or privileged information must be segregated in a separate and discrete section of the application, which must be able to be conveniently separated and detached from the other sections of the application. Failure to properly label, identify, and segregate any confidential, proprietary, trade secret or other privileged information in the application may result in all such information or material being disclosed as public information. Merely making a blanket claim that the entire application is protected from disclosure because it contains any amount of confidential, proprietary, trade secret or privileged information is not acceptable, and may make the entire application subject to release under the PIA. In order to initiate the process of seeking an Attorney General opinion on the release of confidential, proprietary, trade secret or privileged information, the specific provisions of the application that are considered by Applicant to be confidential, proprietary, trade secret or privileged and confidential must be clearly labeled and segregated as described above. Any information that is not clearly identified as confidential, proprietary, trade secret or privileged shall be released to the public in the event of a Public Information Act request.

#### **18.6. Withdrawal of Applications**

An application may be withdrawn at any time prior to the selection announcement date by writing to the Authorized TWC Contact. A withdrawn application will not be considered for award but will be retained

by TWC according to the Application Information Confidentiality provisions in Section 18.5 of this RFA.

### **18.7. Amendment of Applications**

Applications may be amended in writing at any time after submission, but prior to the application submission deadline. Amendments must be submitted to the Authorized TWC Contact. Applications may be amended after the application submission deadline only at the direction of TWC. Unless specifically requested by TWC, material submitted after the application submission deadline will not be considered.

### **18.8. Changes and Amendments to this RFA**

TWC reserves the right to amend or withdraw this RFA at any time by posting amendments or cancellations on the [Texas Smart Buy - Electronic State Business Daily Search website](#).

### **18.9. Application Format**

**18.9.1.** Failure to comply with any one (1) or more of the following formatting requirements will result in an automatic reduction of the following points from the Applicant's average final score: five (5) points for a violation of Section 18.9.1.1 and two (2) points for a violation of Section 18.9.1.2.

**18.9.1.1.** Interested parties must respond to this RFA using this entire RFA Project Requirements and Application Response, and include all required attachments. Do not alter the document format (e.g. do not delete the pages, do not delete the questions, do not delete tables, or do not change page orientation).

Applicants must submit one (1) compact disc or flash drive containing the three (3) files listed. Each file should be titled using the format "(Applicant's name) RFA 3201900016":

- 18.9.1.1.1.** the application response in Microsoft Word;
- 18.9.1.1.2.** the budget form in Microsoft Excel;
- 18.9.1.1.3.** a searchable Portable Document File (PDF) version of the signed complete hard-copy packet submission. Ensure all documents are included in the PDF and
- 18.9.1.1.4.** a Word or PDF version with redactions of information asserted to be confidential, proprietary, trade secret or privileged, pursuant to Section 18.5 herein. if any. Include the title "self-redacted" in the file name.

- 18.9.1.2.** The application submitted in response to the RFA must be on 8-1/2" x 11" paper, and reproduced or printed on one side only. The minimum font size must be 12 points.

Two (2) complete, signed, loose-leaf, paper copies of the application and required attachments must be submitted. Only use paper clips or binder clips. Do not use dividers, staples, or binders.

## **18.10. Screening and Evaluation**

**18.10.1.** All applications received as specified in this RFA will be screened to determine eligibility. Applications that meet the following minimum technical requirements will be considered eligible for further evaluation:

**18.10.1.1.** The application was submitted by an Applicant as stated in the Eligible Applicants section.

**18.10.1.2.** The original application submitted must include the signature of an authorized representative.

**18.10.2.** Applications submitted incomplete or without the required information will be evaluated accordingly. TWC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors if TWC finds it to be in the best interest of the state.

**18.10.3.** All information conveyed in the application is subject to validation by the TWC. Information obtained by the TWC during validation will be considered in the final evaluation.

### **18.11. Selection and Award Announcement**

**18.11.1.** Evaluators will review and score applications received using criteria in section 14, and make a recommendation for awards under the RFA. TWC will post the grant decision on the [Texas Smart Buy - Electronic State Business Daily Search website](#) after the award(s) are finalized.

**18.11.2.** TWC may consider past performance on other TWC contracts or grants when selecting.

**18.11.3.** No public disclosures or news releases pertaining to the RFA or any resulting grant shall be made without the prior written approval of TWC.

## **18.12. Federal Reporting Requirements**

- 18.12.1.** In accordance with the reporting requirements established by the Federal Funding Accountability and Transparency Act (FFATA) of 2006, Pub. L. 109-282, as amended by Pub. L. 110-252, title VI, § 6202(a), June 3, 2008, according to the instructions specified in WD Letter 29-12 and subsequent issuances, Successful Applicants will be required to comply with WD Letter 29-12 and subsequent issuances during the term of the grant.
- 18.12.2.** Successful Applicants receiving a grant with twenty-five thousand dollars (\$25,000.00) or more in federal funds will be required to provide the following information to TWC prior to grant execution:
- 18.12.2.1.** D-U-N-S® number and zip code provided on the Grant Information Form; and
  - 18.12.2.2.** FFATA Affidavit provided with the CIF.
- 18.12.3.** Successful Applicants that meet the conditions specified in WD Letter 29-12 and subsequent issuances must register in the System for Award Management (SAM) within thirty (30) calendar days after the grant start date. Specifically, Successful Applicants will be required to register in SAM if:
- 18.12.3.1.** In the preceding year, the Successful Applicants (including the parent organization, all branches, and all affiliates worldwide) received:
    - 18.12.3.1.1.** Eighty percent (80%) or more of its annual gross revenues in U.S. federal contracts, subcontracts,

loans, grants, sub grants, and cooperative agreements; and

**18.12.3.1.2.** Twenty-five million dollars (\$25,000,000.00) or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, and cooperative agreements.

**18.12.4.** The public does not have access to information about the compensation of the senior executives of the Successful Applicant (including the parent organization, all branches, and all affiliates worldwide) through reports filed under:

**18.12.4.1.** Section 13(a) or 15(d) of the Securities Exchange Act of 1934 [15 U.S.C. §§78m(a) and 78o(d)]; or

**18.12.4.2.** Section 6104 of the Internal Revenue Code of 1986 [26 U.S.C. §6104].

**18.12.5.** Successful Applicants that are required to register in SAM should be aware that TWC will not make funds available for payment until after it has verified that the Successful Applicant has registered in SAM.

### **18.13. Certificate of Interested Parties (Form 1295)**

In accordance with Texas Government Code § 2252.908, TWC may not enter into certain grants with a Successful Applicant unless the Successful Applicant submits a disclosure of interested parties known as Form 1295 to TWC at the time of Grant execution. The law applies only to a grant that has a value of at least one million dollars (\$1,000,000.00). Refer to [Form 1295 Certificate of Interested Parties Electronic Filing Application](#)

for additional information. (Link:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)).

#### **18.14. Protests**

**18.14.1.** Any Applicant wishing to protest the grant award must submit the following information by certified mail to the address listed:

Ed Serna  
Deputy Executive Director  
Texas Workforce Commission  
101 E. 15th St., Room 656, Austin, Texas 78778-0001

The written protest, including relevant written information, must be received by TWC within ten (10) business days from the date of the announcement of the grant award. The written protest must:

- 18.14.1.1.** identify the RFA being protested;
- 18.14.1.2.** state the grounds for the protest, including a description of any alleged acts or omissions by the entity that forms the basis for the protest;
- 18.14.1.3.** provide any written information that the protestor believes is relevant to the award; and
- 18.14.1.4.** provide the basis for the protestor's interest in the award.

#### **18.15. Nondiscrimination**

Any grant resulting from this RFA shall include a requirement that the Grantor or awardee must comply with the nondiscrimination provisions of Section 10 of the General Terms and Conditions.

**19. General Terms and Conditions**

See Package 2 on the [Texas Smart Buy - Electronic State Business Daily Search website](#)

**20. Financial Requirements**

See Package 2 on the [Texas Smart Buy - Electronic State Business Daily Search website](#)

**21. Budget Form**

See Package 3 on the [Texas Smart Buy - Electronic State Business Daily Search website](#)