

# **Request for Applications**

**Texas Invests in Meaningful Employment (TIME) Grants**

**2026-2028**

**Appropriation Year: 2026**

**RFA #1291**

**INQUIRY DEADLINE: 5:00 p.m. CT, May 11, 2026**

**APPLICATION DEADLINE: 5:00 p.m. CT, May 15, 2026**

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## 1. OVERVIEW OF FUNDING OPPORTUNITY

### 1.1 PROGRAM TITLE

Texas Invests in Meaningful Employment (TIME) Grants.

### 1.2 SYNOPSIS OF PROGRAM

TIME Grants are established to support public lower-division higher education institutions and their regional partners to implement new or expand existing short duration career and technical education (CTE) programs in high-demand and higher-earning occupations that result in a credential of value for students, including dual credit and certificates. Developed and provided in collaboration with workforce stakeholders, these programs support strong employment outcomes.

Funding for TIME originates from Rider 55, 89th Texas Legislative Session; Workforce, Education and Reskilling Programs. Funding for TIME stems from the Regular Session of the 89th Texas Legislature providing appropriations for grants to institutions to enhance pathways into high-demand and higher-earning occupations for students seeking to reskill or upskill.

The TIME Grant competition is open to public two-year institutions that have been awarded a Jobs and Education for Texans (JET) grant in at least one of the three following years: 2024, 2025, and 2026. TIME grants are funding for implementation of new or expanded short duration CTE certificate programs that have previously been supported by JET funds for the procurement of equipment.

Applications should focus on the implementation and start-up operations of these short duration CTE programs that have benefited from the presence of JET-funded equipment. Project resources must be used to establish and deliver certificate programs that result in students achieving credentials of value during and after the Grant Period.

Applicants are encouraged to review **Appendix A** of this RFA regarding definitions of key terms prior to composing an application.

### 1.3 PROGRAM AUTHORITY

The statutory authority for TIME Grants is found in Sections 61.881- .886 of the Texas Education Code. TIME is administered by the THECB under Texas Administrative Code Title 19, Part 1, Chapter 10SS, Sections 10.890-10.898.

### 1.4 POINT OF CONTACT

All inquiries and communications concerning this RFA shall be directed in writing via email to:

Dr. Sheri H. Ranis, Director Workforce Education  
Texas Higher Education Coordinating Board  
Email: [TRUE@highered.texas.gov](mailto:TRUE@highered.texas.gov)

Manny Garcia, Program Coordinator, Workforce Education

Texas Higher Education Coordinating Board  
Email: [TRUE@highered.texas.gov](mailto:TRUE@highered.texas.gov)

**1.5 INQUIRIES**

All inquiries shall be directed to the Points of Contact. Applicants and prospective Applicants must not discuss an application, including a Notice of Intent to Apply, or this RFA with any other THECB employee unless authorized by the Points of Contact. Applicants may only rely on written responses from THECB.

All inquiries must be emailed to the Points of Contact by May 11, 2026.

Any information deemed by THECB to be important and of general interest or which modifies requirements of the RFA shall be sent in the form of an Addendum to the RFA to all Applicants that have submitted an application. All Applicants must acknowledge receipt of all addenda, if any, to this RFA by an email to [TRUE@highered.texas.gov](mailto:TRUE@highered.texas.gov).

**2. AWARD SUMMARY**

**2.1 MAXIMUM NUMBER OF AWARDS ANTICIPATED AND MAXIMUM AWARD AMOUNT ANTICIPATED**

Contingent upon the amount of funding available, awards will be based on submitted applications and will be up to \$500,000 per grantee. THECB estimates that as many as six grants may be awarded for the approximately two-year grant period July 15, 2026 to July 14, 2028. Awards will be made based on rank-order of evaluated applications until the allocated annual funding is exhausted. Applicants may submit a maximum of one application.

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

**2.2 GRANT PERIOD**

The Grant Period will begin upon the execution of the Notice of Grant Award (NOGA) or July 15, 2026, whichever is later, and will conclude on July 14, 2028. Awarded Applicants will have obligations that extend beyond the Grant Period.

At THECB’s sole discretion, the second year of funding (July 2027 – July 2028) is contingent upon the Awarded Applicant using the grant funds according to the NOGA’s terms and conditions and meeting established benchmarks and reporting deadlines as specified in Section 10.2.

**2.3 SELECTION FOR FUNDING**

Funds to support the TIME Grant are available from funds appropriated to the THECB for appropriation year 2026. Awards to Applicants will be selected on a competitive basis. Criteria for evaluation and selection of Applications for Awards are described in Section 7.

## 2.4 APPLICATION TIMELINE

The application process for this RFA is anticipated to proceed according to the Calendar of Events in Appendix B.

Dates	Application Steps
March 30, 2026	Competition Announced
May 11, 2026	Last Day for Inquiries
May 15, 2026	Application Deadline
June 2026	THECB Notification of Grant Awards

## 3. ELIGIBILITY REQUIREMENTS

### 3.1 ELIGIBLE APPLICANT

Entities that are public lower division institutions of higher education located in Texas that have received JET awards during at least one of the three following JET grant years, 2024, 2025, or 2026, are eligible to apply for a TIME grant.

### 3.2 ELIGIBLE PROJECTS

Applications submitted under this RFA must serve the purpose of TIME Grants as described in Section 5 of this RFA. Applications under this RFA must propose projects for funding for the following:

- Projects that develop new CTE programs that are in the same occupational area benefiting from recent state investment through JET awards; or
- Projects that expand existing CTE 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;
- 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.

The proposed project should focus on one or more CTE certificate program(s) of less than one year’s duration that result in a credential of value in a high demand occupation. The proposed program(s) may include Occupational Skills Awards (OSAs), Institutional Credentials leading to Licensure or Certification (ICLCs), Continuing Education Certificates (CE Certificates), or Level 1 Certificates.

The certificate program(s) proposed must address an occupation that is or occupations that are

- (1) present on the list of regional high-demand occupations as determined by the Texas Workforce Commission and local workforce boards which may be found at [About the Boards - Texas Workforce Commission](#) - scroll down and click on "Target Occupations by Board Area as of November 1, 2025"; or
- (2) as listed in the THECB fiscal year 2026-27 high-demand occupational fields list. Click on the link below and then click on the link **FY 2026-2027 High Demand Fields List**:

<https://www.highered.texas.gov/community-college-finance/high-demand-fields/>

The proposed CTE credential program(s) must lead to an occupation that meets or exceeds an annual income of \$30,000 in a high demand field as determined by THECB's credentials of value methodology. The program(s) must also be developed in consultation with employers who are hiring in high-demand occupations.

By January 15, 2027, the THECB [program approval](#) process for any proposed new career and technical education certificate program(s) must be accomplished, approval received, and programs entered into the institution's program inventory.

Work-based learning opportunities are strongly encouraged, and employment pathways must be incorporated into project objectives. Strong evidence of plans for employment for CTE program completers will be given bonus points in the application evaluation. (See Section 7.2).

THECB will consider the geographic distribution of grants for projects to the extent practicable.

### **3.3 PRIORITY PROJECTS**

Applications that meet one or more of the Priority Selection Criteria in Section 7.2 will be given priority in the award selection process.

### **3.4 MAXIMUM NUMBER OF APPLICATIONS PER APPLICANT**

An eligible Applicant may submit a maximum of one (1) application.

### **3.5 NOTICE OF INTENT TO APPLY**

A Notice of Intent to Apply (NOI) is not required.

## **4. APPLICATION SUBMISSION**

### **4.1 APPLICATION DEADLINE: 5:00 p.m. CT, May 15, 2026.**

Applications must be:

- completed in accordance with this RFA
- submitted by an authorized agent of the Applicant entity submitted via the [THECB Grant Management System \(GMS\)](#).

*Late or incomplete Applications will not be accepted. Applications not submitted electronically via the THECB Grant Management System will **not** be accepted. THECB will not accept mailed, emailed, hand-delivered, or faxed Applications.*

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#### **4.2 THECB CONFIRMATION OF APPLICATION RECEIPT**

THECB shall not be responsible for Applications that are delayed, blocked, or otherwise prevented from successful submission within the GMS due to user error, connectivity issues, or security setting on the applicant's network or device. Applicants are strongly encouraged to submit early to avoid potential technical issues near the submission deadline. THECB will confirm receipt of each application through the agency's GMS. If an applicant does not receive such written confirmation within the system, the applicant must contact the Points of Contact listed in Section 1.4 by email within three (3) state business days of the deadline. Applicants are responsible for retaining proof, as indicated by the official GMS timestamp.

#### **4.3 COST OF APPLICATION PREPARATION**

All costs associated with the preparation and submission of an application for this RFA are the responsibility of the Applicant.

#### **4.4 APPLICATION DELIVERY AND LATE APPLICATIONS**

Applications must be submitted by an authorized agent of the Applicant.

Applications shall be considered to be "on time" if they are received on or before the date and time of established deadlines. The applicant is solely responsible for ensuring that the application is successfully submitted in the agency's GMS by 5:00 p.m. CT, May 15, 2026. Failure to submit a complete application by the deadline will result in disqualification from consideration. Late applications, regardless of the circumstances, will not be accepted or reviewed.

### **5. BACKGROUND AND OVERVIEW**

The goal of TIME Grants is to support public two-year higher education institutions to implement new or expanded short-term CTE certificate programs in high-demand occupations. TIME Grants are to be used to build on resources funded by recent JET Grants. Developed and provided in collaboration with workforce stakeholders, these CTE certificate programs will help support the acquisition of credentials of value and strong employment outcomes for Texans.

THECB is committed to supporting responses to state, local and regional workforce needs through expanded opportunities for Texans to achieve high-value postsecondary credentials that lead to better jobs with more competitive wages. This is a key focus of the statewide strategy [Building a Talent Strong Texas - Texas Higher Education Coordinating Board](#)

As noted in Section 1.2, 2.3.2, and throughout this RFA, TIME Grants must reflect specific criteria and develop new or expanded CTE certificate programs that align with recent state

investments as represented by recent JET awards. TIME grants also place an emphasis on CTE program(s) that include work-based learning opportunities and employment opportunities for individuals undertaking and receiving these credentials developed through employer and workforce organization partnerships.

## 6. PROJECT REQUIREMENTS

### 6.1 FUNDING RESTRICTION

TIME Grant funds shall not be substituted for any other funds available to the Applicant or any program or project partners. Awarded funds shall be spent only on expenses that support the TIME Grant as documented in the Applicant's Budget.

### 6.2 ALLOWABLE COSTS AND PROHIBITED COSTS

#### 6.2.1 Allowable Cost Categories

Project budgets may only include necessary and reasonable costs for the support and maintenance of educational and general project activities that promote workforce learning as described in Section 1.2. Categories of allowable use include:

- Curriculum development and instructional design;
- Instructional/training software;
- Instructional/training equipment (not to exceed 10% of the total grant budget);
- Renovations to instructional/training facilities required for the purpose of the project (counted along with equipment not to exceed 10% of the total grant budget);
- Student financial aid;
- Student supports;
- Faculty hiring and training capacity;
- Off the shelf credential and training materials;
- Project marketing and outreach costs; and
- Costs associated with data administration and reporting by the grantee.

If student financial aid or student support is included in the budget, these efforts must be focused only on students who are enrolling or enrolled in the specific CTE program(s) at the institution that is undertaking the TIME Grant project. Student financial aid may be provided to cover the cost of attendance, tuition, and fees. Awards are capped at up to \$2,500 per eligible student per semester or term.

Reflecting the TIME Grant's objectives to grow institutional capacity to offer high demand credentials of value, new career and technical education programs will be given priority over expansion of existing programs. If program

expansion is proposed, the goals must be meaningful and demonstrate the magnitude of growth envisioned through potential enrollments and completions as indicated in the Credential Roster/Target Outcomes Form described in Section 8.3.

Similarly, due to TIME's emphasis on leveraging recent state investments and program execution and enrollment, budgets for equipment and facilities expenditures must be limited and clearly justified.

Equipment and facilities expenditures may not be more than 10% of the total grant budget. By January 15, 2027, all equipment and facilities expenditures must occur. This date is incorporated in the TIME Calendar in Appendix B.

In light of the TIME Grant's focus on implementation as a follow up to JET Grants, rationale and explanations of the need for equipment and facilities expenditures are required. See Section 7 for specific requirements.

Consideration of equipment and facilities location and use must also be incorporated in the budget request. Note the following examples:

- Not allowable: Equipment/facilities that duplicate capacity already present on a campus that is reserved for use only by either CE or credit-bearing CTE TIME programs;
- Not allowable: Equipment/facilities located at a third party administered or owned site, including an ISD;
- As referenced by program expansion goals described above, equipment/facilities that grow capacity already present on a campus are allowable if they will be available for use by both CE and credit-bearing CTE TIME programs; and

In composing, operating and reporting on the project budget, the Grantee must conform to all Texas Grant Management Standards (TxGMS). As an example, travel expenses are allowed for personnel conducting activities directly related to the grant project. Travel expenses must be consistent with state of Texas guidelines relating to type (transportation, lodging, meals), funding basis (actual cost, per diem, mileage), and reasonableness.

Additionally, all interest earned from Time Grant awards may be retained by the Grantee and must be used for allowable grant costs during the Grant Period.

Reasonable costs in the budget categories below are allowable:

**Personnel Compensation** - Compensation may include a portion of salaries, wages, and benefits of personnel, including, but not limited to the following positions: Example: project director, coordinator, and administrative support.

**Travel** - Travel expenses are allowed for personnel conducting activities directly related to the TIME Grant project. These costs must be specifically identified and justified in the Application Budget, the Final Award Budget, or a budget subsequently approved by THECB via a Budget Change Request. Travel expenses must be consistent with state of Texas guidelines relating to

type (transportation, lodging, meals), funding basis (actual cost, per diem, mileage), and reasonableness.

**Other Direct Costs** - Approval of expenditures for Other Direct Costs is at the discretion of THECB. These costs must be specifically identified and justified in the application budget and the negotiated award budget.

### 6.2.2 Prohibited Costs

All costs must be necessary and reasonable for the proposed grant project. Non-allowable uses of funds including any and all non-allowable costs specified in TxGMS. include, but are not limited to the following:

- Costs for ongoing support of the TIME Grant project after the end of the grant award period;
- Salaries or other stipends that are calculated at a higher pay rate than that which an individual normally receives in a position (or in a similar position);
- Warranties, protection plans, and service contracts beyond the standard coverage period that is included in the purchase price;
- Food and beverages;
- Alcohol;
- Travel not consistent with state of Texas guidelines relating to type (transportation, lodging, meals), funding basis (as actual cost, per diem, mileage), and reasonableness;
- Foreign travel; and
- Real Property.

In addition, the following types of costs shall not be included in the proposed budget or be paid with TIME Grant funds:

- Indirect costs;
- Institutional marketing and/or communications expenses other than those pertaining to the grant project;
- General use technology (e.g., laptops for staff);
- Construction other than renovations related to instruction and training;
- Purchase of facilities; and
- Leasing of facilities.

### 6.2.3 Budget Changes

Grantees are required to Inform the Points of Contact in writing via email of any change in the grant budget.

Submission of a Budget Change Request and THECB's prior written approval is required to allow changes to the budget categories, expenditures, or charge of costs in allowable budget categories as listed in Subsection 6.2.1. if those change requests exceed twenty-five percent (25%) of the total Grant Award during the grant period. Budget Change Requests must be submitted through the [THECB Grant Management System](#).

### **6.3 DATA AND INFORMATION SHARING**

In service to sharing best practices and ongoing capacity building of TIME Grants and to maintain compliance with statute, THECB will collect necessary information from grant recipients regarding postsecondary industry-recognized certifications or other certificate credentials developed or revised using grant awards. Institutions are required to undertake reporting and certification using CBM 009 for Level 1 Certificates and CE Certificates and CBM 00M for OSAs and ICLCs. Further, grant recipients are required to participate in research and information sharing efforts such as additional data collection, webinars, conferences, or regional meetings as determined by THECB. Grant recipients are required to comply with such requests, and these requirements and reporting shall survive the end of the grant term.

## **7. AWARD SELECTION CRITERIA**

Each Applicant shall satisfy Section 3 Eligibility Requirements to be considered during the award selection process. Applicants shall be selected for funding on a competitive basis.

This RFA is designed to issue grant awards that support the Program Authority in Section 1.3, provides the best overall value to the state and advance the objectives of the TIME Grant program. Selection criteria shall be based on eligibility requirements and project quality, funding priorities and project quality as determined by reviewer criteria, and other factors, including past performance on THECB grants.

- Award selection shall, to the greatest extent practicable, ensure that awards are geographically distributed across Texas regions as determined by the regional configuration of the Texas Comptroller of Public Accounts (19 TAC § 13.592) and do not duplicate an institution's existing programs unless necessary to accommodate growth in local or regional demand.

### **7.1 APPLICATION SCREENING**

THECB staff shall conduct an initial screening of Applications to determine if they adhere to Grant program requirements contained in the RFA. An Application must meet RFA requirements and be submitted with proper authorization on or before the day and time specified by THECB to qualify for further consideration.

All incomplete, ineligible, or otherwise non-compliant applications will not be considered for funding. It is anticipated that THECB staff will notify Applicants eliminated through the screening process within 30 state business days of the submission deadline.

Applications that pass the initial screening for completeness and eligibility will be

further considered for award selection according to the award selection criteria outlined in this RFA.

## 7.2 PRIORITY CRITERIA FOR AWARD SELECTION

Applications that incorporate the following two elements in the proposed project will be awarded up to ten (10) additional points (Bonus Points) in the application evaluation process, with a maximum of five points for each of the elements:

1. Selection of a new credit-bearing or CE credit conversion CTE certificate program.

- **New Career and Technical Education Program(s) Proposed - 0 or 5 bonus points.**

To support new career and technical education program development, bonus points will be awarded to Applicants working on a new credit-bearing or CE credit conversion CTE certificate program(s), as opposed to an expansion of current capacity. New programs are defined as those that are not currently approved in the Texas Program Inventory or have not yet been offered to students. See THECB [Career and Technical Guidelines](#) for more information about new and revised certificates.

2. Explicit evidence provided of a highly specific CTE certificate program employment transition strategy such as work-based learning opportunities, and/or employment placement, organized with employers and/or workforce boards to facilitate post-program employment.

- **Employment Transition Plans - 0 or 5 bonus points.**

Bonus points will be awarded to proposals that provide explicit evidence of highly specific CTE employment transition plans, including work-based learning and employment placement for CTE program completers with employers and/or local workforce boards. A formal, written agreement between the institution and employers or workforce boards that is specific to the proposed project must be submitted as part of the application to be awarded additional points. The formal, written agreement may be an MOU, MOA, or co-signed letter of agreement. The formal, written agreement is submitted in addition to required letters of support from an employer and workforce board.

## 7.3 GENERAL CRITERIA FOR AWARD SELECTION

THECB staff will review the Applications based on the program elements and the review criteria presented in this section, which are designed to enable the reviewers to assess the quality of a proposed project and determine the likelihood of its success.

At a minimum, three reviewers will independently score each application on the components listed below, with a maximum possible total score of 50 points if full bonus points are included. Applications will be ranked from highest to lowest based on all three reviewers' scores.

THECB staff will review the applications based on the program(s) elements and the

review criteria presented in this section, which are designed to enable the reviewers to assess the quality of a proposed project and determine the likelihood of its success.

Reviewers will use the General Selection Criteria indicated below to score applications. A sample Application Evaluation Form is in Appendix C. A description of the application's components is in Section 8 of this RFA.

### **Selection of Project CTE Program(s): 1-10 points with 10 highest**

This is a mandatory element of the application. In line with the rationale used for the application for the recent JET Grant, the narrative must have a compelling, evidence-based rationale for the selection of the CTE program(s). Current labor market information and workforce stakeholders input that grounds the selection in local and regional needs should be key decision drivers.

Along with the narrative, Applicants must fill out a **Credential Roster/Target Outcomes Form** that provides details about the selected CTE program(s) that will be the focus of the grant as well as provides target outcomes for student enrollment, completion and employment during and after the grant period.

The proposed CTE certificate program(s) should not duplicate an institution's existing programs unless necessary to accommodate growth in local or regional demand as demonstrated by employer demand for an increase in the number of individuals with that credential or skills profile.

Proposed projects must:

- Reflect the occupational area and utilize equipment purchased with recent JET Grant funding;
- Deliver education and workforce training that leads to CTE certificate credentials required for high demand occupations;
- Include one or more highly related occupations that can be completed in less than one year's duration and result in a credential (OSA, ICLC, CE Certificate or Level 1 Certificate) in a high-demand occupation with an annual income-of \$30,000 or more;
- Provide rationale and evidence regarding the proposed high-demand CTE program(s) chosen to address occupational demand:
  - Select regional high-demand occupations as determined by the Texas Workforce Commission and local workforce boards which may be found
    - (1) at [About the Boards - Texas Workforce Commission](#) scroll down and click on "Target Occupations by Board Area as of November 1, 2025" or
    - (2) at <https://www.highered.texas.gov/community-college-finance/high-demand-fields/> in the THECB's FY 2026-27 high demand occupational fields list. This is the same list developed for and used in the House Bill 8 (88<sup>th</sup> Texas Legislative Session) community college finance model;
  - Refer to current labor market information such as hiring trends data, job postings and employment outcomes as they pertain to the occupations and selected CTE program(s); and

- Develop the project in consultation with employers and other workforce stakeholders who are hiring in the selected high-demand occupation(s);
- Secure THECB [program approval](#) for new program(s) within the first six months of the grant period and ensure the program(s) are entered in the institution's program inventory; and
- Offer courses in a CTE program that may:
  - Be delivered digitally, face-to-face, or via hybrid instruction;
  - Be stand alone or embedded in other CTE programs; and
  - Be credit- or non-credit-bearing.

### **Project's Goals and Activities: 1-10 points with 10 highest**

This is a mandatory part of the application. The narrative should clearly define objectives, outcomes, and activities that are appropriate, methodical, and reasonably achievable within the grant period. The plan to use existing and newly acquired resources should be described and be clear and suitable to the project's goals.

The application must indicate one or more specific goals of the project: creation of new CTE certificate program(s) or an expansion of an existing CTE certificate program(s).

The application must include an **Activities Form** that lists specific project activities and deadlines, including those listed in the TIME Calendar in Appendix B of this RFA.

If proposing a budget without equipment or facilities expenditures, the selected CTE program(s) must be operational, enrolling students, and delivering CEUs or SCHs within the first six months of the Grant Period. If proposing a budget that includes up to 10% expenditures on equipment or facilities, operations must start up between month 6 and 12 of the grant period. These deadlines are incorporated into the TIME Calendar of Events in Appendix B of this RFA.

The degree of engagement with workforce stakeholders should be described in the narrative. The proposed project preferably incorporates a working partnership with employer(s) from the selected high-demand occupational field.

Work-based learning opportunities are strongly recommended, and employment paths for CTE program completers are required. The application should have a description of the working partnership with employer(s) and/or local workforce boards in the selected high-demand occupation with descriptions of work-based learning and hiring protocols being planned or executed that will benefit individuals enrolled and completing the project's CTE program(s).

Applicants are required to submit a copy of their executed **JET NOGA** as part of the application packet (See Section 8.7).

At least two **Letters of Support/Commitment**, one from an employer and one from the institution's local workforce board, are required in the application packet (See Section 8.7).

### **Target Outcomes: 1-5 points with 5 highest**

This is a mandatory part of the application. Applicants should make entries into the Target Outcomes portion of the Credential Roster/Target Outcomes Form regarding projected student enrollment, credential completion and employment. Complete and correct entries are required.

**Applicant Capacity: 1-5 points with 5 highest**

This is a mandatory part of the application. The narrative addresses relevant workforce education and training capabilities on the part of the Applicant. The narrative describes JET Grant activities and other past work on similar projects to demonstrate institutional capacity and commitment, and can include the names and responsibilities of potential project leadership. Applicants should include information on the status and timing of their JET Grant project's contracting, procurement and installation as they pertain to the implementation stage of their project.

**Equipment/Facilities Expenditures: 1-5 points with 5 points highest**

Expenditures on equipment and/or facilities are limited to 10% or less of the overall proposed budget. Proposals that do not request equipment/facilities expenditures will be awarded 5 points. Proposals that make equipment and/or facilities requests must have a strong rationale for why these expenditures are necessary and will be accorded points based on the provision of the following information:

- Details of equipment purchases made using JET Grant funds in the proposed occupational area (1 point);
- On a scale of 1-5, the importance of additional equipment purchases/facilities (1 point);
- A description of how the need for additional equipment/facilities beyond JET Grant funding was determined (1 point);
- An estimate of the number of additional credentials awarded to students resulting from the additional equipment/facilities expenditures (1 point); and
- A description of the impact on employers and the regional economy should a TIME Grant not be awarded (1 point).

**Alignment of Funding to Project Goals: 1-5 points with 5 highest**

The budget indicates that financial resources are appropriately allocated to achieve the project's goals and objectives. The budget is reasonable and maximizes the impact of available funds.

## 7.4 RECOMMENDATION FOR FUNDING

Funding recommendations shall consist of the most highly ranked and recommended applications up to the limit of available funds. If available funds are insufficient to fund a proposal after the higher-ranking and recommended applications have been funded, THECB staff shall negotiate with the Applicant to determine if a lesser amount would be acceptable. If the Applicant does not agree to the lesser amount, THECB staff shall negotiate with the next Applicant on the ranked list. The process shall continue until all grant funds are awarded to the most highly ranked and recommended applications.

THECB staff shall make a recommendation of selected Applicants consistent with THECB Texas Administrative Code Rule, Title 19, Part 1, Chapter 1, Subchapter A, Rule 1.16.

## **8. APPLICATION FORMAT**

An Application must include the elements described in Subsections 8.1 through 8.6 of this RFA. Application materials are available on THECB's Grant Administration Portal.

In completing the Application, Applicants should provide sufficient information to allow reviewers to clearly evaluate the Application based on the selection criteria described in Section 7.2 and 7.3 of this RFA.

### **8.1 CERTIFICATION OF APPLICATION**

Certification provides an electronic signature by an authorized institutional representative to certify the accuracy and completeness of information submitted in the Application. The signatory must be an individual who is legally authorized to bind the Applicant institution.

#### **8.1. PROJECT NARRATIVE**

##### **8.1.1 Contact Information**

This element of the application must be completed. Provide Applicant and Consortium Partner names and contact information.

##### **8.1.2 Credential Roster/Target Outcomes Form**

This element of the application is mandatory. Details about the CTE certificate programs must be completed in the Credential Roster portion of the form. The Target Outcomes portion of the form requires Applicants to provide targets by CTE Program for numbers of enrolled students, completing students, students retaining employment and students employed over specified periods of time.

##### **8.1.3 Applicant Capacity**

This narrative element of the application must be completed. Applicants must provide information on institutional capacity, including detailed information on roles and contributions of collaborating entities as described in Section 7.3.

#### **8.2. GOALS AND ACTIVITIES**

The narrative element of the application and associated forms must be completed. The Goals and Activities narrative should describe the work plan for the project, including objectives, outcomes and activities, and the use of existing and newly acquired resources.

Applicants should propose to use the TIME Grant for the implementation/delivery phase of a CTE program build out. Goals and activities should focus on implementation, including curriculum and instruction materials development, securing

instructors, student financial aid, student supports, outreach/recruitment, and program delivery.

Proposals that make equipment and/or facilities requests must have a strong rationale for why these expenditures are necessary with specifics that cover the five criteria outlined in Section 7.3 of this RFA.

Applicants must fill out an **Activities Form** that lists specific activities, participants, and targeted completion dates associated with the overall project. The form should include deadlines specified in the TIME Calendar in Appendix B of this RFA.

The **Activities Form** may be found as a form in THECB's Grant Management System to be completed and uploaded as part of a grant application materials.

### 8.3. PROJECT EVALUATION

Awarded Applicants must document the status of expected project outcomes for each required project reporting period. After the end of the grant period, Awarded Applicants must report on the final outcome of each identified project objective. Section 10 provides details on grant reporting schedules.

THECB may conduct an evaluation to assess the effectiveness of the CTE program(s)/project.

### 8.4. BUDGET

This is a mandatory element of the application. A **Budget Request Form** is embedded in the TIME application in THECB's Grant Management System. Project budgets must include:

- Reasonable estimates of expenditures over the grant period; and
- Amounts and justifications of allowable funds expenditures by category.

Applicants must limit equipment and facilities expenditures to no more than 10% of the overall budget.

THECB reserves the right to determine a Final Award Budget for each Awarded Applicant.

### 8.5. EVIDENCE OF LEADERSHIP COMMITMENT

Documentation of project commitment is demonstrated by the Certification signatures. Certification may be found embedded in the TIME Grant application in THECB's Grant Management System.

### 8.6. ATTACHMENTS

Applicants are required to include at least two **letters of support** concerning the proposed project from workforce partners, including a letter from an employer and a letter from the institution's local workforce board. These documents should be uploaded to THECB's Grant Management System. Letters should be submitted as separate documents and not combined as a single pdf.

Applicants are required to include a copy of their executed **JET NOGA**, which should

also be uploaded to THECB's Grant Management System as part of the TIME Grant application.

## **9. DISTRIBUTION OF AWARD FUNDS**

### **9.1 ISSUANCE OF GRANT AWARD**

Following completion of all negotiations between THECB and Applicants and the subsequent announcement of awards, each Awarded Applicants will receive a Notice of Grant Award through the GMS. The NOGA becomes effective on the date it is executed, or on July 15, 2026, whichever is later. Throughout this RFA, the terms "NOGA," "Award," and "Grant" are used interchangeably.

The NOGA must be executed by an individual authorized to enter into a grant agreement on behalf of the Applicant. Upon execution of a NOGA resulting from this RFA, the term "Applicant" shall have the same meaning as "Awarded Applicant" or "Grantee." The Texas Higher Education Coordinating Board, a state agency, may also be referred to as the "THECB," "Board," or "Agency." At times, THECB or "Board" and Awarded Applicant are referred to singularly as "Party" and collectively as "Parties."

### **9.2 "DISCLOSURE OF INTERESTED PARTIES" REQUIREMENT**

If applicable, THECB may not execute a NOGA with a for-profit, not-for-profit entity or organization, including private institutions, until the entity has presented a certificate disclosing interested parties in compliance with Section 11.24 of this RFA.

### **9.3 FUNDS DISBURSEMENT AND PAYMENT TERMS**

Subsequent to full NOGA execution and THECB receipt of the Disclosure of Interested Parties, as applicable, Grant Award funds will be disbursed according to the following provisions of this RFA.

TIME Grants are funded through state general appropriations. Awarded Applicant shall receive payments through the Texas Comptroller of Public Accounts. THECB shall not disburse awarded funds until the NOGA has been fully executed and, if applicable, the Disclosure of Interested Parties has been received and acknowledged by THECB, as described in Section 9.2.

After full NOGA execution and after the grant period start date, 50% of awarded funds are payable to enable Grantee to fully perform the Services described in its Application. Advancement of funds is necessary for performance under the grant program.

At THECB's sole discretion, the remaining 50% of grant funding is payable and contingent upon the Awarded Applicant submitting and THECB's acceptance of required project and expense reports by the deadlines established in Section 10, Monitoring and Reporting Requirements.

Awarded Applicants will receive 25% of the awarded funds following THECB's receipt and approval of the second Interim project and expense report. The final 25% of the awarded funds will be supplied following THECB's receipt and approval of the sixth Interim project and expense reports.

All grant-related expenses must be incurred on or prior to July 14, 2028. Any grant

funds and interest earned from grant funds received by the Grantee and not incurred prior to the end of the Grant Period shall be returned to THECB by the deadline indicated in Appendix B.

#### **9.4 LAST DAY OF EXPENDITURES**

All allowable grant-related expenses must be incurred on or before July 14, 2028. Expenses incurred after this date cannot be charged to the TIME Grant.

#### **9.5 RETURN OF UNEXPENDED FUNDS**

Awarded Applicants shall return any unexpended funds and interest earned from grant funds to THECB by September 29, 2028, unless otherwise agreed in writing by THECB and Grantee.

Awarded Applicant shall return any remaining funds promptly if Award is terminated.

#### **9.6 GRANT EXTENSION**

No grant extensions are allowed.

### **10. MONITORING AND REPORTING REQUIREMENTS**

#### **10.1 MONITORING**

THECB staff shall monitor and oversee TIME Grants progress and compliance through required reporting to ensure that grant commitments are met and that all the financial activities related to the grant award are accurate and appropriate. Awarded Applicant are required to complete the reports (identified in Section 10.2 and 10.3) within the agency's grant management system. THECB reserves the right to request additional reports as THECB deems necessary for the proper oversight of the awarded funds.

Failure to submit required information by the designated due date, without a prior approved extension, may result in enhanced monitoring and may impact eligibility for subsequent funding opportunities.

#### **10.2 GRANTEE REPORTING**

Grantees must file program and expense reports and updated forms with THECB during the grant period and at its conclusion as required by this RFA.

ANNUAL DATA REQUEST: Following completion of the grant, grantees shall also annually submit necessary information concerning student enrollment, credential completion, and employment outcomes for students supported by the TIME Grant per Texas Education Code § 61.883(a)(6).

##### **10.2.1 Project Reports**

Grantees shall provide information that includes, but is not limited to, the following:

- Status of the grant project activities including program and outcome targets:
  - Students enrolled in each TIME Grant

- Students completing each TIME Grant
- Students employed in the first three months after successful completion of the TIME Grant; and
- Students employed at nine to twelve months after successful completion of the TIME Grant;
- Budget expenditures by budget category; and
- Any other information required by the RFA.

An Awarded Applicant shall submit eight (8) Project Reports as specified by THECB on or before the following dates:

1. First Interim Project Report due November 16, 2026
2. Second Interim Project Report due February 15, 2027
3. Third Interim Project Report due May 17, 2027
4. Fourth Interim Project Report Due August 16, 2027
5. Fifth Interim Project Report Due November 15, 2027
6. Sixth Interim Project Report Due February 15, 2028
7. Seventh Interim Project Report Due May 15, 2028
8. Final Project Report Due September 15, 2028

### **10.2.2 Expense Reports**

Awarded Applicant shall submit eight (8) Expense Reports as specified to THECB due on or before the following dates:

1. First Interim Expense Report due November 16, 2026
2. Second Interim Expense Report due February 15, 2027
3. Third Interim Expense Report due May 17, 2027
4. Fourth Interim Expense Report Due August 16, 2027
5. Fifth Interim Expense Report Due November 15, 2027
6. Sixth Interim Expense Report Due February 15, 2028
7. Seventh Interim Expense Report Due May 15, 2028
8. Final Expense Report Due September 15, 2028

## **10.3 CHANGES TO KEY PERSONNEL**

If awarded, grantees must request prior written approval to change any key personnel that are identified by name or position in the application or grant agreement.

# **11. TERMS AND CONDITIONS**

## **11.1 Termination**

Notwithstanding the termination or expiration of this Grant Agreement, the

provisions of this Grant Agreement regarding confidentiality, indemnification, transition, records, right to audit and independent audit, property rights, dispute resolution, invoice and fees verification, provision of services, and default shall survive the termination or expiration dates of this Grant Agreement.

### **11.1.1 Convenience of the State**

THECB, in its sole discretion, may terminate this Grant Agreement upon one (1) calendar day's written notice to Grantee. Such notice will be provided in accordance with Section 11.35 of this Grant Agreement. In the event of such termination, Grantee shall, unless otherwise mutually agreed upon in writing, cease all work immediately upon the effective date of termination. THECB sole and maximum obligation shall be to pay Grantee for previously authorized services completed in accordance with the Grant Agreement and performed prior to the effective date of termination. THECB shall have no other liability, including no liability for any costs associated with the termination.

### **11.1.2 Termination for Cause**

THECB may, by written notice to Grantee, immediately terminate this Grant Agreement for cause if: (a) THECB is not reasonably satisfied with Grantee's performance; (b) default or abandonment by Grantee occurs; or (c) Grantee fails to comply fully with any term or condition of this Grant Agreement, through no material fault of THECB. If THECB deems it appropriate under the circumstances, THECB will provide a three (3) state business day advance written notice of intent to terminate to Grantee, and THECB will provide Grantee with an opportunity for consultation with THECB prior to termination during that three (3) state business day period.

If Grantee fails or refuses to perform its obligations or comply with terms of this Grant Agreement, THECB may exercise any and all rights as may be available to it by law or in equity. In the event THECB exercises its right to terminate for cause, Grantee is responsible for paying reasonable costs, fees, expenses, and other damages available to THECB including but not limited to, attorney's fees, court costs, and any other consequential damages to the state of Texas and THECB resulting from Grantee's non-performance or non-compliance.

### **11.1.3 Abandonment or Default**

If Grantee abandons or defaults on the Grant Agreement, THECB reserves the right to terminate the Grant Agreement without notice and re-award the Grant Agreement to the next best responsive and responsible Grant Applicant. The defaulting Grantee will not be considered in the re-award and may not be considered in future solicitations for the same type of work unless the specification or scope of work significantly changed. The period of suspension will be determined by THECB based on the seriousness of the default.

### **11.1.4 Applicable Law and Conforming Amendments**

THECB may terminate this Grant Agreement immediately upon notice to Grantee in the event federal or state law is enacted, amended, or judicially interpreted so as to render continued fulfillment of the Grant Agreement, on the part of THECB, wholly unreasonable or impossible. THECB reserves the right, at its sole discretion, to unilaterally amend this Grant Agreement throughout the Grant Agreement Term to incorporate any modifications necessary for THECB's compliance, as a Texas state agency, with all applicable state and federal laws, rules, regulations, requirements, and guidelines.

### **11.1.5 Excess Obligations (Non-Appropriation)**

The Grant Agreement is subject to termination or cancellation, without penalty to THECB, either in whole or in part, subject to the availability of state funds.

### **11.1.6 Effect of Termination**

Upon any termination, all indemnities, including without limitation those set forth in this Grant Agreement, as well as Grant Agreement provisions regarding confidentiality, records retention, right to audit, ownership, and dispute resolution, shall survive the termination of this Grant Agreement for any reason whatsoever and shall remain in full force and effect. In the event of any termination, Grantee shall, unless otherwise mutually agreed upon in writing, cease all work immediately upon the effective date of termination, unless otherwise agreed to in writing by the Parties. For any termination by THECB other than termination for non-appropriation, THECB shall be liable to Grantee for only that portion of the previously authorized performance completed in accordance with Grant Agreement requirements and performed prior to the effective date of termination.

### **11.1.7 Transfer of Duties**

In the event of termination, Grantee will provide reasonable cooperation to transfer its duties under the Grant Agreement to another entity without disruption, if applicable.

## **11.2 Amendment**

This Grant Agreement may be modified only by written amendment executed by the Parties hereto; however, any amendment of this Grant Agreement that conflicts with Texas state laws shall be void ab initio.

## **11.3 Indemnification, Acts or Omissions**

*(This section does not apply to state agencies, local government entities, or political subdivisions of the state of Texas.)*

GRANTEE SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS AND THECB, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, OTHER CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL

LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM, ANY ACTS OR OMISSIONS OF GRANTEE OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN EXECUTION OR PERFORMANCE OF THE GRANT AGREEMENT AND ANY PURCHASE ORDERS ISSUED UNDER THE GRANT AGREEMENT. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE OF THE ATTORNEY GENERAL OF TEXAS IF THECB AND/OR THE STATE OF TEXAS AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, OTHER CONTRACTORS, ASSIGNEES, AND DESIGNEES ARE A NAMED DEFENDANT IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE OF THE OFFICE OF THE ATTORNEY GENERAL OF TEXAS. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

#### **11.4 Sovereign Immunity**

The Parties stipulate and agree that no provision of, or any part of this Grant Agreement between THECB and Grantee, or any subsequent amendment shall be construed: (1) as a waiver of the doctrine of sovereign immunity or immunity from suit as provided for in the Texas Constitution and Texas state laws; (2) to extend liability to THECB beyond such liability provided for in the Texas Constitution and Texas state laws; or (3) as a waiver of any immunity provided by the Eleventh Amendment or any other provision of the United States Constitution or any immunity recognized by the courts and the laws of the state of Texas and the United States. The state of Texas and THECB do not waive sovereign immunity by entering into this Grant Agreement and specifically retain such immunity and all defenses available to them under Texas state laws or common law.

#### **11.5 Assignment**

Grantee shall not assign its rights under the Grant Agreement or delegate the performance of its duties under the Grant Agreement without THECB's prior written approval. Any attempted assignment in violation of this provision is void and without effect.

#### **11.6 Delegation or Subcontracting**

Unless as otherwise provided for in this Grant Agreement, no contractual rights, interest, or obligation shall be delegated or subcontracted by Grantee without THECB's prior written approval. No delegation or subcontract approved by THECB shall relieve Grantee of any obligation or responsibility under this Grant Agreement and Grantee shall ensure that the terms and conditions of this Grant Agreement are applicable to any subcontractor. It is the Parties' intent that to the extent subcontracting is approved by THECB, Grantee shall make a good faith effort to subcontract with Historically Underutilized Businesses (HUB), as defined in Texas Government Code § 2161.001(2), during the performance of this Grant Agreement. The goal of the HUB program is to promote full and equal business opportunities for all businesses contracting with the state of Texas.

#### **11.7 Right to Audit and Records Retention**

Grantee understands that acceptance of funds under this Grant Agreement, or indirectly through a subcontract under this Grant Agreement, acts as acceptance of the authority of the State Auditor's Office, THECB or any successor agency, as well as any external auditors selected by the State Auditor's Office, THECB or, in agreements involving federal funds, any auditors selected by the United States, including, but not limited to the cognizant federal agencies and/or federal Offices of the Inspector General (collectively referred to as "Audit Entities"), to conduct an audit or investigation in connection with those funds. Grantee further agrees to cooperate fully with the Audit Entities in the conduct of an audit or investigation, including promptly providing all records requested. Grantee will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Grantee and the requirements to cooperate is included in any subcontract it awards.

Grantee shall maintain its records and accounts in a manner which assures a full accounting for all funds received and expended by Grantee in connection with the Grant Project. These records and accounts (which includes all receipts of expenses incurred by Grantee) shall be retained by Grantee and made available for inspecting, monitoring, programmatic or financial auditing, or evaluation by THECB and by others authorized by law or regulation to do so for a period of not less than seven (7) years from the date of completion of the Grant Agreement or the date of receipt by THECB of Grantee's final claim for payment or final expenditure report or until any litigation/billing issues are resolved, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed. Grantee shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the services provided in this Grant Agreement. Grantee and any subcontractors shall provide any Audit Entities with any information such entity deems relevant to any monitoring, investigation, evaluation, or audit.

Grantee's failure to comply with this subsection (Right to Audit and Records Retention) shall constitute a material breach of this Grant Agreement and shall authorize THECB and the state of Texas to immediately assess appropriate damages for such failure. THECB reserves the right to require the reimbursement of any overpayment determined as a result of any audit or inspection of records on work performed under this Grant Agreement. Grantee shall reimburse THECB for any overpayment within thirty (30) calendar days of receipt of THECB's written notice.

Awarded Applicant shall have an accounting system that accounts for cost in accordance with generally accepted accounting principles. Awarded Applicant's accounting system must include an accurate and organized file/records system for accounting and financial purposes for providing backup materials for billings.

## **11.8 Time and Effort Recordkeeping**

For those personnel whose salaries are prorated between or among different funding sources, time and effort records will be maintained by Awarded Applicant that confirm the project work provided within each funding source. Awarded Applicant must adjust payroll records and expenditures based on this documentation. This requirement applies to all projects, regardless of funding sources, unless otherwise specified.

## **11.9 Texas Grant Management Standards**

Grantee agrees to follow and comply with the Texas Grant Management Standards (TxGMS), including all of its applicable conditions and State Assurances. TxGMS is herein incorporated for all purposes into this Agreement. All applicable conditions and uniform assurances can be found at <https://comptroller.texas.gov/purchasing/grant-management/>

## **11.10 Forms, Assurances, and Reports**

Awarded Applicant shall timely file with the proper authorities all forms, assurances and reports required by state laws and regulations. THECB shall be responsible for reporting to the proper authorities any failure by Awarded Applicant to comply with the foregoing laws and regulations coming to THECB's attention and may deny reimbursements or recover payments made by THECB to Awarded Applicant in the event of Awarded Applicant's failure to comply.

## **11.11 Site Visits**

Throughout the Grant Term, THECB and/or its representatives shall have the right to make site visits to review the TIME Grant operations and accomplishments.

## **11.12 Supplanting Prohibition**

A Grant Award may not be used to replace federal, state, or local funds.

## **11.13 Carryover of Funds**

At THECB's discretion and in compliance with Texas law, unencumbered funds may carry over from each year of the Grant Period.

## **11.14 Applicable Conditions and Uniform Assurances**

The terms and conditions set forth in this RFA are applicable to all grants, cooperative agreements, contracts, and other financial assistance arrangements executed between state agencies, local governments, and any other recipient not specifically excluded by state or federal law.

## **11.15 Child Support Obligation Family Code**

*(Not applicable to state agencies, government entities, or nonprofits.)*

"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate." Tex. Fam. Code § 231.006(d). If this certification is shown to be false, Grantee is liable to THECB for attorneys' fees, the costs necessary to complete the Grant Agreement, including the cost of advertising and awarding a second grant agreement, and any other damages provided by law or Grant Agreement.

## **11.16 Dispute Resolution**

The dispute resolution process provided in Texas Government Code Chapter 2009 is

available to the Parties to resolve any disputes arising under the Grant Agreement.

### **11.17 Public Disclosure**

Publication, including presentations, is encouraged; however, Awarded Applicant agrees to notify THECB prior to the publication of any information, including results, findings, or reports regarding the activities being conducted under this RFA. Awarded Applicant shall ensure the following statement is included in any published work:

*This work was supported in whole or in part by a grant from the Texas Higher Education Coordinating Board (THECB). The opinions and conclusions expressed in this document are those of the author(s) and do not necessarily represent the opinions or policies of THECB.*

Should Awarded Applicant be contacted by any news media about any information, including results, findings, or reports regarding activities being conducted under this RFA, Awarded Applicant shall notify its THECB Points of Contact, when possible, before communicating with news media. If that is not possible, Awarded Applicant shall notify its THECB Points of Contact immediately after concluding the communication with the news media.

Should Awarded Applicant desire to contact any news media about any information, including results, findings, or reports regarding activities being conducted under this RFA, Awarded Applicant shall notify its THECB Points of Contact before communicating with news media.

Any written publication shall be sent electronically to the THECB Points of Contact.

### **11.18 Confidentiality, Public Information Act, and FERPA**

Notwithstanding any provisions of this Agreement to the contrary, Grantee understands that as a Texas state agency, THECB is subject to and will comply with the Texas Public Information Act, Government Code, Chapter 552 as interpreted by judicial rulings and opinions of the Attorney General of Texas. Grantee will cooperate with THECB in the production of documents responsive to any such requests under the Public Information Act at no additional charge to THECB.

#### **11.18.1 Public Information Act**

THECB will determine whether to submit a request for a ruling seeking to withhold information from a Public Information Act requestor to the Open Records Division of the Office of the Attorney General of Texas. This Grant Agreement and all data and other information generated or otherwise obtained in its performance may be subject to the Texas Public Information Act. Grantee will notify THECB's Points of Contact within twenty-four (24) hours of receipt of any third-party requests for information it receives relating to this Grant Agreement. In accordance with Texas Government Code § 2252.907, Grantee is required to make any information created or exchanged with THECB pursuant to this Grant Agreement, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to THECB and shall

cooperate with THECB in doing so. Grantee agrees to maintain the confidentiality of information received from THECB and the state of Texas during the performance of this Grant Agreement, including information which discloses confidential personal information. Grantee will not disclose any information to which it is privy under this Grant Agreement without THECB's prior written consent. Grantee will indemnify and hold harmless the state of Texas, its officers, and its employees and THECB, its officers, and its employees for any claims for damages that arise from the disclosure by Grantee of information also held by the state of Texas or THECB to which Grantee is privy under this Grant Agreement.

All submitted Applications become the property of THECB after the RFA submittal deadline date. Upon acceptance of the Grant Agreement, all information submitted with Applicant's Application becomes public record and all information submitted with Awarded Applicant's Application becomes part of the Grant Agreement. Therefore, such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable.

Any proprietary information or copyrighted materials included in Applicant's Application may be subject to disclosure unless such proprietary information or copyrighted materials is clearly identified by Applicant, and such identification is submitted concurrently with the original submission of the proprietary information. Such identification of proprietary information shall be clearly marked in the Application on each page it appears. Such markings should be in boldface type at least 14-point font.

If Awarded Applicant fails to clearly identify proprietary information with the original submission of the proprietary information, then those sections will be deemed non-proprietary and made available upon public request after the Grant is awarded. The production of any material under the Grant shall not have the effect of violating or causing THECB to violate any law, including the Texas Public Information Act.

### **11.18.2 Family Educational Rights and Privacy Act**

Grantee agrees to comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and the implementing federal regulations, 34 C.F.R. Part 99.

### **11.18.3 Protection of Confidential Data (Covered Data and Information)**

Grantee agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in FERPA (34 C.F.R. §99.33(a)(2)) and with the terms set forth in Section 10, Terms and Conditions. FERPA, 34 C.F.R. §99.33(a)(2), states that the officers, employees, and agents of a party that receives education record information from THECB may use the information, but only for the purposes for which the disclosure was made.

Omitted from this program.

**11.18.4 Acknowledgment of Prohibited Access to Covered Data and Information**

Grantee acknowledges that the Grant Agreement allows Grantee access to Covered Data and Information (CDI).

Omitted from this program.

**11.18.5 Prohibition of Unauthorized Use of Disclosure of CDI**

Grantee agrees to hold CDI in strict confidence. Grantee shall not use or disclose CDI received from or on behalf of THECB except as permitted or required by the Grant Agreement, as required by law, or as otherwise authorized in writing by THECB. Grantee agrees not to use CDI for any purpose other than the purpose for which the disclosure was made.

Omitted from this program.

**11.18.6 Return or Destruction of CDI**

Upon termination, cancellation, expiration or other conclusion of the Grant Agreement, Grantee shall return all CDI to THECB or, if return is not feasible, destroy any and all CDI. If Grantee destroys the CDI, Grantee shall provide THECB with a certificate confirming the date the CDI was destroyed.

Omitted from this program.

**11.18.7 Breach**

Any violation of these provisions by Grantee shall be deemed a material breach of the Grant Agreement.

**11.18.8 Maintenance of the Security of Electronic Information**

Grantee shall develop, implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically maintained or transmitted CDI received from, or on behalf of THECB. These measures will be extended by contract to all subcontractors used by Grantee.

**11.18.9 Reporting of Unauthorized Disclosures and/or Misuse of CDI**

Grantee shall, within one hour of discovery, report to THECB any use and/or disclosure of CDI not authorized by this Grant Agreement or in writing by THECB. Grantee's report shall identify: (i) the nature of the unauthorized use and/or disclosure, (ii) the CDI used and/or disclosed, (iii) who made the unauthorized use and who received the unauthorized disclosure, (iv) what Grantee has done or shall do to mitigate any deleterious effect of the unauthorized use and/or disclosure, and (v) what corrective action Grantee has taken or shall take to prevent future similar unauthorized use and/or

disclosure. Grantee shall provide such other information, including a written report, as requested by THECB.

### 11.19 Infringements

*(This section does not apply to state agencies, local government entities, or political subdivisions of the state of Texas.)*

GRANTEE SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS, THECB, AND THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, OTHER CONTRACTORS, ASSIGNEES, OFFICERS, AND DESIGNEES FROM AND AGAINST ALL CLAIMS, VIOLATIONS, MISAPPROPRIATIONS, OR INFRINGEMENT OF ANY PATENT, COPYRIGHT, TRADEMARK, SERVICE MARK, TRADE SECRET OR OTHER INTELLECTUAL OR INTANGIBLE PROPERTY RIGHT IN CONNECTION WITH OR ARISING FROM THE PERFORMANCES OR ACTIONS OF GRANTEE PURSUANT TO THIS GRANT/AWARD AGREEMENT. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM. GRANTEE SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE OF THE ATTORNEY GENERAL OF TEXAS IF THECB AND/OR THE STATE OF TEXAS AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, OTHER CONTRACTORS, ASSIGNEES, AND DESIGNEES ARE A NAMED DEFENDANT IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE OF THE OFFICE OF THE ATTORNEY GENERAL OF TEXAS. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

Grantee shall have no liability under this section if the alleged infringement is caused in whole or in significant part by: (i) THECB's use of the product or service for a purpose or in a manner for which the product or service was not designed, (ii) any modification made to the product by THECB without Grantee's approval, (iii) any modifications made to the product by Grantee pursuant to THECB's specific instructions, (iv) any intellectual property right owned by or licensed to THECB by a person or entity other than Grantee, or (v) any use of the product or service by THECB that is not in substantial conformity with the terms of any applicable license agreement.

If Grantee becomes aware of an actual or potential claim, or THECB provides Grantee with notice of an actual or potential claim, Grantee may (or in the case of an injunction against THECB, shall), at Grantee's sole option and expense; (i) procure for THECB the right to continue to use the affected portion of the product or service, or (ii) modify or replace the affected portion of the product or service with functionally equivalent or superior product or service so that THECB's use is non-infringing.

### 11.20 Ownership/Work Made for Hire

For purposes of this Grant Award, the term "Work" or "Work Product" is defined as all work papers, work products, materials, approaches, designs, specifications, systems, software, programs, source code, documentation methodologies, concepts, intellectual property, or other property developed, produced, or generated in connection with the work performed under the Grant Agreement. All Work generated as a result of this Grant Agreement, either completed or partially completed,

shall be the sole property of THECB and all rights, title, and interest in and to the Work shall vest In THECB upon payment for the services.

All such Work shall be delivered to THECB by Grantee upon completion, termination, or cancellation of this Grant Agreement. All property rights, including publication rights, hereunder shall be retained by THECB, and Grantee shall assert no right in law or equity to such Work. THECB shall have the right to obtain and to hold in its own name any and all patents, copyrights, marks, or such other protection as may be appropriate to the subject matter, and any extensions and renewals thereof.

Copyright. When copyrightable material is developed in the course of or under this Grant Agreement, Awarded Applicant is free to copyright the materials or permit others to do so. THECB shall have a royalty-free, non-exclusive, fully-paid up, no cost, transferable, worldwide, and irrevocable right and license to reproduce, publish, or otherwise use and to authorize others to use for governmental and educational purposes: (1) the copyright in any work developed under the Grant and (2) any rights of copyright to which a Awarded Applicant (or any sub-grantee or subcontractor of the Grantee) purchases ownership with Grant funds. In no event shall Awarded Applicant (or any sub-grantee or subcontractor to the Awarded Applicant) charge other Texas state agencies, institutions of higher education, or independent institutions of higher education (as the terms "institutions of higher education" and "independent institutions of higher education" are defined in the Texas Education Code) for any license to use any or all copyrights purchased with Grant funds or in any work developed under the Grant Agreement.

Data. THECB has the right to: (1) obtain, reproduce, publish, or otherwise use the data first produced under this Grant and (2) authorize others to receive, reproduce, publish, or otherwise use such data for governmental and educational purposes. In no event shall Awarded Applicant (or any sub-grantee or subcontractor to the Awarded Applicant) charge other Texas state agencies, institutions of higher education, or independent institutions of higher education (as the terms "institutions of higher education" and "independent institutions of higher education" are defined in the Texas Education Code) for any license to use any or all data first produced under this Grant.

Grantee shall ensure that this provision, "Ownership/Work Made for Hire," is contained in any subcontract THECB has authorized Grantee to award. Grantee shall not use, willingly allow, or cause to have such Work used for any purpose other than the performance of Grantee's obligations under this Grant Agreement without THECB's prior written consent; provided, however, that Grantee shall be allowed to use non-confidential materials for writing samples in pursuit of work or for other governmental or educational purposes.

## **11.21 Governing Law and Venue**

The Grant Agreement shall be governed by and construed in accordance with Texas state laws, without regard to the conflicts of law provisions. The venue of any suit arising under the Grant Agreement is fixed in any court of competent jurisdiction of Travis County, Texas, unless the specific venue is otherwise identified in a statute which directly names or otherwise identifies its applicability to THECB.

## 11.22 Additional Grantee Responsibilities

Grantee shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any court, administrative body, or tribunal in any matter affecting the performance of this Grant Agreement, including applicable workers' compensation laws, compensation statutes and regulations, and licensing laws and regulations. Upon THECB's request, Grantee shall furnish THECB with satisfactory proof of its compliance. Grantee shall be responsible for damage to THECB's equipment, and/or the workplace and its contents by Grantee's or its subcontractors' work, negligence in work, personnel, and equipment. Grantee shall be responsible and liable for the safety and health of its employees and contractors while they are performing work under this Grant Agreement.

Grantee hereby covenants, represents, and warrants that Grantee (including, for purposes of this section, its employees, consultants, subcontractors, and agents): (1) has the technical expertise and general skills necessary to perform in accordance with this Grant Agreement competently and professionally, (2) is not a party to or bound by any agreement, obligation, or understanding which restricts or limits in any way Grantee's right to enter into this Grant Agreement or Grantee's right or ability to perform Grantee's obligations under this Grant Agreement, (3) shall not use the trade secrets, intellectual property rights, copyrights, or other proprietary rights of any third party in the performance of Grantee's obligations under this Grant Agreement without having first lawfully obtained the right in writing to do so, and (4) has the necessary equipment, facilities and workers to perform Grantee's obligations under this Grant Agreement.

## 11.23 Conflict of Interest

Grantee represents and warrants that Grantee, its principals, employees, or subcontractors have no potential conflict of interest with THECB under this Grant Agreement. Failure to disclose a conflict of interest, at any time during the duration of this Grant Agreement, shall be cause for termination of this Grant Agreement. Grantee represents and warrants that performance under the Grant Agreement will not constitute an actual or potential conflict of interest or reasonably create an appearance of impropriety.

## 11.24 Disclosure of Interested Parties

THECB may not execute a grant valued at \$1 million dollars or more until the Business Entity has presented a certificate disclosing interested parties. "Business Entity" is defined as an entity (other than a governmental entity or state agency) through which business is conducted, regardless of whether the entity is for-profit or nonprofit. The Texas Ethics Commission has an online portal for vendors/grantees. Grantees will need to create a username and password to complete the "Certificate of Interested Parties" form. After the form has been completed, print and sign the form before uploading a final electronic copy to THECB via the THECB Grant Management System. The Texas Ethics Commission portal link can be found at: <https://www.ethics.state.tx.us/filinginfo/1295/>.

### **11.25 Financial Interests and Gifts**

Grantee represents and warrants that neither Grantee nor any person or entity that will participate financially in this Grant Agreement has received compensation from THECB or any agency of the state of Texas for participation in preparation of specifications for this Grant Agreement.

### **11.26 Antitrust**

The undersigned affirms under penalty of perjury of Texas state laws that: "(1) in connection with this Grant Agreement, neither I nor any representative of Grantee have violated any provision of the Texas Free Enterprise and Antitrust Act, Texas Business and Commerce Code Chapter 15; (2) in connection with this Grant Agreement, neither I nor any representative of Grantee have violated any federal antitrust law; and (3) neither I nor any representative of Grantee have directly or indirectly communicated any of the contents of this Grant Agreement to a competitor of Grantee or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Grantee."

### **11.27 Equal Opportunity**

Grantee represents and warrants that it shall not discriminate against any person on the basis of race, color, national origin, religion, political belief, sex, age, or disability in the performance of this Grant Agreement.

### **11.28 Independent Contractor**

Grantee shall be an independent contractor in all matters relating to this Grant Agreement. Grantee and its employees, agents, and subcontractors shall not be deemed or construed to be the employees or agents of THECB for any purposes whatsoever. Grantee agrees and acknowledges that Grantee, its employees and agents, and Grantee's subcontractors are independent contractors of THECB and/or the state of Texas and are not employees of THECB or the state of Texas, and Grantee agrees that it shall have complete responsibility in the area of employment law and relations regarding its own employees, contractors, and agents, including but not limited to: wrongful discharge lawsuits, unemployment issues, workers' compensation, employment taxes, any other benefits and reimbursement due to losses in these areas. Consistent therewith, Grantee agrees that it shall make its own arrangements to provide its employees with all necessary employee benefits, including unemployment and workers' compensation benefits, and THECB is in no way a party to such arrangements. Regarding its employees, Grantee shall have the sole authority to hire, fire, transfer, train, evaluate, discipline, pay, and assign work.

Grantee agrees and acknowledges that Grantee and Grantee's employees or assistants shall not be entitled to any state of Texas benefit on account of the services provided hereunder. If THECB or the state of Texas shall nonetheless become liable for such payments or obligations, Grantee shall promptly pay or reimburse THECB or the state of Texas for such liability or obligation.

### **11.29 Eligibility/Authorization to Work in the United States**

Grantee shall ensure that all personnel provided to perform work under this Grant Agreement possess proof of eligibility/authorization to work in the United States in compliance with the Immigration Reform and Control Act of 1986, the Immigration Act of 1990 including any amendments already adopted or as may be adopted hereafter, and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 including any amendments already adopted or as may be adopted hereafter. Grantee shall maintain written records on all personnel provided under the Grant Agreement and shall provide such records to THECB upon request. Failure to maintain and provide records upon request shall represent a material breach of this Grant Agreement and THECB shall have the right to terminate the Grant Agreement for cause. Grantee shall ensure this section is included in all subcontracts it is authorized by THECB to enter.

### **11.30 Taxes, Workers' Compensation Insurance, and Unemployment Insurance, Including Indemnity**

*(This section does not apply to state agencies, local government entities, or political subdivisions of the state of Texas.)*

GRANTEE AGREES AND ACKNOWLEDGES THAT DURING THE EXISTENCE OF THIS GRANT AGREEMENT, GRANTEE SHALL BE ENTIRELY RESPONSIBLE FOR THE LIABILITY AND PAYMENT OF GRANTEE'S AND GRANTEE'S EMPLOYEES' TAXES OF WHATEVER KIND, ARISING OUT OF THE PERFORMANCE OF THIS GRANT AGREEMENT. GRANTEE AGREES TO COMPLY WITH ALL STATE AND FEDERAL LAWS APPLICABLE TO ANY SUCH PERSONS, INCLUDING LAWS REGARDING WAGES, TAXES, INSURANCE, AND WORKERS' COMPENSATION. THECB AND/OR THE STATE OF TEXAS SHALL NOT BE LIABLE TO GRANTEE, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION OR ANY BENEFIT AVAILABLE TO A STATE EMPLOYEE OR EMPLOYEE OF ANOTHER GOVERNMENTAL ENTITY.

GRANTEE AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THECB, THE STATE OF TEXAS AND THEIR OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, ASSIGNEES AND DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS' FEES, AND EXPENSES, RELATING TO TAX LIABILITY, UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION IN ITS PERFORMANCE UNDER THIS GRANT AGREEMENT. GRANTEE SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE THE ATTORNEY GENERAL OF TEXAS IF THECB AND/OR THE STATE OF TEXAS AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, OTHER CONTRACTORS, ASSIGNEES, AND DESIGNEES ARE A NAMED DEFENDANT IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE OF THE OFFICE OF THE ATTORNEY GENERAL OF TEXAS. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

Applicant shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations (including THECB rules relating to the TRUE Grant Program as codified in

Title 19, Part 1 of the Texas Administrative Code, Chapter 10SS) and the orders and decrees of any court, administrative body, or tribunal in any matter affecting the performance of the Grant Agreement, including, if applicable, workers' compensation laws, compensation statutes and regulations, and licensing laws and regulations. Upon THECB's request, Grantee shall furnish THECB with satisfactory proof of its compliance.

### **11.31 Prohibition on Use of Funds for Lobbying**

Grantee represents and warrants that THECB's payments and Grantee's receipt of appropriated or other funds under this Grant Agreement are not prohibited by Texas Government Code §§ 556.005 or 556.008.

### **11.32 Buy Texas**

In accordance with Texas Government Code § 2155.4441, Grantee agrees that during the performance of a Grant Agreement for services it shall purchase products and materials produced in Texas when they are available at a price and time comparable to products and materials produced outside this state.

### **11.33 Provision of Services**

If applicable, upon THECB's request for the provision of any services for which THECB has made payment, Grantee shall immediately provide such services to THECB. Any failure to provide such services immediately shall be considered a material breach of this Grant Agreement.

### **11.34 Force Majeure**

THECB may grant relief from performance of this Grant Agreement if Grantee is prevented from performance by an act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of Grantee. The burden of proof for the need of such relief shall rest upon Grantee. Grantee shall notify THECB in writing if it believes that a force majeure may have occurred and THECB shall, in its sole discretion, determine if force majeure has occurred.

### **11.35 Notice**

Form of Notice. All notices and other communications in connection with this Grant Agreement shall be in writing.

Method of Notice. All notices must be given by (i) personal delivery, (ii) express courier (with confirmation), (iii) registered or certified mail (return receipt requested), or (iv) electronic mail to the Parties at the address specified in this Grant Agreement, or to the address that a Party has notified to be that Party's address for the purposes of this section.

Receipt of Notice. A notice in accordance with this Grant Agreement will be effective upon receipt by the Party to which it is given or, if mailed by registered or certified mail, upon the earlier of receipt or the third business day following mailing.

THECB shall not be responsible for notices that are captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by THECB or Grantee's anti-virus or other security software.

### 11.36 False Statements; Breach of Representations

Grantee represents and warrants that all statements and information prepared and submitted to THECB are current, complete, true, and accurate. Submitting a false statement or material misrepresentations made during the performance of a Grant Agreement is a material breach and may void the Grant Agreement.

### 11.37 Severability and Waiver

The invalidity, illegality, or unenforceability of any provision of this Grant Agreement shall in no way affect the validity, legality, or enforceability of any other provisions.

Each and every right granted to the Parties hereunder or under any other document delivered hereunder or in connection herewith, or allowed them by law or equity, shall be cumulative and may be exercised from time to time. Failure by THECB or Grantee at any time to require strict performance of any contractual provision or obligation contained herein shall not constitute a waiver or diminish the rights of either Party thereafter to demand strict compliance. Neither THECB's review, approval, acceptance of, nor payment for any of the services provided in this Grant Agreement shall be construed to operate as a waiver of any rights under the Grant Agreement, or of any cause of action arising out of the performance of the services required by the Grant Agreement.

### 11.38 Human Trafficking Prohibition

"Under Section 2155.0061, Texas Government Code, the vendor 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." Tex. Gov't Code § 2155.0061.

### 11.39 Foreign Terrorist Organizations

Grantee represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Texas Government Code § 2252.152.

### 11.40 System for Award Management

THECB is federally mandated to adhere to the directions provided in the President's Executive Order 13224, Executive Order on Terrorist Financing – *Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism*, and any subsequent changes made to it. Grantee certifies that Grantee is in compliance with the state of Texas statutes and rules relating to procurement and that Grantee is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.sam.gov>.

### 11.41 Notification of Grant Agreement

*(Only applies to employees of a Texas state agency or any public or private institution of higher education.)*

If key personnel are employed by a Texas state agency or an institution of higher education outside their work with this grant project, THECB will provide notice to their

employer.

**11.42 Insurance**

Only if required by law, Grantee agrees to maintain at its expense insurance as required for the work being performed under this Grant Agreement. Such insurance will protect THECB from all claims for bodily injury, death, or property damage which may arise out of or result from the performance of Grantee’s obligations under the Agreement. Grantee represents and warrants that it will, within ten (10) state business days of award of Grant Agreement, provide THECB with current certificates of insurance or other proof acceptable to THECB of the following insurance coverage:

Grantee must maintain workers’ compensation insurance coverage in accordance with statutory limits.

<b>Minimum Required Amounts of Insurance Coverage</b>	
<b>Type of Insurance</b>	<b>Each Occurrence/Aggregate</b>
<i>Workers’ Compensation</i>	Statutory Limits
<i>Employer’s Liability</i> Bodily Injury by Accident Bodily Injury by Disease Bodily Injury by Disease	\$1,000,000 Each Accident \$1,000,000 Each Employee \$1,000,000 Policy Limit
<i>Commercial General Liability</i> (Occurrence Based)	Bodily Injury and Property Damage \$1,000,000 Each Occurrence Limit \$2,000,000 Aggregate Limit \$5,000 Medical Expense Each Person \$2,000,000 Products/Completed Operations Aggregate Limit \$1,000,000 Personal Injury and Advertising Liability \$50,000 Damage to Premises Rented
<i>Automobile Liability</i> All Owned, Hired and Non-Owned Vehicles	\$500,000 Combined Single Limit (for Each Accident)
<i>Umbrella/Excess Liability</i>	\$1,000,000 Per Occurrence

Note: The required insurance coverage must be issued from a company or companies that have both: (1) a Financial Strength Rating of “A” or better from A.M. Best Company, Inc.; and (2) a Financial Size Category Class of “VII” or better from A.M. Best Company, Inc.

All insurance policies for required coverage must be issued by companies authorized to do business under Texas state laws and in a form satisfactory to THECB. All required insurance contracts must be written on a primary and non-contributory basis with any other insurance coverages Grantee currently has in place; and include a Waiver of Subrogation Clause.

All certificates of insurance for required coverage other than workers' compensation and professional liability must name the state of Texas and its officers, directors, and employees as additional insureds.

Grantee shall:

- (1) Provide written notice to THECB by e-mail at [TRUE@highered.texas.gov](mailto:TRUE@highered.texas.gov) and by U.S. First Class Mail to 1801 N. Congress Ave., Suite 12.200, Austin, Texas 78701 at least thirty (30) calendar days prior to any cancellation, non-renewal, or material change of a required policy;
- (2) Ensure all insurance policies and certificates of insurance for required coverage are written to include all products, services, and locations related to Grantee's performance under the Grant Agreement; and
- (3) Deliver to THECB by e-mail at [TRUE@highered.texas.gov](mailto:TRUE@highered.texas.gov) and by U.S. First Class Mail to 1801 N. Congress Ave., Suite 12.200, Austin, Texas 78701, all renewal policies at least ten calendar days prior to any expiration of a required policy. All renewal policies and corresponding certificates of insurance must meet all terms set forth in the Grant Agreement.

Grantee must ensure that all provisions of the Grant Agreement concerning liability, duty, and standard of care, together with the indemnification provision, are underwritten by contractual liability coverage sufficient to include such Grantee's obligations under the Grant Agreement.

#### **11.43 Debts and Delinquencies to the State**

Grantee agrees that any payments due under the Grant Agreement shall be applied towards any debt or delinquency that is owed to the state of Texas.

#### **11.44 Deceptive Trade Practices; Unfair Business Practices**

Grantee represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Texas Business and Commerce Code, Chapter 17, or allegations of any unfair business practice, in any administrative hearing or court suit, and further, that if it has been the subject of either or both such allegations, that Grantee has not been found to be liable for any such practices in such proceedings. Grantee certifies that it has no officers who have served as officers of other entities which have been the subject of allegations of Deceptive Trade Practices Act conduct, violations thereof, or allegations of any unfair business practices, in an administrative hearing or court suit and further, that if such officers have been the subject of either or both such allegations, that such officers have not been found to be liable for any such practices in such proceedings.

#### **11.45 Suspension and Debarment**

Grantee certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the Debarred Vendor List maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration.

**11.46 Excluded Parties**

Grantee certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, *Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism*, published by the United States Department of the Treasury, Office of Foreign Assets Control.

**11.47 E-Verify: U.S. Department of Homeland Security's E-Verify System**

By entering into this Grant Agreement, Grantee certifies and ensures that it utilizes and will continue to utilize, for the Grant Agreement Term, the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of all persons: (a) employed to perform duties within Texas, during the Grant Agreement Term; and (b) (including subcontractors) assigned by Grantee to perform work pursuant to the Grant Agreement, within the United States of America.

Upon THECB's request, Grantee shall provide an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by Grantee, and Grantee's subcontractors, as proof that this provision is being followed.

If this certification is falsely made, this Grant Agreement may be immediately terminated, at THECB's or the state of Texas's discretion and at no fault to THECB or the state, without prior notification. Grantee shall also be responsible for the costs of any re-solicitation that THECB or the state of Texas must undertake to replace the terminated Grant Agreement.

**11.48 Drug-Free Workplace**

Grantee represents and warrants that it shall comply with the applicable provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 701, et seq.) and maintain a drug-free work environment.

**11.49 No Commissions**

THECB shall not pay any commissions to Grantee under this Grant Agreement.

**11.50 Applicable Taxes**

This Grant Agreement shall not be construed so as to supersede the laws of the United States or the state of Texas that accord the state of Texas, THECB, and all departments, agencies, and instrumentalities of the state of Texas exemptions from payment of all taxes of whatever kind. More specifically, to the extent permitted by applicable law, THECB shall not directly or indirectly be liable for taxes of any kind. Grantee represents and warrants that it shall pay all taxes or similar amounts resulting from this Grant Agreement, including, but not limited to, any federal, state, or local income, sales, or excise taxes of Grantee or its employees. To the extent permitted by applicable law, THECB shall provide all applicable tax exemption certificates upon Grantee's request.

**11.51 Electronic and Information Resources Accessibility Standards**

State agencies and institutions of higher education shall procure products which

comply with the state of Texas accessibility requirements for electronic and information resources specified in Title 1 Texas Administrative Code, Part 10, Chapter 213, when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation.

Grantee shall provide the Texas Department of Information Resources (DIR) with the Uniform Resource Locator (URL) to its Voluntary Product Accessibility Template (VPAT) for reviewing compliance with Texas state accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act), or indicate that the product/service accessibility information is available from the General Services Administration "Buy Accessible Wizard" (<https://www.section508.gov/buy/>). Grantees not listed with the Buy Accessible Wizard or supplying a URL to their VPAT must provide DIR with a report that addresses the same accessibility criteria in substantively the same format. Additional information regarding the Buy Accessible Wizard or obtaining a copy of the VPAT is located at <http://www.section508.gov/>.

### **11.52 Smoking Policy**

THECB has a policy of being a smoke-free agency. The policy reflects THECB's commitment to providing a healthy environment for all THECB employees and visitors. This policy prohibits smoking within any state building. Grantee, by acceptance of this Grant Agreement, agrees to abide by this policy when on THECB's property.

### **11.53 Substitutions**

Substitutions are not permitted without THECB's written approval.

### **11.54 Grantee Information Responsibilities**

*(Applicable for Agreements \$1 Million and Above)*

Grantee represents and warrants that it will comply with the requirements of Texas Government Code § 552.372(a). Except as provided by Texas Government Code § 552.374(c), the requirements of Texas Government Code §§ 552.371-.766 may apply to the Grant Agreement and Grantee agrees that the Grant Agreement can be terminated if Grantee knowingly or intentionally fails to comply with a requirement of that subchapter.

### **11.55 Cybersecurity Training**

Grantee represents and warrants that it will comply with the requirements of Texas Government Code 2054.5192 relating to cybersecurity training and required verification of completion of the training program.

### **11.56 Disaster Recovery Plan**

Upon THECB's request, Grantee shall provide the descriptions of its business continuity and disaster recovery plans. 13 Tex. Admin. Code § 6.94(a)(9).

### **11.57 Entire Agreement and Order of Precedence**

This Grant Agreement consists of the following documents: the final executed Grant Agreement (including its exhibits and any amendments), THECB's Request for

Applications, and Grantee's response to the Request for Applications.

In the event of conflicts, contradictions, or inconsistencies between or among these documents, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of precedence:

- (1) Any duly executed amendments to the final executed Grant Agreement;
- (2) The final executed Grant Agreement, including its exhibits;
- (3) The original Request for Applications including any addenda issued; and
- (4) Grantee's Application in response to the Request for Applications, including any addenda.

This Grant Agreement (including its exhibits and any amendments) contains the final, complete, and exclusive understanding of the Parties, and supersedes all prior, contemporaneous, oral, or written understandings, representations, and negotiations between the Parties relating to the subject matter of this Grant Agreement. The Parties further agree that this Grant Agreement may not in any way be explained or supplemented by a prior or existing course of dealings between the Parties, by usage of trade or custom, or by any prior performance between the Parties pursuant to this Grant Agreement or otherwise.

If language contained in a particular section of the RFA is found to be in conflict with language in another section, the most stringent requirement(s) shall prevail.

### **11.58 Certain Treatments Prohibited**

Pursuant to § 161.704 of the Texas Health and Safety Code, Applicant certifies that it does not provide or facilitates the provision of a procedure or treatment to a child that is prohibited under section 161.702 of the Texas Health and Safety Code. Applicant shall not contract or subgrant any grant funds provided by THECB to any entity, organization or person that provides or facilitates such prohibited procedure or treatment.

## Appendix A: RFA DEFINITIONS

The following definitions shall apply:

1. **Applicant** – An eligible entity, as defined in Section 3 of this RFA, submitting an Application in accordance with the terms and conditions of this RFA.
2. **Application** – The final document submitted by an Applicant to THECB in response to and in accordance with the terms of this RFA.
3. **Authorized Agent or Representative** -- Any person who acts on behalf of or who is authorized to commit a participant in a covered transaction.\_
4. **Awarded Applicant** – The successful recipient ultimately awarded a Grant by THECB who is responsible for performing all activities required to fully comply with Grant performance requirements and all Grant terms and conditions.
5. **Career and Technical Education (CTE) Program** - A career and technical education program offers a postsecondary credential, other than a degree, which a student earns upon successful completion of the program offered by an institution of higher education. Courses that comprise career and technical education programs are listed in the Workforce Education Course Manual and the Academic Course Guide Manual and are subject to THECB approval. College-level workforce or continuing education courses offered by an institution of higher education earn either semester credit hours or continuing education units toward satisfaction of a requirement necessary to obtain an Occupational Skills Award (OSA), Institutional Credential leading to Licensure (ICLC) or Certification, Continuing Education Certificate (CE Certificate), Level 1 Certificate, or Level 2 Certificate.
6. **Competitive Grants** - A type of grant program where grant funds are awarded to the most qualified eligible applicants based on the criteria set forth in the RFA.\_
7. **Displaced Workers** - A displaced worker is defined as a dislocated worker per the federal Workforce and Innovation and Opportunity Act (WIOA) Section 3, Subsection (15). <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
8. **Grant Agreement** - A legal instrument of financial assistance between the Coordinating Board and a grantee to transfer grant funds in accordance with state law, federal law, and the General Appropriations Act, as applicable, and to set forth the terms and conditions of the grant award.
9. **Grant Management System:** Grant management portal for the Texas Higher Education Coordinating Board: <https://theeb.fluxx.io/>
10. **High Demand Fields** – A list of occupations that provide at least a median wage, require education or training beyond high school but below a bachelor’s degree, and are projected to experience the most growth in each of the ten Texas higher education regions. Please see <https://www.highered.texas.gov/community-college-finance/high-demand-fields/> for the link to the FY 2026 and 2027 listings.
11. **Necessary Information** - Data and reporting on student enrollment, credential completion, and employment outcomes for students funded by TIME stemming from TRUE grant funding per Texas Education Code § 61.883(a)(6). This includes CBM annual reporting and data certification required through CBM 009 for Level 1 Certificates and CE Certificates and CBM 00M for OSAs and ICLCs.
12. **NOGA** – Notice of Grant Award (NOGA)- An official legal document used in conjunction with a RFA that notifies an entity of a grant award, provides the terms of the award, and is legally

binding upon full execution. \_

13. **Program Approval** – The process by which an institution requests approval of a career and technical education certificate program from THECB. Please see Career and Technical Education Guidelines (April 2025), [Chapter 3](#) for details.
14. **Public Lower Division Institutions of Higher Education** - Public lower division institutions of higher education defined as public junior colleges, public state colleges, and public state technical colleges in Texas.
15. **Request for Applications** - A type of solicitation notice in which the Coordinating Board announces available competitive grant funding, sets forth the eligibility and terms and conditions governing the grant program, provides evaluation criteria for submitted applications, and provides instructions for an eligible entity to submit an application for such competitive funding.\_
16. **State Fiscal Year** – The period of time beginning on September 1 and ending on August 31 of the following year, both dates inclusive.
17. **State of Texas Business Days** – Monday through Friday, 8:00 a.m. to 5:00 p.m. CT, except for scheduled state of Texas and national holidays.
18. **Student Supports** – Academic and non-academic services, programs and interventions that address barriers to student achievement and lead to improved student outcomes.
19. **THECB** – The agency known as the Texas Higher Education Coordinating Board, including agency staff.

## Appendix B: CALENDAR OF EVENTS

March 30, 2026	Request for Applications Published
May 11, 2026	Last Day for Inquiries
May 15, 2026	Application Deadline
June 2026	THECB Notification of Grant Awards
July 15, 2026*	Grant Period Begins: <i>50% of payment</i>
November 16, 2026	First Interim Project and Expense Reports due to THECB
January 15, 2027	Equipment/facilities expenditures completed; Instructional start-up deadline for grantees with no equipment/facilities expenditures; Program approvals and updates to Institutional Inventory completed
February 15, 2027	Second Interim Project and Expense Reports due to THECB: <i>25% of payment</i>
May 17, 2027	Third Interim Project and Expense Reports due to THECB
July 14, 2027	Instructional start-up deadline for grantees with equipment/facilities expenditures
August 16, 2027	Fourth Interim Project and Expense Reports due to THECB
November 15, 2027	Fifth Interim Project and Expense Reports due to THECB
February 15, 2028	Sixth Interim Project and Expense Reports due to THECB: <i>25% of payment</i>
May 15, 2028	Seventh Interim Project and Expense Reports due to THECB
July 14, 2028	Grant Period Ends - Last Day to Incur Grant Funds
September 15, 2028	Final Project and Expense Reports due to THECB
September 29, 2028	Last Day to Submit Unexpended Grant Funds to THECB
*Grant Period begins on July 15, 2026, or upon execution of Notice of Grant Award, whichever is later.	

## Appendix C: APPLICATION EVALUATION FORM

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

**Appendix D: CHECKLIST OF REQUIRED FORMS AND ATTACHMENTS**

<b>Required Information (RFA Section)</b>	<b>Application Form / Attachment Location</b>
CERTIFICATION OF APPLICATION INFORMATION (Section 8.1)	THECB GMS Application
PROJECT NARRATIVE (Section 8.2)	THECB GMS Application
CREDENTIAL ROSTER/ TARGET OUTCOMES FORM (Section 8.2)	THECB GMS Application
ACTIVITY FORM (Section 8.3)	THECB GMS Application
BUDGET REQUEST FORM (Section 8.5)	THECB GMS Application
2 OR MORE LETTERS OF SUPPORT (Section 8.7)	Upload to THECB GMS Application
Executed JET NOGA (Section 8.7)	Upload to THECB GMS Application