



Texas Higher Education  
Coordinating Board

**RFA ADDENDUM No. 1**  
**for**  
**RFA No. 781-1-23094**  
**Perkins Basic Grant Program**

**Date:** July 13, 2020

**Purpose of Addendum:**

This Addendum replaces, amends, clarifies, or supplements the referenced original solicitation. Specifically, the purpose of this Addendum is: **to update the pre-award cost examples provided in budget section, add special fund restriction language for services provided to dual credit students, add further guidance to charging administrative staff salaries to indirect cost, and provide clear instructions on per diem receipt collection and refunds.**

**Items Changed:**

**7.5 Budget**

The original RFA provided examples of how to budget pre-award costs across Schedules A-G that were later determined to be incorrect in formatting.

**10.5 Special Fund Restrictions**

Added language in this amendment clarifies what funds can be allocated by postsecondary entities for services to dual credit students. The use of funds for dual credit is limited to program costs, including equipment, supplies, and instructional support costs such as software and tutors where applicable. Dual-credit student support costs such as transportation, child care, textbooks, and testing vouchers are not allowable. Such costs to a student may be offset by the student's secondary school.

**7.5.3.1 Requesting Cost Items under Schedule B**

Added language in this amendment explains how the Awarded Applicant shall document travel costs reimbursed with Perkins Funds. Awarded applicant shall: maintain internal controls sufficient to verify costs reimbursed with Perkins funds do not include unallowable costs as outlines in Appendix J, maintain

on file receipts for airline, hotel, car rental, and local transportation costs, and maintain on file per diem receipts OR sufficient records to certify actual per diem costs for employee's travel.

### **7.5.8 Schedule G: Administration/Indirect Cost**

Clerical salaries should not be charged directly to the grant, including to the Perkins indirect budget. Indirect costs are costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to a single cost objective that benefits specifically benefitted (UGG §200.56). Clerical expenses may not be charged as a direct administrative cost but are allowable as an indirect administration cost, if that is consistent with the way the college already handles such costs. Importantly, cost items may not be charged against the Perkins 5% administrative amount if they are not allowable under terms of the contract (UGG §200.420). If a cost does not appear in a college's approved or amended application and is not allowable under Uniform Grant Guidance or the RFA, the cost may not be paid with Perkins indirect funds. This includes clerical salaries, refreshments for gatherings, and similar unallowable costs. As a result, time and effort would not be applicable to any specific clerical position.

### **Appendix J Cost Guidelines**

Added language in this amendment further clarifies allowable and unallowable Federal costs. Additionally, the term "parents" was removed in places as this group of individuals do not pertain to postsecondary CTE programs.

#### **Unallowable Field Trip Costs**

- Field trips for social, entertainment, or recreational purposes;
- Field trips that are not part of an instructor's lesson plan or that do not meet the instructional objectives of the grant program;
- Field trips that are not properly documented (as described above);

#### **Unallowable Food Costs**

- Breakfast;
- "Working meals" or "light meals" that exceed \$20 per person, including tax;

#### **Unallowable Travel Expenses**

- Travel allowances, where per diem is paid to the employee regardless of the amount actually expended;
- Meals and lodging for persons who live in the same city or town where the meeting, conference, or workshop is held;
- Costs that are not reasonable and necessary to meet the objectives of the grant;
- Costs related to training or technical assistance on grant writing or obtaining funds;

*This Addendum is part of and incorporated into the above named solicitation. Where the provisions of any Addenda differ from the original solicitation, the Addenda shall take precedence. All other terms and conditions not specifically affected by this Addendum will remain unchanged.*