

Texas Higher Education COORDINATING BOARD

RFA ADDENDUM No. 1 for RFA No. 28873

Perkins Equity and Access Opportunity Program

Date: April 12, 2023

Purpose of Addendum:

This Addendum replaces, amends, clarifies, or supplements the referenced original solicitation. Specifically, the purpose of this Addendum is: **to notify applicants that application submissions will be done via email and not through the Perkins Portal.**

Items Changed:

Revision:

2.3 CALENDAR OF EVENTS

The application process for this RFA will proceed according to the calendar below. The THECB reserves the right to revise this calendar or any portion of this RFA by published addendum.

Date	Event
February 9, 2023	RFA Posted on THECB Website
February 15, 2023	RFA Webinar
April 5, 2023	PEAOP Pre-Proposals

April 6-11, 2023	Evaluation of Pre-Proposals
April 12, 2023 April 14, 2023	Invitations to Submit Application
May 1, 2023	Inquiry Deadline
May 17, 2023	Applications Due
May 24, 2023	Application Cover Page Certification Regarding Lobbying and FFATA Due
May 25-June 8, 2023	Evaluation of Applications
June 9, 2023	Notifications to Institutions of Grant Award
June 9-22, 2023	Negotiations toward Final Contracts
June 22-August 31, 2023	Notices of Grant Awards Sent for Signature (NOGAs)

8.2 STEP TWO: APPLICATION

~~Applicants will complete the application, evaluation plan, and budget in the Perkins grant portal. Applicants will complete the fillable application PDF, performance evaluation plan Excel sheet, and budget Excel sheet attached to the Invitation to Submit Application email. Applications are due to the THECB by 11:59 PM CT, on or before May 17, 2023.~~ All application sections must be addressed for the application to be considered complete. An application may be rejected if it fails to meet all requirements of this RFA. The Point of Contact may seek clarification from the applicant at any time, and failure to respond within a reasonable length of time is cause for rejection of an application.

10 APPLICATION INSTRUCTIONS

The Applicant(s) selected for funding will undergo negotiations with THECB staff to finalize expectations, budget, timelines, and deliverables. THECB staff will then issue a Notice of Grant Award (NOGA) to the Applicant. If an agreement on terms cannot be successfully reached within a reasonable period, discussions will be terminated and THECB staff may begin discussions with the next highest-ranking applicant.

All applicants shall:

1. Submit a completed pre-proposal before 11:59 PM CT, on or before April 5, 2023, using the Perkins Grants Portal. A link to the portal can be found on the [Carl D. Perkins Equitable Access and Opportunity Program page](#).
2. ~~Submit a completed application before 11:59 PM CT, on or before May 17, 2023, using the Perkins Grants Portal. A link to the portal can be found on the Carl D. Perkins Equitable Access and Opportunity Program page.~~ Submit a completed application by email to Perkins.Equity@highered.texas.gov before 11:59 PM CT, on or before May 17, 2023. Transmittal emails must use the Subject line APPLICATION [INSTITUTION NAME].
3. Submit application cover page with signatures (Appendix B), the Certification Regarding Lobbying (Appendix D), and the Federal Funding Accountability and Transparency Act (FFATA) form (Appendix D). The three documents must be submitted by email to

Perkins.Equity@highered.texas.gov by 11:59 PM CT, on or before May 24, 2023. Transmittal emails must use the Subject line COVER PAGE & CERTIFICATIONS [INSTITUTION NAME].

Late and incomplete Applications will not be accepted.

11 INSTRUCTIONS FOR COMPLETING APPLICATION

~~In this section, all references to the Application mean the application done in the Perkins portal on the Carl D. Perkins Equitable Access and Opportunity Program page.~~

11.2 APPLICATION SECTION I: DETERMINING EVIDENCE TIERS

Using the instructions below, Applicants will complete Section I of the Application to earn bonus points that will be added to the overall Application score. Section I of the application includes I.A Evidence Tier Chart and I.B Documentation of Evidence.

Background. THECB values and will consider awards to programs at all levels of the evidence continuum and expects programs to improve data collection and evaluation methods in order to improve a program's evidence over time. IMPORTANT: The collection of evidence is being implemented across state workforce grant programs. The evidence tier approach recognizes the different capabilities between potential program developers and grant applicants at this time. Applicants that do not have current performance data or evaluation reports as evidence that supports the proposed program design or intervention are encouraged to apply.

Complete the following three steps to ensure that this application meets the requirements to be considered under the appropriate evidence tier for the program:

1. Determine the appropriate tier using the guiding questions below.
2. Select the appropriate evidence tier in Section I of the Application.
3. Provide documentation as required to support evaluation of the application for the evidence tier selected.

Evidence tiers are defined to support the assessment of common factors of program success. Documentation helps evaluators determine bonus (incentive) points in scoring and understand the strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to the outputs and outcomes identified in the narrative descriptions in the main body of the application.

Determining, Selecting, and Providing Documentation for the Application Evidence Tier. Use the decision tree below to determine which evidence tier to select for the Application. Select the tier that best represents the program the institution is proposing in this grant application. **An Applicant may select only one tier.**

After tier selection is made in the Application, the Applicant must complete the appropriate data chart and/or fill out the form field for the evidence tier selected. ~~Charts and form fields follow the evidence tier list in the online application posted on the Carl D. Perkins Equitable Access and Opportunity Program webpage.~~ Charts and form fields follow the evidence tier list in the fillable application PDF attached with the Invitation to Submit Proposal email.

APPENDIX B: APPLICATION COVER PAGE

Below is a replica of the proposal cover page. ~~The page is also available in the PEAOP application in the Perkins Portal. Complete the form and route it for required signatures. Signatures may be signed in ink or electronically. A fillable PDF is available on the PEAOP page ([Perkins Equitable Access and Opportunity Program Request for Applications - Texas Higher Education Coordinating Board](#)).~~ Complete the form and route it for required signatures. Signatures may be signed in ink or electronically. Transmit the completed cover page with the Certification Regarding Lobbying and FFATA forms by email to Perkins.Equity@highered.texas.gov on or before May 24, 2023. Transmit with Subject line COVER PAGE & CERTIFICATIONS [INSTITUTION NAME].

APPENDIX E: REPORTING REQUIREMENTS

General Information

The Awarded Applicant must submit Quarterly Reports, a Final Report, and a minimum of four Expenditure Reports to the THECB annually for the Grant Period.

All reports must be submitted by email to Perkins.Equity@highered.texas.gov, and the project's grant advisor must be cc'd. Any report submitted to the Perkins Equity inbox without a cc to the grant advisor will be returned. Transmit with Subject line QUARTERLY REPORT [COLLEGE], FINAL REPORT [COLLEGE], or EXPENDITURE REPORT [COLLEGE].

~~All reports must be submitted in the Perkins portal by their designated due date.~~

A. Quarterly Reports and Final Evaluation Reports

The Awarded Applicant must submit Quarterly Reports and a Final Report that document the implementation and outcomes of the Grant Plans. **If a report due date falls on a holiday or weekend, the Awarded Applicant must submit the report on the first working day following the holiday or weekend.**

The reporting schedule for 12-month grants is as follows:

<u>Quarter</u>	<u>For Quarter Ending</u>	<u>Report Due Date</u>
1	November 30, 2023	January 5, 2024
2	February 29, 2024	March 31, 2024
3	May 31, 2024	June 30, 2024
4	August 31, 2024	September 30, 2024

<u>Report</u>	<u>Period</u>	<u>Report Due Date</u>
Quarter 1	September -November	January 5, 2024

Quarter 2	December - February	March 31, 2024
Quarter 3	March - May	June 30, 2024
Quarter 4	June - August	September 30, 2024

For 12-month grants, the final reports are due September 30, 2024.

The reporting schedule for 24-month grants uses the above schedule and continues as follows:

<u>Quarter</u>	<u>For Quarter Ending</u>	<u>Report Due Date</u>
5	November 30, 2024	January 6, 2025
6	February 28, 2025	March 31, 2025
7	May 31, 2025	June 30, 2025
8	August 31, 2025	September 30, 2025

<u>Quarter</u>	<u>Period</u>	<u>Report Due Date</u>
Quarter 5	September -November	January 6, 2025
Quarter 6	December - February	March 31, 2025
Quarter 7	March - May	June 30, 2025
Quarter 8	June - August	September 30, 2025

For 24-month grants, the final reports are due September 30, 2025.

B. Expenditure Reports

The Awarded Applicant’s chief financial officer or authorized designee may submit Expenditure Reports on Form CB 100 at any time during the Grant Period but must submit at least quarterly on the schedule shown below. If a report due date falls on a holiday or weekend, the Awarded Applicant must submit the report on the first working day following the holiday or weekend.

The final Expenditure Report must include actual expenditures for the Grant Period. The Awarded Applicant will not be reimbursed for any expenditure submitted after October 15, 2024, for 12-month grants and October 15, 2025, for 24-month grants.

The reporting schedule for 12-month grants is as follows:

<u>Quarter</u>	<u>For Quarter Ending</u>	<u>Report Due Date</u>
1	November 30, 2023	January 5, 2024

2	February 29, 2024	March 31, 2024
3	May 31, 2024	June 30, 2024
4	August 31, 2024	September 30, 2024

<u>Report</u>	<u>Period</u>	<u>Report Due Date</u>
Quarter 1	September -November	January 5, 2024
Quarter 2	December - February	March 31, 2024
Quarter 3	March - May	June 30, 2024
Quarter 4	June - August	September 30, 2024

For 12-month grants, funds must be expended by August 31, 2024.

The reporting schedule for up to 24-month grants uses the above schedule and continues as follows:

<u>Quarter</u>	<u>For Quarter Ending</u>	<u>Report Due Date</u>
5	November 30, 2024	January 6, 2025
6	February 28, 2025	March 31, 2025
7	May 31, 2025	June 30, 2025
8	August 31, 2025	September 30, 2025

<u>Report</u>	<u>Period</u>	<u>Report Due Date</u>
Quarter 5	September -November	January 6, 2025
Quarter 6	December - February	March 31, 2025
Quarter 7	March - May	June 30, 2025
Quarter 8	June - August	September 30, 2025

For 24-month grants, funds must be expended by August 31, 2025.

APPENDIX F: REVISIONS TO PROGRAM PLAN OR BUDGET

The Awarded Applicant must contact the THECB to notify staff of, or request changes to, the grant. The nature or content of a proposed change will determine whether the Awarded Applicant ~~notifies THECB staff by email or requests a formal amendment via the Perkins Portal:~~ submits simple email notification to or a formal emailed amendment to THECB staff:

A. EMAIL NOTIFICATION REQUIRED

The Awarded Applicant must submit the simple email notification for budget changes at least 15 days prior to a change or action that:

1. Notifies the THECB of any potential conflict of interest that arises prior to or during the grant period;
2. Changes one or more cost items within a Budget Schedule that does not change the scope or activities of the Grant; or
3. Increases a cost item in Schedule D: Consultant and Service Contracts.

The email notice form must be submitted to [the grant advisor](#). Transmit with Subject line EMAIL NOTICE [#] [COLLEGE].

B. EMAILED FORMAL AMENDMENT REQUIRED

The Awarded Applicant must submit a request for a formal amendment to the Grant to Perkins.Equity@highered.texas.gov, and the grant advisor must be cc'd on the email. Any amendment submitted to the Perkins Equity inbox without a cc to the grant advisor will be returned. **Requested changes must appear as edits to a copy of the original application and must be clearly marked.**

~~The Awarded Applicant must submit a request for a formal amendment to the Grant in the Perkins portal.~~

Transmit with Subject line AMENDMENT [#] [COLLEGE] A formal amendment is required for a change or action that:

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.