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## **1 OVERVIEW OF FUNDING OPPORTUNITY**

### **1.1 PROGRAM TITLE: Perkins State Leadership Grant**

### **1.2 SYNOPSIS OF PROGRAM**

The Texas Higher Education Coordinating Board (“THECB”) requests that Texas public postsecondary institutions (“public postsecondary institutions”) submit Pre-Proposals for consideration of funding for Perkins State Leadership Grants in state fiscal year 2023 (September 1, 2022, through August 31, 2023).

To receive federal funding under the Perkins State Leadership Grant Program, an Eligible Applicant must meet the requirements of this Request for Applications (“RFA”) and address the goals and objectives of the Perkins V State Plan 2020-2024 under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). The full text of the law can be found at <https://www.govinfo.gov/content/pkg/PLAW-115publ224/pdf/PLAW-115publ224.pdf>.

### **1.3 CFDA CODE**

Catalog of Federal Domestic Assistance Code, 84.048A, Leadership Grants

### **1.4 FUNDING SOURCE**

Federal funds in Texas are provided through the Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

### **1.5 FEDERAL GRANT FUNDING AGENCY**

Department of Education

### **1.6 FEDERAL GRANT FUNDING AGENCY AWARD DATE**

July 1, 2022

### **1.7 AWARD FOR RESEARCH AND DEVELOPMENT?**

NO

### **1.8 POINT OF CONTACT**

Mindy Nobles, Assistant Director for Community and Texas Colleges  
Academic Quality and Workforce  
Texas Higher Education Coordinating Board  
Email: [Mindy.Nobles@highered.texas.gov](mailto:Mindy.Nobles@highered.texas.gov)

## **2 AWARD SUMMARY**

### **2.1 AWARD AMOUNT**

There is no prescribed award amount. A public postsecondary institution should request an amount that adequately covers the proposed project, subject to competition ranges described in Section 10.2 of this RFA.

### **2.2 GRANT TERM**

The Grant Term is expected to be from the issuance of the Grant Award: approximately July 20, 2022, through October 15, 2023, for twelve-month grants; and approximately July 20,

2022, through October 15, 2024, for twenty-four-month grants. All Grant funds must be expended during the Federal Funding Period: September 1, 2022, though August 31, 2023, for twelve-month grants; and September 1, 2022, through August 31, 2024, for twenty-four-month grants.

**2.3 CALENDAR OF EVENTS**

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

Dates	Events
May 9, 2022	RFA Posted on THECB Website
May 9, 2022	Perkins Portal Live for Leadership Pre-Proposal Submission
June 3, 2022	Leadership Pre-Proposals & Notice of Intent for Continuation Due
June 6-9, 2022	Evaluation of Pre-Proposals
June 10, 2022	Invitations to Submit Application
July 1, 2022	Inquiry Deadline
July 11, 2022	Leadership Applications Due
July 18, 2022	Application Cover Page and Certification Regarding Lobbying Due
July 12-19, 2022	Evaluation of Applications
July 20-August 24, 2022	Process Notifications of Grant Award

**3 ELIGIBILITY INFORMATION**

**3.1 ELIGIBLE APPLICANTS**

All public postsecondary institutions eligible for the Perkins Basic Grant may submit Pre-Proposals for Competitions 1, and 2. THECB staff will review Pre-Proposals and notify those invited to submit an Application. Institutions currently holding a Perkins State Leadership Grant are eligible to submit applications for Competition 3 for one-year continuation of an existing grant in its last year. Competition 3 Applicants must submit Notice of Intent to Apply to the Point of Contact.

**3.2 NUMBER OF SUBMISSIONS BY APPLICANTS**

There is no limit to the number of Pre-Proposals that may be submitted for Competitions 1 and 2. Upon receiving an invitation to submit an Application, an Applicant must submit one Application per accepted Pre-Proposal.

**4 APPLICATION PROCESS**

The Application process for Competitions 1 and 2 requires successful completion of two separate steps: Pre-Proposal and, if invited, an Application. Competition 3 requires an emailed Notice of Intent and the submission of an Application.



#### **4.1 STEP ONE: PRE-PROPOSAL**

Applicants for Competitions 1 and 2 must submit a Pre-Proposal electronically at the link found on the THECB Perkins Leadership Page (<https://www.highered.texas.gov/apps/perkins/leadership>). Pre-Proposals are not required for Competition 3. Instead, an Applicant must submit a Notice of Intent to the Point of Contact by email.

Instructions for completing a Pre-Proposal are detailed in Section 5 of this RFA. Once submitted, THECB staff will send an electronic notification to the Applicant indicating that the Pre-Proposal has been received. If notification is not received, it is the submitting party's responsibility to contact the Point of Contact to investigate the submission.

Pre-Proposals will be reviewed and evaluated by a THECB staff review team. The review team will evaluate each Pre-Proposal for adherence to established priorities and its potential merit. A Pre-Proposal 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 a Pre-Proposal. Once the staff evaluation is completed, invitations to submit an Application will be sent electronically on or before June 10, 2022.

#### **4.2 STEP TWO: APPLICATION**

Applications must be completed and submitted using the online portal. Applications are due to the THECB by 11:30 pm C.T. on July 11, 2022. Each Application will be assigned a unique number and a secure password. The Application number and password are necessary to complete the online Application. All criteria requested must be included 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.

Each submitted Application will be reviewed and evaluated by a THECB staff review team. Submitting an Application does not guarantee the Application will be selected for funding. Perkins State Leadership Grants are awarded through a competitive process. Selection of Application(s) is based on merit and availability of funds.

The Applicant(s) selected for funding will undergo discussions with THECB staff to finalize expectations, budget, timelines, and deliverables. THECB Board 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 time, discussions will be terminated and THECB staff may begin discussions with the next highest-ranking Applicant.

### **5 PRE-PROPOSAL INSTRUCTIONS**

All Applicants interested in Competitions 1 and 2 shall notify the THECB of their intent to respond to this RFA by completing a Pre-Proposal on the Perkins Leadership Page (<https://www.highered.texas.gov/apps/perkins/leadership>), on or before close of business June 3, 2022. Notice of intent emails to the Point of Contact for Competition 3 are due on the

same date.

The Pre-Proposal is a one-time submission that includes sections of text. The Perkins Portal system does not have grammar and spell-check capabilities. It is recommended that an Applicant prepare and edit the Pre-Proposal text in Word or another word processing software, using the Spellcheck and Grammarcheck features. Additionally, the Portal system does not preserve word processor double-spacing. An applicant must ensure retention of paragraphing by entering two hard returns for each paragraph in a Word or similar file type. Pre-proposals submitted without paragraphing will be returned.

Once the text is completed, an applicant may then copy and paste it into the appropriate sections of the online form and submit. THECB staff will respond with an electronic notification of receipt. Hard copy, fax, or email submissions will not be considered or reviewed.

A Pre-Proposal MUST include the following items:

- Project Title
- Competition Category
- Eligible Institution Name (If institution has multiple campuses, indicate which campus, if applicable.)
- Project Director and Institutional Contact
- Project Summary
- Budget Narrative
- Dissemination and Implementation Plan

### **5.1 PROJECT TITLE**

The project title is limited to 75 characters.

### **5.2 COMPETITION CATEGORY**

Select either Competition 1 or Competition 2 as listed in Section 10.2 of this RFA.

### **5.3 ELIGIBLE INSTITUTION NAME**

Provide the name of the Eligible Institution that will be responsible for administering the project if selected for an Award.

### **5.4 PROJECT DIRECTOR and INSTITUTIONAL CONTACT**

Provide the Project Director and the Institutional Contact, who will serve as the lead contact for all information related to the Pre-Proposal and subsequent Application. Multi-campus districts should provide the name of the District's Perkins Contact as Institutional Contact.

### **5.5 PROJECT SUMMARY**

Provide a description of:

- The overall approach or project design,
- Proposed partnerships,
- Specific required or permissible uses (Appendix A of this RFA),
- Goals and objectives, and







partners.

5. All projects must focus on improving student credential completion in CTE in one or more of the [Texas Career Clusters](#).
6. Projects may seek to build upon previously funded projects or programs or may propose new, innovative projects.
7. All projects related to curriculum development or redesign must indicate adherence with applicable sections of the Guidelines for Instructional Programs in Workforce Education (GIPWE) and the Workforce Education Course Manual (WECM).

## 10.2 2022-2023 GRANT COMPETITIONS<sup>1</sup>

In addition to addressing the criteria above, applicants for the 2022-2023 Perkins State Leadership Grants must propose projects that fulfill the goals and objectives of one of the three grant competitions specified below.

### 10.2.1 Competition 1: Advancing *Building a Talent Strong Texas* through Postsecondary Credentials of Value

THECB intends to award CTE Postsecondary Credentials of Value grants for up to a twenty-four-month period. The awards for this competition will be in the \$150,000 to \$200,000 range.

Postsecondary Credentials of Value is one of the goals supporting the state's strategic plan for higher education, *Building a Talent Strong Texas*. Credentials of Value offer purpose in the economy, value in the labor market, and the opportunity for a good job and meaningful career. The strategic plan sets these targets for Credentials of Value:

- 550,000 students will complete postsecondary credentials of value each year.
- 95% of students will graduate with no undergraduate student debt or manageable levels of debt in relation to their potential earnings.

Goal: The goal of this competition is to advance *Building a Talent Strong Texas* by increasing attainment of postsecondary credentials of value.

Description: Awarded will be made to projects that seek to work with employers to align courses, programs, and credentials with a current or emerging high-demand workforce need at the regional, multi-regional, or state level. Projects will work with both first-time and mid-career students and must help students progress efficiently toward completion and align with potential career opportunities. Projects should seek to streamline student pathways to high value credentials through course and program redesign, digital tools to help address individual student needs, credit for prior learning, and flexible program options.

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<sup>1</sup> The Access and Equity competition for this RFA has been suspended with establishment of the Perkins Equitable Access and Opportunity Program. See the program link at [www.highered.texas.gov/Perkins](http://www.highered.texas.gov/Perkins).



Applications for new Nontraditional projects will be evaluated with Nontraditional continuation applications should a Nontraditional continuation proposal be received in any given year.

### **10.2.3 Competition 3: Funding for Continuation of Existing Perkins Leadership Grants**

THECB invites FY 2022 Perkins Leadership Grantees to apply for continuing support for their existing Leadership project. Awards will be made for up to \$175,000 per award for a period of twelve months.

Goal: The goal of this competition is to provide an additional cycle of support for 2022 Leadership Grant projects to assist transition to a completion point and program sustainability.

Description: This grant is designed to provide institutions the opportunity to complete a subsequent or final phase of project work or to launch a project sustainability plan as described in Criterion 6 of Section 10.1 of this RFA.

Eligibility: Public postsecondary institutions with active Perkins Leadership Grants during the most recent Perkins grant cycle. Pre-Proposals are not required for this competition. Institutions will submit Notice of Intent to apply by the deadline published in Section 2.3 Calendar of Events.

Evaluation: Successful proposals will adhere to the criteria listed in Section 10.1 of this RFA and specify which required or permissible uses described in Appendix A are addressed by the project. Proposed projects will be judged on the strength of their rationale and design, including evidence provided for the selected evidence tier, plans for evaluation and dissemination, clear demonstration of the value of continuation funding for the state, the number of students and postsecondary institutions potentially impacted, and alignment with the goals of *Building a Talent Strong Texas*.

## **11 APPLICATION CONTENT**

### **11.1 APPLICATION COVER PAGE (Appendix B)**

Applicants must enter all information requested. The Application Cover Page must bear signatures from the Applicant's representative who is authorized to bind the Applicant. An electronic copy of the Application Cover Page must be submitted via email to [Perkins@highered.texas.gov](mailto:Perkins@highered.texas.gov) on or before the deadline, which is July 18, 2022, 11:30 PM C.T.

The signatures on the Application Cover Page signify an Applicant's compliance with all Grant provisions set forth in this RFA.

### **11.2 PROJECT SUMMARY**

Briefly discuss key points of the proposed project. The summary must address the purpose, justification, methodology, and products/outcomes for the project.

### **11.3 PROJECT SCOPE**

Explain how the project satisfies the general criteria for funding listed in Section 10.1, the goals and objectives detailed in the selected Competition as described in Section 10.2, and the applicable required or permissible Perkins State Leadership Grant uses of funds



described in Appendix A Required and Permissible Uses of Funds. Project design and methodology, the project's intended products and outcomes, and other aspects of the proposed project may be cited as examples.

#### **11.4 SUPPORTING EVIDENCE**

This new application section requires supporting evidence consistent with the Program Performance Tier, Experience Program Tier, or the New Program Tier of the Texas Evidence-Based Grantmaking Model. See Section 12.2 Application Evaluation Criteria for point values assigned to each evidence tier.

In the first sentence, indicate whether evidence provided is for the PROGRAM, EXPERIENCE, or NEW program tier. Next, provide evidence for the appropriate tier.

##### **11.4.1 Program Performance Tier**

This tier is for proposed projects based on a program or programs for which the institution has a body of data. Evidence must include historical program output and outcome data representing at least two years of program implementation, either directly collected from the program or from a similar program whose evidence is applicable. The data must be from a program or programs that the applicant implemented within the past five years.

Also, provide information that demonstrates the institution's ability to manage grant programs to significant and strong outcomes, such as an evaluation of the program directly cited or a similar program. This information should indicate that the institution can support the design and anticipated outputs and outcomes of the program being proposed in this application. Information may include previous grants, programs, and services. Please group your information first by funding source or type of grant.

##### **11.4.2 Experience Performance Tier**

This tier is for proposed projects based on a past program or programs for which there are no performance metrics data available.

Provide anecdotal participant success stories or other testimonials and results of any satisfaction survey of participants that demonstrate the effectiveness of previous program services provided for at least one year prior to this grant application.

##### **11.4.2 New Performance Tier**

This tier is for proposed projects that are new and internally developed.

Provide evidence to explain why the proposed project will achieve the specific outcomes proposed in the application. Demonstrate that there will be the capacity through program design and implemented procedures to track outcomes from the program.

#### **11.5 PROJECT ACTIVITIES AND EVALUATION PLAN**

The evaluation plan of each State Leadership Grant must be based on the project's goals and objectives. Successful Applications will detail the activities that will achieve the project's goals and objectives and the proposed activities timeline for the award period. Along with a summary of the evaluation design and how it will be executed, the Applicant

must include a list of deliverables, including products and intended outcomes, and describe how the statewide, multi-regional, or regional impact of those deliverables will be measured.

## **11.6 OUTCOMES, IMPLEMENTATION AND DISSEMINATION**

Successful Applications will identify student-/project-related products and outcome(s), discuss project implementation, and describe how products and outcomes will be disseminated among and beyond project partnerships. Applicants must discuss incentives, strategies, or techniques that will be used to make grant deliverables available to other institutions and regions in Texas. Grantees are asked to make project deliverables publicly available online by the end of the project period. Consult Appendix E Reporting Requirements, sections C and D, for the minimum required dissemination activities.

## **11.7 PROJECT STAFF**

Successful Applications will identify each project staff member by title/position and provide a brief description of duties pertaining to the project.

## **11.8 PARTNERSHIPS**

Successful Applications will demonstrate that the proposed project will have a statewide, multi-regional, or regional impact by listing partners who will be participate in project implementation and support attainment of the project's goals and objectives. Provide each partner's contact person and contact information.

## **11.9 SUSTAINABILITY**

Successful Applications will provide a plausible sustainability plan, including a potential budget, for continuation of and support for the project and/or deliverables beyond the grant period.

## **11.10 BUDGET**

All costs/expenses must be clearly linked to the accomplishment of proposed activities. All expenses must fall within the federal funding period of September 1, 2022, through August 31, 2023, or September 1, 2022, through August 31, 2024, depending on the competition applied for. All expenditures must meet applicable rules and laws, including the allowable cost principles in the applicable Uniform Grant Guidance (e.g., 2 CFR Chapter I, Chapter II, Part 200, et al.). The budget must comply with the Required and Permissible Uses of Funds (Appendix A), Perkins Grant Cost Guidelines (Appendix H), and Supplementing Versus Supplanting principles (Appendix G). Requirements for budget line items are provided below.

### **11.10.1 Schedule A: Salaries and Fringe Benefits.**

Include salaries projected for staff employed by the grant. The Applicant shall calculate salaries at a pay rate that is comparable to those paid for similar positions by the Applicant. If there are no comparable positions, salaries shall be considered reasonable to the extent that the salaries are comparable to those paid for similar work in the labor market. The Chief Executive Officer of the Applicant may be required to provide certification of comparable salaries.

The Applicant may not request salaries and fringe benefits for executive officers (including the president, vice presidents, and deans) or administrative support staff who may directly or indirectly work on Perkins Leadership Grant activities and programs.

Line Item Entry Format: The campus (if applicable), title of the position, a brief description of the work, indication of full-time or part-time, the percentage of time the person/position will spend on Grant activities, and the total compensation for the grant period.

I. Activity	II. Title/Position	III. % of Time on Project	IV. Amount
	Project Manager (FT) to coordinate project activities and deliverables.	20 %	\$10,500

The Awarded Applicant shall require persons paid by the Grant (with the exception of tutors and lab assistants paid wholly from Perkins funds, who may document work through hourly time sheets) to keep Time and Effort Records or Certification Statements. See additional information in Section 13.29 of this RFA.

**11.10.2 Schedule B: Travel.**

Schedule B shall identify in-state and out-of-state travel that is directly related to and necessary for Perkins Leadership Grant activities. Additional information about allowable and unallowable travel and travel costs is included in Appendix G (Grant Cost Guidelines). Note that fees for conferences or meetings should appear on Schedule F, Operating Expenses.

Grantees will be asked to travel to Austin or participate in a virtual meeting once during the grant period on a date determined by THECB staff to make a presentation on grant activities to THECB staff and other State Leadership grantees. The awarded applicant is additionally expected to make a presentation to at least one state professional conference during the grant period to disseminate information about the grant to other CTE professionals.

The Applicant may not request coverage of travel expenses for executive officers (including the president, vice presidents and deans) or administrative support staff who may directly or indirectly work on Perkins Leadership Grant activities and programs.

Line Item Entry Format: The campus (if applicable), position(s) of the traveler(s), the purpose of and justification for the travel, dates and location of the destination (if known at the time the Application is submitted), and the total cost.

I. Activity	II. Title/Position	III.Purpose	IV. Amount
	Project Manager	TACTE Conference to present project information. Spring 2023, Austin.	\$960

The Awarded Applicant shall:

- 1) Have written policies and procedures for employees who travel on Perkins business and seek travel reimbursement from the Grant Award;

- 2) Reimburse employees traveling on Perkins business at the federal lodging and per diem rates or the Awarded Applicant's rates, whichever are more stringent;
- 3) Reimburse employees traveling on Perkins business at the per diem rates or for actual costs not to exceed the per diem rates;
- 4) Reimburse travel costs that exceed the per diem rates with other funds (not Perkins funds) that are available to the Awarded Applicant; and
- 5) Reimburse actual car mileage at the current rate established by the Texas Comptroller of Public Accounts or the Awarded Applicant's rate, whichever is more stringent.

**11.10.3 Schedule C: Capital Expenditures and Equipment.**

Schedule C shall identify capital items, as defined by federal cost policy (tangible property having an initial acquisition price of more than \$5,000 per unit and a useful life of more than one year) or by the applicant's local policy, whichever is more stringent. Using the same criteria, computing devices shall be categorized under Schedule C or Schedule F based on the initial unit acquisition price. Items should be requested only when they are necessary to accomplish specific objectives of Perkins Act.

Applicants with more stringent equipment capitalization policy than the federal cost policy shall email [Perkins@highered.texas.gov](mailto:Perkins@highered.texas.gov) upon submission of the Application. Email notification shall include the cost threshold, useful life, and other relevant criteria of the Applicant's local capitalization policy.

Line Item Entry Format: The campus (if applicable), a description of and justification for the item, the unit cost of the item if more than one unit would be purchased, and the total cost.

I. Activity	II. Description	III. Amount
	Server for participant and student collected data and project management.	\$10,000

The Awarded Applicant shall maintain policies, procedures, and practices consistent with 2 CFR §200.313, including but not limited to the following:

- 1) A control system to ensure adequate safeguards against loss, damage, or theft of equipment;
- 2) Purchasing, inventorying, and labeling of capital equipment;
- 3) Permanent labeling or etching of all equipment with a unique number recorded in the institution's inventory system, which shall record all information required by the CFR;
- 4) Holding title to capital items (furniture and/or equipment) for the Grant Period; and
- 5) Ensuring that CTE programs and students have preemptive priority in the use of capital outlay/equipment and other inventoried items purchased with Perkins Grant

funds. Any other use of these items shall be incidental to the primary use and may not add to the cost, wear and tear, or operation of the equipment or inventoried item purchased with Perkins Grant funds.

**11.10.4 Schedule D: Consultant and Service Contracts.**

Schedule D shall identify professional services to be performed by independent consultants or contractors who are not employees of the Applicant. This may include speakers or presenters as well as those advising the Applicant.

The Applicant shall not request consultant or contract fees for any services that can be provided by employees of the Applicant, and consultants paid with Perkins Leadership Grant funds shall not derive any portion of their regular salary from other Perkins Act sources. An employee of the Applicant shall not be paid as a consultant or contractor even if the work is done while the employee is on leave or after regular work hours (2 CFR §200.459)

Schedule D shall not include vendor contracts, which belong under Schedule F: Operating Expenses, Services, Books, and Supplies.

Line Item Entry Format: The campus (if applicable), the name of the consultant, a description of and justification for the services provided, and the total cost of those services.

I. Activity	II. Individual or Firm	III. Purpose	IV. Amount
	We-Web Design	Design project website for student engagement and statewide dissemination of information.	\$5,000

The Awarded Applicant shall:

- 1) Conduct all procurement transactions in a manner that provides, to the maximum extent practical, open and free competition (2 CFR §200.319);
- 2) Base consultant/contractor selection on demonstrated competence, qualifications and experience, and the reasonableness of the proposed fee;
- 3) Base fees on the Awarded Applicant’s purchasing policy and may include reimbursement for materials, travel, and other actual costs associated with the consultant/contractor services;
- 4) Follow a formal procurement process, including a bidding process, when using a subcontract, including (a) compliance with suspension and debarment by performing a verification check including a Sam.gov verification, (b) collecting a certification from the entity, and (c) adding a clause with specific terminology to address suspension and debarment requirements (see Section 11 of this RFA for more information on suspension, debarment, and certification and 2 CFR §200.214);
- 5) Maintain procurement records for purchases in excess of the small purchase threshold that include the following information at a minimum: (a) basis for

contractor selection, (b) justification for lack of competition when competitive bids or offers are not obtained, and (c) basis for award cost or price (2 CFR §200.320);

6) Require the consultant or subcontractor to meet the same requirements for purchasing, equipment, and other inventoried items as the Awarded Applicant;

7) Pay the consultant or contractor on a reimbursement basis;

8) Retain all executed contracts for consultant/contractor services for a minimum of seven years;

9) Ensure that consultants and contractors paid with Grant funds do not derive any portion of their regular salary from other Perkins Act sources; and

10) Ensure that Historically Underutilized Businesses (HUBs) are solicited whenever they are potential sources (2 CFR §200.321).

**11.10.5 Schedule E: Sub-grants and Subcontracts.**

Schedule E shall identify grants and subcontracts with other entities to carry out a portion of the Applicant’s responsibility under the Perkins Leadership Grant.

Line Item Entry Format: The campus (if applicable), the name of the sub-grantee or subcontractor, a description of and justification for the services provided, and the total cost of those services.

I. Activity	II. Recipient	III. Purpose	IV. Amount
	Bluebonnet College	Participant institution for project pilot assessment and deliverable.	\$7,500

The Awarded Applicant shall:

1) Conduct all procurement transactions in a manner to provide, to the maximum extent, practical, open and free competition;

2) Follow a formal procurement process including a bidding process when using a subcontract and should follow compliance with suspension and debarment by performing a verification check including a System for Award Management (SAM) verification, collecting a certification from the entity, and adding a clause with specific terminology to address suspension and debarment requirements;

3) Maintain documentation for:

a. Basis for contractor selection;

b. Justification for lack of competition when competitive bids or offers are not obtained; and

c. Basis for award cost or price;

4) Require that all travel, equipment, and other inventoried items purchased by the sub-grantee or subcontractor meet the same requirements as those for the Awarded Applicant;

5) Reimburse all work of the sub-grantee or subcontractor on a reimbursement basis only; and

6) Retain all executed sub-grants and subcontracts for a minimum of seven years.

**11.10.6 Schedule F: Operating Expenses, Services, and Books.**

Schedule F shall identify all other necessary, reasonable, and allowable direct costs (other than those identified in Schedules A-E).

Line Item Entry Format: The campus (if applicable), a description of and justification for the item, the unit cost of the item if more than one unit would be purchased, and the total cost.

I.Activity	II.Description	III. Amount
	Web cams (2@\$400) for related project presentation and activities.	\$800

The Awarded Applicant shall maintain policies, procedures, and practices consistent with 2 CFR §200.302 as it pertains to effective control over property, including but not limited to the following:

- 1) A control system to ensure adequate safeguards against loss, damage, or theft of noncapital equipment;
- 2) Purchasing, inventorying, and labeling of noncapital equipment;
- 3) Permanent labeling or etching of noncapital equipment acquired at a unit cost of \$500-\$4,999; and
- 4) Ensuring that CTE programs and students have preemptive priority in the use of noncapital equipment and other Schedule F items purchased with Perkins Grant funds. Any other use of these items shall be incidental to the primary use and may not add to the cost, wear and tear, or operation of the equipment or inventoried item purchased with Perkins Grant funds.

The Awarded Applicant shall provide a cost breakout for supplies, consumables, and outreach materials costing \$5,000 or more.

**11.10.7 Schedule G: Administration/Indirect Cost.**

The Administration/Indirect Cost to the Grant is limited to no more than five percent of total direct expenditures. There are two allowable methods for arriving at the Administration/Indirect Cost, of which the Applicant shall choose one:

Indirect Method. The Applicant has a federally approved Indirect Cost Plan on file and makes it available upon request.

Allocation Method. The Applicant has a calculation projection on file, available upon request, showing that administrative cost is no more than five percent of the total Allocation.

I. Description	II. Amount
Allocation Method: Institution must have a calculation projection on file.	\$6,152

### 11.11 CERTIFICATIONS AND DISCLOSURES (Appendices C and D)

Certification Regarding Lobbying, Disclosure of Lobbying Activities, and Certification of Federal Funding Accountability and Transparency (FFATA) shall be completed and returned with a signature from the Applicant’s representative who is authorized to bind the Applicant. The Form must be emailed to Perkins@highered.texas.gov, on or before the deadline of July 18, 2022, 11:30 PM C.T.

## 12 SELECTION CRITERIA / APPLICATION EVALUATION

Both Pre-Proposal and Application evaluation processes are based upon evaluation criteria to objectively determine and fund those projects that are most likely to support the goals and objectives of Perkins V and the *Building a Talent Strong Texas* Strategic Plan for Higher Education.

### 12.1 PRE-PROPOSAL EVALUATION CRITERIA

Pre-Proposals for Competitions 1 2 and 3 will be reviewed by THECB staff for completeness as described in Section 5 of this RFA, as well as the following criteria:

- Adherence to the general criteria for all grants (Section 10.1);
- Fit with the goals and objectives of the selected Competition (Section 10.2);
- Reference to required and permissible uses for the grant (Section 5.5; Appendix A);
- Evidence of partnerships (Section 5.5; Section 11.5);
- Potential state, multi-regional, or regional impact (Section 5.7; Section 11.7); and
- The appropriateness of the budget for activities proposed (Section 5.6; Section 11.9).

Those selected will be invited to submit an Application for their project.

### 12.2 APPLICATION EVALUATION CRITERIA

A team of THECB reviewers will independently evaluate each invited Application using the criteria below. Applications with the highest scores will be considered for funding.

- |   |           |
|---|-----------|
| 1. Project Intent and Demonstrated Need                             | 20%       |
| 2. Project Design   | 20%       |
| 3. Potential for Impact and Replication                             | 15%       |
| 4. Supporting Evidence  | 10%       |
| • Program Performance Tier  | up to 10% |
| • Experience Performance Tier                                       | up to 5%  |
| • New Performance Tier  | up to 2%  |
| 5. Sustainability   | 10%       |
| 6. Partnerships   | 10%       |
| 7. Key Staff  | 5%        |
| 8. Budget   | 5%        |
| 9. Competition Specific Criteria                                    | 5%        |
| • Competition 1: Alignment or integration with existing initiatives |           |



- Competition 2: Innovation is clearly explained
- Competition 3: Justification for continuation

Applications with the highest scores will be considered for funding.

## **13 PROVISIONS AND ASSURANCES**

### **13.1 COST OF APPLICATION PREPARATION**

All costs associated with the preparation and submission of an Application for this RFA are the responsibility of the Applicant(s). These costs shall not be chargeable to THECB by any successful or unsuccessful applicant.

### **13.2 APPLICATION DELIVERY AND LATE APPLICATIONS**

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

**13.2.2** Applications will be considered “on time” if they are received on or before the established deadline date and time. Applicant(s) shall be solely responsible for ensuring that Application is received by the THECB prior to the deadline outlined in this RFA. The THECB shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of an electronic delivery agent to deliver an Application prior to the deadline. Failure to respond in a timely manner to this RFA may result in Applicant losing the opportunity to receive a Grant under this program. A late Application, regardless of circumstances, shall not be evaluated or considered for award.

### **13.3 Conflict of Interest**

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

### **13.4 Provision of Services**

If applicable, upon any request by THECB 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 Award/Agreement.

### **13.5 Financial Interests AND Gifts**

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































#### **13.44 SUPPLANTING PROHIBITION**

A Grant Award may not be used to replace federal, state, or local funds. Funding provided under this project shall supplement and not supplant state, local, or other federal funds. Supplanting occurs when Perkins funds are used to replace other state, local, or federal funds that had previously supported an activity/purchase. Additional information about the differences between supplementing and supplanting is included in Appendix H.

#### **13.45 CARRYOVER FUNDS**

No funds may carry over from the end of Grant Period. Any unspent funds at the end of a grant year from Perkins Leadership and Basic grants, and the THECB administration grant may be reallocated to qualified Perkins Basic grant recipients and added to their formula allocation.

#### **13.46 TIME AND EFFORT RECORDKEEPING**

For those personnel whose salaries are prorated between or among different funding sources, time and effort records shall be maintained by Awarded Applicant that will confirm the services provided within each funding source. Awarded Applicant must adjust payroll records and expenditures based on this documentation. Time and effort records shall be in accordance with requirements set forth in 2 CFR §200.430(i)(1).

#### **13.47 FORMS, ASSURANCES, AND REPORTS**

Awarded Applicant shall make timely and file with the proper authorities all forms, assurances and reports required by federal laws and regulations. The 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 the THECB's attention, and may deny payment or recover payments made by the THECB to Awarded Applicant in the event of Awarded Applicant's failure so to comply.

#### **13.48 AFFIRMATION CLAUSES**

Applicant has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, travel, favor, or service to a THECB public servant, including employees, in connection with the submitted response.

Neither Applicant nor the firm, corporation, partnership, entity, or institution represented by Applicant or anyone acting for such firm, corporation, partnership, entity, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws, or (2) communicated the contents of this Application either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFA.

The THECB is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 14224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing Applicants with the Federal General Services Administration's System for Award Management (SAM, <http://www.sam.gov>), which is inclusive of the United States



Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Applicant is not so prohibited from entering into this contract. Moreover, Applicant further certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Applicant is in compliance with the State of Texas statutes and rules relating to procurement and that Applicant is not listed on the federal government's terrorism watch list as described in Executive Order 14224. (Entities ineligible for federal procurement are listed at <http://www.sam.gov>.)

### **13.49 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 Award/Agreement.

### **13.50 FORCE MAJEURE**

The THECB may grant relief from performance of this Contract if Awarded Applicant 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 the Awarded Applicant. The burden of proof for the need of such relief shall rest upon the Awarded Applicant. Awarded Applicant shall notify the 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.

### **13.51 DISPUTE RESOLUTION**

If the THECB determines that any work product is not acceptable, the THECB shall notify Awarded Applicant of the specific deficiencies in writing. Awarded Applicant shall then undertake all steps necessary to correct any deficiencies at no additional cost to the THECB. In the event any issues cannot be resolved, the dispute resolution process provided for in Texas Government Code, Chapter 2260, shall be used by the THECB and Awarded Applicant to attempt to resolve any claim for breach of Awarded Applicant. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used to attempt to resolve any dispute arising under the Grant Award/Agreement.

### **13.52 PUBLIC DISCLOSURE**

Grantee understands and agrees that no public disclosures or news releases pertaining to this Agreement, including any results, findings or reports conducted to fulfill requirements of this Grant Award/Agreement, shall be made without prior written approval of THECB.

Prior Notification. Publication, including presentations, is encouraged; however, Awarded Applicant agrees to notify the THECB prior to the publication of any information, including results, findings or reports, regarding the activities being conducted under any Contract/Grant resulting from this RFA. Awarded Applicant shall ensure the following statements are 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 policy of the THECB.*

Potential Publication in News Media of any Type. Should Awarded Applicant be contacted by any news media about any information, including results, findings, or reports regarding activities being conducted under any Contract/Grant resulting from this RFA, Awarded Applicant shall notify its THECB Point of Contact, when possible, before communicating with news media. When not possible, Awarded Applicant shall notify its THECB Point 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 any Contract/Grant resulting from this RFA, Awarded Applicant shall notify its THECB Point of Contact before communicating with news media.

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

### **13.53 SEVERABILITY AND WAIVER**

The invalidity, illegality, or unenforceability of any provision of this Grant Award/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 Award/Agreement shall be construed to operate as a waiver of any rights under the Grant Award/Agreement, or of any cause of action arising out of the performance of the Services required by the Grant Award/Agreement.

### **13.54 ENTIRE AGREEMENT AND ORDER OF PRECEDENCE**

This Grant Award/Agreement consists of the following documents: the final executed Grant Award/Agreement (including its Exhibits and any Amendments), THECB's Request for Applications (RFA), and the Grantee's response to the RFA.

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) the original Request for Application ("RFA") including any addenda issued, (2) addenda to the Grantee's Application (if any), and (3) Grantee's Application. This Grant Award/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 Parties relating to the subject matter of this Grant Award/Agreement. The Parties further agree that this Grant Award/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 Award/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.

## **14 SPECIAL CONTRACT PROVISIONS AND ASSURANCES**

The following Special Provisions and Assurances apply to all projects funded under the Perkins Act.

### **14.1 DESK REVIEWS**

General ledgers, travel receipts, purchase orders, invoices, Time and Effort reports or Certification Statements, sub-grants, subcontracts or other expense documentation supporting each budget line item shall be provided upon request for review.

For the sub-grant and subcontracts, review will ensure the following were included on each sub-grant or subcontract:

1. CFDA# 84.048A and reference to “Perkins Leadership Grant Program”
2. Requirement to comply with Federal law and regulations
3. Suspension and Debarment verification
4. Services to be performed
5. Deliverables
6. Due Dates
7. Amount of Award
8. Time Period of Award

### **14.2 SOCIAL ACTIVITIES EXPENDITURES**

Amusement, social activities, and incidental entertainment costs such as alcoholic beverages, gratuities, door prizes, and gifts are not allowable expenditures under this Grant. Meals are allowable only when business is being conducted during the meal and a reasonable argument can be made for such expenditure.

### **14.3 REGISTRATION FEES**

Registration fees may be charged for meetings, conferences, and other activities sponsored or funded by the project.

### **14.4 PROGRAM INCOME**

An Awarded Applicant may generate program income in the operation of projects directly supported by federal funds administered by the THECB. In no case, however, may such income be generated from fees or charges to any person or institution that is intended to be a third-party beneficiary of such projects. Awarded Applicant shall establish budget and accounting control for such program income that is separate from the project proper. This accounting shall demonstrate that the program income is being used to further the objectives of the related project. A brief narrative shall be included with quarterly and final reports. The narrative shall declare the existence of program income, its source(s), and the amount generated, and a brief description of the use or planned use of the funds.

### **14.5 SPECIAL FUND RESTRICTIONS**

No funds awarded under the Perkins Act may be used to provide career and technical education programs to students prior to the seventh grade, except that equipment and

facilities purchased with funds under the Perkins Act may be used by such students.

#### **14.6 REQUIRED INTERNAL CONTROLS**

2 CFR §200.303 Internal Controls states that “The non-Federal entity must: (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.”

Institutions must have the following policies and procedures in place to address the use of Perkins funds:

1. Procurement
2. Supplement not supplant (Appendix J has additional information.)
3. Travel
4. Conflicts
5. Gratuity violations
6. Inventory controls
7. Allowable costs
8. Cash Management

#### **14.7 FUNDS FOR RELIGIOUS WORSHIP, INSTRUCTION**

No funds will be used to pay for religious worship, instruction, or proselytization, or for any equipment or supplies for such, or for any construction, remodeling, repair, operation, or maintenance of any facility or part of a facility to be used for religious worship, instruction, or proselytization (34 CFR 76.532 and P. L. 107-110, Section 9505).

#### **14.8 DISCLOSURE OF GIFTS AND CAMPAIGN CONTRIBUTIONS**

The Awarded Applicant shall file disclosures of gifts and campaign contributions as required by State Board of Education Operating Rule 4.3, which is incorporated as if set out in full. The Awarded Applicant has a continuing obligation to make disclosures through the term of the Contract. Failure to comply with State Board of Education Operating Rule 4.3 is grounds for canceling the Grant Award.

#### **14.9 FEDERAL RULES, LAWS AND REGULATIONS THAT APPLY TO ALL FEDERAL PROGRAMS**

Awarded Applicant shall be subject to and shall abide by all federal laws, rules and regulations pertaining to the Contract project, including but not limited to:

1. Americans with Disabilities Act, P. L. 101-336, 42 U.S.C. sec. 12101, and the regulations effectuating its provisions contained in 28 CFR Parts 35 and 36, 29 CFR Part 1630, and 47 CFR Parts 0 and 64;
2. Title VI of the Civil Rights Act of 1964, as amended (prohibition of discrimination by race, color, or national origin), and the regulations effectuating its provisions contained in 34 CFR Part 100;
3. Title IX of the Education Amendments of 1972, as amended (prohibition of sex discrimination in educational institutions) and the regulations effectuating its provisions contained in 34 CFR Part 106, if Contractor is an educational institution;

4. Section 504 of the Rehabilitation Act of 1973, as amended (nondiscrimination on the basis of handicapping condition), and the regulations effectuating its provisions contained in 34 CFR Part 104 and 105;
5. Age Discrimination Act of 1975, as amended (prohibition of discrimination on basis of age), and any regulations issued there under, including the provisions contained in 34 CFR Part 110;
6. Family Educational Rights and Privacy Act (FERPA) of 1975, as amended (ensures access to educational records for students and parents while protecting the privacy of such records), and any regulations issued there under, including Privacy Rights of Parents and Students (34 CFR Part 99), if Contractor is an educational institution (20 USC 1232g);
7. Section 509 of H.R. 5233 as incorporated by reference in P. L. 99-500 and P. L. 99-591 (prohibition against the use of federal grant funds to influence legislation pending before Congress);
8. Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children [P. L. 107- 110, Section 4303(a)]. In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services [P. L. 107-110, Section 4303(b)(1)]. Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P. L. 107-110, Section 4303(e)(1));
9. Fair Labor Standards Act (29 USC 207), Davis Bacon Act (40 USC 276(a), and Contract Work Hours and Safety Standards Act (40 USC 327 et seq.), as applicable, and their implementing regulations in 29 CFR 500-899, 29 CFR Parts 1,3,5, and 7, and 29 CFR Parts 5 and 1926, respectively;
10. Buy America Act: Contractor certifies that it is in compliance with the Buy America Act in that each end product purchased under any federally funded supply contract exceeding \$2,500 is considered to have been substantially produced or manufactured in the United States. End products exempt from this requirement are those for which the cost would be unreasonable, products manufactured in the United States that are not of satisfactory quality, or products for which the agency head determines that domestic preference would be inconsistent with the public interest. Contractor also certifies that documentation will be maintained that documents compliance with this requirement (FAR 25.1-.2);
11. P.L. 103-227, Title X, Miscellaneous Provisions of the GOALS 2000: Educate America Act; P.L. 103-382, Title XIV, General Provisions of the Elementary and Secondary Education Act, as amended; and General Education Provisions Act, as amended;
12. Prohibition of Text Messaging and E-mailing while Driving during Official Federal











## 16 LOBBYING CERTIFICATION

Submission of the Certification Regarding Lobbying, which is a separate form attached to this RFA as Appendix C and which must be submitted with the Application Cover Page, covers all federal programs in this application, is required by the U. S. Department of Education and Section 1452, Title 31, of the United States Code, and is a prerequisite for making or entering into a sub-grant or subcontract over \$100,000 with any organization.

Further, Awarded Applicant certifies by signature on the Application Cover Page and by submitting an Application, to the best of his or her knowledge and belief, that:

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

1. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, Awarded Applicant shall complete and submit Standard Form – LLL “Disclosure of Lobbying Activities,” in accordance with its instructions.

2. Awarded Applicant shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including contracts under grants, cooperative agreements, and subcontracts) and that all sub recipients shall certify and disclose accordingly.

**Please scan and email a signed copy of the Certification Regarding Lobbying and Disclosure Form (Appendix D) and the FFATA Certification (Appendix E) with the Application Cover Page.**

## APPENDIX A: REQUIRED AND PERMISSIBLE USES OF FUNDS

Each eligible recipient that receives funds under Section 124 of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 as amended by the Strengthening Career and Technical Education for the 21st Century Act, SEC. 124 [20 U.S.C. 2344] State Leadership Activities must use such funds to improve career and technical education programs in alignment with the required and permissible uses of State Leadership funds detailed below. State agencies administering Perkins V are responsible for promoting required uses and tracking how funds are utilized for those purposes. Applicants should reference one or more required uses and one or more permissible uses in the Pre-Proposals and Applications.

### Required Uses of Funds

**Sec. 124(a) General Authority.—From amounts reserved under section 112(a)(2), each eligible agency shall—**

Conduct State leadership activities to improve career and technical education, which shall include support for—

Required Use (A): support for preparation for non-traditional fields in current and emerging professions, programs for special populations, and other activities that expose students, including special populations, to high-skill, high-wage, and in-demand occupations;

Required Use (B): support for individuals in State institutions, such as State correctional institutions, including juvenile justice facilities, and educational institutions that serve individuals with disabilities;

Required Use (C): support for recruiting, preparing, or retaining career and technical education teachers, faculty, specialized instructional support personnel, or paraprofessionals, such as preservice, professional development, or leadership development programs;

Required Use (D): support for technical assistance for eligible recipients.

### Permissible Uses of Funds

**Funds made available to eligible recipients must be used to support career and technical education programs reflecting the following required uses:**

Permissible Uses of Funds

State leadership grant applications may include:

Permissible Use 1: developing statewide programs of study, which may include standards, curriculum, and course development, and career exploration, guidance, and advisement activities and resources;

Permissible Use 2: approving locally developed programs of study that meet the requirements established in section 122(d)(4)(B) of Perkins V;

Permissible Use 3: establishing statewide articulation agreements aligned to approved programs of study;

Permissible Use 4: establishing statewide industry or sector partnerships among local

educational agencies, institutions of higher education, adult education providers, Indian Tribes and Tribal organizations that may be present in the State, employers, including small businesses, and parents, as appropriate to-- (A) develop and implement programs of study aligned to State and local economic and education needs, including, as appropriate, in-demand industry sectors and occupations; (B) facilitate the establishment, expansion, and integration of opportunities for students at the secondary level to-- (i) successfully complete coursework that integrates rigorous and challenging technical and academic instruction aligned with the challenging State academic standards adopted by the State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965; and (ii) earn a recognized postsecondary credential or credit toward a recognized postsecondary credential, which may be earned through a dual or concurrent enrollment program or early college high school, at no cost to the student or the student's family; and (C) facilitate work-based learning opportunities (including internships, externships, and simulated work environments) into programs of study;

Permissible Use 5: for teachers, faculty, specialized instructional support personnel, and paraprofessionals providing career and technical education instruction, support services, and specialized instructional support services, high-quality comprehensive professional development that is, to the extent practicable, grounded in evidence-based research (to the extent a State determines that such evidence is reasonably available) that identifies the most effective educator professional development process and is coordinated and aligned with other professional development activities carried out by the State (including under title II of the Elementary and Secondary Education Act of 1965 and title II of the Higher Education Act of 1965), including programming that-- (A) promotes the integration of the challenging State academic standards adopted by the State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965 and relevant technical knowledge and skills, including programming jointly delivered to academic and career and technical education teachers; (B) prepares career and technical education teachers, faculty, specialized instructional support personnel, and paraprofessionals to provide appropriate accommodations for students who are members of special populations, including through the use of principles of universal design for learning, multi-tier systems of supports, and positive behavioral interventions and support; and (C) increases the ability of teachers, faculty, specialized instructional support personnel, and paraprofessionals providing career and technical education instruction to stay current with industry standards and earn an industry-recognized credential or license, as appropriate, including by assisting those with relevant industry experience in obtaining State teacher licensure or credential requirements;

Permissible Use 6: supporting eligible recipients in eliminating inequities in student access to-- (A) high-quality programs of study that provide skill development; and (B) effective teachers, faculty, specialized instructional support personnel, and paraprofessionals;

Permissible Use 7: awarding incentive grants to eligible recipients-- (A) for exemplary performance in carrying out programs under this Act, which awards shall be based on-- (i) eligible recipients exceeding the local level of performance on a core indicator of performance established under section 113(b)(4)(A) in a manner that reflects sustained or significant improvement; (ii) eligible recipients effectively developing connections between secondary education and postsecondary education and training; (iii) the integration of

academic and technical standards; (iv) eligible recipients' progress in closing achievement gaps among subpopulations who participate in programs of study; or (v) other factors relating to the performance of eligible recipients under this Act as the eligible agency determines are appropriate; or (B) if an eligible recipient elects to use funds as permitted under section 135(c);

Permissible Use 8: providing support for— (A) the adoption and integration of recognized postsecondary credentials and work-based learning into programs of study, and for increasing data collection associated with recognized postsecondary credentials and employment outcomes; or (B) consultation and coordination with other State agencies for the identification and examination of licenses or certifications that— (i) pose an unwarranted barrier to entry into the workforce for career and technical education students; and (ii) do not protect the health, safety, or welfare of consumers;

Permissible Use 9: the creation, implementation, and support of pay for success initiatives leading to a recognized postsecondary credential;

Permissible Use 10: support for career and technical education programs for adults and out-of-school youth concurrent with their completion of their secondary school education in a school or other educational setting;

Permissible Use 11: the creation, evaluation, and support of competency-based curricula;

Permissible Use 12: support for the development, implementation, and expansion of programs of study or career pathways in areas declared to be in a state of emergency under section 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5191);

Permissible Use 13: partnering with qualified intermediaries to improve training, the development of public-private partnerships, systems development, capacity-building, and scalability of the delivery of high-quality career and technical education;

Permissible Use 14: improvement of career guidance and academic counseling programs that assist students in making informed academic and career and technical education decisions, including academic and financial aid counseling;

Permissible Use 15: support for the integration of employability skills into career and technical education programs and programs of study;

Permissible Use 16: support for programs and activities that increase access, student engagement, and success in science, technology, engineering, and mathematics fields (including computer science, coding, and architecture), support for the integration of arts and design skills, and support for hands-on learning, particularly for students who are members of groups underrepresented in such subject fields, such as female students, minority students, and students who are members of special populations;

Permissible Use 17: support for career and technical student organizations, especially with respect to efforts to increase the participation of students in nontraditional fields and students who are members of special populations;

Permissible Use 18: support for establishing and expanding work-based learning opportunities that are aligned to career and technical education programs and programs of study;

Permissible Use 19: integrating and aligning programs of study and career pathways;

Permissible Use 20: supporting the use of career and technical education programs and programs of study aligned with State, regional, or local high-skill, high-wage, or in-demand industry sectors or occupations identified by the State workforce development board described in section 101 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3111) or local workforce development boards;

Permissible Use 21: making all forms of instructional content widely available, which may include use of open educational resources;

Permissible Use 22: developing valid and reliable assessments of competencies and technical skills and enhancing data systems to collect and analyze data on secondary and postsecondary academic and employment outcomes;

Permissible Use 23: support for accelerated learning programs, as described in section 4104(b)(3)(A)(i)(IV) of the Elementary and Secondary Education Act of 1965, in the case of any such program that is part of a career and technical education program of study;

Permissible Use 24: support for career academies to implement a postsecondary education and workforce-ready curriculum at the secondary education level that integrates rigorous academic, technical, and employability contents through career and technical education programs and programs of study that address needs described in the comprehensive needs assessment under section 134(c);

Permissible Use 25: other State leadership activities that improve career and technical education.

## APPENDIX B: APPLICATION COVER PAGE

Original Application	Approved
<p>Texas Higher Education Coordinating Board</p> <p>Carl D. Perkins Grants for Program Year 2022-2023</p> <p>Application Cover Page</p>	

Project Title:			
Category:	Classification:	Application Number:	

Applicant Institution:
Name:
FICE Code:
Mailing Address:
City, State, Zip:

Project Director:	Institutional Contact:
Name:	Name:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:

We hereby certify that the information contained in this application is, to the best of our knowledge, correct and that the institution named above has authorized us as its representatives to obligate this institution. We further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, applications guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, Lobbying Certifications, Drug-Free Workplace requirements, Special Provisions and Assurances, and the schedules as applicable. We are in full acceptance of the terms and conditions described in the THECB's RFA for Perkins State Leadership Grant 2022-2023. It is understood that this application constitutes an offer and, if accepted by the Coordinating Board or renegotiated to acceptance, will form a binding agreement.

Name/Title of Chancellor/President/CEO from Applicant Institution	Signature	Date
Name/Title of Chief Financial Officer	Signature	Date
Name/Title of Institutional Contact	Signature	Date

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Texas Higher Education Coordinating Board Federal Perkins Awards

**APPENDIX C: CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(Please check one or two of the following that pertain to your institution.)

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

1.  No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2.  If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

*If box 2 is checked, the completion of "Disclosure of Lobbying Activities" form-LLL is required.*

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_



City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title of Authorized Official)

(Date) \_\_\_\_\_

## Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p>a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. bid/offer/  application  <input type="checkbox"/> b. initial award  <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p>a. initial filing  <input type="checkbox"/> b. material change</p> <p>For material change only:  Year _____ quarter _____  Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p>Tier _____, if Known:</p> <p>Congressional District, <i>if known</i>:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, <i>if known</i>:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, <i>if applicable</i>: _____</p>	
<p>8. Federal Action Number, <i>if known</i>:</p>	<p>9. Award Amount, <i>if known</i>:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Registrant  <i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i>  <i>(last name, first name, MI):</i></p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p>	

to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Telephone No.: _____ Date: _____
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

## Federal Agency Form Instructions - Disclosure of Lobbying Activities

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Disclosure of Lobbying Activities (SF-LLL)
Form Version Number	1.2
OMB Number	4040-0013
OMB Expiration Date	02/28/2023

### Form Field Instructions

Field Number	Field Name	Required or Optional	Information
1.	*Type of Federal Action:	Required	Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action. This field is required.
2.	*Status of Federal Action	Required	Identify the status of the covered Federal action. This field is required.
2-a.	a. Bid/Offer/Application	Check if applicable	Click if the Status of Federal Action is a bid, an offer or an application.
2-b.	b. Initial Award	Check if applicable	Click if the Status of Federal Action is an initial award.
2-c.	c. Post-Award	Check if applicable	Click if the Status of Federal Action is a post-award.
3.0	*Report Type	Required	Identify the appropriate classification of this report.
3-a.	a. Initial filing	Check if applicable	Check if Initial filing.

3-b.	b. Material change	Check if applicable	If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the previously submitted report by this reporting entity for this covered Federal action. This field is required.
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Field Number	Field Name	Required or Optional	Information
	Material Change Year	Conditionally Required	If this is a follow up report caused by a material change to the information previously reported, enter the year in which the change occurred.
	Material Change Quarter	Conditionally Required	If this is a follow up report caused by a material change to the information previously reported, enter the quarter in which the change occurred.
	Material Change Date of Last Report	Conditionally Required	Enter the date of the previously submitted report by this reporting entity for this covered Federal action.
4.	Name and Address of Reporting Entity	Required	Provide the information for Name and Address of Reporting Entity.
	Prime	Check if applicable	Click to designate the organization filing the report as the Prime Federal recipient.
	Subawardee	Check if applicable	Click to designate the organization filing the report as the SubAwardee Federal recipient. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

Tier if known:	Optional	Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier.
Name	Required	Enter the name of reporting entity. This field is required
Street 1	Required	Enter Street 1 of the reporting entity. This field is required.
Street 2	Optional	Enter Street 2 of the reporting entity.
City	Required	Enter City of the reporting entity This field is required.
State	Required	Enter the state of the reporting entity. This field is required
ZIP	Required	Enter the ZIP of the reporting entity. This field is required

Field Number	Field Name	Required or Optional	Information
	Congressional District, if known	Optional	Enter the primary Congressional District of the reporting entity. Enter in the following format: 2 character state abbreviation – 3 characters district number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina’s 103 <sup>rd</sup> district.
5.	If Reporting Entity in No. 4 is Subaward, Enter Name and Address of Prime	Conditionally Required	If Reporting Entity in No. 4 is Subaward, provide the information for the Name and Address of Prime
	Name	Required	If the organization filing the report in item 4, checks "Subawardee", enter the full name of the prime Federal recipient.
	Street 1	Required	If the organization filing the report in item 4, checks "Subawardee", enter the address of the prime Federal recipient.

Street 2	Optional	If the organization filing the report in item 4, checks "Subawardee", enter the address of the prime Federal recipient.
City	Required	If the organization filing the report in item 4, checks "Subawardee", enter the city of the prime Federal recipient.
State	Required	If the organization filing the report in item 4, checks "Subawardee", select the appropriate state from this pull down menu.
ZIP	Required	Enter the ZIP of Prime. This field is required

Field Number	Field Name	Required or Optional	Information
	Congressional District, if known	Optional	Enter the Congressional District of Prime. Enter in the following format: 2 character state abbreviation – 3 characters district number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district.
6.	Federal Department/Agency	Required	Enter the name of the Federal Department or Agency making the award or loan commitment. This field is required.
7.	CFDA Number:	Required	Enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments. Pre-populated from SF-424 if using Grants.gov.
	CFDA Title:	Required	Enter the Federal program name or description for the covered Federal action. Pre-populated from SF-424 if using Grants.gov.
8.	Federal Action Number	Optional	Enter the most appropriate Federal identifying number available for the Federal action, identified in item 1 (e.g., Request for Proposal (RFP) number,

			Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9.	Award Amount	Optional	For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment of the prime entity identified in item 4 or 5.

Field Number	Field Name	Required or Optional	Information
10.a.	Name And Address of Lobbying Registrant	Required	Provide the information for the Name and Address of Lobbying Registrant.
	Prefix	Optional	Enter the prefix (e.g., Mr., Mrs., Miss), if appropriate, for the Lobbying Registrant.
	First Name	Required	Enter the first name of Lobbying Registrant. This field is required.
	Middle Name	Optional	Enter the middle name of Lobbying Registrant.
	Last Name	Required	Enter the last name of Lobbying Registrant. This field is required.
	Suffix	Optional	Enter the suffix (e.g., Jr. Sr., PhD), if appropriate, for the Lobbying Registrant.
	Street 1	Required	Enter the first line of street address for the Lobbying Registrant.
	Street 2	Optional	Enter the second line of street address for the Lobbying Registrant.
	City	Required	Enter the city of the Lobbying Registrant.
	State	Required	Select the appropriate state of the Lobbying Registrant.



	ZIP Code	Required	Enter the Zip Code (or ZIP+4) of the Lobbying Registrant.
10.b.	Individual Performing Services	Required	Provide the information for Individual Performing Services
	Prefix	Optional	Enter the prefix (e.g., Mr., Mrs., Miss), if appropriate, for the Individual Performing Services.
	First Name	Required	Enter the first name of the Individual Performing Services. This field is required.
	Middle Name	Optional	Enter the middle name of the Individual Performing Services.
	Last Name	Required	Enter the last name of the Individual Performing Services. This field is required.

Field Number	Field Name	Required or Optional	Information
	Suffix	Optional	Enter the suffix (e.g., Jr. Sr., PhD), if appropriate, for the Individual Performing Services.
	Street 1	Required	Enter the first line of street address for the Individual Performing Services.
	Street 2	Optional	Enter the second line of street address for the Individual Performing Services.
	City	Required	Enter the city of the Individual Performing Services.
	State	Required	Select the state for the address of the Individual Performing Services from this pull down menu.
	ZIP Code	Required	Enter the Zip Code (or ZIP+4) of the Individual Performing Services.

11.	Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	N/A	N/A
	Signature:	Required	Completed by Grants.gov upon submission.
	Name:	Required	Provide the information for the Name of the Certifying Official.
<b>Field Number</b>	<b>Field Name</b>	<b>Required or Optional</b>	<b>Information</b>
	Prefix	Optional	Enter the prefix (e.g., Mr., Mrs., Miss), if appropriate, for the Certifying Official.
	First Name	Required	Enter the first name of Certifying Official. This field is required.
	Middle Name	Optional	Enter the middle name of the Certifying Official.
	Last Name	Required	Enter the last name of the Certifying Official. This field is required.

Suffix	Optional	Enter the suffix (e.g., Jr. Sr., PhD), if appropriate, for the Certifying Official.
Title:	Optional	Enter the title of the Certifying Official.
Telephone No.:	Optional	Enter the telephone number of the certifying official.
Date:	Required	Completed by Grants.gov upon submission.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

OMB Number: 4040-0013 7

OMB Expiration Date: 02/28/2023

## APPENDIX D: FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) CERTIFICATION

Texas Higher Education Coordinating Board

**A. Certification Regarding Percent (%) of Annual Gross from Federal Awards:**

Did your organization receive 80% or more of its annual gross revenue from federal awards during the preceding fiscal year?

Yes                    If yes, continue to question B.

No                      If no, questionnaire is complete. Please sign section E. Thank you!

**B. Certification Regarding Amount of Annual Gross from Federal Awards:**

Did your organization receive \$25 million or more in annual gross revenues from federal awards in the preceding fiscal year?

Yes                    If yes, continue to question C.

No                      If no, questionnaire is complete. Please sign section E. Thank you!

**C. Certification Regarding Public Access to Compensation Information:**

Does the public have access to information about the highly compensated officers/senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes                    If yes, questionnaire is complete. Please sign section E. Thank you!

No                      If no, please complete Section D.

**D. Top Executive Disclosure Requirements: Provide the names and total compensation of the top five most highly compensated officers/senior executives for the preceding fiscal year below. Please see 2 CFR Pt. 170, including its Appendix A for guidance. After completing Section D, please sign section E. Thank you!**

	Name of Top Executives	Annual Compensation
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

E. Signatures:

As the duly authorized representative (Signor) of the Contractor/Grantee, I hereby represent and warrant that the statements made by me in this certification form are true, complete, and correct to the best of my knowledge and are consistent with FFATA (31 USC § 6101 note), as amended, and its implementing regulations including 2 CFR Part 170. I further represent and warrant that I will provide THECB with any and all information which may be further needed for THECB to accurately report to the federal government pursuant to FFATA.

Organization Name:	
UEI Number:	
Zip code(s) in which services will be performed:	
Signer Printed Name:	
Title:	
Signature:	
Date:	

## APPENDIX E: REPORTING REQUIREMENTS

### General Information

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

All reports shall be submitted via the Perkins Portal at <https://www.highered.texas.gov/apps/perkins/portal>.

Failure to submit reports in a timely manner may result in withholding fiscal reimbursements and will influence the Awarded Applicant's eligibility for future Grant Awards. Continued failure to submit reports and reimbursement requests may result in termination of the Grant for non-performance.

Reports must indicate clearly that Results/Comments are for Quarter 1, Quarter 2, etc., with a line skipped (two hard returns) between each quarter's report. All reports shall appear cumulatively in the final report for Quarter 4.

#### A. Quarterly Reports and Final Evaluation Reports

The Awarded Applicant shall 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 shall 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, 2022	January 6, 2023
2	February 28, 2023	March 31, 2023
3	May 31, 2023	June 30, 2023
4	August 31, 2023	September 30, 2023

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, 2023	January 5, 2024
6	February 28, 2024	March 31, 2024
7	May 31, 2024	June 30, 2024
8	August 31, 2024	September 30, 2024

#### 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 shall submit at least quarterly on the schedule shown below. If a report due date falls on a holiday or weekend, the Awarded Applicant shall submit the report on the first working day following the holiday or weekend.

The final Expenditure Report shall include actual expenditures for the Grant Period. Awarded Applicant will not be reimbursed for any expenditure submitted after October 15, 2023 for 12-month grants and October 15, 2024 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, 2022	January 7, 2023
2	February 28, 2023	March 31, 2023
3	May 31, 2023	June 30, 2023
4	August 31, 2023	September 30, 2023

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, 2023	January 6, 2024
6	February 28, 2024	March 31, 2024
7	May 31, 2024	June 30, 2024
8	August 31, 2024	September 30, 2024

C. Presentations on State Leadership Grant Activities

Grantees should be prepared to travel to Austin during the grant period to make a presentation on grant activities to THECB staff and other State Leadership grantees on a date to be determined by THECB staff. In addition, the Awarded Applicant is expected to travel to at least one state professional conference during the grant period and make a presentation to disseminate information about the grant to other CTE professionals. These presentations should be referenced in the project's activities.

D. Project Deliverables

Grantees will make project deliverables available online by the end of the project period. This activity should be reflected in the Awarded Applicant's project plan.

## **APPENDIX F: REVISIONS TO PROGRAM PLAN OR BUDGET**

The Awarded Applicant shall contact the THECB to notify staff of, or request changes to, the Perkins Leadership Grant. The nature or content of a proposed change shall determine whether the Awarded Applicant notifies THECB staff by email or requests a formal amendment via the Perkins Portal:

### **A. EMAIL NOTIFICATION REQUIRED**

The Awarded Applicant shall email its assigned Program Director 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.

### **B. FORMAL AMENDMENT REQUIRED**

The Awarded Applicant shall submit a request for a formal amendment to the Grant via the Perkins Portal at <https://www.highered.texas.gov/apps/perkins/portal> for a change or action that:

1. Modifies the approved scope, strategies, activities, or timelines of the grant or project events with or without a change to the budget;
2. Modifies one or more approved cost items within a Budget Schedule that change the scope or activities of the Grant;
3. Moves costs across Budget Schedules A-F that cumulatively exceed 10% of the total Grant Award;
4. Changes any information or costs in Budget Schedule C: Capital Expenditures and Equipment; or
5. Temporarily or permanently reassigns the person designated as the Perkins Contact, Perkins Fiscal Officer, or Project Director (changes on the Cover Page).

A formal amendment that involves a change to a cost item shall include a justification for the change in the Budget Summary.

Formal Amendments for FY 2023 will not be considered by the THECB Board after July 1, 2023. Formal Amendments for two-year grants in FY 2024 will not be considered after July 1, 2024.

### **C. INSTRUCTIONS FOR BUDGETARY AMENDMENTS**

1. The Perkins Portal system does not allow the deletion of line items within budget schedules. To remove or reduce a line item, indicate the change with a line item showing



the amount to be subtracted from the schedule.

2. To increase a line item, use one of the following methods:
  - Subtract out the original line item and add a new line-item entry with updated information, including the increased line-item total; OR
  - Add a new line item for the amount of the increase only, indicating the original line item's number in the description. Add updated information to explain the increase.
3. To add a new line item, follow the entry formats and examples given in Section 7.4: Budget.
4. Indicate the purpose of each line item using these terms: REMOVE, REDUCE, INCREASE, or ADD.

**Sample Entries:**

Cost Category Schedule A: Salaries and Fringe Benefits

I. Activity	II. Title/Position	III. % of Time on Project	IV. Amount
	(A2) INCREASE: 3 additional PT interpreters to provide identified CTE special needs students with services. Total for interpreters: \$15,000 + \$10,000 =	100 %	\$ 10,000
	4 PT Interpreters to provide identified CTE special needs students with services.	100 %	\$ 15,000

Cost Category Schedule B: Travel

I. Activity	II. Title/Position	III. Purpose	IV. Amount
	(A2) INTD Coordinator	ADD: Interior Design Coordinator, will attend the NEOCON Conference from 11/9- 11/12, 2022 in Chicago, IL to obtain the latest development in designs and eco-designing as can be applied for course program instruction.	\$ 2,000
	(A1) REMOVE	REMOVE: Nursing Coordinator, attending Texas Nurse Practitioners event in May	\$ -1,000
	NRSNG Coordinator	Nursing Coordinator, will attend Texas Nursing Educator event in May 2023 to obtain information about program instruction and credentialing requirements.	\$ 1,000

Cost Category Schedule C: Capital Outlay/Equipment

I. Activity	II. Description	III. Amount
	(A1) REDUCE: Cost savings for Tire Changer purchase for the Automotive Program. Original cost: \$10,000. Final cost: \$7,000.	\$ -3,000
	(1) Tire Changer, including related accessories, is needed for classroom instruction, replacement of old equipment, and student use in the Automotive Program.	\$ 10,000
	OR	
	(A1) REVISE: Cost savings for Tire Changer purchase for the Automotive Program. Original cost: \$10,000. Final cost: \$7,000.	\$ 7,000
	(A1) REMOVE: Tire Changer purchase for the Automotive Program due to cost savings.	\$ -10,000
	Tire Changer, including related accessories, is needed for classroom instruction, replacement of old equipment, and student use in the Automotive Program.	\$ 10,000

Cost Category Schedule F: Operating Expenses, Services, Books, and Supplies

I. Activity	II. Description	III. Amount
	(A2) NEW: Scanners (2) are needed for student use, course instruction, and lab application in the Information Technology Systems Program.	\$ 500
	(A1) INCREASE: Printed recruitment materials highlighting CTE programs.	\$ 2,000
	Printed recruitment materials highlighting CTE programs.	\$ 2,000

## APPENDIX G: SUPPLEMENTING VERSUS SUPPLANTING

Funding provided under the Perkins State Leadership Grant shall supplement (increase the level of services) and not supplant (take the place of) state, local, and other federal funds. Grantee cannot use Perkins funds to supplant funds that, in the absence of Perkins funds, would have been spent on CTE items.

Federal funds cannot be used to pay for services, staff, programs, or materials that would otherwise be paid with state or local funds.

Any program activity required by State law, THECB rules, or local board policy may not be paid with Perkins funds. State or local funds may not be decreased or diverted for other uses merely because of the availability of Perkins funds. Grantee must maintain documentation that clearly demonstrates the supplementary nature of Perkins funds.

### Presumption of supplanting

Grantee could be considered in noncompliance with the supplement-not-supplant requirement if Perkins funds are used to provide services that Grantee is required to provide under State or local law, THECB rule, or a court order. Also, Grantee could be considered in noncompliance for any expenditure of Perkins funds for any service that was previously funded with State or local funds.

If a program expense was funded with non-federal funds in one year and with Perkins funds the next year, an auditor would most likely make a presumption of supplanting. However, the institution then has the opportunity to rebut the presumption. In view of the current reductions in state appropriations and local tax revenues, an institution may be justified in funding the program expense with Perkins funds.

For a decision to allocate Perkins funds in this way to be prudent, the institution should have two types of documented evidence that supports its action:

1. Evidence of an actual reduction in state and/or local support and/or other non-federal support.

Examples of such evidence could be state appropriation language or a communication from the THECB regarding a reduction in state funding. There may be similar examples relating to reduced funding from local or private sources.

2. Evidence that the activity/program would be discontinued without the benefit of Perkins funds.

Examples of this type of evidence might be minutes from a meeting called by the college president or minutes from a faculty meeting.

The institution should ensure that it has the proper evidence in place before deciding to take this kind of action. The THECB may request copies of the documented evidence described above prior to approval of a budget amendment that would reallocate Perkins funds to a program previously funded by non-federal funds.

## APPENDIX H: CARL D. PERKINS GRANT COST GUIDELINES

Funds must be expended for reasonable and necessary costs in conducting grant activities. Reasonable means a cost is consistent with prudent business practice and comparable to current market value. Necessary means the cost is essential for grantee to accomplish the objectives of the project. The grantee must comply with the applicable Federal Cost Principles in expending grant funds. See the last section of this appendix for a link to Federal Cost Principles.

This appendix addresses certain specific costs only and is not intended to be all-inclusive.

### Advertisements

Advertisements are allowed for recruiting grant personnel only as long as the advertisement is not in color and not excessively large.

Advertisements are allowed for communication with the public and press when the costs are considered necessary as part of the outreach effort for the grant.

### Alcoholic Beverages

Alcoholic beverages are not allowable under any circumstances.

### Audit Fees

Audit fees are allowable in accordance with the following:

- Audit fees and expenses are allowable only when the audit is required by and performed in accordance with [2 CFR Chapter I, Chapter II, Part 200, Subpart F, Audits](#).
- Audit fees and expenses may not be charged as a direct cost when such audit-services costs are part of the grantee's indirect cost pool.

### Awards for Recognition and Incentives for Participation

Minimal-cost certificates, plaques, ribbons, small trophies, or instructionally related items to be used in the classroom (such as pens and pencils) are acceptable incentives for participation in program activities or awards for recognition.

The following items may be donated by others but may NOT be purchased with grant funds:

- Gifts or items that appear to be gifts
- Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains
- Door prizes, movie tickets, gift certificates, passes to amusement parks, and so on
- Food of any kind (snacks, beverages, refreshments, meals, and so on)

### Calendars and Calendaring Systems

Calendaring systems to manage personal calendars – whether paper calendars, personal digital assistants (PDAs), or electronic or software calendars – are not allowable costs.

### Cellular Telephones for Personal Use

A cellular telephone for personal use is not an allowable cost.

### Ceremonies, Banquets, or Celebrations

Costs associated with ceremonies, banquets, or celebrations are not allowable.

#### Conflict of Interest

Any purchase or expenditure that would pose a conflict of interest, real or perceived, is not allowable.

#### Construction, Remodeling, or Renovation

These costs are not allowed unless specifically authorized in the authorizing program statute and unless specifically approved in the applicable grant application.

#### Donations

Donations to other organizations or to other units within the grantee institution are not allowable.

#### Employee Service Awards

Employee service awards cannot be paid from grant funds.

#### Entertainment, Recreation, Social Events

Costs associated with any type of entertainment, recreation, or social event are not allowable.

#### Field Trips

Educational field trips are allowable under certain circumstances. Educational field trips are approved, planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. The field trip must be necessary to accomplish the objectives of the grant program.

Costs for the field trip must be reasonable. Any entrance fees and transportation costs must be reasonable in comparison to the intended objectives of the trip.

#### Unallowable Costs Related to Field Trips

The following costs are not allowable:

- Field trips for social, entertainment, or recreational purposes
- Field trips that supplant and do not supplement local or state expenditures or activities
- Field trips that are not reasonable in cost or are not necessary to accomplish the objectives of the grant program
- Field trips to entertainment or recreational locations that have legitimate educational programs when more than 25 percent of the time spent at the location is used for entertainment or recreation of field trip participants

#### Fines and Penalties

Fines and penalties are not allowable.

#### Food and Beverage Costs

Expenditures on food must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program.

#### Food Costs for Participant Meetings/Training

Unless otherwise specified, a limited amount of funds may be expended on light meals for participant meetings or training events under very limited circumstances. The use of grant funds for this purpose is specifically limited to light working meals for participants when the working meal is noted on an agenda, is clearly described, and is mandatory. The purpose of a working meal should be to shorten the overall meeting or training time and to facilitate accomplishing the objectives of the meeting or training and the overall program.

A working meal or light meal described below is considered to be reasonable in cost when the cost of the lunch including tax does not exceed \$20 per person; therefore, the grantee will not be reimbursed for more than \$20 per person, including tax. Any amount over \$20 per person must be paid from other allowable funding sources. The \$20 per person does not include any mandatory service fee or set-up fee. Anything termed a gratuity or tip is not reimbursable.

Specifically, grant funds may be expended for the following costs provided that the grantee maintains adequate and sufficient documentation that the costs were necessary and reasonable to further the intent and objectives of the grant.

**Light Meal during an All-Day Meeting or Training Session:** Light meal (not to exceed \$20 per person, including tax) for participants who are cloistered in an all-day (at least six-hour) meeting or training session. Grantee must document that it was impractical for participants to obtain meal on their own (for example, because of an isolated location or distance to eateries) and that their attendance at the meeting or training session was essential to accomplishing the objectives of the grant. Grantee must maintain an agenda that clearly identifies the topics discussed during the meeting or training session and the time allocated to each topic, including the meal period.

**Working meal during an All-Day Meeting or Training Session:** Light meals during a working meeting (not to exceed \$20 per person, including tax). A working meal is defined as an activity in which staff or participants are engaged in exercises or activities during the normal mealtime. Grantee must maintain an agenda that shows that no other opportunity for a meal was provided and that clearly identifies the exercise or activity the participants were engaged in. Grantee should also retain a representative sample of the work product, if any, that was generated as a result of the working session.

No other food costs, including food and beverages for refreshments, breaks, or snacks, are permitted.

#### Allowable Food Costs for Parents and/or Students

The following costs are allowable:

- Nutritional snacks for children in childcare while parents are participating in grant activities
- Food necessary to conduct nutrition education programs for parents

Full meals for parents or students are not allowable for these purposes under any circumstances. Expenditures must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program.

#### Unallowable Food Costs

The following costs are not allowable:

- Refreshments of any kind, including beverages, breaks, and snack foods except as necessary for parent involvement activities to encourage attendance by parents
- Refreshments or meals at an awards banquet or function
- Any food costs that are not necessary to accomplish the objectives of the grant program
- Any food cost associated with an event in which a guest speaker or other individual conducts a presentation and the participants are not actively engaged in performing activities
- Gratuities or tips

#### Fundraising Activities

Costs of organized fundraising, including solicitation of gifts and bequests, endowment drives, financial campaigns, and similar expenses incurred to raise capital or to obtain contributions are not allowable. Costs associated with attending or sponsoring training on fundraising are not allowable.

#### Gifts

Gifts or items that appear to be gifts are not allowable.

#### Legal Fees

Legal fees and expenses are allowable only as necessary for the administration of the grant program. Retainer fees are not allowable costs. Legal expenses for claims against the federal or state government are not allowable.

#### Lobbying

Any costs incurred for lobbying are not allowable.

#### Memberships

Membership in business, technical, and professional organizations related to the grant program are allowable. Membership must be in the name of the grantee organization and not in the name of an individual.

Memberships in civic and social organizations and in organizations that are substantially engaged in lobbying are not allowable costs.

#### Printing Costs

Printing costs are allowable when they are reasonable and necessary. Any multi-color printing must be reasonable in cost and must be necessary to carry out the objectives of the grant program.

#### Promotional Items, Memorabilia, or Souvenirs

Promotional items, memorabilia, or souvenirs are not allowable costs.

#### Salaries, Wages, and Employee Benefits

Salaries and wages are allowable for personnel who work on the grant provided the appropriate time and effort reports are maintained in accordance with the applicable federal cost principles

and submitted to the grantee institution's accounting office to document charges to payroll. Benefits are allowable in the same proportion as salaries and wages.

#### Social Events

The costs associated with social events of any kind are not allowable.

#### Training or Technical Assistance on Grant Writing

Funds may not be used for training or technical assistance on grant writing or for costs associated with writing other grant applications.

#### Transportation Costs

The cost of transporting students (or parents, if appropriate for the particular grant program) to or from grant activities is an allowable expenditure.

#### Travel Costs

The Awarded Applicant shall have written policies and procedures for employees who travel on Perkins business and seek travel reimbursement with Perkins funds. Personnel are required to travel at the federal lodging and per diem rates or the Awarded Applicant's rates, whichever are more stringent. Employees may be reimbursed at the per diem rates or for actual costs not to exceed the per diem rates. At the institutional discretion, employees who exceed the per diem rates may be reimbursed for the difference with other non-federal funds that are available to the Awarded Applicant. Site-specific information on rates for in-state and out-of-state travel is available at the U.S. General Services Administration website at

<http://www.gsa.gov/portal/category/100120>.

Personnel shall be reimbursed for actual car mileage at the current rate established by the Texas Comptroller of Public Accounts (CPA), or at a rate established by the Awarded Applicant, whichever is more stringent. Information about the rate is available at the CPA website at <https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>.

#### Allowable Travel Expenses

The following travel expenses are allowable:

- Mileage reimbursement is allowable for travel necessary to carry out the objectives of the grant project. If institutional policy reimburses at a lower rate, grantee must claim that lower rate.
- Airfare is allowable at the lowest fare available.
- Car rental fee (at destination) is not allowable unless other transportation such as taxi or shuttle is not available for performing official business or unless car rental is more cost effective than alternate modes of travel. Gasoline for the rental car is allowable.
- Airport parking is allowable.
- Taxi fares for official business are allowable. Tips cannot be reimbursed.
- Itemized miscellaneous business expenses (such as business phone calls, printing, or materials) for carrying out official business of the meeting, conference, or workshop are
  - allowable.
- Registration fees to attend workshops or conferences are allowable. Social events or recreational events available at a cost above the basic registration fee may not be paid



from grant funds.

- Awarded Applicant may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point. This is allowable for in-state and out-of-state travel.

#### Unallowable Travel Expenses

The following travel expenses are not allowable:

- Any travel expenses associated to foreign travel.
- First-class air fare
- Per diem (meals and lodging) for meeting, conference, or workshop participants who live in the same city where the event is held. (Automobile mileage is allowable.)
- Tips or gratuities of any kind
- Alcoholic beverages
- Entertainment, recreation, or social events
- Any expense for other persons
- Automobile mileage or taxi fares for other than official business
- Personal accident insurance or personal effects coverage for rental cars
- Rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop

#### Travel Documentation

Travel costs must be properly documented to be reimbursable. Travel costs not supported by proper documentation are not allowable grant charges and are subject to disallowance by state and federal auditors and monitors.

#### Federal Cost Principles

The applicable cost principles as established by the Federal Office of Management and Budget (OMB) as the Uniform Grant Guidance are posted online at eCFR – Code of Federal Regulations and are as follows:

Type of Entity	Applicable Cost Principles
<ul style="list-style-type: none"><li>■ Open-enrollment charter schools operated by an institution of higher education (i.e., college or university)</li><li>■ Institutions of higher education (IHEs)</li></ul>	<p><a href="#"><u>eCFR – Code of Federal Regulations</u></a></p>