

# Request for Applications

Statewide Preceptorship Program

2024-2025

RFA No.: 00237

**APPLICATION DEADLINE: 5:00 p.m. CT, December 13, 2023**

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# 1. OVERVIEW OF FUNDING OPPORTUNITY

## 1.1 PROGRAM TITLE

Statewide Preceptorship Program (SPP).

## 1.2 SYNOPSIS OF PROGRAM

The Statewide Preceptorship Program (“SPP”) provides funding support to preceptorship programs in three primary care specialties: family practice, general internal medicine, and general pediatrics. The THECB plans to contract with organizations that will operate a statewide preceptorship program in a public health setting for medical students enrolled in Texas medical schools. The programs encourage Texas medical students to choose primary care careers by offering direct student support for a month-long experience in one of the specialties.

This Request for Applications (“RFA”) is to support eligible Applicants that intend to facilitate preceptorship experiences for medical school students that allow for early exposure to a primary care medical specialty that may positively influence future career decisions and practice patterns.

Throughout this RFA, the terms “NOGA,” “Award,” “Contract,” and “Grant” are used interchangeably.

## 1.3 PROGRAM AUTHORITY

This program is authorized pursuant to Section 58.006 of the Texas Education Code, with funds appropriated by the General Appropriations Act, HB 1, Article III, Strategy D.1.2 and Rider 45, 88th Texas Legislature, Regular Session. Awarded Applicants agree to comply with the laws and rules governing the program.

## 1.4 POINT OF CONTACT

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

Melinda Valdez, Ed.D., Program Director  
Academic and Health Affairs Division  
Texas Higher Education Coordinating Board  
Email: MedEd@highered.texas.gov  
Phone: 512-427-6115

## 1.5 INQUIRIES

All inquiries shall be directed to Point of Contact. Applicants and prospective Applicants must not discuss an Application, including a Notice of Intent to Apply, or this RFA with any other THECB employee unless authorized by the Point of Contact.

Failure to comply with this requirement may result in the disqualification of an Application. Applicant may only rely on written responses from THECB.

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

## 2. AWARD SUMMARY

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

Contingent upon the amount of appropriation available, THECB expects to award approximately three grants (Grant Award) of \$1,616,666 per Grant Award for the Grant Period (Grant Period).

### 2.2 GRANT PERIOD

The Grant Period will begin upon the execution of the Notice of Grant Award (NOGA) or on January 1, 2024, whichever is later, and will conclude on December 31, 2025, for a 24-month Grant Period. Awarded Applicants will have obligations that extend beyond the Grant Period.

At THECB's sole discretion, the second year of funding (January 2025 - December 2025) is contingent upon the Awarded Applicant using the grant funds according to the grant agreement terms and conditions and meeting established benchmarks and deadlines in the first year (January 2024- December 2024) of the Grant Period.

### 2.3 SELECTION FOR FUNDING

The funding available to support SPP Grants in Fiscal Years (FY) 2024 and 2025 will be awarded to Applicants selected on a competitive basis. Criteria for evaluation and selection of Applications for Awards are described in Section 7.

### 2.4 APPLICATION TIMELINE

The application process for this RFA is anticipated to proceed according to the published application timeline. An anticipated Calendar of Events for the entire Grant Period is in Appendix B.

### Dates

December 13, 2023

December 19, 2023

### Application Steps

Application Deadline

THECB Announcement of Grant Awards

## 3. ELIGIBILITY REQUIREMENTS

### 3.1 ELIGIBLE APPLICANT

Entities in the following categories and located in Texas are eligible to apply for a Statewide Preceptorship Program Grant Award:

(a) An organization eligible to receive funds under this subsection must:

- (1) qualify for exemption from federal income tax under Section 501, Internal Revenue Code of 1986 (26 U.S.C. Section 501); or
- (2) be operated by a state accredited medical school as defined in Section 61.501(1) as well as the University of the Incarnate Word's school of osteopathic medicine.

See Appendix A, Definitions, for further description of the entities listed in (a) above.

### 3.2 ELIGIBLE PROJECTS

As defined in Section 1.2, applications submitted under this RFA must facilitate preceptorship experiences for medical students enrolled in Texas Medical Schools that offer early exposure to a primary care medical specialty in general internal medicine, family medicine, or general pediatrics that may positively influence future career decisions and practice patterns. Additionally, the applicant must ensure that all students participating in the program have indicated in writing an interest in a primary care career in the preceptorship specialty area.

### 3.3 PRIORITY PROJECTS Omitted as a Requirement.

### 3.4 MAXIMUM NUMBER OF APPLICATIONS PER APPLICANT

An Eligible Applicant may submit a maximum of one Application.

### 3.5 NOTICE OF INTENT TO APPLY

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



## 4. APPLICATION SUBMISSION

### 4.1 APPLICATION DEADLINE: 5:00 p.m. CT, December 13, 2023

Applications must be:

- completed according to the guidelines in Section 8
- submitted by an authorized agent of the Applicant entity
- submitted via email to MedEd@highered.texas.gov to the Point of Contact listed in Section 1.4.

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*Late or incomplete Applications will not be accepted. Applications submitted to an address different from MedEd@highered.texas.gov will **not** be accepted.*

*THECB will not accept mailed, hand-delivered, or faxed Applications.*

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Submission of an Application confers no rights of Applicant to an award or to a subsequent agreement if there is one. The issuance of this RFA does not guarantee that an agreement will ever be awarded. THECB reserves the right to amend the terms and provisions of the RFA, negotiate with Applicant, add, delete, or modify the agreement and/or the terms of Application submitted, extend the deadline for submission of Application, or withdraw the RFA entirely for any reason solely at THECB's discretion. An individual Application may be rejected if it fails to meet any requirement of this RFA. THECB may seek clarification and additional documentation from Applicant at any time, and failure to respond within a reasonable timeframe is cause for rejection of an Application.

### 4.2 THECB CONFIRMATION OF APPLICATION RECEIPT

THECB shall not be responsible for Applications that are captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by THECB or Applicant antivirus or other security software.

THECB will confirm Application receipt via email within **three (3)** state business days of receipt by THECB. If an Applicant does not receive such confirmation from THECB, contact the Point of Contact listed in Section 1.4 immediately. Applicant will be required to provide proof of timely submission of the Application.

### 4.3 COST OF APPLICATION PREPARATION

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

### 4.4 APPLICATION DELIVERY AND LATE APPLICATIONS

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

Applications shall be considered to be “on time” if they are received on or before the date and time of established deadlines. Applicant shall be solely responsible for ensuring that Application is received by THECB prior to the deadlines outlined in Section 4. 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 shall 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.

## 5. PROGRAM BACKGROUND

### 5.1 DETAILED PROGRAM OVERVIEW

In 2023, the 88th Texas Legislature appropriated \$4.85 million to support student preparation and education efforts at the medical school level. The programs provide support to Texas medical students to encourage them to choose primary care careers by offering an on-site experience in one of three primary care specialties: family medicine, general internal medicine, or general pediatrics.

The Statewide Preceptorship Programs in Family Practice, Internal Medicine, and Pediatrics have varying funding histories before appropriated funding resumed for the three programs in fiscal year 2016 to date.

The preceptorship program in family practice was established in 1978, and between 1981 and 2011, the Coordinating Board contracted with The University of Texas Health Science Center at Houston to administer the preceptorship program in family practice. In 1995, the family practice program served as a model for the development of the programs in internal medicine and pediatrics.

Between 1996 and 2011, the Coordinating Board contracted with two non-profit organizations—the Texas Chapter of the American College of Physicians and the Texas Pediatric Society—to establish, administer and manage the programs in internal medicine and pediatrics, respectively.

No appropriation was provided in fiscal years 2012 through 2015. During the years when no state funding was available, the Texas Academy of Family Physicians maintained the program with private funds and the Texas Chapter of the American College of Physicians continued the general internal medicine program. However, both programs served considerably fewer students during that period. The pediatric program had not been in operation since 2011.

Research shows that early exposure in a primary care medical specialty may positively influence future career decisions and practice patterns. Medical students typically participate in the preceptorship programs during the summer between their first and second year of medical school. The students work in practicing physicians' offices and experience the daily life and work of primary care physicians.

## 6. PROJECT REQUIREMENTS

### 6.1 FUNDING RESTRICTION

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

### 6.2 ALLOWABLE COSTS AND PROHIBITED COSTS

#### 6.2.1 Allowable Cost Categories.

Reasonable costs in the budget categories below are allowable:

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

**Student Stipends** – not less than 40 percent of the total annual budget.

**Travel** - Travel expenses are allowed for personnel conducting activities directly related to the grant project. These costs must be specifically identified and justified in the Application Budget, the Final Award Budget, or a budget subsequently approved by THECB via a Budget Change Request. Travel expenses must be consistent with state of Texas guidelines relating to type (transportation, lodging, meals), funding basis (actual cost, per diem, mileage), and reasonableness.

**Equipment, Maintenance, Operations, and Supplies.**

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

#### 6.2.2 Prohibited Costs.

The following types of costs shall not be included in the proposed budget or be paid with SPP Grant funds:

- Costs incurred prior to the Grant Period without written approval by the THECB;

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

### 6.2.3 Budget Changes

Submission of a Budget Change Request and THECB's prior written approval is required to allow changes to the budget categories, expenditures, or charge of the following costs to the grant:

- Domestic travel not specifically itemized in the Application Budget of the Final Award Budget;
- Other Direct Costs not specifically identified and justified in the Application Budget or the Final Award Budget;
- Budget transfers across the allowable budget categories listed in Subsection 6.2.1 that exceed \$161,666 (10%) of the total Grant Award during the Grant Period;
- Budget Change Request approval must be received in writing from the Point of Contact for the SPP.

## 7. AWARD SELECTION CRITERIA

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

This RFA is designed to issue Grant Awards that provide the best overall value to the state within the SPP. Selection criteria shall be based on eligibility requirements, and project

quality, as determined by reviewer criteria, and other factors, including past performance on THECB grants.

### 7.1 APPLICATION SCREENING

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

All incomplete, ineligible, or otherwise non-compliant applications will not be considered for funding. It is anticipated that THECB staff will notify Applicants eliminated through the screening process within 14 days of the submission deadline.

Each Application that passes the initial screening for completeness and eligibility will be further considered for award selection according to the funding priority categories and general selection criteria described in Sections 7.2 and 7.3.

### 7.2 PRIORITY CRITERIA FOR AWARD SELECTION

Omitted as a Requirement.

### 7.3 GENERAL CRITERIA FOR AWARD SELECTION

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

Applicants will be evaluated on the following criteria:

#### Program Summary (40 Maximum Points)

1. States program objectives that measure the progress toward the goal(s) of the program. Objectives should be specific and measurable. Applicants should include at least three program objectives and expected outcomes that support achievement of the program goal. (10)
2. Maximizes use of award funds budget to support medical students participating in, and only for activities related to, the preceptorship program. (5)
3. A plan exists to determine and document a student's required interest in a primary care career for eligibility to participate in the program. (5)
4. A viable and efficient plan to match and coordinate preceptorships in its medical specialty for all eligible Texas medical students, including allopathic and osteopathic medical students, from Texas Medical Schools as defined in the definitions section of this RFA, with eligible preceptors in its medical specialty statewide. (5)

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5. Has a plan to track the number of program preceptor matches, including data from participating medical schools, the number of participating medical students, and the number of participating preceptors. (5)
6. Has a plan to track the intended choice of graduate medical education specialty by preceptorship program participants after their graduation from Medical School. (5)
7. Program Timeline is reasonable and realistic. (5)

### Program Management (30 Maximum Points)

1. Collaborates and coordinates with communities to publicize participation of local-area students. Includes the number of medical school students projected to participate in each year of the Grant Period. (5)
2. Plan to coordinate the preceptorship program timeline for application opening and submission deadline with other statewide preceptorship programs in primary care medical specialties. (5)
3. Develops and maintains a faculty roster to serve as preceptors, provides faculty development for physicians who serve as preceptors, and provides basic guidelines for the preceptorship curriculum with the input of representatives from Medical Schools, as defined in RFA Definitions, Attachment A. (5)
4. Has a process to verify that students complete the rotation and are paid in a timely manner. (5)
5. Has a plan to actively seek available local and other support funds for the program and shall use these funds to supplement state funds allocated to the program. (5)
6. Provides participating medical students funds upon the completion of a four-week maximum preceptorship experience according to the following stipend amounts, (5):
  - a. Urban area, \$3,000.00
  - b. Rural, health professional shortage area, or medically underserved area, \$5,000.00

The medical student stipend may be prorated for a rotation having a duration shorter than four weeks. The four-week maximum preceptorship experience may be divided into non-consecutive weeks.

Reviewers will use the General Selection Criteria to score applications, as provided in Appendix B.

Reviewers will use the General Selection Criteria to score applications. The Application Evaluation Form is in Appendix C.

### 7.4 RECOMMENDATION FOR FUNDING

THECB staff shall make a recommendation of selected Applicants for approval funded to the consistent with THECB Rule 1.16.

## 8. APPLICATION FORMAT AND CONTENT

An Application must include the elements described in Subsections 8.1 through 8.8 of this RFA. The Application Forms are available on THECB's website: [www.highered.texas.gov/SPP](http://www.highered.texas.gov/SPP).

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

### 8.1 CERTIFICATION OF APPLICATION INFORMATION (FORM 1)

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

### 8.2 PROJECT NARRATIVE (FORM 2)

#### 8.2.1 Contact Information

Provide Applicant contact information. Provide Partner contact information (if applicable). Provide location information on the proposed program.

#### 8.2.2 Project Summary

The summary must identify the Project Goal Statement (see Section 8.3.1) and provide a brief description of the overall project plan.

#### 8.2.3 Description of Applicant and Partners

Provide information on Applicant and Partners (if applicable) expected to participate in the program/project, including expected detailed information on their roles and contributions. Clearly describe participants' level of commitment to the project, including percent of work allocated to project, if applicable. Include information about any third party or partner involvement. Provide clear explanation of relationship between Applicant and Partner, including whether the Applicant would delegate authority or responsibilities. Provide documentation per Section 8.7.

Provide information on facilities and service areas that would be used for the SPP.

### 8.2.4 Assessment of Need

Describe Need.

## 8.3 PROJECT WORK PLAN OR TIMELINE (FORM 3)

Project Work Plan should include the Project Goal Statement, objectives, activities, and outcomes. Generally, each objective would be supported by one or more activity, process, or deliverable. If the Applicant is selected for an Award, it is expected that the Project Work Plan will be more fully developed and expanded over the course of the grant period, in conjunction with project reporting and verification requirements.

### 8.3.1 Project Goal Statement

The Project Goal Statement shall identify the ultimate outcome of the project.

### 8.3.2 Major Project Objectives and Expected Outcomes

Major Project Objectives measure the progress toward the project goal. Objectives should be specific and measurable. Applicants should include at least three (3) project objectives and expected outcomes that support achievement of the project goal identified in Section 8.3.1. Any research or evidence to demonstrate likelihood of objectives being met should be included and referenced.

The expected outcomes should be clearly articulated, relate to the objective, and include appropriate measures for assessment of those objectives.

## 8.4 PROJECT EVALUATION

Project evaluation is incorporated into the Project Work Plan. Awarded Applicants must document status of expected outcomes during required project reporting. After the end of the funding period, Awarded Applicants must report on the final outcome of each identified project objective. Section 10 provides details on grant reporting requirements.

THECB may conduct an evaluation to assess the statewide effectiveness of the program/project.

## 8.5 BUDGET (FORM 4)

Applicant must complete the Budget. A separate budget must be submitted for each partner that would participate in SPP funding. The budget must include:



- A reasonable estimate of funds expenditures over the Grant Period;
- Amounts and justification of allowable funds expenditures by category and year (Refer to Section 6.2); and
- Any available matching funds by source and amount.

THECB shall negotiate a Final Award Budget with each Awarded Applicant.

### 8.6 FINANCIAL VIABILITY

Provide a financial statement for the Applicant for the previous two fiscal years (FY 2023 and FY 2022). This may be in the form of Applicant's most recent audited financial reports. Public institutions are exempt from this requirement.

### 8.7 EVIDENCE OF LEADERSHIP COMMITMENT

Provide documentation as evidence of program commitment of Applicant's Leadership. Such documentation should be in the form of Letters of Commitment from Applicant's senior management and, if applicable, from leadership of Applicant's facility and/or educational and community partners, as applicable.

### 8.8 ATTACHMENTS

Examples of other acceptable attachments include evidence of accreditation, letters of support, program director resume, and external review assessments. Individual attachments of unreasonable length are not acceptable. Picture, video, and audio attachments are not acceptable.

## 9. DISTRIBUTION OF AWARD FUNDS

### 9.1 ISSUANCE OF GRANT AWARD

Following all negotiations between THECB and Applicants and the announcement of awards, the Awarded Applicants will receive an electronic copy of THECB's Notice of Grant Award (NOGA, Appendix E), which will take effect on the day the NOGA is fully executed, or on January 1, 2024, whichever is later. Throughout this RFA, the terms "NOGA," "Award," and "Grant" are used interchangeably.

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

### 9.2 “DISCLOSURE OF INTERESTED PARTIES” REQUIREMENT

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

### 9.3 FUNDS DISBURSEMENT AND PAYMENT TERMS

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

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

After full NOGA execution and THECB receipt of the Disclosure of Interested Parties, as applicable, 50% of awarded funds are payable to enable Grantee to fully perform the Services described in its Application. The advancement of funds is necessary for performance under the grant program.

At THECB’s sole discretion, the second year of grant funding is contingent upon the Awarded Applicant using grant funds appropriately, meeting project benchmarks, and producing expected outcomes in the first year of the Grant Period.

Awarded Applicant must submit the Program Progress Reports and Interim Expenditure Reports by the deadlines established in Section 10 Monitoring and Reporting Requirements. The second-year funding of 50% percent of the award will be payable after approval and acceptance of these reports by THECB staff.

All grant-related expenses must be incurred on or prior to December 31, 2025. Any grant funds received by Grantee and not expended prior to the end of the Grant Period shall be returned to THECB within ninety (90) days, unless otherwise agreed by THECB and Grantee.

### 9.4 LAST DAY OF EXPENDITURES

All allowable grant-related expenses must be incurred on or before December 31, 2025. Expenses incurred after this date cannot be charged to the SPP.

### 9.5 RETURN OF FUNDS

Awarded Applicants shall return any unexpended funds to THECB within ninety (90) days after the end of the Grant Period unless otherwise agreed in writing by THECB and Grantee.

Any funds that were expended in violation of this Grant shall be refunded to THECB within thirty (30) days of THECB's notification of such prohibited expenditure or Grantee's loss of eligibility to receive grant funds under this Program.

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

Any overallocation of grant funds to Grantee shall be promptly returned to THECB.

### 9.6 GRANT EXTENSION

Extension of the Grant Period for the project may be granted at the sole discretion of THECB. An Awarded Applicant may be eligible to request a maximum 9-month no-cost grant extension to fully complete grant project activities and goals. Awarded Applicant must request an extension including a justification for such extension by email to the point of contact for Program Name no later than June 6, 2025. Extensions are subject to the availability of appropriated funds and to the eligibility requirements.

**If additional funding is available to support the SPP, THECB's Point of Contact will notify eligible Grantees. Additional documentation and/or work may be required.**

## 10. MONITORING AND REPORTING REQUIREMENTS

### 10.1 MONITORING

THECB staff shall monitor and oversee SPP progress and compliance through required reporting to ensure that grant commitments are fulfilled and that the financial matters related to the grant award are accurate and appropriate. Awarded Applicant shall be required to complete the program reports listed in Sections 10.2 and 10.3 for a program funded as a result of this RFA. THECB will provide a template and instructions for electronic submission for required reports.

If Awarded Applicant does not submit the required reports detailed in Sections 10.2 and 10.3 by the established deadline, and the Awarded Applicant has not been granted a submission extension, THECB reserves the right to require that all funds be returned. If a required report is not accepted by THECB, a deadline with instructions to resubmit an unaccepted report will be sent to the Awarded Applicant. Delinquent and unaccepted reports may affect Awarded Applicant's eligibility to receive further payments and/or receive future THECB grant awards.

### 10.2 PROGRAM NARRATIVE REPORTS

Awarded Applicant shall submit four written program reports as specified by THECB on or before the following dates:

1. Interim Program Report #1 due June 10, 2024,
2. Interim Program Report #2 due December 9, 2024,
3. Interim Program Report #3 due June 9, 2025, and
4. Final Program Report due January 14, 2026.

Program Reports will generally include, but may not be limited to:

- (a) The number of program preceptor matches, the number of participating medical students, and the number of participating preceptors;
- (b) Student participation by medical school in each fiscal year of the Grant Period;
- (c) Student participation by medical school (do not provide personally identifiable information on students);
- (d) Student and preceptor participation by preceptor location (rural or urban);
- (e) The intended specialty training of preceptorship participants; and
- (f) A description of efforts to secure local and other support for the program, including information on in-kind grants of supplies, time, and property allocated to the program.
- (g) Narrative status report on the development of the program.
- (h) Project Work Plan. The work plan submitted with the Applicant's Application shall be updated and supplemented for each interim report and for the final report.

### 10.3 FINANCIAL REPORTS

Awarded Applicant shall submit four financial expenditure reports to the Point of Contact due on or before the following dates:

1. Interim Expenditure Report #1 due July 15, 2024;
2. Interim Expenditure Report #2 due January 13, 2025;
3. Interim Expenditure Report #3 due July 14, 2025; and
4. Final Financial Report due February 9, 2026.

## 11. TERMS AND CONDITIONS

### 11.1 Termination

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

#### 11.1.1 Convenience of the State

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

#### 11.1.2 Termination for Cause

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

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

### 11.1.3 Abandonment or Default

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

### 11.1.4 Applicable Law and Conforming Amendments

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

### 11.1.5 Excess Obligations (Non-Appropriation)

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

### 11.1.6 Effect of Termination

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

### 11.1.7 Transfer of Duties

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

## 11.2 Amendment

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

## 11.3 Indemnification, Acts or Omissions

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

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

## 11.4 Sovereign Immunity

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

and specifically retain such immunity and all defenses available to them under Texas state laws or common law.

### 11.5 Assignment

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

### 11.6 Delegation or Subcontracting

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

### 11.7 Right to Audit and Records Retention

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

Grantee shall maintain its records and accounts in a manner which assures a full accounting for all funds received and expended by Grantee in connection with the Grant Project. These records and accounts (which includes all receipts of expenses incurred by Grantee) shall be retained by Grantee and made available for inspecting, monitoring, programmatic or financial auditing, or evaluation by THECB and by others authorized by law or regulation to do so for a period of not less than seven (7) years from the date of completion of the Grant Agreement or the date of receipt by THECB of Grantee's final claim for payment or final expenditure report or until any



litigation/billing issues are resolved, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed. Grantee shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the services provided in this Grant Agreement. Grantee and any subcontractors shall provide any Audit Entities with any information such entity deems relevant to any monitoring, investigation, evaluation, or audit.

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

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

### 11.8 Time and Effort Recordkeeping

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

### 11.9 Texas Grant Management Standards

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

### 11.10 Forms, Assurances, and Reports

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

### 11.11 Site Visits

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

### 11.12 Supplanting Prohibition

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

### 11.13 Carryover of Funds

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

### 11.14 Applicable Conditions and Uniform Assurances

The standard financial management conditions and uniform assurances set out in the RFA are applicable to all grants, cooperative agreements, contracts, and other financial assistance arrangements executed between state agencies, local governments, and any other sub-recipient not specifically excluded by state or federal law.

### 11.15 Child Support Obligation Family Code

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

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

### 11.16 Dispute Resolution

The dispute resolution process provided in Texas Government Code Chapter 2009 is available to the Parties to resolve any disputes arising under the Grant Agreement.

### 11.17 Public Disclosure

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

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

Should Awarded Applicant be contacted by any news media about any information, including results, findings, or reports regarding activities being conducted under this RFA, Awarded Applicant shall notify its THECB Point of Contact, when possible, before communicating with news media. If that is 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 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.

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

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

#### 11.18.1 Public Information Act

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

without THECB's prior written consent. Grantee will indemnify and hold harmless the state of Texas, its officers, and its employees and THECB, its officers, and its employees for any claims for damages that arise from the disclosure by Grantee of information also held by the state of Texas or THECB to which Grantee is privy under this Grant Agreement.

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

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

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

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

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

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

Grantee agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in FERPA (34 C.F.R. § 99.33(a)(2)) and with the terms set forth in Section 11, Terms and Conditions. FERPA, 34 C.F.R. § 99.33(a)(2), states that the officers, employees, and agents of a party that receives education record information from THECB may use the information, but only for the purposes for which the disclosure was made.

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

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

### **11.18.5 Prohibition on Unauthorized Use or Disclosure of CDI**

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

### **11.18.6 Return or Destruction of CDI**

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

### **11.18.7 Breach**

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

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

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

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

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

### 11.19 Infringements

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

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

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

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

### 11.20 Ownership/Work Made for Hire

For purposes of this Grant Award, the term "Work" or "Work Product" is defined as all work papers, work products, materials, approaches, designs, specifications, systems, software, programs, source code, documentation methodologies, concepts,

intellectual property, or other property developed, produced, or generated in connection with the work performed under the Grant Agreement.

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

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

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

### 11.21 Governing Law and Venue

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



### 11.22 Additional Grantee Responsibilities

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

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

### 11.23 Conflict of Interest

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

### 11.24 Disclosure of Interested Parties

THECB may not execute a grant valued at \$1 million dollars or more until the Business Entity has presented a certificate disclosing interested parties. "Business Entity" is defined as an entity (other than a governmental entity or state agency) through which business is conducted, regardless of whether the entity is for-profit or nonprofit. The Texas Ethics Commission has an online portal for vendors/grantees. Grantees will need to create a username and password to complete the "Certificate of Interested Parties" form. After the form has been completed, print and sign the form before sending a final copy to THECB at [Procurement@highered.texas.gov](mailto:Procurement@highered.texas.gov). The Texas Ethics



Commission portal link can be found at:  
<https://www.ethics.state.tx.us/filinginfo/1295/>.

### 11.25 Financial Interests and Gifts

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

### 11.26 Antitrust

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

### 11.27 Equal Opportunity

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

### 11.28 Independent Contractor

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

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

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

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

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

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

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

GRANTEE AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THECB, THE STATE OF TEXAS AND THEIR OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, ASSIGNEES AND DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS' FEES, AND EXPENSES, RELATING TO TAX LIABILITY, UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION IN ITS

PERFORMANCE UNDER THIS GRANT AGREEMENT. GRANTEE SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE THE ATTORNEY GENERAL OF TEXAS IF THECB AND/OR THE STATE OF TEXAS AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, OTHER CONTRACTORS, ASSIGNEES, AND DESIGNEES ARE A NAMED DEFENDANT IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE OF THE OFFICE OF THE ATTORNEY GENERAL OF TEXAS. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

Applicant shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any court, administrative body, or tribunal in any matter affecting the performance of the Grant Agreement, including, if applicable, workers' compensation laws, compensation statutes and regulations, and licensing laws and regulations. Upon THECB's request, Grantee shall furnish THECB with satisfactory proof of its compliance.

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

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

### **11.32 Buy Texas**

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

### **11.33 Provision of Services**

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

### **11.34 Force Majeure**

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

### 11.35 Notice

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

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

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

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

### 11.36 False Statements; Breach of Representations

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

### 11.37 Severability and Waiver

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

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

### 11.38 Human Trafficking Prohibition

"Under Section 2155.0061, Texas Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive

the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.” Tex. Gov’t Code § 2155.061.

### 11.39 Foreign Terrorist Organizations

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

### 11.40 System for Award Management

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

### 11.41 Notification of Grant Agreement

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

THECB will send notification to the key personnel’s employer if the personnel are otherwise employed outside of their contracted work with THECB.

### 11.42 Insurance

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

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

Minimum Required Amounts of Insurance Coverage	
Type of Insurance	Each Occurrence/Aggregate
<i>Workers’ Compensation</i>	Statutory Limits
<i>Employer’s Liability</i>	

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

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

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

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

Grantee shall:

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

- (3) Deliver to THECB by e-mail at [Procurement@highered.texas.gov](mailto:Procurement@highered.texas.gov) and by U.S. First Class Mail to 1801 N. Congress Ave., Suite 12.200, Austin, Texas 78701, all renewal policies at least ten calendar days prior to any expiration of a required policy. All renewal policies and corresponding certificates of insurance must meet all terms set forth in the Grant Agreement.

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

### 11.43 Debts and Delinquencies to the State

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

### 11.44 Deceptive Trade Practices; Unfair Business Practices

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

### 11.45 Suspension and Debarment

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

### 11.46 Excluded Parties

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

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

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

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

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

### 11.48 Drug-Free Workplace

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

### 11.49 No Commissions

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

### 11.50 Applicable Taxes

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



### 11.51 Electronic and Information Resources Accessibility Standards

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

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

### 11.52 Smoking Policy

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

### 11.53 Substitutions

Substitutions are not permitted without THECB's written approval.

### 11.54 Grantee Information Responsibilities

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

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

### 11.55 Cybersecurity Training

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

### 11.56 Disaster Recovery Plan

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

### 11.57 Entire Agreement and Order of Precedence

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

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

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

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

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

## Appendix A: RFA DEFINITIONS

The following definitions shall apply:

1. **Applicant** – An eligible organization or other entity, as defined in Section 3 of this RFA, submitting an Application in accordance with the terms and conditions of this RFA.
2. **Application** – The final document submitted by an Applicant to THECB in response to and in accordance with the terms of this RFA.
3. **Awarded Applicant** – The successful recipient ultimately awarded a Grant by THECB who is responsible for performing all activities required to fully comply with Grant performance requirements and all Grant terms and conditions.
4. **Health Professional Shortage Area** – geographic areas, populations, or facilities that have a shortage of primary, dental, or mental health care providers.
5. **Medical School** – the medical school at The University of Texas Health Science Center at Houston, the medical school at The University of Texas Southwestern Medical Center, the medical school at The University of Texas Health Science Center at San Antonio, The University of Texas Medical Branch at Galveston, the medical school at The University of Texas at Austin, the medical school at The University of Texas Rio Grande Valley, the medical education program of The University of Texas Health Science Center at Tyler, the medical school at the Texas Tech University Health Sciences Center, the medical school at the Texas Tech University Health Sciences Center at El Paso, the Sam Houston State University College of Osteopathic Medicine, the University of Houston College of Medicine, the Baylor College of Medicine, the college of osteopathic medicine at the University of North Texas Health Science Center at Fort Worth, the medical school at the Texas A&M University Health Science Center, or the school of osteopathic medicine at the University of the Incarnate Word.
6. **Medically Underserved Area** geographic areas and populations with a lack of access to primary care services.
7. **NOGA** – Notice of Grant Award – Term applied to the official document used by THECB to notify grantees that funding has been approved. NOGAs include such information as award amount, project and budget periods, and specific award terms and conditions. The NOGA creates a legally binding agreement between the parties and incorporates the RFA and the Application into the agreement. Throughout this RFA the terms “NOGA,” “Grant Agreement,” and “Grant” are used interchangeably.
8. **Preceptor** – A skilled and experienced physician who serves as a mentor to medical students in accordance with terms and conditions of this RFA.
9. **Rural** – A geographical area located in a non-metropolitan county, or an area located in a metropolitan county.
10. **State Fiscal Year** – The period of time beginning on September 1 and ending on August 31 of

the following year, both dates inclusive.

11. **State of Texas Business Days** – Monday through Friday, 8:00 a.m. to 5:00 p.m. CT, except for scheduled state of Texas and national holidays.
12. **THECB** – The Texas Higher Education Coordinating Board, a Texas state agency.
13. **Urban** – Metro area with a core of 50,000 or more population.

## Appendix B: CALENDAR OF EVENTS

November 2023	Request for Applications Published
December 13, 2023	Application Deadline
December 2023	THECB Announces Grant Awards
December 2023	Execution of Grant Agreement Begins
January 1, 2024 *	Grant Period Begins
June 10, 2024	First Program Report is Due to THECB
July 15, 2024	First Interim Expenditure Report is Due to THECB
December 9, 2024	Second Program Report is Due to THECB
January 13, 2025	Second Interim Expenditure Report is Due to THECB
June 9, 2025	Third Program Report is Due to THECB
July 14, 2025	Third Interim Expenditure Report is Due to THECB
December 31, 2025	Grant Period Ends - Last Day to Expend Grant Funds
January 14, 2026	Final Program Report Due to THECB
February 9, 2026	Final Expenditure Report is Due to THECB
March 31, 2026	Last Day to Submit Unexpended Grant Funds Due to THECB (within 90 days of Grant Period, unless otherwise agreed by THECB and Grantee)

\*Grant Period begins January 1, 2024 or upon execution of Notice of Grant Award, whichever is later.


## Appendix C: APPLICATION EVALUATION FORM

Statewide Preceptorship Program Evaluation Form	Maximum Points	Points Awarded
<b>Program Summary (40 Maximum Points)</b>		
Program Goal(s), Objectives, Expected Outcomes, Assessment	10	
Budget Allocation	5	
Documented Required Interest in a Primary Care Career	5	
Plan to Match and Coordinate Preceptorships for All Eligible Texas Medical Students	5	
Tracking Plan for Preceptor and Student Matches	5	
Tracking Plan for Post-Graduation Intended Specialty of Participants	5	
Realistic Timeline/Work Plan	5	
<b>Program Management (30 Maximum Points)</b>		
Promotion (including with local communities), Recruitment, and Student Projection Total	5	
Medical Specialty Statewide Matching Coordination Plan	5	
Plan to Develop/Build Upon and Retain Preceptors	5	
Student Rotation Completion Verification Data	5	
Other Funding Activities Initiated	5	
Four-Week Total Maximum Preceptorship per Stipend Amounts	5	
<b>Grant Total Points Awarded</b>	<b>70</b>	

## Appendix D: CHECKLIST OF REQUIRED FORMS AND ATTACHMENTS

Required Information (RFA Section)	Application Form / Attachment
APPLICATION THAT INCLUDES CERTIFICATION OF APPLICATION INFORMATION (8.1)	Application Form (located on <a href="http://www.highered.texas.gov/SPP">www.highered.texas.gov/SPP</a> ) Form 1 – Certification
PROGRAM NARRATIVE (8.2)	Form 2 – Program Narrative
PROGRAM WORK PLAN (8.3)	Form 3 – Program Work Plan
PROGRAM BUDGET (8.5)	Form 4 – Program Budget

## Appendix E: SAMPLE NOTICE OF GRANT AWARD

		THECB Award Number: {XXXX} Appropriation Year (AY): 2024	
<b>Notice of State Grant Award to {contracted_party}</b>			
Grantee Name and Address:  {contracted_party} {contractedPartyAddress} {contractedPartyCity}, {contractedPartyState} {contractedPartyZip}		Grant Title: Statewide Preceptorship Program	
		Amount of Award: \$	
		Division: 070 Academic Quality and Workforce	
		Term of Grant: <b>Upon Execution of the NOGA or January 1, 2024, whichever comes last – December 31, 2025</b> All funds must be incurred by December 31, 2025	
		Payment Method: Funds are payable after execution of the NOGA 50 percent payable upon execution. Fifty percent payable upon receipt and approval by THECB staff of the 2 <sup>nd</sup> financial report due January 13, 2025, as detailed in the RFA. The advancement of funds is necessary to enable the Grantee to fully perform the Services described in its Application. All funds will be disbursed using AY 2024 funds.	
<b>Authority: Authority: Texas Education Code § 58.006; 88th Leg., R.S., H.B. 1, G.A.A., Article III, Rider 45 Statewide Preceptorship Program</b>			
<p>The Texas Higher Education Coordinating Board's (THECB) and Grantee's (collectively, referred to as "the Parties") execution of this Notice of Grant Award creates a legally binding agreement between the Parties. The Program requirements (e.g., objectives, scope, budget, methodology) as stated in (1) the original Request for Applications (RFA) including any addenda issued, (2) addenda to Grantee's Application (if any), and (3) Grantee's Application are incorporated into and made a part of this Notice of Grant Award for all purposes, supersede any prior or contemporaneous understandings between the Parties pertaining to the subject matter herein whether oral or written, and collectively constitute the entire agreement between the Parties. In the event of a conflict in the language contained in the incorporated documents, conflicts shall be resolved by reference to the language contained in the documents in the order listed above.</p> <p>Any changes in the approved Grant must follow THECB's amendment process as defined in the RFA. If not a strictly reimbursable award, any funds received by Grantee and not expended prior to the end of the grant term indicated above shall be returned to THECB within ninety (90) calendar days unless otherwise agreed by THECB and Grantee.</p>			
Signed by THECB Official:		Signed by Grantee Official:	
{sign Contact} {sign Contact title}		{signed_by} {signed_by title}	
Date:		Date:	