

FY 2026-2027

Perkins Basic Orientation

May 13, 2026

Basic Orientation Agenda

- Staff Introductions
- Greetings on Behalf of Dr. Tina Jackson, Assistant Commissioner
- Purpose for Orientation
- What's New?
- Application Checklist
- Local Application Questions
- Performance Improvement Plans
- Local Use of Funds
- Project Goals and Outcomes
- Short Break
- Grant Budget Tracker
- Avoiding Re-Openings
- Final Q&A
- Adjourn

Zoom Meeting Reminders

- The training is being recorded and will be available, along with the presentation, on the THECB Perkins page in the coming days.
- Please use the Q & A option for all questions.
- There is time allocated after each section of the presentation for responses to questions.
- If there is a question, we are unsure of, it will go into the “parking lot”, and we will respond to it at a later date.

Community & Technical College Staff Introductions

Mindy Nobles

- Director, Community and Technical Colleges, Workforce Education Division
- 13 years with THECB
- 20 years prior experience with Community and Technical Colleges
- Professional mission:
 - Advancing student equity
 - Advancing career and technical education
 - Supporting the community college mission



Melinda Valdez

- 24 years in K-12 and Higher Education
- 16 years with THECB in Academic Planning & Policy and Academic Affairs before joining Workforce Education in May 2026
- OCTAE internship & postdoctoral fellowship on community college leadership



Duane Hiller

- Received his MS in Chemistry from Boston College in 1995
- Started working at the THECB as an Administrative Assistant temp in March 1996
- Worked as a Data Analyst when the first WECM courses were created in 1997
- Going through his eighth version of the Guidelines for Instructional Programs in Workforce Education (GIPWE)



Tanisha Shorter-Lott

- Over 20 years' experience in education (17 of those were within the community college setting)
- Has served in the areas of admissions, advising, dual enrollment, early college high school and career and technical education for high school and college students
- Served as adjunct faculty member in Management



Erin Sarbinoff

- Joined THECB's Workforce Education Team in 2022.
- Has over 15 years of experience in higher education working in student facing roles.
- Current hobby: playing video games.



Greetings



on behalf of
Tina Jackson, Ph.D.,
Assistant Commissioner, Workforce Education

Purpose for Orientation for the 2026-2027 Perkins Basic Grant

Purpose of this Orientation

- This webinar aims to offer direction to institutions receiving Perkins Grants on how to prepare a comprehensive Perkins V Postsecondary Grant Application for approval from the Texas Higher Education Coordinating Board.

Purpose of Perkins V

- Perkins V aims to enhance the academic knowledge, technical skills, and employability of students in postsecondary education who enroll in career and technical education (CTE) programs and programs of study. It challenges institutions to enhance their programs, preparing individuals for the demands of a technologically advanced society.
- Perkins funding is designed to support the improvement of CTE programs, enhance program quality, and strengthen institutions' efforts in preparing CTE participants with high-skill, high-wage, in demand careers.

“Friendly Reminders” for the 2026-2027 Perkins Basic Grant

What's New?

- **Grant Management System (GMS);** FY27, THECB will move to FLUXX to manage our Perkins Basic Grant. All applications will be submitted in GMS
- **Final Report Instructions;** the final report will be available June 1, 2026
 - [Final Report Submission Instructions](#)
- **Perkins V Data Dashboard (Aggregated);** dashboard allows users to explore educational and workforce outcomes for Texas postsecondary students enrolled in Career and Technical Education (CTE) programs.
 - [Perkins V Data Dashboard](#)

Friendly Reminders

- **Equipment Purchases (Schedule C) should have been made by April 30.**
- **Amendments** must be submitted through the Perkins Portal. Last day to submit an amendment is **June 1**.
- **No Request for Application (RFA) will be issued**; instead, each college will receive a grant agreement.
- **Only a Final Report is required**; there are no Mid-year reports.
- **Expenditure Reporting is on a quarterly basis** (December 10, March 10, June 10, and September 15)
- **SAM.gov Registration** must be ACTIVE.

Applicant Checklist for the 2026-2027 Perkins Basic Grant

Applicant Checklist for Perkins Funding

- ✓ **Completed and Approved Comprehensive Local Needs Assessment (CLNA)- Completed March 30, 2026**
- ✓ **Local Application - To be completed in [GMS](#) - Due July 10, 2026**
 - ✓ Statement of Provisions and Assurances
 - ✓ Local Application Questions
 - ✓ Performance Improvement Plan
 - ✓ Local Uses of Funds
 - ✓ Project Goals and Outcomes
 - ✓ Budget
- ✓ **Additional Documentation - Due July 10, 2026**
 1. Application Cover Page – Applicants are required to download, sign, and submit this page as part of the application process.
 2. Federal Certification Forms – Applicants are required to download, sign, and submit these forms as part of the application process.
 3. To access the Application Cover Page and Federal Certification Forms, kindly visit the [Perkins Basic Grant page](#) where you can find them listed in the *Application Cover Page and Certification Forms Heading*
 4. All forms are required to be submitted online at this link: [GMS](#)

How to Fill Out Application for the 2026-2027 Perkins Basic Grant

GMS Landing Page

Texas Higher Education COORDINATING BOARD

Texas Higher Education Coordinating Board

Login (all fields required)

Username

[Forgot Password?](#)

New to the Online Portal?

Create Your Organizational Profile

To be considered for funding, the first step is to introduce yourself and tell us about your organization. Please click the "Create Account" button below to start.

You will then receive an automated email notification with the login information granting you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

Please visit THECB website (<https://www.highered.texas.gov/institutional-grant-opportunities>) for a current list of grant opportunities.

 FLUXX

[Privacy Policy](#) [Accessibility](#)

Registration

1. Visit the THECB Online Grants Portal at thecb.fluxx.io
2. Click **Create Account**.
3. Enter basic information about you and your organization.
4. Click **Submit Request**.
5. Once approved, you will receive an email with an assigned username and a link to set up a password.



Each college will submit a single application in GMS. The individual responsible for creating the application account will then add the second Perkins staff member (if applicable), as well as the President/CEO/Chancellor and Chief Financial Officer.





If multiple users will be contributing to a single application, a representative of the organization should start the application then add the additional users to the application



Getting Started

- All grant activities will take place in the [THECB Online Grants Portal \(GMS\)](#).
- Our Online Grants Portal software, Fluxx, is configured to work optimally in the [Google Chrome](#) browser.
- **Don't lose your data!**
 - Save often. GMS does not auto-save.
 - When editing, always save your application or report before returning to the main page.
 - Only click the "Submit" button when the page is complete. Once you submit, you will no longer be able to edit.
- If an application or report form is non-responsive, try clicking **Save**, then **refresh** the page.

Portal Symbols

	Click the gear icon at the bottom of the left-hand menu to change your password or log out of the grants portal.
	An orange circle with a number inside will appear to the left of a section when updates are made.
	Click the green plus sign (+) to add certain information or upload documents when applicable.
	Click the red minus sign (-) to delete certain information or documents when applicable.

Online Portal (GMS) Preview

Once you're logged into the [portal \(GMS\)](#), you will see this screen.



Navigate the portal using the left-hand menu.

The screenshot displays the Texas Higher Education Coordinating Board Online Grants Portal interface. The left-hand navigation menu is highlighted with yellow boxes and blue callout boxes. The main content area shows a 'WELCOME' message and a list of grant programs currently within the portal, including Texas Reskilling and Upskilling Through Education Grant Program (TRUE), Graduate Medical Education Expansion Grant Program (GME Expansion), and Faculty Retention/Recruitment Grant Program (FRRP).

Navigation Callouts:

- Read FAQs (points to the 'FAQs' link in the 'Grantee Portal' section)
- View Your Organization Information (points to the 'Organizations (1)' link in the 'ORGANIZATIONS (1)' section)
- View or Edit Your User Profile (points to the 'People (1)' link in the 'PEOPLE (1)' section)
- View or Apply for Grants (points to the 'Grant Opportunities (2)' link in the 'GRANT OPPORTUNITY (2)' section)
- Change Password or Log Out (points to the 'FLUXX' logo and settings icon at the bottom of the menu)

How to Add Users to an Application

1. While the application is in **edit-mode**, navigate to the *Organization & Contact Information* section and click **Add New** to the right of the appropriate contact type.
2. Complete the *Add New* form then click **Save**.
3. Instruct your contact to visit thecb.fluxx.io and click **Forgot Password?**
4. The contact will be prompted to enter their email address and click **Submit**.
5. The contact will receive an email with a link to reset their password. Once completed the user will have access to the [portal](#).

1

Organization & Contact Information

Organization Name*

Department/Location (if applicable)

Program Director* **Add New**

Grant Agreement Signature Authority* **Add New**

Residency Coordinator* **Add New**

Chief Executive Officer* **Add New**

2

Add New

Table of Contents

- Contact Information

*Required fields are in bold with an asterisk**

Contact Information

Prefix

First Name*


Last Name*

Email*

Title*

Save

Note that **only one user can edit** an application at a time.



3

Login (all fields required)

Username

Password

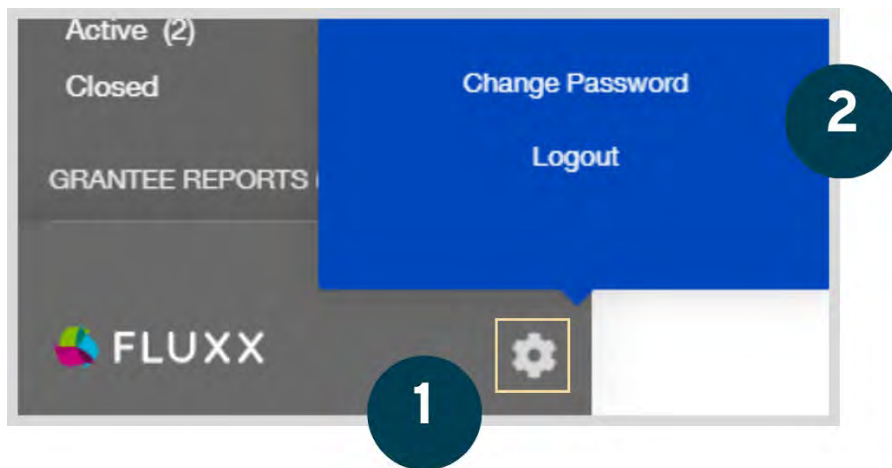
Sign in

Forgot Password?

Logging Out & Changing Your Password

Logging Out

1. Click the gray **gear icon** at the bottom of the left-hand menu.
2. Click **Logout**.



Changing Your Password

1. Click the gray **gear icon** at the bottom of the left-hand menu.
2. Click **Change Password**.
3. Fill in your current and new passwords, then click **Change Password**.

After you've successfully reset your password, you'll be redirected to the login page where you will be required to log in again.

How to Apply

1. Once approved, enter your login information to access the [THECB Online Grants Portal \(GMS\)](#).
2. Navigate the portal using the left-hand menu.
3. To start an application, click on **Grant Opportunities** and select the applicable opportunity
4. Scroll down and click the green **Apply to...** button.

Continued on next slide. →



Note: If multiple users will be contributing to a single application, a representative of the organization should start the application then add the additional users to the application.

1 Login (all fields required)
Username:
Password:
Sign in
Forgot Password?

2 Texas Higher Education COORDINATING BOARD
All
INFORMATION
Grantee Portal
FAQs
ORGANIZATIONS (1)
Organizations (1)
Additional Information Requested
PEOPLE (1)
People (1)
GRANT OPPORTUNITY (3)
Grant Opportunities (3)
APPLICATIONS (3)
Draft Applications
Clarification Requested
Submitted Applications (3)
GRANTS (2)
Active (2)
Closed
GRANTEE REPORTS (1)

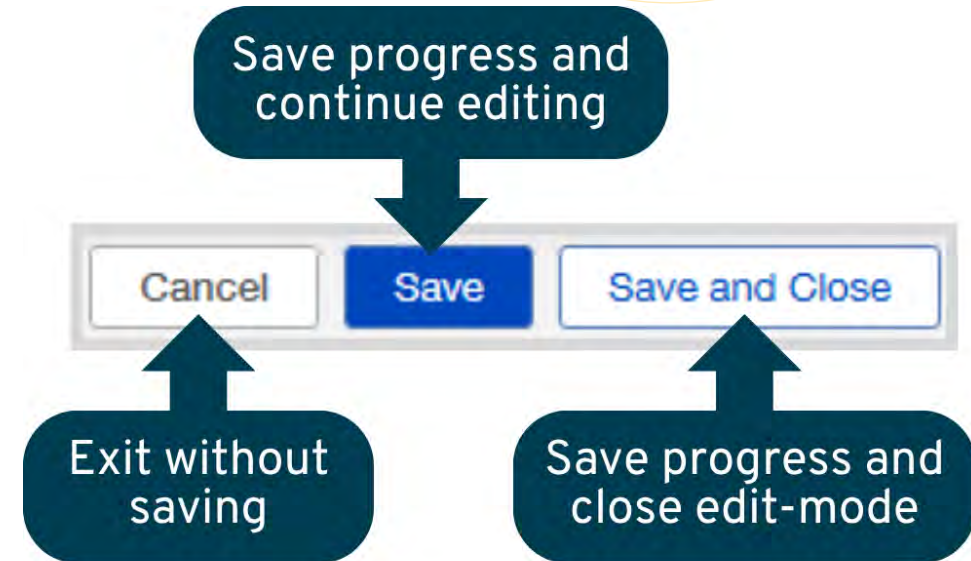
3 Texas Higher Education COORDINATING BOARD
Search...
Reference Num: [redacted]
Program: [redacted]
Appropriation Year: [redacted]
Type of Opportunity: [redacted]
THECB Contact: [redacted]
Status: Published
Reference Num: [redacted]
Program: [redacted]
Appropriation Year: [redacted]
Type of Opportunity: [redacted]
THECB Contact: [redacted]
Status: Published
Reference Num: [redacted]
Program: [redacted]
Appropriation Year: [redacted]
Type of Opportunity: [redacted]
THECB C [redacted]
Status: Published

4 Apply to ...

How to Apply (cont.)

5. A new application will open in edit-mode.
Cancel will exit edit-mode *without* saving any progress.
Save allows you to save your work and continue entering information.
Save and Close will save your work and close the current application.

Continued on next slide. →



 **Save often!** Fluxx does not auto-save.

How to Apply (cont.)

6. To access an application that you have started but not submitted, navigate to **Draft Applications**.
7. To edit an application, click **Edit** located at the top right corner.
8. To submit an application, click **Save and Close**, then **Submit**. *Once submitted, you cannot make changes to the application.*



Tip: Review your application *carefully* before submitting. **Once submitted, you cannot make changes to it.**

6 Texas Higher Education COORDINATING BOARD
All
APPLICATIONS (1)
Draft Applications (1)
Clarification Requested
Submitted Applications

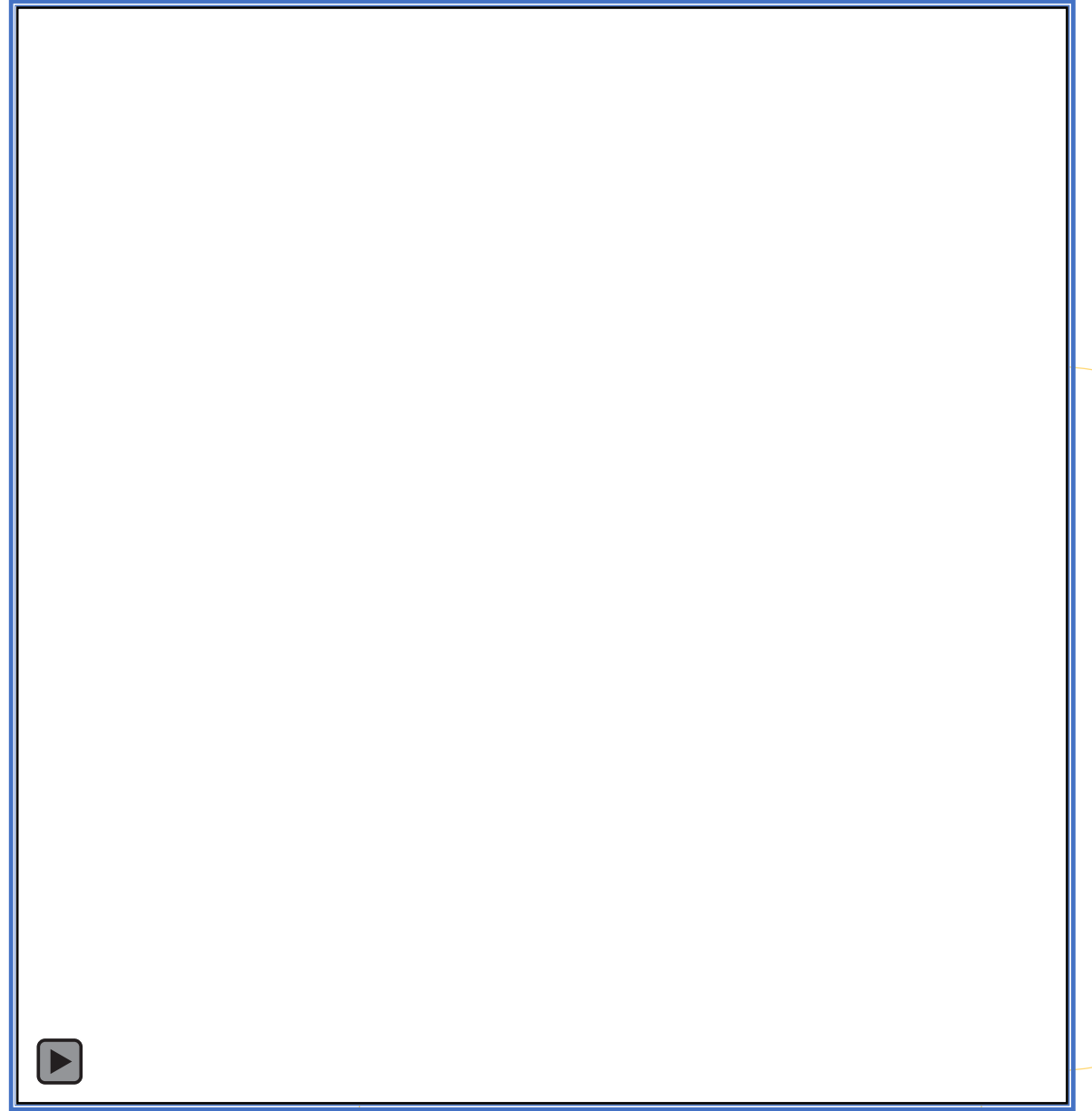
7 Search...
UNIV [redacted]
ID: [redacted]
Status: Draft
Edit

8 Cancel Save Save and Close Submit

Local Basic Application Guide and Questions for the 2026-2027 Perkins Basic Grant

Application Questions

- **There are 10 Local “Basic” Application Questions**
 - These questions will tie to the institutions' approved CLNA.
 - Use your CLNA to answer the 10 questions
 - There is a local “basic” application questions word document provided for you to fill out before you enter your information into the Perkins Portal as a planning tool.



Local Application Guide

- [Local Application Guide](#)



Performance Improvement Plans (PIP) for the 2026-2027 Perkins Basic Grant

Performance Improvement Plan

If a postsecondary institution falls below 90% of the approved target for a state -determined core indicator, it must create and execute a program performance improvement plan.

The institution is obligated to develop an improvement plan (IP) for each performance indicator in which it fails to achieve at least 90% of the state -determined performance level (SDPL) and submit it with their Perkins local application.

Performance Improvement Plan (PIP)

For the XXXX-XXXX application, a Performance Improvement Plan (PIP) is required for any of the three Perkins V federal core indicators of performance for which the institutional performance is less than 90% of the statewide target. Institutions will use the institutional data provided in the secure

Perkins Core Indicator 1P1: Postsecondary Retention and Placement

The percentage of CTE concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education, are in advanced training, military service, or a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.), are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are placed or retained in employment.

Based on the most recent institutional data provided to the applicant in the secure MOVEit Portal, the institutional performance for 1P1 is equal to or greater than 90% of the state target for this core indicator.*

- False
- True

Perkins Core Indicator 2P1: Earned Recognized Postsecondary Credential

The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within 1 year of program completion.

Based on the most recent institutional data provided to the applicant in the secure MOVEit Portal, the institutional performance for 2P1 is equal to or greater than 90% of the state target for this core indicator.*

- True
- False

Perkins Core Indicator 3P1: Non-Traditional Program Enrollment

The percentage of CTE concentrators in career and technical education programs and programs of study that lead to non-traditional fields.

Based on the most recent institutional data provided to the applicant in the secure MOVEit Portal, the institutional performance for 3P1 is equal to or greater than 90% of the state target for this core indicator.*

- True
- False

Short Break (5 minutes)

Local Use of Funds for the 2026-2027 Perkins Basic Grant

Local Use of Funds

Table 5. Required Use of Funds

Use of Funds	Are Funds Aligned with Application?
1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in career and technical education programs, to assist them in making informed plans and decisions about future education and career opportunities and programs of study.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
2. Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance, and academic counselors, or paraprofessionals.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
3. Provide within career and technical education the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
4. Support integration of academic skills into career and technical education programs and programs of study.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
5. Plan and conduct elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement in the local levels of performance established by Perkins V, Section 113.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
6. Develop and implement evaluations of the activities conducted with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required by Perkins V, Section 134(c), and the local report required by Section 113(b)(4)(B).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Local Use of Funds

Each eligible recipient that receives funds under this part shall use such funds to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive needs assessment described in Perkins V, Sections 134(c) and 135(b). Identify which funds are aligned with the application for the six Local Use of Funds items:

Local Use of Funds Item 1: Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in career and technical education programs, in making informed plans and decisions about future education and career opportunities and programs of study.
Are funds aligned with application?*

- Yes
 No
 N/A

Local Use of Funds Item 2: Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance, and academic counselors, or paraprofessionals.
Are funds aligned with application?*

- Yes
 No
 N/A

Local Use of Funds Item 3: Provide within career and technical education the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations.
Are funds aligned with application?*

- Yes
 No
 N/A

Local Use of Funds Item 4: Support integration of academic skills into career and technical education programs and programs of study.
Are funds aligned with application?*

- Yes
 No
 N/A

Local Use of Funds Item 5: Plan and conduct elements that support the implementation of career and technical education programs, and programs of study, that result in increasing student achievement of the local levels of performance established under section 113.
Are funds aligned with application?*

- Yes
 No
 N/A

Local Use of Funds Item 6: Develop and implement evaluations of the activities conducted with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B).
Are funds aligned with application?*

- Yes
 No
 N/A

Project Goals and Outcomes for the 2026-2027 Perkins Basic Grant

Project Goals & Outcomes

Perkins Project Goals (Max 5)

- Step 1: Identify up to 5 goals based on CLNA data, focusing on high-need programs.
- Step 2: For each goal, specify programs, reasons, student impact, Core Indicators, and funds used.
- Step 3: Set clear, measurable objectives.
- Step 4: Include current data and set realistic improvement targets.
- Step 5: Review and refine objectives for clarity and achievability.

Key points:

- Max 5 goals, 1 must target special populations
- Goals align with CLNA & Core Indicators
- Multiple objectives per goal



Project Goals and Outcomes continued

- **Step 4: Example**
- Please be aware that the examples given below are just for showing how to create measurable objectives with numbers and the level of detail needed for this section. They might not be suitable for your specific institution or goals.

Measurable Objective (s)	Current Data Points	Aspirational Data Points
Example: Improve the nursing program retention rate from 85% to 90%.	In the 2025 Grant Year, the program maintained a retention rate of 85%, keeping 85 out of 100 students.	In the 2026 Grant Year, the program strives to retain 90 out of 100 students, achieving a retention rate of 90%.
Example: The objective of the Automotive Technology program at the college is to acquire [new equipment item] to benefit student use.	The 2025 CLNA showed that we need the item, but the program didn't have it last year, so we don't have any starting data yet.	In the 2026 Grant year, five sections of Auto 101 will have the new equipment. Each section has 20 students, so 100 students will use it. Out of these, 75% of students will show their proficiency through [a certain test or portfolio project].

Project Goals and Outcomes continued

RECAP

Goals & Objectives

Maximum 5 Goals

One (1) Goal must address Special Student Populations

Goals Include Core Indicators of Performance :

- Postsecondary Retention and Placement;
- Earning of Postsecondary Credentials and;
- Non-traditional Program Enrollment.

Each Goal may have numerous objectives

Objectives should be **AMBITIOUS** but **REALISTIC & OBTAINABLE**

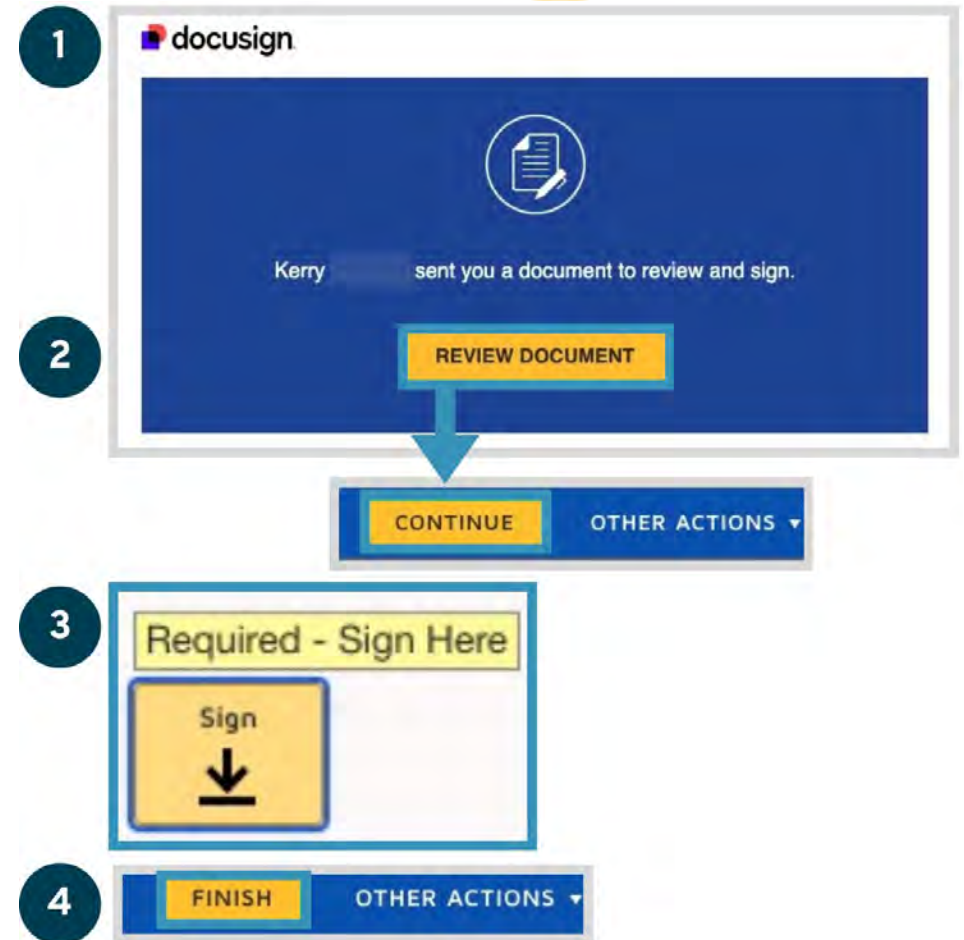
Signing a Grant Agreement with DocuSign

If your application is selected for an award, you will sign a Grant Agreement via DocuSign.

1. Open the DocuSign email you received.
2. Click **Review Document**, then **Continue**.
3. If the grant agreement is correct, follow your college's internal procedures to obtain required signatures.
4. Click **Finish** to complete the document.
5. Once the document is signed by all parties, including THECB signatories, appropriate college staff will receive a link to the executed grant agreement. You will also be able to view it under "Active Grants" in the THECB Online Grants Portal.



If you can't find the DocuSign email, follow the solution steps in [this support article](#).



**Short Break (5 minutes),
if needed**

Perkins Budget Basics

Reference: [Budget Planning Guide](#)



Grantee Budget Tracker (GBT)

Grantee Budget

▼ **Quick Grant Budget Tracker (GBT) Guide**

Periods

- Add a period and enter the reporting period dates for each expense reporting period. Reference the grant opportunity reporting schedule for details.
- Click the plus sign (+) next to "Period #" to add the applicable amount of reporting periods.

Budget Categories


- THECB Grants Management System (GMS) Grant Budget Tracker (GBT) categories are in alignment with Uniform Guidance: **2 CFR Part 200 Subpart E -- Cost Principles**, as outlined in 2 CFR, Part 200, and the Texas Comptroller's TxGMS developed under the authority of Gov't Code Ch. 783 to promote the efficient use of public funds in local government and in programs requiring cooperation among local, state, and Federal agencies.

Line Items

- Fill in the following columns, per line item: Line Item (description), Budget Category, Requested (\$ per reporting period).
- Click "+ Line Item" to add the applicable amount of line items.

▼ **Grant Budget Tracker**

Budget not yet added

Edit 

Click **Edit** button to open Grant Budget Tracker (GBT).



Grant Budget Tracker (GBT)

The screenshot displays the 'Edit Budget' interface. On the left, there is a list of line items with expandable arrows and a '+ Line Item' button. A red box labeled '1' highlights this area. In the center, a 'Budget Category' dropdown menu is open, showing a list of categories such as 'Advertising and public relations > Public Relations', 'Compensation - Personal Services > Faculty Compensation', and 'Materials and supplies costs, including costs of computing > Instructional Software'. A red box labeled '2' highlights this dropdown. To the right, a table with columns 'Period 1', 'Requested', 'Percentage', 'Grantee Comments', and 'Staff Feedback' is visible. A red box labeled '3' highlights the 'Requested' column. At the bottom right, there are two buttons: 'Save' and 'Save and Close'. A red box labeled '4' highlights these buttons. The bottom left of the interface shows 'Total Requested: 0'.

Period 1	Requested	Percentage	Grantee Comments	Staff Feedback
	0	0%		
	0	0%		
	0	0%		
	0	0%		

1. Enter a description of the line items.
2. Select the Schedule + Activity Title for the Budget Category.
3. Enter the requested amount for each budget line item
4. Save to continue working on form or Save and Close to proceed with the certification step.

Budget Categories

Compensation –Personal Services *(Schedule A: Salary and Fringe Benefits)*

- All Perkins funded employees belong in this category.
- No executive officers or administrative support salaries
- Included time spent on grant and description of duties.

Travel Costs *(Schedule B: Travel)*

- All in and out-of-state travel.
- Registration Fees and Virtual conferences belong in Material and Supplies Budget category.. Student travel as well.

Equipment and other Capital Expenses *(Schedule C: Capital Outlay/Equipment)*

- All capital items (one unit or multiple parts that comprise one unit) over \$10,000. If your college has a more stringent capitalization policy, you must notify THECB.

Budget Categories Cont.'d

Professional Service Costs

(Schedule D: Consultants and Service Contracts)

- Professional services that will be performed by independent consultants or contractors who are not employees of the Institution.
- Vendor line items belong in materials and supplies category.

Materials and supplies costs, including cost of computing services

(Schedule F: Operating Expenses, Services, Supplies and Books)

- Largest budget category. Next slide will explain more about unit cost breakout.

Administration (Indirect Cost)

(Schedule G: Administration/Indirect Cost)

- Cannot exceed more than 5% of calculated total direct costs. Use indirect cost estimator that can be found on our website under "Application Info Forms."

Material and Supplies Costs

- Bundling conference registration, line-item savings/overages, supplies, or marketing/outreach into one line is permitted.
- Marketing and supplies (consumables) budgeted over **\$4,000** must have a unit cost breakout (xx@\$xx).
- Student support costs budgeted over **\$15,000** must have a unit cost breakout (xx@\$xx).

Grant Activity Titles

Grant Activity Titles- The Applicant shall identify one of seven grant activity titles with each cost item included in Schedules A-F.

1. Upgrade Curriculum
2. Professional Development
3. Guidance and Counseling
4. Instructional Equipment
5. Special Populations
6. One-Stop Centers
7. Other

Grant Activity Titles continued

- The “Other” grant activity title is intended for costs not fitting neatly into other categories.
- The use of the “Special Population” grant activity title shall only be used when the person, activity, equipment, etc., will only be utilized by special population students.
- The “Instructional Equipment” grant activity title can only be used for Equipment and other Capital Expenses budget category.

Verify, Certify, & Authorize

Certification of Information Contained in this Application

By submitting this application and supporting materials, and by checking the boxes below, you acknowledge your agreement to the following:

- You are an authorized representative of the institution with the authority to legally bind the applicant institution.
- All required questions in the application have been answered, and all required documentation is included in the application packet.
- You have thoroughly read and understand the grant program guidelines, application questions, and TIME requirements.
- All information provided in this application is accurate and complete to the best of your knowledge.
- Any discrepancies or omissions may result in the rejection of this application or the forfeiture of grant funding.
- You acknowledge your commitment to submit all required reports in a timely manner as outlined in the application.
- You confirm that any data submitted is accurate and that there are no known conflicts of interest related to this grant application.

By checking this box, I attest to applicant understanding that submission of an application confers no entitlement to an award or to a subsequent agreement. The issuance of the Request for Applications (RFA) does not guarantee that any agreement will be awarded. THECB reserves the right to amend any terms or provisions of the RFA; negotiate with applicants; add, delete, or modify requirements or application components; extend the submission deadline; or withdraw the RFA at its discretion. An application may be rejected if it fails to meet any requirement of the RFA. THECB may request clarification or additional documentation from an applicant at any time, and failure to respond within a reasonable timeframe may result in rejection of the application.*

By checking this box, I attest that all of the information included is accurate to the best of my knowledge. I check this box as an endorsement of this acknowledgment, in lieu of my signature.*

1

1. Check that all information has been entered and saved successfully. This process requires review and approval from multiple users. Multiple grant users can access the Application, but only one user can Edit.
2. Click the **Save** or **Save and Close** button at the bottom of the Application.

2

Cancel Save Save and Close

Tips on Completing Application in GMS

- Paste information from another source.
- **Save** continuously. GMS does not autosave.
- Multiple users can access the Application, but only one user at a time can be in Edit mode.
- If you submit and need to make corrections, contact GMS.Support@highered.texas.gov . Do not submit another Application.

How to Avoid Application Re-Openings

Local Application Questions

- Use your CLNA to answer the questions (CLNA and questions are tied together)
- Use the [Local “Basic” Application Questions](#) as a planning tool before you enter your answers in the portal.
- Address all parts of each prompt.
- Give a clear response to each prompt.

Budget Categories

- Follow [Budget Planning Guide's](#) format guidance for each line item in GMS. Read [Budget Planning Guide](#) carefully prior to creating budget.
- Use appropriate Schedules + Grant Activity Titles.
- Use indirect cost estimator on [Perkins Basic Website](#) for Schedule G (*Download excel sheet to input amounts*)

Signing Appropriate Documents

- All documents must be signed by appropriate parties to avoid delays in Grant Agreements issuance.
- All documents are due by 11:59 PM, CT July 10, 2026.
 - ✓ Application Cover page
 - ✓ Certification Regarding Lobbying FFATA
 - ✓ Certification of Compliance with Sec. 504 and ADA Title II

Final Q&A

Acknowledgements & Closing Remarks

Thank you for attending!

THECB Perkins Staff, Community & Technical Colleges, Workforce Education

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