Texas Transfer Grant Pilot Program

March 24, 2022
Topics of Discussion

- Purpose of Interagency Contracts
- Allocation and Payment Process
- Terms and Signature
- Q & As
Purpose: To provide portable need-based aid to high-achieving transfer students who are low-income to help mitigate financial barriers to vertical transfer for students.

This program provides a unique opportunity for Texas to test an innovative approach to offering financial support to a critical student population sponsored through the state’s additional investment in the federal Governors Emergency Education Relief (GEER) funds.
Purpose of Interagency Contracts
Section 1. Contracting Parties

The contracting parties are the Texas Higher Education Coordinating Board (Receiving Agency or THECB) and Public University or HRI (Performing Agency). At times, THECB and the Performing Agency are referred to singularly as “Party” and collectively as “Parties.”

Receiving Agency:
Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, Texas 78752

Performing Agency:
Public University or HRI: Name and Address
Section 2. Term of Contract

This contract:

• becomes active upon EXECUTION.

• expires on October 28, 2022, unless extended.
Section 3. Purpose and Statement of Services

The primary intent of this contract is to:

- allow Institutions to DISBURSE student aid to select students who transfer from a public 2-year institution (vertical transfer) to the Providing Institution.

Statement of Work:

THECB delivers Recipients Roster to institutions

Institutions must:

- Include Transfer Grant as part of the recipient’s financial aid package
- Disburse funds to the eligible, *enrolled* recipient’s institutional account
- Submit Certification of Payment to the THECB for *all* expended awards

Section 3.1

Section 3.2
Section 4. Amount and Payment for Services

4.1 Contract Amount

- Total costs reimbursed to the institution cannot exceed the Contract (Allocation) amount unless approved in writing and agreed upon by both parties.
- Award amount cannot exceed $5000 per certified/enrolled recipient.

4.2 Payment Schedule

- Costs for expended transfer aid awards are reimbursable up to the total contract amount and become payable within 30 days of receipt by the THECB of verification of eligible student enrollment.

4.3 Payment Method

- THECB shall reimburse with a:
  1. Voucher (payable to institution)
  2. Electronically through the Uniform Statewide Accounting System (USAS).

NOTE: For information on the Interagency Cooperation Act (to include Reimbursement Procedures) see Texas Government Code §§ 771.001-.010.
Terms & Signature
• **Termination of Contract**- *Section 6.1*
  - THECB **must** provide written notice if electing to terminate an active IAC, regardless of the reason.

• **Amendment**- *Section 6.2*
  - Modifications **must** be executed in writing, agreed by both parties, and have no conflict with Texas law.

• **Right to Audit and Records Retention**- *Section 6.5*
  - Participating institutions understand and agree to cooperate with Audit Entities in the conduct of an *audit* or *investigation*, including promptly providing all records upon request.
  - Institutions **must** retain program records and accounts for a period of at least *seven years* from the date of completion of the contract project.
The following federal certifications **MUST** be completed and returned to the THECB prior to execution of the IAC:

- Certification Regarding Disclosure of Lobbying Activities
  - Disclosure of Lobbying *(if applicable)*
- Certification Federal Funding Accountability and Transparency Act (FFATA)
- Certification Regarding Debarment and Suspension
Section 8. Signatures

Signatures should **ONLY** be obtained by a representative who has the authority to lawfully bind their respective institution in a contractual agreement.

**Note:** If you have questions regarding signature authority at your institution, contact your legal counsel for guidance.
Next Steps

- IACs will be sent to public universities and HRIs by THECB
- Public universities and HRIs must have authorized signer:
  - Review and sign contract
  - Complete required federal forms:
    - Certificate Regarding Debarment and Suspension
    - Certification Regarding Lobbying
    - Federal Funding Accountability and Transparency
  - Return the signed IAC and supporting documents electronically to:
    - Jodie.Lopez@highered.Texas.gov

NOTE: Institutions must complete the contract process to participate in the Texas Transfer Grant Pilot Program. Please adhere to the return deadline provided by the THECB upon receipt of the IAC.
Contact Information
Contacting Student Financial Aid Programs

Contact Financial Aid Services in one of the following ways:

• FAS Institutional Phone Line
  - Institutions Only: (844) 792-2640

• Submit inquiries online through the CONTACT US web form at any time.
Submitting a CONTACT US

To ensure inquiries are routed correctly, complete these steps:

- **Select “Institution” in Received From box**
- **Enter the institution’s full name**
- **Always select “Financial Aid Question” as the Contact Reason**
- **Enter in Description field: Transfer Grant Program**
- **Provide the best direct phone number**

Please do NOT include your full Social Security Number inside the issue description. If you have a question about the status of a new loan application, accounts in repayment, or deferments, please use the last four digits of your SSN instead.
Questions?