REQUEST FOR APPLICATIONS
TEXAS HIGHER EDUCATION COORDINATING BOARD
FY2016 – FY2017 MINORITY MALE INITIATIVES

NOTICE OF INTENT DEADLINE: April 20, 2015, by 5:00 PM C.D.T.

*** A NOTICE OF INTENT MUST BE RECEIVED BY THE DEADLINE FOR A FULL APPLICATION TO BE CONSIDERED FOR FUNDING. ***

APPLICATION DEADLINE: May 18, 2015, by 5:00 PM C.D.T.
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1 OVERVIEW OF FUNDING OPPORTUNITY

1.1 PROGRAM TITLE

FY2016 – FY2017 Minority Male Initiatives

1.2 SYNOPSIS OF PROGRAM

In an effort to meet the participation and success goals *Closing the Gaps by 2015*, the Texas Higher Education Coordinating Board (THECB) will provide funding to institutions of higher education with large numbers of African American and Hispanic students to support evidence-based, scalable peer-to-peer or near-peer interventions that serve minority male students.

1.3 POINT OF CONTACT

Matt Lashlee
Program Director
College Readiness and Success Division
Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752
Matt.Lashlee@thecb.state.texas.us

2 AWARD SUMMARY

2.1 ANTICIPATED AWARD AMOUNT: $50,000 to $100,000

2.2 PROJECT PERIOD: On or about June 15, 2015 through August 31, 2017

2.3 NOTICE OF INTENT DEADLINE: April 20, 2015, by 5:00 PM C.D.T.

2.4 INQUIRY DEADLINE: May 4, 2015, by 5:00 PM C.D.T.

2.5 APPLICATION DEADLINE: May 18, 2015, by 5:00 PM C.D.T.

2.6 AWARD NOTIFICATION: Decision letters will be emailed to Applicants on or about June 8, 2015.

3 ELIGIBILITY INFORMATION

3.1 Applicant Eligibility

Institutions of higher education (IHEs), including private, public, and technical schools as defined by Section 61.003 and Section 61.003(15) of the Texas Education Code, other than a private or independent institution of higher education offering only professional or graduate degrees, are eligible to apply.

3.2 MAXIMUM NUMBER OF SUBMISSIONS BY APPLICANT

Applicants may submit only one proposal for the Minority Male Initiatives.

3.3 COST SHARING OR MATCHING REQUIREMENTS

Grantees shall provide 10% cost sharing or match for the funds awarded. Matching funds can include funds for work-study mentor travel, administrative costs, and training for mentors and staff. The matching requirement may be waived for institutions serving low-income/disadvantaged students. A federal waiver from the Department of Education may serve as documentation.
4 NOTICE OF INTENT GUIDELINES

Applicants desiring to submit an application for the THECB FY2016 – FY2017 Minority Male Initiatives MUST SUBMIT an Intent to Apply to the THECB by 5:00 p.m. on April 20, 2015. The Intent to Apply must be sent separately by email to Diana Foose at diana.foose@thecb.state.tx.us.

Each Intent to Apply must contain the following items:

4.1 Subject line of each email must read: "Intent to Apply for THECB FY2016 – FY2017 Minority Male Initiatives"

4.2 Identity of Applicant (Institution).

4.3 Name, address, telephone number, and email address of individual authorized to submit an Application on behalf of the institution.

5 APPLICATION PREPARATION INSTRUCTIONS

5.1 PACKAGING INSTRUCTIONS

Applicants desiring to apply for the THECB FY2016 – FY2017 Minority Male Initiatives must submit an Application in a single PDF format (no larger than 4MB) and according to the guidelines in Subsection 11.1. Application file name should be IHE name. Applications must be submitted via email to diana.foose@thecb.state.tx.us with the subject line: FY2016 – FY2017 Minority Male Initiatives Application.

APPLICATIONS DUE: May 18, 2015 by 5:00 PM C.D.T.

Late Applications will not be accepted.

No mailed, hand-delivered, or faxed Applications will be accepted for this RFA.

5.2 PARTICIPATION IN APPLICANTS WEBINAR

An informational webinar will be hosted by the THECB on April 30, 2015 at 3:00 p.m. C.D.T. All prospective Applicants are encouraged to participate in the webinar during which THECB staff will provide important information about the RFA, Application components and format, and evaluation. Additional information related to the webinar will be made available to prospective Applicants that have submitted a Notice of Intent.

6 INQUIRIES

All inquiries shall be directed to Matt Lashlee, Program Director, at Matt.Lashlee@thecb.state.tx.us. Applicant must not discuss an Application with any other THECB employee unless authorized by the Point of Contact. Questions must be submitted in writing via email and received no later than 5:00 PM C.D.T on May 4, 2015. All responses by THECB must be in writing in order to be binding. Any information deemed by THECB to be important and of general interest or which modify requirements of the RFA shall be sent in the form of an addendum to all institutions that have submitted a Notice of Intent or an Application.
7 PROGRAM PURPOSE AND AUTHORITY

7.1 PURPOSE OF PROGRAM

7.1.1 The THECB is requesting Applications to fund Minority Male Initiatives (MMI) for FY2016 – FY2017. This RFA sets forth qualifications for eligible institutions of higher education to pursue the objectives of the program.

7.1.2. The purpose of the MMI is to increase participation and success of minority males in higher education through evidence-based, scalable peer-to-peer or near-peer interventions.

7.1.3 A successful MMI will achieve the following short-term and long-term outcomes:
   - Increased student participation in support services, institutional activities, and campus events; and
   - Increased participation, persistence, and student success.

7.2 PROGRAM AUTHORITY

Section 61.0762(a)(5) of the Texas Education Code, entitled “Programs to Enhance Student Success,” provides for other programs as determined by the board that support the participation and success goals in “Closing the Gaps”, the state’s master plan for higher education.

8 PROGRAM DESCRIPTION

Despite significant growth over the past decade, participation and success among African American and Hispanic male students is still below Closing the Gaps targets. According to the latest Closing the Gaps 2014 Progress Report, African American and Hispanic males continue to lag in meeting targets in participation compared to their female counterparts and other ethnic groups. Additionally, African-American persistence rates are generally low relative to other racial/ethnic groups and must be improved so that increased participation rates translate into more graduates.

In an effort to continue meeting the participation and success goals of Closing the Gaps, the THECB will provide funding to eligible Applicants to support peer-to-peer and near-peer minority male initiatives that serve high numbers of African American and Hispanic males, to expand past or existing initiatives and identified evidence-based practices or interventions, and to provide a plan for scaling and sustaining activities.

The MMI proposed activities must include peer-to-peer or near-peer interventions, such as:

- Developing peer-to-peer instructional and support models;
- Providing targeted advising and coaching;
- Assisting college students with academic tutoring and/or mentoring;
- Expanding learning community programs and opportunities;
- Improving early alert or integrated planning and advising services;
- Implementing calling programs; and/or
- Conducting outreach activities to improve minority male participation.

The THECB is especially interested in receiving Applications from institutions that are not currently undertaking or do not anticipate undertaking during the grant period other significant grant funded projects. Consideration will also be given to Applicants who successfully participated in previous THECB funded programs.
9 REQUIRED PROGRAM COMPONENTS

An Applicant shall include the following components in the MMI Application:

9.1 PROGRAM DATA FROM PREVIOUS YEAR(S)

Applicants must provide data that demonstrates the success or potential of proposed initiatives. Program evaluation and data from at least one previous year of implementation or piloting of a program must be included in the application.

9.2 PLAN OF ACTION

The Applicant must develop a Plan of Action (“the Plan”) to illustrate how the Applicant will implement and manage the grant objectives. The Plan must include the following components:

9.2.1 Goals and Objectives. The Plan must include specific goals, objectives, and outcomes to be achieved by the design and implementation of the MMI, including goals regarding estimated number of students impacted.

9.2.2 Timeline of Activities. The Plan must include a timeline of activities that addresses the goals and objectives outlined in Subparagraph 9.2.1. The timeline must include the activities planned per implementation year. Project Timeline must be included as Attachment A and addressed and referenced in the Narrative of the Application.

9.2.3 Incentives for Faculty, Staff, and Students. The Plan may include incentives for current faculty, staff, and students who may take on additional responsibilities as part of the intervention. The funding must be leveraged with salary of an existing permanent FTE for faculty and staff. Funding can also be used as an incentive for students who serve in a mentor, tutor, supplemental instructor, or advising role.

9.2.4 Program Management. The Plan must designate a Project Director at a minimum of fifteen percent (15%) time to coordinate all aspects of the project (i.e. organization of planning activities, recruitment activities, coordination of supplemental instructors, tutors, or mentors, etc.). Applicants may also assign a Project Co-Director, if warranted for effective delivery of proposed project activities. The Plan must indicate an existing full-time staff member who will oversee the project and provide assurance that the time and resources for staffing the MMI will be appropriate to the scope of the project. In the event of a change in designation becomes necessary, the THECB Point of Contact must be informed immediately of the new Project Director. THECB strongly discourages Applications that include Key Personnel positions that are funded solely through awarded grant funds.

The Plan must also include training for any peer or near-peer staff. Such training is a required component of a successful application.

9.2.5 Sustainability and Scaling. The Plan must include actions and strategies to continue staffing and sustaining activities beyond the grant period. This can include building partnerships, leveraging existing faculty and staff lines, leveraging institutional funds, and institutionalizing practices. Consideration will be given to the sustainability of the project after the grant period and the feasibility of sustaining required staffing for the services proposed in the Application.

9.2.6 Evaluation and Data Collection. The Plan must indicate how the proposed MMI will be evaluated locally and what data will be collected during the implementation of the MMI. The Plan should specifically address how data will be collected and analyzed to determine MMI effectiveness, with appropriate consideration of Family Educational Rights and Privacy Act (“FERPA”) requirements. Applicants must indicate how information and data will be collected
both prior to, during, and after the proposed project’s completion. Applicants must indicate the
data collection methods that will be used with respect to use of benchmark data or cohorts of
students to be served and control groups, as applicable. Applicants must address the means
for selection of students served and control groups. Cohort selection must be made with
consideration of ethical and valid research principles. Evaluation and the relevant, required
data collection will be negotiated between the THECB and Awarded Applicants, according to
the Application and Plan of Action. Applicants may budget appropriate resources for
evaluation and data collection.

10 SELECTION CRITERIA

10.1 STATEMENT OF NEED (15 points)

At a minimum, Statement of Need should:

(a) Describe the extent to which specific gaps or weaknesses in services, infrastructure, or
opportunities impact the delivery of services and outcomes of student performance;

(b) Include detailed information on the anticipated target student population;

(c) Document the need through data which affirms the low participation, persistence and/or
success of the targeted student population, the population’s percentage of lower socio-
economic students, and the numbers and percentages of minority student groups in the
population;

(d) Include both student data and policies and procedures that might be impacted by the
proposed activities;

(e) Focus on increasing participation, persistence, and success rates of minority male
students and aiding THECB in attaining its goals of Closing the Gaps in participation and
success; and

(f) Describe the alignment of project goals and potential impact of the Minority Male
Initiatives in helping to meet statewide goals of the Accelerated Action Plan for Closing
the Gaps by 2015, Closing the Gaps: The Texas Higher Education Plan and Closing
the Gap Institutional Targets or the proposed goals of the next Texas Higher Education
plan.

10.2 PROJECT DESIGN AND IMPLEMENTATION (30 points)

At a minimum, Project Design and Implementation should:

(a) Explain how the proposed peer-to-peer or near-peer MMI is designed to build capacity and
yield results that address the barriers to student success that were indicated in the
Statement of Need (Section 10.1);

(b) Include how the proposed MMI will address the Required Program Components (Section
9), and which activities will be implemented (Section 8) to address the need for the program
as identified in the Statement of Need;

(c) Address the extent to which the goals, objectives, and outcomes to be achieved by the
proposed MMI are clearly specified, measurable, and logically linked to the identified need;

(d) Demonstrate a design for implementing and evaluating the proposed MMI that will result in
information to guide possible scaling and replication of proposed project activities or
strategies, including information about the effectiveness of the approach or strategies
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employed by the MMI;

(e) Cite data from previous year(s) of implementation or piloting of activities and of up-to-date knowledge of evidence-based practices from research and effective practice in student success and completion;

(f) Explain how the Project Design and Implementation will facilitate the gathering of data on identified performance measures identified in Evaluation and Data Collection (Subsection 10.4);

(g) Include the methods to be employed and resources available for collecting, analyzing, and reporting data according to THECB requirements (Subsection 10.4);

(h) Demonstrate how the proposed MMI is part of an institutionally supported effort(s);

(i) Address how the proposed project improves the availability and quality of student support services for students, especially for minority male students and those with barriers to participation and access to service; and

(j) Include how the selection of student cohorts to be served and control groups is designed with consideration of ethical and valid research principles and appropriate for the proposed MMI, as applicable.

10.3 KEY PERSONNEL AND MANAGEMENT (10 points)

At a minimum, the Key Personnel and Management should:

(a) Demonstrate the adequacy of the management plan to achieve the objectives of the proposed MMI on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing proposed project tasks;

(b) Identify key personnel, including but not limited to the Project Director, associated with the proposed MMI and the amount of time each will devote to the MMI;

(c) Explain how the time commitments of the Project Director and other key project personnel are appropriate and adequate to meet the objectives of the proposed MMI;

(d) The process by which faculty, staff and personnel have been selected to implement the proposed project;

(e) Include a Project Timeline (Attachment A) with clearly identified milestones for accomplishing proposed project tasks for the MMI;

(f) Indicate details regarding training and/or support activities that will be provided to tutors and/or mentors and/or peer/near-peer staff (Paragraph 9.2.4) during the grant period;

(g) Include Curriculum Vitae and/or resumes and/or position descriptions (Attachments B-1, B-2, etc.) for key personnel to include, at a minimum, the Project Director, Co-Director (if applicable), fiscal or budget manager, and evaluator; and

(h) Include an organizational chart of key personnel in relation to management of the project within the institution (Attachment C).
10.4 EVALUATION AND DATA COLLECTION (20 points)

At a minimum, the Evaluation and Data Collection should:

(a) Provide a plan and description of how the goals and objectives of the MMI will be evaluated (Appendix D), including the proposed activities and strategies the Applicant plans to develop to achieve the goals and objectives of the program;

(b) Incorporate performance measures that include:
   a. Number of targeted students who persist from fall to spring semester,
   b. Number of targeted students who persist from year to year,
   c. Participation (based on fall enrollment) post intervention(s) (as applicable), and/or
   d. Increases in completion of a postsecondary credential from participation in the intervention(s) (as applicable);

(c) Address the methods to be employed and resources available for collecting, analyzing, and reporting data according to THECB requirements, including, but not limited to:
   a. Number of participants in intervention(s),
   b. Number of first generation college participants (if applicable),
   c. Number of first time in college participants (if applicable),
   d. Number of targeted students who persisted from fall to spring semester,
   e. Number of targeted students who persisted from year to year,
   f. Number of MMI tutors and/or mentors and other peer staff, and
   g. Number of students impacted through tutor/mentor or other intervention;

(d) Explain the extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the proposed project and will produce quantitative and qualitative data, with appropriate consideration of Family Educational Rights and Privacy Act (“FERPA”) requirements;

(e) Describe the benchmark data or selection of students or cohorts to be served and control groups for the MMI, if applicable, and how the Applicant incorporated consideration of ethical and valid research principles that are appropriate;

(f) Indicate the Applicant's agreement to fully participate in any THECB cross-site evaluation related to the MMI. Applicants confirm authority to gather, review, and report appropriate data from all partners to THECB; and

(g) Designate one or more individuals who will be responsible for collecting and generating these data and reports, and submitting them to the THECB.

10.5 BUDGET, ADEQUACY OF RESOURCES, AND SUSTAINABILITY (25 points)

At a minimum, the Applicant should:
(a) Address the extent to which the requested budget demonstrates a commitment and adequacy of resources that is both necessary and reasonable in relation to the proposed MMI;

(b) Provide a Program Budget (Appendix C) and include budget narrative for the proposed MMI. Grantees must provide at least 10% cost sharing or match for the funds awarded. Matching funds can include funds for work-study mentor travel, administrative costs, and training for mentors and staff (Subsection 3.3);

(c) Explain how the requested budget is reasonable in relation to the proposed activities;

(d) Indicate where grant funding supports or is used to leverage existing positions or roles in the MMI, where applicable;

(e) List and describe any current resources, including, but not limited to initiatives and college or university programs that serve minority male students to achieve increased student success, such as:

   a. Full-time employees or staff whose roles and responsibilities include student support service activities, and/or

   b. Dedicated budget items or institutional funding;

(f) Provide a list of all external grant awards received between 2014-2015 (FY2015) and any future grant awards expected through the MMI FY2016 – FY2017 grant period (Attachment D);

(g) Describe a clear and realistic plan for sustaining and institutionalizing MMI strategies, practices, and activities beyond the project period, noting key partnerships, resources, and staff that will be leveraged;

(h) Identify activities to disseminate and replicate promising practices activities and how they will provide information, assistance, and support to implement and scale up strategies across the institution; and

(i) Specify any institutional resources, in-kind contributions or other resources that will be leveraged to support and sustain the MMI.

10.6 COMPETITIVE PREFERENCE POINTS (25 points)

10.6.1 THECB will award up to twenty (20) points to Applicants:

(a) based on the percentages and number of minority male students enrolled.

THECB will use the 2014 Texas Public Higher Education Almanac and data sources therein to determine and award Competitive Preference Points.

10.6.2 THECB will award up to five (5) points to Applicants that demonstrate prior experience administering THECB funded programs. Applicants must demonstrate satisfactory performance with such projects, as follows:

(a) The extent to which the project met the stated programming requirements of the grant;

(b) The extent to which the project completed all of the required evaluation instruments and submitted all required data; and
(c) The extent to which the project used the funds for what they were intended and filed all financial information in a timely and accurate manner.

11 APPLICATION FORMAT AND CONTENT

11.1 APPLICATION FORMAT

11.1.1 Applications must be typed, double spaced, on 8 1/2" x 11" pages, clearly legible, with all pages sequentially numbered and submitted via email in a single .PDF (Portable Document) format, no larger than 4MB. The proposed Applicant's name and “THECB FY2016 – FY2017 Minority Male Initiatives” must be typed at the top of each page. Do not use a font smaller than 11.

11.1.2 Applicant shall submit an Application according to the Selection Criteria (Section 10) outlined under this RFA.

11.2 COVER SHEET

In the format provided in Appendix B, Cover Sheet, list contact information for the Program Director, Fiscal Contact, and the Institutional Representative authorized to submit the Application on behalf of the institution.

11.3 TABLE OF CONTENTS

A Table of Contents must be included with respective page numbers opposite each topic. The Application must contain the items in sequence as outlined under Subsections 11.4 through 11.9

11.4 TRANSMITTAL LETTER

A Transmittal Letter addressed to the Point of Contact (see Subsection 1.3) that identifies the person or entity submitting the Application and includes a commitment by that person or entity to provide the services required by THECB. The letter must specifically identify that the Application is in reference to FY2016 – FY2017 Minority Male Initiatives. The letter must include “full acceptance of the terms and conditions described in this Request for Applications.” Any exceptions must be specifically noted in the letter. However, any exceptions may disqualify the Application from further consideration. The letter must state, “The Application enclosed is binding and valid at the discretion of THECB for a period of ninety (90) days.”

11.5 NARRATIVE

The Narrative of the Application, not including Appendices and/or Attachments, must not exceed ten (10) pages. The Narrative must include the information as outlined in Section 10, Selection Criteria, and Section 11, Application Format.

11.6 BUDGET

In the format provided in Appendix C, Program Budget, Applicant must provide a budget and budget narrative for the program. Indicate matching funds and in-kind services that will be used to support this project. A final budget will be negotiated between Awarded Applicant and THECB.

11.6.1 Include salaries projected for the project director and co-director(s) employed by the Awarded Applicant to implement the proposed MMI (See Subsection 9.2.4);

11.6.2 Other Professional Staff. Other professional staff, including salaried faculty;
11.6.3 Support Staff. Include salaries for support staff such as secretarial, clerical, or
other classified staff supporting the administration of the proposed project;

11.6.4 Work-Study Students. Include work-study students if Applicant elects to receive funding and incur costs;

11.6.5 Fringe Benefits. Employee related benefits (Social Security, Medicare, etc.) are allowable expenses;

11.6.6 Travel. Include any travel appropriate to the proposed MMI as described in the Application, include the cost of members representing the proposed MMI making one (1) overnight trip to Austin, Texas;

11.6.7 Professional or Other Fees. Include fees paid to consultants, tutors, or other non-staff persons necessary to provide appropriate services for the proposed project;

11.6.8 Other Direct Costs. Include other direct costs to implement the proposed project including faculty/student materials, supplies, and non-capital expenses necessary for successful proposed project implementation.

Grantees shall provide 10% cost sharing or match for the funds awarded. Matching funds can include funds for work-study mentor travel, administrative costs, and training for mentors and staff (Subsection 3.3).

11.7 PROJECT TIMELINE

The Project Timeline must be included as Attachment A of the Application and referenced in the Narrative where appropriate.

11.8 CURRICULUM VITAE, RESUMES, POSITION DESCRIPTIONS

Curriculum Vitae, resumes and/or position descriptions for key personnel to include, at a minimum, the Project Director, Co-Director (if applicable), fiscal or budget manager, and evaluator must be included as Attachments B-1, B-2, etc. of the Application and referenced in the Narrative where appropriate.

11.9 ORGANIZATIONAL CHART

An organizational chart of key personnel in relation to management of the MMI within the institution must be included as Attachment C of the Application and referenced in the Narrative where appropriate.

11.10 FY2015 AND FUTURE OR EXPECTED EXTERNAL GRANTS

A list of all external grant awards received from 2014-2015 (FY2015) and any future grant awards expected through the MMI FY2016 – FY2017 grant period must be included as Attachment D and referenced in the Narrative where appropriate.

12 PROVISIONS AND ASSURANCES

12.1 COST OF APPLICATION PREPARATION

All costs associated with the preparation and submission of an Application in response to this RFA are the responsibility of Applicant. These costs shall not be chargeable to THECB by any successful or unsuccessful Applicant.
12.2 APPLICATION DELIVERY AND LATE APPLICATIONS

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

12.2.2 Applications shall be considered to be "on time" if they are received on or before the established deadline date and time. Applicant shall be solely responsible for ensuring that Application is received by THECB prior to the deadline outlined in Section 2. 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 request 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.

12.3 CONFLICT OF INTEREST

Applicants must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFA. Failure to disclose a conflict of interest may be cause for disqualification of an Application or termination of a Contract resulting from this RFA. If, following a review of this information, it is determined by THECB that a conflict of interest exists, Applicants may be disqualified from further consideration.

12.4 PAYMENT TERMS

Funds shall be disbursed upon receipt of a fully executed contract. Funding is contingent upon demonstrating satisfactory progress towards goals and submission of all required reports. All funding must be expended by August 31, 2017.

12.5 INDIRECT COSTS PROHIBITION

No Indirect Costs are allowed under this grant.

12.6 CONTRACT

12.6.1 Contracts will be negotiated with those institutions that are selected through the evaluation process to have successful Applications. Submission of an Application confers no rights of Applicant to an award or to a subsequent Contract, if there is one. The issuance of this RFA does not guarantee that a Contract 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 Contract 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 from Applicant at any time, and failure to respond within a reasonable time frame is cause for rejection of an Application.

12.6.2 Upon execution of a Contract resulting from this RFA, the term “Applicant” shall have the same meaning as ‘Awarded Applicant’. Likewise, the terms “Request for Applications” and “Application” shall have the same meaning as the terms “Contract.”

12.7 PROPRIETARY INFORMATION

During the performance of the program implemented under a Contract resulting from this RFA, Awarded Applicant may have access to data, information, files, and/or materials (collectively referred to as "data"), which are the property of THECB and/or a public school district. These data shall be handled in a method that concurs with all FERPA (see Appendix A, Definitions) regulations and guidelines. Awarded Applicant shall have a system in effect to protect all data received or maintained in connection with the activities of this RFA. Awarded Applicant agrees to
use its best efforts to preserve the safety, security, and integrity of the data, and to ensure the 
privacy and confidentiality of all data. Any disclosure or transfer of proprietary information by 
Awarded Applicant shall be in accordance with applicable federal or Texas law.

12.8 RELEASE OF INFORMATION BY AWARDED APPLICANT

12.8.1 Awarded Applicant shall NOT release any data that is not FERPA compliant. Failure 
to follow the guidelines established may result in immediate termination of the proposed 
Contract.

12.8.2 Awarded Applicant agrees to notify THECB Point of Contact prior to releasing any 
information to the news media regarding the activities being conducted under the Contracts 
resulting from this RFA.

12.9 RELEASE OF APPLICATION INFORMATION BY THECB

12.9.1 Upon acceptance of the Contract, all information submitted with Applicant’s 
Application becomes part of the Contract and becomes public record. Therefore, such 
information is subject to disclosure under the Texas Public Information Act, unless an 
exception under the Texas Public Information Act is applicable.

12.9.2 Any proprietary information included in Applicant’s Application shall be subject to 
disclosure unless such proprietary information was clearly identified by Applicant, and such 
identification was submitted concurrently with the original submission of the proprietary 
information. Additionally, Applicant shall state the specific reason(s) an exception from the 
Texas Public Information Act is being claimed concurrently with the original submission of the 
proprietary information.

12.9.3 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 Contract is awarded. The 
production of any material under the Contract shall not have the effect of violating or causing 
THECB to violate any law, including the Texas Public Information Act.

12.10 NONCOMPLIANCE

The THECB may revoke an institution's participation in the program, and terminate the Contract, 
as outlined under Subsection 12.11, including, but not limited to, the following factors:

12.10.1 Noncompliance with requirements and assurances outlined in the RFA and/or the 
provisions of this Section.

12.10.2 Lack of program success as evidenced by progress reports and program data.

12.10.3 Failure to meet performance standards specified in the RFA.

12.10.4 Failure to provide accurate, timely, and complete information as required by the 
Board to evaluate the effectiveness of the program.

12.11 AMENDMENT AND TERMINATION

12.11.1 Any amendment or change to the Contract performance requirements which 
becomes necessary shall be accomplished by a formal Contract amendment signed and 
approved by duly authorized representatives of Awarded Applicant and THECB. None of the 
parties to the Contract will be bound by any oral statements, agreements, or representations 
contrary to the written Contract requirements and terms and conditions.
REQUEST FOR APPLICATIONS  
FY2016 – FY2017 Minority Male Initiatives

12.11.2 THECB Right to Terminate for Cause: THECB may terminate the Contract, in whole or in part, immediately upon notice to Awarded Applicant, or at such later date as THECB may establish in such notice, upon the occurrence of any material breach or failure to perform the work under the Contract within the time specified herein or any extension thereof. THECB will provide Awarded Applicant with an opportunity for consultation with THECB prior to termination.

12.11.3 The Contract may be terminated in the event that federal or state laws or other requirements should be amended or judicially interpreted so as to render continued fulfillment of the Contract on the part of either party, unreasonable or impossible. If the parties hereto should be unable to agree upon amendment which would thereafter be needed to enable the substantial continuation of the services contemplated herein, then, upon written notification by THECB to Awarded Applicant, the parties shall be discharged from any further obligations created under the terms of the Contract, except for the equitable settlement of the respective accrued interests or obligations incurred up to the date of termination.

12.11.4 Either party, without penalty, may terminate the Contract, either in whole or in part, with a sixty (60) day written notice.

12.11.5 Upon receipt of written notice to terminate, Awarded Applicant shall promptly discontinue all services affected (unless the notice directs otherwise), refund partially or fully all grant proceeds in accordance with written notice, and shall deliver or otherwise make available to THECB, a summary of work products developed by Awarded Applicant under the Contract, whether completed or in process.

12.11.6 In the event of cancellation, THECB reserves the right to negotiate a Contract based on another Applicant’s submission if it is in the state’s best interest.

12.12 NOTICE

Any notice or written communication between the parties shall be considered delivered when postmarked, except that such notice or written communications sent by certified mail, return receipt requested, or delivered in person to the authorized representative of the party designated in accordance with the Contract shall be considered to be delivered when received.

12.13 ASSIGNMENT OR SUBCONTRACTING

No rights, interest, or obligations in a Contract resulting from this RFA shall be assigned or delegated by Awarded Applicant without prior written permission of THECB Point of Contact. Any attempted assignment or delegation by Awarded Applicant shall be wholly void and totally ineffective for all purposes unless made in conformity with this Paragraph. No assignment or subcontract shall relieve Awarded Applicant of any responsibility under this RFA.

12.14 LIABILITY AND INDEMNIFICATION

12.14.1 LIABILITY

12.14.1.1 Neither THECB’s review, approval, or acceptance of, nor payment for any of the services provided hereunder shall be construed to operate as a waiver of any rights under the Contract, or of any cause of action arising out of the performance of the work required by the Contract.

12.14.1.2 THECB shall have no liability except as specifically provided by law.

12.14.2 INDEMNIFICATION: Awarded Applicant agrees to indemnify, defend and hold harmless the State of Texas, THECB, as well as officers, agents, and employees of THECB.
from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, including but not limited to personal injury or illness, bodily injury (including death) and property damage occurring in connection with or in any way incident to or arising out of the use, service, operation or performance of work under the terms of the Contract, except claims, demands, fees, suits or actions arising from any negligence by THECB, its officers, agents, employees, contractor, subcontractors or any negligence of a third party, its (their) officers, agents, employees, contractors, subcontractors. THECB shall give Awarded Applicant written notice of each such claim or suit and full right and opportunity to conduct Awarded Applicant's own defense thereof, together with full information and all reasonable cooperation.

12.14.3 Additionally, if Awarded Applicant requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, Awarded Applicant shall indemnify, defend and hold harmless the State of Texas, THECB, as well as officers, agents, and employees of THECB, from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the State of Texas, THECB, as well as officers, agents, and employees of THECB, from any cost, expense, royalty or damage which the State of Texas, THECB, as well as officers, agents, and employees of THECB may be obligated to pay by reason of any infringement at any time during the performance of or after completion of the work.

12.14.4 Notwithstanding any indemnification clause, THECB shall have full authority to conduct its own defense, negotiations, and settlements, but Awarded Applicant's indemnification nevertheless remains in full force and effect. Any settlement shall only be reimbursable by Awarded Applicant if Awarded Applicant approves such settlement in advance, and any liability upon unsuccessful defense shall only be reimbursable by Awarded Applicant if Awarded Applicant has full opportunity to participate equally in the defense of the action.

12.15 OWNERSHIP OF WORK

12.15.1 All property rights, including publication rights, to all products developed hereunder shall be retained by THECB. However, THECB shall ensure that duplication and distribution rights at no cost are secured to Awarded Applicant.

12.15.2 Upon request by THECB for the remittance of any work papers or work product, Awarded Applicant shall immediately remit such work papers or work product. Failure to remit such work papers or work product shall be considered a breach of Contract.

12.15.3 Awarded Applicant shall indemnify and hold harmless THECB and its respective officers, directors, agents and employees, from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorney’s fees), arising out of or in any way connected with any claim that the work performed by Awarded Applicant infringes any intellectual property rights or other rights of any third party, except to the extent such claim arises from a breach by THECB.

12.15.4 Awarded Applicant understands and acknowledges that as a Texas state agency, THECB is subject to the provisions of the Texas Public Information Act.

12.16 STRICT PERFORMANCE

Failure at any time to require strict performance by either party of any provisions contained herein shall not waive or diminish THECB’s right thereafter to demand strict compliance with any other provision.
12.17 FORCE MAJEURE

12.17.1 THECB may grant relief from performance of the Contract if Awarded Applicant is prevented from compliance and performance by force majeure. Force majeure may include: an act of war; order of legal authority; act of God (except that certain natural phenomena, such as rain, wind or flood which are normally expected for the locale in which performance is to take place, shall not be considered acts of God for purposes of the Contract); work stoppages due to labor disputes or strikes; fires; explosions; epidemics; riots; war; rebellion; or sabotage. The burden of proof for the need for such relief shall rest on Awarded Applicant.

12.17.2 To obtain relief based upon force majeure, Awarded Applicant shall file a written request with THECB Point of Contact.

12.17.3 In the event Awarded Applicant claims relief due to force majeure Awarded Applicant shall be required to use due diligence to overcome obstacles to performance created by the force majeure. Awarded Applicant shall resume performance immediately after the obstacles have been removed. No extension of time shall be granted to the extent that any delay or failure to perform was caused by the negligence or other fault of Awarded Applicant.

12.18 CONFLICTING RFA LANGUAGE

In the event that 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.

12.19 INSPECTIONS

Throughout the effective period of a Contract resulting from this RFA, all work products shall be subject to inspection and test by authorized THECB representatives.

12.20 AUDIT AND ACCESS TO RECORDS

12.20.1 Pursuant to Texas Government Code 2262.003, Awarded Applicant acknowledges that acceptance of funds under the Contract acts as acceptance of the authority of (1) the Texas State Auditor's Office, or any successor agency, (2) the Texas State Auditor's Office or any successor agency, under the direction of the Texas Legislative Audit Committee, (3) THECB’s Internal Auditor, and (4) THECB’s external auditors, (Collectively referred to as “Audit Entities”) to conduct an audit or investigation in connection with those funds. Awarded Applicant further agrees to cooperate fully with Audit Entities in the conduct of the audit or investigation, including providing all records requested. Awarded Applicant shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Awarded Applicant and the requirement to cooperate is included in any subcontract Awarded Applicant awards.

12.20.2 Awarded Applicant shall maintain and make available for review, inspection and/or audit all books, records, documents, and other evidence reasonably pertinent to performance on all work under the Contract, including any amendments hereto, in accordance with accepted professional practices.

12.20.3 THECB reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of records kept by Awarded Applicant on work performed under the Contract. Awarded Applicant shall reimburse THECB within 30 days of receipt of notice from THECB of overpayment.
12.21 ACCOUNTING SYSTEM

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.

12.22 DISPUTE RESOLUTION PROCESS

12.22.1 The dispute resolution process provided for in Chapter 2260 of the Texas Government Code shall be used, as further described herein, by the THECB and Awarded Applicant to attempt to resolve any claim for breach of Contract made by Awarded Applicant:

12.22.1.1 An Awarded Applicant’s claims for breach of the Contract that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, Subchapter B, of the Government Code. To initiate the process, the Awarded Applicant shall submit written notice, as required by Subchapter B, to THECB’s Deputy Commissioner for Business and Finance. Said notice shall specifically state that the provisions of Ch. 2260, Subchapter B, are being invoked. A copy of the notice shall also be given to all other representatives of the THECB and the Awarded Applicant otherwise entitled to the notice under the parties’ Contract. Compliance by the Awarded Applicant with Subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, Subchapter C, of the Government Code.

12.22.1.2 The contested case process provided in Chapter 2260, Subchapter C, of the Government Code is the Awarded Applicant’s sole and exclusive process for seeking a remedy for any and all alleged breaches of Contract by the THECB if the parties are unable to resolve their disputes under the preceding paragraph.

12.22.1.3 Compliance with the contested case process provided in Subchapter C is a condition precedent to seeking consent to sue from the Legislature under Chapter 107 of the Civil Practices and Remedies Code. Neither the execution of the Contract by the THECB nor any other conduct of any representative of the THECB relating to the Contract shall be considered a waiver of sovereign immunity to suit.

12.22.2 The submission, processing and resolution of the Awarded Applicant’s claim is governed by the published rules adopted by the THECB pursuant to Ch. 2260 hereafter enacted or subsequently amended. These rules are found at 19 T.A.C. Section 1.11.

12.22.3 Neither the occurrence of an event nor the pendency of a claim shall constitute grounds for the suspension of performance by the Awarded Applicant, in whole or in part.

12.23 NON-APPROPRIATION OF FUNDS

The Contract may be terminated if funds allocated to THECB should become reduced, depleted, or unavailable during the Contract period, and to the extent that THECB is unable to obtain additional funds for such purposes. THECB shall negotiate efforts as first consideration and if such efforts fail, then THECB shall immediately provide written notification to the Awarded Applicant of such fact and the Contract shall be deemed terminated upon receipt of the notification, and neither party shall have any further rights or obligations hereunder. Awarded Applicant shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as reasonably practicable. THECB shall be liable for costs incurred up to the time of such termination. Under no circumstances shall this RFA or any provisions herein be construed to extend the duties, responsibilities, obligations, or liabilities of the State of Texas or THECB beyond the then existing biennium.
12.24 REPORTING REQUIREMENTS

In compliance with the Family Educational Rights and Privacy Act (FERPA), grantees must have authority to gather, review, and report to the THECB appropriate data from all partners for evaluation purposes. Reports will be submitted using an online data collection system. The reports shall include, but are not limited to:

a. Number of participants in intervention(s),

b. Number of first generation college participants (if applicable),

c. Number of first time in college participants (if applicable),

d. Number of targeted students who persisted from fall to spring semester,

e. Number of targeted students who persisted from year to year,

f. Number of MMI tutors and/or mentors, and

g. Number of students impacted through tutor/mentor or other intervention.

Awarded Applicant may be required to complete a program evaluation for a Program funded as a result of this RFA. Reporting format may be provided by THECB to Awarded Applicant. THECB shall provide templates for reporting and the THECB evaluation staff may provide standard data entry and transmission instructions and program evaluation templates as required under this RFA. The templates shall include, but may not be limited to:

12.24.1 Program reports (monthly and final).


12.24.3 Evaluation forms for collecting data during or upon completion of the program.
APPENDIX A
Definitions

1. **Applicant** – A Texas public or private institution of higher education submitting an Application for a grant 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 project work required to fully comply with grant performance requirements and all grant terms and conditions.

4. **Benchmark** – A reference point by which an institution of higher education, program, or faculty can evaluate and compare itself in chosen areas against internal and external, national and international data for the purposes of monitoring and improvement.

5. **Board, Coordinating Board** – The Texas Higher Education Coordinating Board (THECB), an agency of the State of Texas.

6. **Economically Disadvantaged** – Colleges may use one or more of the following standards to determine whether an individual is economically disadvantaged: 1) annual income at or below the federal poverty line, 2) eligibility for Aid to Families with Dependent Children or other public assistance programs (includes WIC program participants), 3) receipt of a Pell Grant or comparable state program of need-based financial assistance, 4) participation or eligible for JTPA programs included under Title II, and 5) eligible for benefits under the Food Stamp Act of 1977 or the Health and Humans Services (HHS) Poverty Guidelines, 403.114, page 36721 of final Rules and Regulations.

7. **FERPA** – The Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99, is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational agency or institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

8. **Financial Need** – An indication of a student’s inability to meet the full cost of attending a college or university, measured by an income methodology, which considers a student to have financial need if his or her adjusted gross annual income is less than income levels set annually by the Commissioner of the Coordinating Board. If the student is a dependent, the family’s adjusted gross family income is considered; if the student is independent, only the student’s income (and the income of the student’s spouse, if he or she is married) is considered.

9. **First Generation College Student** – A student whose parent(s)/legal guardian(s) have not completed a baccalaureate degree.

10. **First-time in College Student** – A student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing.

11. **Grant** – The grant awarded as a result of this RFA and all exhibits thereto. This RFA, any Addendum issued in conjunction with this RFA, the Awarded Applicant’s Application (and any Application Addenda) shall all be fully incorporated therein as exhibits.
12. **Grantee** – Any eligible applicant awarded a Minority Male Initiatives Grant.


14. **State of Texas Business Days** – Monday through Friday, 8:00 a.m. to 5:00 p.m., except for scheduled State of Texas and national holidays.

15. **Texas College and Career Readiness Standards (CCRS)** – The standards adopted by the Coordinating Board in January 2008 which articulate the knowledge and skills that students must know and be able to do to succeed in entry-level college/university courses and in the skilled workforce. The CCRS can be found at [http://www.thecb.state.tx.us/collegereadiness/CRS.pdf](http://www.thecb.state.tx.us/collegereadiness/CRS.pdf).

16. **Work-Study Student** – An eligible student employed to help students at participating eligible institutions or to help high school students in participating school districts; or counsel high school students at GO Centers or similar high school-based recruiting centers designed to improve access to higher education.
## APPENDIX B
### Cover Sheet

<table>
<thead>
<tr>
<th>Applicant:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>City/State/Zip:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Contact (Director):</th>
<th></th>
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<tbody>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
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<tr>
<td>E-Mail Address:</td>
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<table>
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<tr>
<th>Applicant Contact (Co-Director):</th>
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<tbody>
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<td>Phone Number:</td>
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<td>Fax Number:</td>
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<tr>
<td>E-Mail Address:</td>
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</table>

<table>
<thead>
<tr>
<th>Application Certification:</th>
<th>I certify that this application is the sole application for a Minority Male Initiatives grant award for this institution.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Signature:</td>
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<tr>
<td>Printed Name and Title:</td>
<td></td>
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<tr>
<td>Date:</td>
<td></td>
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</table>
## APPENDIX C
### Program Budget

<table>
<thead>
<tr>
<th>I. Budget Line Item</th>
<th>II. Item Description</th>
<th>III. Purpose and Explanation</th>
<th>IV. Percent of Time on Project</th>
<th>V. Proposed Program Amount</th>
<th>VI. Proposed Cost Share Amount</th>
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<tbody>
<tr>
<td>11.6.1</td>
<td>Project Director, Co-Director</td>
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<td>11.6.2</td>
<td>Other Professional Staff</td>
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<td>Support Staff</td>
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<td>11.6.5</td>
<td>Fringe Benefits</td>
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<td>11.6.6</td>
<td>Travel</td>
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<td>11.6.7</td>
<td>Professional or Other Fees</td>
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<td>11.6.8</td>
<td>Other Direct Costs</td>
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<td><strong>Totals</strong></td>
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**TOTAL COST (Program and Cost Share Amounts)** $0.00
## APPENDIX D
Evaluation and Data Collection Plan

<table>
<thead>
<tr>
<th>Goal</th>
<th>Activities/Strategies</th>
<th>Outputs</th>
<th>Expected Outcomes</th>
<th>Measures of Success</th>
<th>Stakeholders Involved</th>
<th>Data Collection Methods</th>
</tr>
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Please use this form to indicate the:

1. Goals you are trying to reach;
2. Anticipated activities/strategies you plan to implement to reach the goal;
3. Expected short and long-term outcomes;
4. Measures you will use to evaluate the success of each activity/strategy;
5. Stakeholders involved in the goal; and
6. Methods that will be used to collect both quantitative and qualitative data for the evaluation.

See Section 10.4 for sample performance measures and additional information when completing the Evaluation and Data Collection Plan.
REQUEST FOR APPLICATIONS  
FY2016-2017 Minority Male Initiatives

APPENDIX E  
Application Reviewer Form

| Applicant: |  |
| Reviewer Number: |  |
| Date: |  |

**Statement of Need (Total Points: 15)**

<table>
<thead>
<tr>
<th>Comments</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describes and clearly establishes the need for the proposed grant. Does the Applicant: (a) Describe the extent to which specific gaps or weaknesses in services, infrastructure, or opportunities impact the delivery of services and outcomes of student performance; (b) Include detailed information on the anticipated target student population; (c) Document the need through data which affirms the low participation, persistence and/or success of the targeted student population, the population's percentage of lower socio-economic students, and the numbers and percentages of minority student groups in the population; (d) Include both student data and policies and procedures that might be impacted by the proposed activities; (e) Focus on increasing participation, persistence, and success rates of minority male students and aiding THECB in attaining its goals of Closing the Gaps in participation and success; and (f) Describe the alignment of project goals and potential impact of the Minority Male Initiatives in helping to meet statewide goals of the Accelerated Action Plan for Closing the Gaps by 2015, Closing the Gaps: The Texas Higher Education Plan and Closing the Gap Institutional Targets or the proposed goals of the next Texas Higher Education plan?</td>
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<tr>
<td>Project Design and Implementation (Total Points: 30)</td>
<td>Comments</td>
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<td>---------------------------------------------------</td>
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<tr>
<td>Describes the projected design and plan to implement the grant. Does the Applicant:</td>
<td></td>
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<tr>
<td>(a) Explain how the proposed peer-to-peer or near-peer MMI is designed to build capacity and yield results that address the barriers to student success that were indicated in the Statement of Need (Section 10.1);</td>
<td></td>
</tr>
<tr>
<td>(b) Include how the proposed MMI will address the Required Program Components (Section 9), and which activities will be implemented (Section 8) to address the need for the program as identified in the Statement of Need;</td>
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<tr>
<td>(c) Address the extent to which the goals, objectives, and outcomes to be achieved by the proposed MMI are clearly specified, measurable, and logically linked to the identified need;</td>
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<tr>
<td>(d) Demonstrate a design for implementing and evaluating the proposed MMI that will result in information to guide possible scaling and replication of proposed project activities or strategies, including information about the effectiveness of the approach or strategies employed by the MMI;</td>
<td></td>
</tr>
<tr>
<td>(e) Cite data from previous year(s) of implementation or piloting of activities and of up-to-date knowledge of evidence-based practices from research and effective practice in student success and completion;</td>
<td></td>
</tr>
<tr>
<td>(f) Explain how the Project Design and Implementation will facilitate the gathering of data on identified performance measures identified in Evaluation and Data Collection (Subsection 10.4);</td>
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<tr>
<td>(g) Include the methods to be employed and resources available for collecting, analyzing, and reporting data according to THECB requirements (Subsection 10.4):</td>
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<tr>
<td>(h) Demonstrate how the proposed MMI is part of an institutionally supported effort(s);</td>
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<tr>
<td>(i) Address how the proposed project improves the availability and quality of student support services for students, especially for minority male students and those with barriers to participation and access to service; and</td>
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<tr>
<td>(j) Include how the selection of student cohorts to be served and control groups is designed with consideration of ethical and valid research principles and appropriate for the proposed MMI, as applicable?</td>
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</tbody>
</table>
# Key Personnel and Management (Total Points: 10)

<table>
<thead>
<tr>
<th>Description</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Describes the key personnel associated with the proposed MMI and the</td>
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<tr>
<td>management plan. Does the Applicant:</td>
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<tr>
<td>(a) Demonstrate the adequacy of the management plan to achieve the</td>
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<tr>
<td>objectives of the proposed MMI on time and within budget, including</td>
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<tr>
<td>clearly defined responsibilities, timelines, and milestones for</td>
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<tr>
<td>accomplishing proposed project tasks;</td>
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<tr>
<td>(b) Identify key personnel, including but not limited to the Project</td>
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<tr>
<td>Director, associated with the proposed MMI and the amount of time</td>
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<tr>
<td>each will devote to the MMI;</td>
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<tr>
<td>(c) Explain how the time commitments of the Project Director and other</td>
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<tr>
<td>key project personnel are appropriate and adequate to meet the</td>
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<tr>
<td>objectives of the proposed MMI;</td>
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<tr>
<td>(d) The process by which faculty, staff and personnel have been</td>
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<tr>
<td>selected to implement the proposed project;</td>
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<tr>
<td>(e) Include a Project Timeline (Attachment A) with clearly identified</td>
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<tr>
<td>milestones for accomplishing proposed project tasks for the MMI;</td>
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<tr>
<td>(f) Indicate details regarding training and/or support activities that will</td>
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<td>be provided to tutors and/or mentors (Paragraph 9.2.4) during the</td>
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<td>grant period;</td>
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<tr>
<td>(g) Include Curriculum Vitae and/or resumes and/or position</td>
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<tr>
<td>descriptions (Attachments B-1, B-2, etc.) for key personnel to</td>
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<tr>
<td>include, at a minimum, the Project Director, Co-Director (if applicable),</td>
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<tr>
<td>fiscal or budget manager, and evaluator; and</td>
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<tr>
<td>(h) Include an organizational chart of key personnel in relation to</td>
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<tr>
<td>management of the project within the institution (Attachment C)?</td>
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</table>
**Evaluation and Data Collection (Total Points: 20)**

<table>
<thead>
<tr>
<th>Comments</th>
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<tbody>
<tr>
<td>Does the Applicant:</td>
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<tr>
<td>(a) Provide a plan and description of how the goals and objectives of the MMI will be evaluated (Appendix D), including the proposed activities and strategies the Applicant plans to develop to achieve the goals and objectives of the program;</td>
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<tr>
<td>(b) Incorporate performance measures that include:</td>
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<tr>
<td>a. Number of targeted students who persist from fall to spring semester,</td>
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<tr>
<td>b. Number of targeted students who persist from year to year,</td>
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<tr>
<td>c. Participation (based on fall enrollment) post intervention(s) (as applicable), and/or</td>
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<tr>
<td>d. Increases in completion of a postsecondary credential from participation in the intervention(s) (as applicable);</td>
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<tr>
<td>(c) Address the methods to be employed and resources available for collecting, analyzing, and reporting data according to THECB requirements, including, but not limited to:</td>
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<tr>
<td>a. Number of participants in intervention(s),</td>
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<tr>
<td>b. Number of first generation college participants (if applicable),</td>
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<tr>
<td>c. Number of first time in college participants (if applicable),</td>
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<tr>
<td>d. Number of targeted students who persisted from fall to spring semester,</td>
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<tr>
<td>e. Number of targeted students who persisted from year to year,</td>
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<tr>
<td>f. Number of MMI tutors and/or mentors, and</td>
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<tr>
<td>g. Number of students impacted through tutor/mentor or other intervention;</td>
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<tr>
<td>(d) Explain the extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the proposed project and will produce quantitative and qualitative data, with appropriate consideration of Family Educational Rights and Privacy Act (“FERPA”) requirements;</td>
<td></td>
</tr>
<tr>
<td>(e) Describe the benchmark data or selection of students or cohorts to be served and control groups for the MMI, if applicable, and how the Applicant incorporated consideration of ethical and valid research principles that are appropriate;</td>
<td></td>
</tr>
<tr>
<td>(f) Indicate the Applicant’s agreement to fully participate in any THECB cross-site evaluation related to the MMI. Applicants confirm authority to gather, review, and report appropriate data from all partners to THECB; and</td>
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<tr>
<td>(g) Designate one or more individuals who will be responsible for collecting and generating these data and reports, and submitting them to the THECB?</td>
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</table>
**Budget, Adequacy of Resources, and Sustainability (Total Points: 25)**

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<thead>
<tr>
<th>Description</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Describes the proposed budget, adequacy of resources supporting the MMI, and plan for sustainability of activities beyond the grant period. Does the Applicant: (a) Address the extent to which the requested budget demonstrates a commitment and adequacy of resources that is both necessary and reasonable in relation to the proposed MMI; (b) Provide a Program Budget (Appendix C) and include budget narrative for the proposed MMI. Grantees must provide at least 10% cost sharing or match for the funds awarded. Matching funds can include funds for work-study mentor travel, administrative costs, and training for mentors and staff (Subsection 3.3); (c) Explain how the requested budget is reasonable in relation to the proposed activities; (d) Indicate where grant funding supports or is used to leverage existing positions or roles in the MMI, where applicable; (e) List and describe any current resources, including, but not limited to initiatives and college or university programs that serve minority male students to achieve increased student success, such as: a. Full-time employees or staff whose roles and responsibilities include student support service activities, and/or b. Dedicated budget items or institutional funding; (f) Provide a list of all external grant awards received between 2014-2015 (FY2015) and any future grant awards expected through the MMI FY2016 – FY2017 grant period (Attachment D); (g) Describe a clear and realistic plan for sustaining and institutionalizing MMI strategies, practices, and activities beyond the project period, noting key partnerships, resources, and staff that will be leveraged; (h) Identify activities to disseminate and replicate promising practices activities and how they will provide information, assistance, and support to implement and scale up strategies across the institution; and (i) Specify any institutional resources, in-kind contributions or other resources that will be leveraged to support and sustain the MMI.</td>
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</table>

**Total Application Points from Reviewer (100 points possible):**
## COMPETITIVE PREFERENCE POINTS
**(TO BE COMPLETED BY THECB ONLY)**

<table>
<thead>
<tr>
<th>Competitive Preference (Total Points: 25)</th>
<th>Comments</th>
<th>Score</th>
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<tbody>
<tr>
<td>THECB will award up to twenty (20) points to Applicants:</td>
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<td>(a) based on the percentages and number of minority male students enrolled.</td>
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<td><strong>THECB will use the 2014 Texas Public Higher Education Almanac and data sources therein to determine and award Competitive Preference Points.</strong></td>
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<td>THECB will award up to five (5) points to Applicants that demonstrate prior experience administering THECB funded programs. Applicants must demonstrate satisfactory performance with such projects, as follows:</td>
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<tr>
<td>(a) The extent to which the project met the stated programming requirements of the grant;</td>
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<td>(b) The extent to which the project completed all of the required evaluation instruments and submitted all required data; and</td>
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<tr>
<td>(c) The extent to which the project used the funds for what they were intended and filed all financial information in a timely and accurate manner.</td>
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<tr>
<td><strong>Total Application Points (125 points possible):</strong></td>
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</table>
REQUEST FOR APPLICATIONS
FY2016-2017 Minority Male Initiatives

Attachment A

Project Timeline
REQUEST FOR APPLICATIONS
FY2016-2017 Minority Male Initiatives

Attachments B-1, B-2, etc.
Curriculum Vitae, Resumes, and/or Position Descriptions
REQUEST FOR APPLICATIONS
FY2016-2017 Minority Male Initiatives

Attachment D
FY2015 and Future or Expected External Grant Awards