REQUEST FOR APPLICATIONS

TEXAS HIGHER EDUCATION COORDINATING BOARD

FY 2016 – 2017 Work-Study Student Mentorship Program

NOTICE OF INTENT DEADLINE: 5:00 PM C.D.T., AUGUST 7, 2015

APPLICATION DEADLINE: 5:00 PM C.D.T., AUGUST 21, 2015
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1 OVERVIEW OF FUNDING OPPORTUNITY

1.1 PROGRAM TITLE: FY 2016 – FY 2017 Work-Study Student Mentorship Program

1.2 SYNOPSIS OF PROGRAM

The program goal is to assist in generating a college-going culture among high school students and provide financial support needed to be successful in post-secondary education. Work-study funds are used to provide wages to college students employed on a part-time basis as part of a Work-Study Mentorship Program. Eligible college students work at participating eligible institutions to mentor high school students to help create a college-going culture. College students may also provide mentoring and/or tutoring services to other college students on their college campus. (see Appendix A).

1.3 POINT OF CONTACT

Natalie Coffey
Director of Recruitment and Retention
College Readiness and Success Division
Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752
Email: Natalie.Coffey@thecb.state.tx.us

2 AWARD SUMMARY

2.1 MAXIMUM AWARD AMOUNT: $300,000 (per fiscal year)

2.2 PROJECT PERIOD: On or about September 1, 2015 through August 31, 2017

2.3 NOTICE OF INTENT DEADLINE: August 7, 2015

2.4 INQUIRY DEADLINE: August 14, 2015

2.5 APPLICATION DEADLINE: August 21, 2015, by 5:00 PM C.D.T.

2.6 AWARD NOTIFICATION: Decision letters will be emailed to Applicants by September 1, 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. TEC 56.079 also authorizes non-profit organizations to partner with institutions of higher education to pursue the objectives of the program.

3.2 Participating Eligible Entity

A participating entity is an eligible school district, or a non-profit organization that has filed a memorandum of understanding (MOU) with the successful applicant to participate in the Work-Study Student Mentorship Program. Both entities must create and sign an MOU outlining each partner’s roles and responsibilities (Appendix F). Middle school and elementary school students are not eligible to receive services under the terms of this Program.

3.3 Student Eligibility

All student mentors must be able to demonstrate financial need. Financial need is determined by each institution of higher education. Determining need through the IHE’s financial aid office is not required. IHEs that choose not to partner with their financial aid office will be asked to indicate how they intend to determine financial need. In addition, to be eligible for employment a student shall;

3.3.1 be a Texas resident determined in accordance with §§21.21 - 21.30 of the Coordinating Board Rules (relating to Determining Residence Status);
3.3.2 be enrolled for at least one-half of a full course load in a program of study;
3.3.3 establish financial need as set forth under definition in this document; and
3.3.4 not receive an athletic scholarship or not be enrolled in a seminary or other program leading to ordination or licensure to preach for a religious sect or to be a member of a religious order.

3.4 MAXIMUM NUMBER OF SUBMISSIONS BY APPLICANT

Applicants may submit only one proposal for the Work-Study Student Mentorship Program.

3.5 COST SHARING OR MATCHING REQUIREMENTS

Grantees shall provide a 10% 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. Grantees shall set aside a portion of the institution’s Texas college work-study program funds to pay for the state’s contribution toward the costs of the program.
4 NOTICE OF INTENT GUIDELINES

Applicants desiring to submit an application for the THECB FY 2015 – 2017 Work-Study Student Mentorship Program MUST SUBMIT an Intent to Apply to the THECB. The Intents to Apply are used to ensure we have enough reviewers for the review process. The Intents to Apply must be sent separately by email to Raul Jaimes at Raul.Jaimes@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 FY 2015 – 2017 Work-Study Student Mentorship Program."

4.2 Identity of Applicant (Institution/Organization).

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

5 APPLICATION PREPARATION INSTRUCTIONS

5.1 PACKAGING INSTRUCTIONS

Applicants desiring to apply for the THECB FY 2016 – 2017 Work-Study Student Mentorship Program 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 Raul.Jaimes@thecb.state.tx.us with the subject line: Work-Study Mentorship RFA 2016-2017.

APPLICATIONS DUE: 5:00 PM C.D.T., AUGUST 21, 2015

Late Applications will not be accepted. No mailed, hand-delivered, or faxed Applications will be accepted for this RFA.

6 INQUIRIES

All inquiries shall be directed to Natalie Coffey, Director of Recruitment and Retention, at Natalie.Coffey@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 August 14, 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

The THECB is requesting Applications to fund Work-Study Student Mentorship Programs for FY2016 - 2017. This RFA sets forth qualifications for institutions of higher education and non-profit organizations that partner with institutions of higher education to pursue the objectives of the program.

7.1.1 Work-Study Student Mentorship Programs provide funding for eligible college students to mentor students at participating institutions or high school students at participating school districts; or to counsel high school students at GO Centers or similar high school-based recruiting centers designed to improve student access to higher education.

7.2 PROGRAM AUTHORITY

Section 56.079 of the Texas Education Code, entitled “Work-Study Student Mentorship Program,” provides for the establishment of grants and programs to meet its goals for participation and success in Closing the Gaps.

8 PROGRAM DESCRIPTION

8.1 DESCRIPTION

The THECB will provide training and on-going technical assistance to selected Applicants. Training may be delivered online, via teleconference, or through other appropriate delivery methods.

Work-Study Student Mentorship Programs recruit and pay wages to eligible college students employed on a part-time basis. Eligible students work in GO Centers or other college and career centers at participating high schools or other eligible organizations to provide high school students with college-going information and assistance. Eligible students may also be employed as mentors and/or tutors serving college students. Activities include:

8.1.1 Providing information to high school students about higher education, including the college selection process, the application process and the financial aid options.

8.1.2 Assisting students in finding and utilizing appropriate resources such as the College for All Texans Website.

8.1.3 Assisting students in completing the FAFSA, ApplyTexas application, or other college applications.

8.1.4 Assisting in special outreach events such as College Nights or FAFSA Saturdays.

8.1.5 Assisting college students with academic tutoring and/or mentoring.
9 REQUIRED PROGRAM COMPONENTS

An Applicant shall include the following components in each proposed Work-Study Student Mentorship Program Application:

9.1 RECRUITMENT PLAN

Applicants must provide an overview of how eligible students will be recruited and hired. The recruitment plan should document how applicants will determine that students meet financial eligibility (outlined in Section 3.3).

9.2 SCHOOL PARTNERSHIPS

Applications must include a list of high schools or school districts the applicant will partner with to implement the Program. Signed MOUs with each entity must be sent to the THECB within thirty (30) days of award notification.

9.3 MENTOR TRAINING

Each grantee must provide supervision and training to student mentors. At a minimum, training must cover the following topics:

9.3.1 Overview of Closing the Gaps by 2015 or current Texas Higher Education Plan and the role of the Work-Study Student Mentorship Program;
9.3.2 Overview of College for All Texans and Generation Texas website;
9.3.3 Specific information about the communities in which they serve, including demographics and local college-going rates;
9.3.4 Personal, public, economic and societal benefits of higher education;
9.3.5 Specific information about applying to college including college exploration, the admission process, writing personal essays, and completing financial aid and college application forms; and,
9.3.6 Mentor expectations, roles, and responsibilities.

9.4 TUTOR TRAINING

Each tutor hired must have peer tutor training and/or training in using a calling program designed to help first time in college (FTIC) students' transition into college life by providing periodic, targeted phone calls that more deeply connect students to the campus community.

9.5 DATA COLLECTION

Awarded Applicant shall indicate how information and data is to be collected during the program period. At a minimum, such information will include mentor and mentee characteristics collected via a form to be provided by the THECB. Refer to Section 12.24 for specific reporting requirements. Reporting forms in Appendix G and Appendix H.

9.6 INFORMATION SHARING

Awarded Applicant shall indicate how information will be shared with all appropriate partners (THECB, school districts, other institutions of higher education, Regional P-16 Councils, etc.).
REQUEST FOR APPLICATIONS
Work-Study Student Mentorship Program

10 SELECTION CRITERIA

10.1 STATEMENT OF NEED (5 points)

Need will be documented through data which affirms the low college-going rates of participating schools, the population’s percentage of lower socio-economic students, and the percentage of minority students in the population.

10.2 PROJECT DESIGN (40 points)

At a minimum, the Project Design must address the following:

a) Brief overview of program design (how program will be managed and how work-study mentors and/or tutors will be utilized and supervised);
b) Overview of training mentors and/or tutors will be provided;
c) Prior experience administering Work-Study Mentorship or similar programs, working with HB 2550 schools or working with at-risk youth or with schools in economically disadvantaged areas. This may include experience with other THECB programs (i.e. Work-Study Mentorship, College Connection, Summer Bridge, P-16 Regional Councils, etc.);
d) Number of student mentors and/or tutors anticipated and projected average number of hours worked by student mentors and/or tutors each week;
e) Budget (see Appendix E); and
f) List of high school partners, as applicable. Attach signed MOU(s) (see Appendix F). Letters of support from partners will be accepted in place of signed MOUs; however, signed MOUs must be made available to THECB within fifteen (15) days of a signed contract.
g) For college or university programs (mentoring or tutoring) serving college students, applicant must include how program will incorporate services to underrepresented students and/or demonstrated successful experience with THECB programs. (i.e. THECB First Year Experience (FYE) Calling Program, Minority Male Mentoring/Tutoring, Transition TX, AVID Postsecondary Tutoring)

10.3 QUALITY OF MANAGEMENT PLAN (10 points)

At a minimum, the management plan must address the following:

(a) The adequacy of the management plan to achieve the goals of the Work-Study Student Mentorship Program, including specific information about how the work-study mentors and/or tutors will be supervised.

(b) The extent to which the time commitments of the program director and other key staff are adequate to meet the objectives of the Work-Study Student Mentorship Program.

10.4 QUALITY OF EVALUATION PLAN (10 points)

10.4.1 At a minimum, the evaluation plan must provide a description of how the goals and objectives of the program will be evaluated and must indicate the following:

10.4.1.1 Anticipated activities/strategies the Applicant plans to develop to achieve the goals and objectives of the program;

10.4.1.2 Methods used to gather the data, with appropriate consideration of FERPA requirements.
10.4.2 CROSS SITE EVALUATION

Applicant agrees to participate in the THECB cross-site evaluation using information in Appendix I. Applicants must have authority to gather, review, and report to THECB appropriate data from all partners. The THECB evaluator will send standard data entry and transmission instructions and program evaluation reporting templates to Awarded Applicant. Applicant must designate an individual who will be responsible for generating these data and reports, and submitting them to the THECB.

10.5 ADEQUACY OF RESOURCES (5 points)

At a minimum, the Applicant must demonstrate commitment and adequacy of resources as follows:

(a). The extent to which the requested budget is reasonable in relation to the proposed activities.

(b). The extent to which the Applicant and, when applicable, the partners have demonstrated a commitment to the program.

(c). The extent to which the Applicant has demonstrated the appropriate commitment of matching funds equal to 10 percent of the funds awarded. In-kind contributions are allowable to meet the match requirement under this program.

10.6 STATEMENT OF IMPACT (5 points)

Applicants must describe the alignment of project goals and potential impact of the Work-Study Student Mentorship Program in helping meet statewide goals of Closing the Gaps and institutional Closing the Gaps targets or the goals of the current Texas Higher Education plan.

10.7 PRIOR EXPERIENCE (25 points)

THECB will award up to 25 points to Applicants that demonstrate prior experience administering similar programs, partnering and working with HB 2550 schools, or working with at-risk youth or with schools in economically disadvantaged areas. 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 - 2017 Work-Study Student Mentorship Program” 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 outlined under this RFA.

11.2 COVER SHEET

In the format provided in Appendix D, Cover Page, 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 11.6.

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 FY 2016 – 2017 Work-Study Student Mentorship Program. 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 must not exceed five (5) pages. The Narrative must include the information as outlined in Section 10, Selection Criteria.
11.6 BUDGET

In the format provided in Appendix E, 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 Mentor/Tutor Salaries. Student mentors/tutors are paid a minimum of $10 an hour for a maximum of 20 hours per week. Work-Study Student Mentorship funding is solely for the salary of work-study students who meet the eligibility criteria.

11.6.2 Benefits. Employee related benefits (Social Security, Medicare, etc.) are allowable expenses.

11.6.3 Indirect Costs. Indirect costs are not paid to the grantee.

11.6.4 Other Costs. Travel, administrative costs, and training expenses are not allowable.

11.6.5 Background Checks. Costs related to criminal background checks for each student mentor are assumed by the grantee.

11.6.6 Cost Sharing from Applicant. Indicate the in-kind commitment that the Applicant will make to support this effort. Also include required cost sharing or matching funds stipulated in this RFA. See Subsection 3.5 for required cost sharing guidelines.

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 Subsection 2.6. 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 for year one shall be disbursed upon receipt of a fully executed contract. Funding for year two (Fiscal Year 2017) is contingent upon demonstrating satisfactory progress towards goals and submission of all required reports. Funding for year two will be made monthly on a reimbursement basis upon receipt of a fiscal report approved by THECB staff. The final payment shall be based upon actual expenditures up to the amount provided for in the Contract. 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, based on 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.

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 Agency Operations and Communications/Chief Operating Officer. 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:

(a). the number of students employed as mentors/tutors;
(b). the number of training hours received by mentors/tutors;
(c). the number of hours served by mentors/tutors;
(d). the number of high school or college students receiving mentoring and/or tutoring;
(e). the academic progress made by student mentors/tutors, and high school or college students receiving mentoring (changes in grade point average, changes in graduation rates, changes in the percentage of high school students who enroll in higher education, and the effects of higher education readiness and preparation);
(f). types of activities the mentors/tutors participate in (outreach events, Free Application for Federal Student Aid (FAFSA) nights, college nights, etc.);
(g). the number of college and FAFSA applications completed and submitted, if applicable; and
(h). demographic information for mentors/tutors and students served.

Awarded Applicant shall be required to complete a program evaluation for a Program funded as a result of this RFA. The final payment of the grant funds shall not be awarded until satisfactory completion of all reports and requested information is provided to the THECB. Reporting format may be provided by THECB to Awarded Applicant. THECB shall provide templates for reporting and the THECB evaluation staff shall provide standard data entry and transmission instructions.
REQUEST FOR APPLICATIONS
Work-Study Student Mentorship Program
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

Board, Coordinating Board: The Texas Higher Education Coordinating Board (THECB).

College and Career Center: A center which provides a variety of resources for college and career planning. Students can obtain information on two and four year colleges and universities, financial aid and scholarships, testing and test preparation, career possibilities, and college major descriptions.

Work-Study Mentor/Tutor: 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.

FERPA: The Family Educational Rights and Privacy Act, FERPA, 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 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 withheld.

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.

GO Center: GO Centers provide college-going information and assistance to students and their families. Over 200 GO Centers have been created since 2003. GO Centers are local community-managed prospective college student centers that focus on creating a college-going culture and promoting college awareness. Each Go Center provides access to a wide range of information about college and careers. Traditional GO Centers are located in educational settings. They are often located on high school campuses, but can also be found in middle schools or college and university campuses. Satellite GO Centers are located in non-educational settings such as public libraries, local workforce centers, or community centers. Mobile GO Centers are mobile units outfitted with computers, printers, and internet connectivity that travel to festivals, sporting events, or even supermarket and mall parking lots.

Grantee: Any eligible applicant awarded a Work-Study Student Mentorship Program Grant.

Memorandum of Understanding: An agreement between a grantee and a participating entity outlining the roles and responsibilities of each entity.

Participating Entity: An eligible institution, school district, or nonprofit organization that has filed a memorandum of understanding with the Coordinating Board.

Program: The Work-Study Student Mentorship Program.
Sec. 56.079. WORK-STUDY STUDENT MENTORSHIP PROGRAM. (a) In this section:

(1) "Coordinating board" means the Texas Higher Education Coordinating Board.

(2) "Eligible institution" means:

(A) an institution of higher education; or

(B) a private or independent institution of higher education, as defined by Section 61.003(15), other than a private or independent institution of higher education offering only professional or graduate degrees.

(3) "Participating entity" means an eligible institution, a school district, or a nonprofit organization that has filed a memorandum of understanding with the coordinating board under this section to participate in the work-study student mentorship program established under this section.

(b) In accordance with this section and coordinating board rules, the coordinating board shall administer a work-study student mentorship program under which students who are enrolled at participating eligible institutions and who meet the eligibility requirements for employment in the Texas college work-study program under Section 56.075 may be employed by participating entities under the Texas college work-study program to:

(1) mentor students at participating eligible institutions or high school students in participating school districts; or

(2) counsel high school students at GO Centers or similar high school-based recruiting centers designed to improve student access to higher education.

(c) To participate in the work-study student mentorship program, an eligible institution and one or more school districts or nonprofit organizations interested in jointly participating in the program shall file with the coordinating board a joint memorandum of understanding detailing the roles and responsibilities of the participating entities.

(d) The coordinating board, in consultation with eligible institutions, school districts, and nonprofit organizations that express interest in participating in the work-study student mentorship program, shall develop a standard contract establishing the roles and responsibilities of participating entities to be used as a model for a memorandum of understanding entered into by participating entities under Subsection (c).

(e) The coordinating board:

(1) shall establish criteria to ensure that the participating eligible institution’s contribution toward the wages and benefits of a student employed as a mentor under the work-study student mentorship program is matched by funds provided by the participating entity benefiting from the services of the employed student in an amount that is at least equal to the amount of the participating eligible institution’s contribution;
(2) may accept appropriate in-kind contributions from participating nonprofit organizations to satisfy the matching funds requirement of this subsection; and
(3) may waive the matching funds requirement of this subsection for a participating entity that meets criteria established by the coordinating board for a waiver.

(f) The coordinating board shall partner with participating nonprofit organizations to establish additional GO Centers or similar high school-based recruiting centers designed to improve student access to higher education in this state.

(g) The coordinating board shall ensure that each student employed under the work-study student mentorship program:
   (1) receives appropriate training and supervision; and
   (2) is paid at least at the minimum wage required by law.
   (h) The coordinating board may accept gifts, grants, and donations from any public or private source for the purposes of this section.
   (i) An eligible institution participating in the work-study student mentorship program under this section may require students who are on academic probation at the institution to be matched with a student mentor employed under the program.
   (j) Not later than November 1 of each year, each eligible institution participating in the work-study student mentorship program shall submit to the coordinating board a report regarding the progress resulting from the institution's participation in the program. The report must include:
      (1) the number of students of the institution employed as mentors under the program in the preceding academic year;
      (2) the number of students of the institution receiving mentoring under the program in the preceding academic year;
      (3) the number of high school students receiving mentoring or counseling from students of the institution under the program in the preceding academic year;
      (4) information relating to the costs of the program; and
      (5) if available, information in the form prescribed by the coordinating board regarding the following indicators of the academic progress of the students of the institution employed as mentors under the program, students of the institution receiving mentoring under the program, and the high school students receiving mentoring or counseling from students of the institution under the program:
         (A) changes in grade point averages;
         (B) changes in graduation rates;
         (C) changes in the percentage of high school students who enroll in higher education; and
         (D) effects on higher education readiness and preparation.
   (k) Each eligible institution participating in the work-study student mentorship program under this section shall set aside a portion of the institution's Texas college work-study program funds to pay for the state's contribution toward the costs of the program.
(l) Notwithstanding Section 56.076, a participating entity that employs a student mentor under
the work-study student mentorship program shall provide from sources other than federal college work-
study funds:

   (1) not less than 10 percent of the employed student's wages; and
   (2) 100 percent of other employee benefits for the employed student.

Added by Acts 2005, 79th Leg., Ch. 1230, Sec. 5, eff. June 18, 2005.
Amended by:

APPENDIX C
THECB Rules – Work-Study Student Mentorship Program

Chapter 4. Rules applying to All Public Institutions of Higher Education in Texas
Subchapter J. Work-Study Student Mentorship Program

§4.191 Purpose
The purpose of this subchapter is to establish rules for implementation of the Work-Study Student Mentorship Program, separate and distinct from the Texas College Work-Study Program outlined under Chapter 22, Subchapter M of this title (relating to Texas College-Work Study Program).

§4.192 Authority
Texas Education Code, §56.077 authorizes the Coordinating Board to adopt rules to enforce the requirements, conditions, and limitations of §56.079 concerning the Work-Study Mentorship Program.

§4.193 Definitions
The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise:

(1) Board or Coordinating Board—The Texas Higher Education Coordinating Board.
(2) Commissioner—The Commissioner of Higher Education, the Chief Executive Officer of the Board.
(3) 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. 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) are considered.
(4) Mentor—An eligible student employed to:
   (A) help students at participating eligible institutions or to help high school students in participating school districts; or
   (B) counsel high school students at GO Centers or similar high school-based recruiting centers designed to improve access to higher education.
(5) Participating Entity—An eligible institution, a school district, or a nonprofit organization that has filed a memorandum of understanding with the Coordinating Board under this subchapter.
(6) Program—The Work-Study Student Mentorship Program.

§4.194 Eligibility and Program Requirements
(a) Eligible Institution. The following Texas institutions of higher education are eligible to participate in the Program:
   (1) any public technical college, public junior or community college, public senior college or university, medical or dental unit, or other agency of higher education as defined in Texas Education Code, §61.003; or
   (2) a private or independent institution of higher education, as defined by Texas Education Code §61.003(15), other than a private or independent institution of higher education offering only professional or graduate degrees.
(b) Eligible Student Mentors. To be eligible for employment in the Program, a student mentor shall:
   (1) be a Texas resident determined in accordance with §§21.727 - 21.736 of this title (relating to Determining Residence Status);
(2) be enrolled for at least one-half of a full course load in a program of study;
(3) establish financial need as set forth under §4.193 of this subchapter; and
(4) not receive an athletic scholarship or not be enrolled in a seminary or other program leading to
ordination or licensure to preach for a religious sect or to be a member of a religious order; and
(5) receive appropriate training as determined by the Commissioner or Coordinating Board staff.

(c) Participating Entities. To participate in the Program, an eligible institution and one or more school
districts or nonprofit organizations shall file with the Coordinating Board a memorandum of understanding
detailing the roles and responsibilities of each participating entity.
(d) Criteria for Participation and Program Requirements. Additional criteria for participation and program
requirements shall be determined in consultation with participating entities and set forth in
Commissioner's policies. The Commissioner's policies shall be reviewed periodically to determine the
effectiveness and success of the Program.

§4.195 Allocations and Disbursement of Funds
(a) Allocations. The Board shall allocate Program funds to participating institutions according to criteria
established by the Commissioner. At the beginning of each academic year, the year's full allocation will
be provided to each participating institution.
(b) Reallocations. Institutions shall have until a date specified by the Commissioner to encumber all
funds allocated. On that date, institutions lose claim to unencumbered funds and the unencumbered
funds are available to the Commissioner for reallocation to other institutions. If necessary for ensuring
the full use of funds, subsequent reallocations may be scheduled until all funds are awarded and
disbursed.
(c) Program funds may be used during any academic period for which mentorship opportunities are
needed by participating entities as long as student mentors meet eligibility requirements as outlined
under §4.194(b).

§4.196 Reporting
(a) Not later than November 1 of each year, each institution participating in the Program shall report to
the Coordinating Board on the progress made by students being assisted through the Program. The
report shall include:

(1) the number of students employed as mentors in the preceding year;
(2) the number of students from the participating institution receiving mentoring in the preceding
year;
(3) the number of high school students receiving mentoring or counseling from students of the
participating institution in the preceding year;
(4) information relating to the costs of the program; and
(5) the academic progress made by student mentors, students of the participating institution
receiving mentoring, and high school students receiving mentoring or counseling from students of
the participating institution in the preceding year.
(b) The Coordinating Board shall establish reporting requirements and forms to be completed by
participating institutions in the Program.
### APPENDIX D
Cover Page

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**APPENDIX E**
**Program Budget**

Program Period: _______________________

Authorized Signature: ___________________

Title: ________________________________

Date: ________________________________

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APPENDIX F
Sample Memorandum of Understanding

This proposed Memorandum of Understanding (MOU) is between the NAME OF INSTITUTION OF HIGHER EDUCATION and high schools within the NAME OF SCHOOL DISTRICT.

Both parties will:

Work to meet the goals of Closing the Gaps by 2015 or current Texas Higher Education Plan;
Inform the partner(s) of any scheduling changes that may impact service delivery;
Develop a method of communicating needs and challenges; and
Collaborate to encourage students to pursue post-secondary education.

The institution of higher education will:

Assign Work-Study Mentors for the academic year to designated high schools to promote college awareness and participation among students and parents;
Train members on how to spread the college-going message among students and parents;
Recruit, screen, deploy, and monitor Work-Study Mentors to mentor students through the GO Center or college and career center;
Assist in training the sponsor and other school personnel on the mission of the Work-Study Mentorship Program and the services the Work-Study Mentors can provide;
Provide services to high school students including a general overview of the college experience, college and course selection, test preparation, and completion of financial aid and admission applications;
Ensure members complete a criminal background check; and
Monitor the activities of the project through annual reports from members and report to THECB.

The school will

Ensure that Work-Study Mentors and students have access to computer and internet access in the GO Center or college and career center;
Designate an adult sponsor to oversee the operation of the GO Center or college and career center. This sponsor must either be a school employee or someone authorized by the school to have access to students and facilities of the school;
Display college and career readiness materials including FAFSA forms, Apply Texas Application, community college applications and other items;
Utilize a tracking system provided and maintained by the Institution of Higher Education; and
Encourage teachers and students to use the GO Center or college/career center and foster an expectation of college attendance (i.e. reinforcing the knowledge that a postsecondary education is affordable and possible, and the belief that it is desirable).
REQUEST FOR APPLICATIONS  
Work-Study Student Mentorship Program  

PERIOD OF AGREEMENT  

The participating parties agree to the terms outlined above for the ____________ academic year, with plans to review these terms at the conclusion of noted academic year.  

APPROVAL  

I have read and agree to the terms and conditions outlined above.  

________________________________________________________________________  
Institution of Higher Education Representative | Date  

________________________________________________________________________  
School District Representative | Date
Work Study Student Information Form

Section I should be completed within 30 days after the student’s hire date.

Section II should be completed within 30 days after the student’s last day of work-study service.

Section I: Student Intake

Program Year:

Program Site:

FICE Code:

(Auto-populated)

Program:

Student’s First Name:

Student’s Last Name:

Student’s Date of Birth:
REQUEST FOR APPLICATIONS
Work-Study Student Mentorship Program

ITIN or Social Security Number (SSN): 

(Space is limited to 9 characters. Do not use hyphens or periods to separate numbers. Entry must be valid and complete.)

Student's Gender: 

Student's Ethnic Origin: 

Student's Race: 

Is the student a first generation college student (i.e., neither parent enrolled in college)?

Student Classification as of Fall 2014: 

Student start date in the work-study program: 

(Enter the first day the student started working in the program for the academic year, i.e., September 1, 2015 through August 31, 2016. MM/DD/YYYY)

Student's cumulative, weighted GPA at the start of work study service: 

(Use the GPA from the start of the semester work study service first began in the academic year. Use the format 99.99)

************************************************************

Section II: Student Completion

Student's end date in the program: 

REQUEST FOR APPLICATIONS
Work-Study Student Mentorship Program

(Enter the last day the student worked in the program for the academic year, i.e., September 1, 2015 through August 31, 2016. MM/DD/YYYY)

Average hours worked per week: 

(Enter a numeric value from 1 - 20 hours. Use format 99.99.)

Total hours worked in the academic year: 

(Enter total hours student was in work-study program for the academic year, i.e., September 1, 2014 through August 31, 2015. Use the format 999.99)

Student's cumulative, weighted GPA at the end of work study service: 

(Use the GPA from the end of the semester work study service ended in the academic year. Use the format 99.99)
REQUEST FOR APPLICATIONS
Work-Study Student Mentorship Program

Mentoring Recipient Intake Form (sample)

Site: (select from drop down box)  
Date: ________________  

Student’s First Name: ___________________________  

Student’s Last Name: ___________________________  Phone: ________________  

Date of Birth: _____/____/_____  mm/dd/yyyy  

SSN# _____-____-______  
(confidential, used only for research on program effectiveness) (enter all 9s for missing  

S # if known: ___________________________ (students without a SSN will have this)  

Grade level fall 2015: 9th 10th 11th 12th  
College Student (circle the appropriate response)  

High School Graduated from  
City, State  

Circle appropriate answer.  
Gender: Male Female  

Primary Language Spoken at Home: English Spanish Other (Please specify: ________)

<table>
<thead>
<tr>
<th>Educational Attainment of Parents/Guardians</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(circle the highest level completed)</td>
<td>---</td>
</tr>
<tr>
<td><strong>Mother/Female Guardian</strong></td>
<td>---</td>
</tr>
<tr>
<td>No High School</td>
<td>---</td>
</tr>
<tr>
<td>Some High School</td>
<td>---</td>
</tr>
<tr>
<td>High School Graduate</td>
<td>---</td>
</tr>
<tr>
<td>Some College</td>
<td>---</td>
</tr>
<tr>
<td>Bachelors Degree or higher</td>
<td>---</td>
</tr>
<tr>
<td>Don't know/Not Applicable</td>
<td>---</td>
</tr>
<tr>
<td><strong>Father/Male Guardian</strong></td>
<td>---</td>
</tr>
<tr>
<td>No High School</td>
<td>---</td>
</tr>
<tr>
<td>Some High School</td>
<td>---</td>
</tr>
<tr>
<td>High School Graduate</td>
<td>---</td>
</tr>
<tr>
<td>Some College</td>
<td>---</td>
</tr>
<tr>
<td>Bachelors Degree or higher</td>
<td>---</td>
</tr>
<tr>
<td>Don't know/Not Applicable</td>
<td>---</td>
</tr>
</tbody>
</table>
List the following
Extracurricular activities in high school (example - sports, choir, school newspaper):

Awards and/or Honors (example – placing in academic competition, honor roll, etc.):

Community Service Activities (example – volunteering with homeless, tutoring younger students, etc.):

<table>
<thead>
<tr>
<th>Check the best answer.</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Not Sure/Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I plan to go to college when I finish high school.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My parents/guardians are encouraging me to go to college.</td>
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</tr>
<tr>
<td>My friends plan on going to college.</td>
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<tr>
<td>I enjoy school.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>My teacher(s)/counselor(s) care if I go to college.</td>
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<td></td>
</tr>
<tr>
<td>I am interested in a specific college(s).</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Did you or any member of your family qualify for the free or reduced lunch program during the 2014-15 school year?

Yes  No  Not applicable/Don’t want to answer

High School Plan:

(list the plan you expect to graduate under):

Diploma expected: ___________________  ___________________

Semester  Year
## APPENDIX H

### Work-Study Mentorship Services Reporting Form

#### MONTHLY ACTIVITY LOG

<table>
<thead>
<tr>
<th>Site Location</th>
<th># College Apps</th>
<th># College for Texans Website Assistance</th>
<th># FAFSA/TAFSA Attempts</th>
<th># FAFSA/TAFSA Completed</th>
<th>Mentor, Tutor, Dual Credit, Testing, ACT, SAT</th>
<th>Other - Scholarships</th>
<th>Other: Student Meetings, College Visits, College Rep. Visits, Career Exploration, Outreach Events</th>
<th>Parent Meetings, Parents Served</th>
<th>Male</th>
<th>Female</th>
<th>Hispanic</th>
<th>White/Non Hispanic</th>
<th>African American</th>
<th>Asian/Pacific</th>
<th>Other Race/Origin</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
<th>College Student - Freshman</th>
<th>College Student - Sophomore</th>
<th>College Student - Junior</th>
<th>College Student - Senior</th>
<th>College Student - Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lamar HS</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Bastrop HS</td>
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<td>0</td>
<td>0</td>
<td>6</td>
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<td>South Texas HS</td>
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<td>Lockhart HS</td>
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<td>Elgin HS</td>
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<td>Lubbock HS</td>
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<td>Abilene HS</td>
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<td>Driftwood HS</td>
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<td>19</td>
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<td>11</td>
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<td><strong>TOTALS</strong></td>
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<td>45</td>
<td>70</td>
<td>11</td>
<td>92</td>
<td>82</td>
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<td>11</td>
<td>16</td>
<td>56</td>
<td>34</td>
<td>14</td>
<td>15</td>
<td>5</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>
## APPENDIX I

Project Evaluation 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>Methods for collecting data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Please use this form to indicate the:

1. Goal you are trying to reach.
2. Anticipated activities/strategies you plan to implement to reach the goal.
3. Anticipated short and long-term outcomes.
4. Measures you will use to evaluate the success of each strategy.
5. Stakeholders impacted by this goal.
6. Methods used to gather date. Methods should be both qualitative and quantitative.
<table>
<thead>
<tr>
<th>Component</th>
<th>Comments</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statement of Need (Total Points: 5)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Describes the extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the Work-Study Student Mentorship Program. Consider the following:  
  Is the nature and magnitude of gaps or weaknesses appropriate for the proposed program?  
  Is local need identified with clear data?  
  Is regional data on their progress on *Closing the Gaps* in Participation and Success provided? |          |       |
| **Project Design (Total Points: 40)**                |          |       |
| Addresses at a minimum the following:  
  Does the Applicant address the Required Program Components (Section 10)  
  Is the overall project design clear? Does it appear to be reasonable given the scope of the proposed program?  
  Does the training of the mentors will receive appear to be comprehensive? Does it meet the requirements outlined in Section 9.3?  
  Does the Applicant’s plan for the number of mentors appear to be reasonable given the need outlined in Section 10.1?  
  Does Applicant include a list of high school partners or signed MOUs?  
  Is the proposed project part of a comprehensive effort to meet the goals of participation and success in *Closing the Gaps* by 2015? |          |       |
| **Quality of Management Plan (Total Points: 10)**    |          |       |
| Describes the management plan. Consider the following:  
  Does the management plan describe how the Applicant will ensure mentors are provided with adequate supervision and guidance?  
  Does management plan describe recruitment process for mentors?  
  Does the management plan describe coordination between fiscal staff and program staff to ensure timely fiscal reporting?  
  Are the time commitments of the project director and any other key personnel appropriate to the project? |          |       |
| **Quality of Evaluation Plan (Total Points: 10)**    |          |       |
| Describes the evaluation plan. Consider the following:  
  Are the proposed activities or strategies aligned to achieve the overall goals of the Work-Study Student Mentorship Program? |          |       |
<table>
<thead>
<tr>
<th>Component</th>
<th>Comments</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has applicant outlined methods by which to gather the required data?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does data gathering methodology give appropriate consideration and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sensitivity to FERPA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does evaluation plan include plan for reporting data to THECB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does evaluation component include actively working with high</td>
<td></td>
<td></td>
</tr>
<tr>
<td>schools or school districts to gather required data?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequacy of Resources (Total Points: 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describes the commitment and adequacy of resources. Consider the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the budget appear to be reasonable in relation to the proposed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>activities and desired outcomes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the budget only reflect using grant funding for student wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and benefits?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Applicant's matching contribution clear? (10% match requirement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Impact (Total Points: 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describes the alignment of project goals and potential impact of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>proposed project in helping to meet the statewide and institutional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>targets for Closing the Gaps by 2015.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Experience (Total Points: 25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describes the prior experience of Applicant. Consider the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the Applicant demonstrate satisfactory performance in previous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>grant years, if applicable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the Applicant indicate experience with other THECB programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(College Connection, Summer Bridge, P-16 Regional Councils, etc.)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the Applicant indicate experience working with HB 400 schools,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>schools in economically disadvantaged areas or other high need</td>
<td></td>
<td></td>
</tr>
<tr>
<td>schools? Does the Applicant include data to demonstrate success?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Evaluation Points (100 points possible):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>