

60x30TX



Texas Higher Education
Coordinating Board

REQUEST FOR APPLICATIONS

TEXAS HIGHER EDUCATION COORDINATING BOARD

Statewide Preceptorship Program

FY 2018-2019

APPLICATION DEADLINE: 5:00 p.m. CDT, November 30, 2017

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**Texas Higher Education Coordination Program
Statewide Preceptorship Program
FY 2018 – FY 2019**

1 OVERVIEW OF FUNDING OPPORTUNITY

1.1 PROGRAM TITLE

Statewide Preceptorship Program (SPP)

1.2 SYNOPSIS OF PROGRAM

The Statewide Preceptorship Program (SPP) provides funding support to preceptorship programs in three primary care specialties: family practice, general internal medicine, and general pediatrics. The programs encourage Texas medical students to choose primary care careers by offering direct student support for a month-long experience in one of the specialties. The guiding premise of the preceptorship experience is that early exposure to a primary care medical specialty may positively influence future career decisions and practice patterns. Awarded Applicants agree to comply with the laws and rules governing the program (Texas Education Code, Section 58.006).

1.3 PROGRAM AUTHORITY

Texas Education Code, Section 58.006. Awarded Applicants agree to comply with the laws and rules governing the program.

1.4 POINT OF CONTACT

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

Melinda Valdez, EdD
Program Director
Texas Higher Education Coordinating Board
Email: MedEd@THECB.state.tx.us
Phone: 512-427-6200

No contact shall be made with other THECB personnel regarding this RFA. Failure to comply with this requirement may result in the disqualification of an Application.

2 AWARD SUMMARY

2.1 AVAILABLE FUNDING

The Statewide Preceptorship Program is funded by the 85th Texas Legislature with a General Revenue appropriation of \$3,000,000, with \$1,500,000 available in Fiscal Year 2018 and \$1,500,000 available in Fiscal Year 2019. The Program will provide grant awards (Award) to eligible and selected Applicants over a grant funding period of approximately two years.

2.2 GRANT PERIOD

The Grant Period will begin upon the execution of the Notice of Grant Award (NOGA) or on September 1, 2017, whichever is later, and will conclude on August 31, 2019. Awarded Applicants will have contractual obligations that extend beyond the Grant Period. At the THECB's sole discretion, the second year of funding (January 2019 - December 2019) will be contingent upon the Awarded Applicant using the grant funds according to the grant contract terms and conditions, meeting program benchmarks and contractual deadlines, and producing expected outcomes and results in the first year (September 2017 - August 2018) of the Grant Period.

2.3 APPLICATION TIMELINE

The application process for this RFA is anticipated to proceed according to the published application timeline. The THECB reserves the right to revise this timeline or any portion of this RFA by publishing an addendum.

Dates	Application Steps
November 30, 2017	Application Deadline
November 30, 2017	Confirmation of Application Receipt by THECB
By December 15, 2017	THECB Announces Grant Awards

3 ELIGIBILITY INFORMATION

3.1 ELIGIBLE APPLICANT

An Eligible Applicant is a family practice, general internal medicine, or general pediatrics statewide preceptorship program located in the state that:

- (1) qualifies for exemption from federal income tax under Section 501, Internal Revenue Code of 1986 (26 U.S.C. Section 501); or
- (2) is operated by a Medical School, as defined in RFA Definitions, Attachment A.

3.2 MAXIMUM NUMBER OF SUBMISSIONS BY APPLICANT

An Eligible Applicant may submit a maximum of one (1) Application.

4 APPLICATION SUBMISSION

Applications must be submitted by an authorized agent of the Applicant institution via email to MedEd@THECB.state.tx.us to the Point of Contact listed in Section 1.4. Refer to the SPP website (<http://www.thecb.state.tx.us/SPP>) to access the SPP Grant Application.

APPLICATION DEADLINE: 5:00 p.m. CDT, November 30, 2017

Late or incomplete Applications and Applications submitted to an address different from the specified NIGP email will not be accepted. No mailed, hand-delivered, or faxed Applications will be accepted.

The THECB will confirm receipt of the submitted Application via email by November 30, 2017. If an Applicant does not receive such confirmation from the THECB, contact the Point of Contact listed in Section 1.4 immediately. Applicant will be required to provide proof of timely submission of the Application. Applicant must consider an Application not received by the THECB until Applicant has received an email confirmation from the THECB. The THECB shall not be responsible for Applications that are captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by THECB or Applicant anti-virus or other security software.

5 INQUIRIES

All inquiries shall be directed to the Point of Contact listed in Section 1.4 at MedEd@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 by email and received no later than 5:00 p.m. CDT, November 30, 2017. **The subject line of the email containing questions should include (1) "SPP" and (2) the name of the Applicant institution.**

All responses by the THECB must be in writing in order to be binding. Any information deemed by the THECB to be important and of general interest or which modifies requirements of the RFA shall be sent in the form of an addendum to the RFA to all Applicants that have submitted an Application. All Applicants must acknowledge receipt of all addenda, if any, to this RFA by returning a signed copy of each addendum with the submitted Application.

6 APPLICATION FORMAT

Each Application must include the elements described in Sections 6.1 through 6.6 of this RFA. THECB will provide the Application Form on the SPP website.

6.1 CERTIFICATION OF THE APPLICATION INFORMATION

The Application must be certified by an individual who is legally authorized to submit the Application on behalf of the Applicant. Completion and submission of the Application Certification Page provided by the THECB fulfills this requirement.

6.2 APPLICANT INFORMATION

Provide general information on the Applicant, including:

1. Name of Applicant
2. Applicant Primary and Secondary Contact Information
3. Name of Partners, if applicable
4. Grant Funding Requested for the Grant Period

The authorized institutional representative shall be an individual who is legally authorized to bind the Applicant institution.

6.3 PROGRAM INFORMATION

Applicant must provide the following:

- (a) A clear description of the preceptorship program, including its organization, partners, and goals
- (b) Information on preceptorships, including curriculum and length. Describe the circumstances under which the program would allow a preceptorship rotation of less than four weeks in length
- (c) A description of program promotion and student recruitment activities for the program; and
- (d) A description of how the program addresses the Selection Criteria in Section 9.

6.4 PRIOR YEAR OUTCOMES

Provide information Specified in (a) – (e) below for FY 2017 as a separate attachment to the Application.

If Applicant did not operate a statewide preceptorship program in FY 2017, provide the specified information for the most recent fiscal year Applicant operated such a program.

- (a) The total number of volunteer preceptor faculty available to students, and requirements for faculty participation;
- (b) The number of program preceptor matches, the number of participating medical students, and the number of participating preceptors;
- (c) Student participation by medical school and historical student participation by medical school;
- (d) Student and preceptor participation by preceptor location and type of location (rural or urban); and
- (e) The intended specialty training of preceptorship participants as reported upon completion of an SPP experience.

6.5 PROGRAM ACTIVITY TIMELINE

Program Activity Timeline should include the major objectives and activities that support the operation of the program over the Grant Period, the target/completion date, and the responsible individual. Describe the budget items of the program in sufficient detail so that a reviewer can determine the appropriateness and rationale for the proposed costs. The budget items should be consistent with the goals of the program listed in 1.2, 2.1, and 6 of this RFA. The Timeline should be submitted as a separate attachment to the Application.

6.6 BUDGET

Applicant must provide a program budget as an attachment in Microsoft Excel file format. The budget must include a reasonable estimate of Statewide Preceptorship Program funds expenditures by year and by total for the Grant Period. The budget must detail and justify amounts of allowable funds expenditures within each budget category (as further discussed in Section 7). THECB shall negotiate a final budget with each Awarded Applicant.

7 USE OF AWARD FUNDS

7.1 ALLOWABLE COSTS

THECB shall negotiate a final budget with each Awarded Applicant. Funds awarded under the Statewide Preceptorship Program must be spent only to pay the costs of maintaining a centralized preceptorship coordinating office and providing funds to medical students upon completion of their preceptorship. All reasonable costs in the categories below are allowable. Prohibited costs are presented in Subsection 7.2.

Budget Categories:

- Personnel Compensation: salaries, wages, and benefits
- Maintenance, Operations and Equipment
- Student Stipends: not less than 40 percent of total annual budget
- Travel: consistent with State of Texas guidelines
- Other Direct Costs: as justified in the Application

7.2 PROHIBITED COSTS

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

- Costs incurred prior to the Grant Period
- Salaries or other stipends for release time that are calculated at a higher pay rate than that which an individual normally receives in a position (or in a similar position)
- Costs for staffing must reflect institutional salaries of the Eligible Applicant or project partner appropriate to the tasks that will be performed and to the length and time spent on the project.
- Warranties, protection plans, and service contracts beyond the standard coverage period that is included in the purchase price
- Foreign travel
- Indirect costs
- Supplies that are considered consumables
- Food and beverages
- Travel not consistent with state of Texas guidelines

7.3 BUDGET AND COST RESTRICTIONS

Over the life of the grant, no more than a total of 10 percent of the total award may be transferred across the allowable budget categories listed in Subsection 7.1 without prior THECB staff approval. The Awarded Applicant may not charge any of the following costs to the grant without prior written approval from the THECB:

- Equipment, software, licenses, or subscriptions not specifically itemized in the awarded Application
- Domestic travel not specifically itemized in the awarded Application
- Salaries and fringe benefits for faculty and staff needing release time other than those specifically identified in the awarded Application

8 SELECTION CRITERIA

8.1 APPLICATION SCREENING

THECB staff shall conduct an initial screening of Applications to determine if they adhere to the Grant program requirements and the funding priorities contained in the RFA. An Application must meet the requirements of the RFA and be submitted with proper authorization before or on the day specified by the THECB to qualify for further consideration. It is anticipated that Board staff will notify Applicants eliminated through the screening process within 30 days of the submission deadline.

8.2 SELECTION OF APPLICANTS FOR AWARDS

8.2.1 Selection Criteria. THECB staff shall evaluate Applications, based on the selection criteria below. Applications that do not address the criteria below may not qualify for funding.

The program uses awarded funds to pay the costs of maintaining a centralized preceptorship coordinating office and to provide funds to medical students upon completion of their preceptorship. The centralized preceptorship coordinating office:

1. Clearly documents the number of medical school students projected to participate in each year of the Grant Period.
2. Matches and coordinates preceptorships in its medical specialty for all eligible Texas medical students, including allopathic and osteopathic medical students, from all Texas medical schools as defined in Section 61.501(1), Texas Education Code, with eligible preceptors in its medical specialty statewide.
3. Coordinates the preceptorship program timeline for application opening and submission deadline with other statewide preceptorship programs in primary care medical specialties.
4. Develops and maintains a faculty roster to serve as preceptors, provides faculty development for physicians who serve as preceptors, and provides basic guidelines for the preceptorship curriculum with the input of representatives from all Medical Schools, as defined in RFA Definitions, Attachment A.
5. Maximizes use of award funds to support medical students participating in, and only for activities related to, the preceptorship program.
6. Provides participating medical students funds upon the completion of a four-week maximum preceptorship experience according to the following schedule:

a. Urban area:	\$3,000.00
b. Rural, health professional shortage area, or medically underserved area:	\$5,000.00

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

7. Has a process to verify that students complete the rotation and are paid in a timely fashion.
8. Has a plan to actively seek local and other support funds for the program and shall use these funds to supplement state funds allocated to the program.
9. Has a plan to track number of program preceptor matches, including data from participating medical schools, the number of participating medical students, intended specialty training of preceptorship participants, and the number of participating preceptors.
10. Has a plan to track the intended choice of graduate medical education specialty by preceptorship program participants after their graduation from Medical school.
11. Collaborates and coordinates with local communities to publicize participation of local-area students.

8.3 RECOMMENDATION FOR FUNDING

THECB staff shall make a recommendation of selected Applicants to be funded to the Commissioner. The Commissioner shall make the final funding decision and submit it to THECB Board members for their final approval as consistent with THECB Rule 1.16.

9 DISTRIBUTION OF AWARD FUNDS

9.1 NOTICE OF GRANT AWARD

Following the announcement of awards and any negotiations between the THECB and each Awarded Applicant, the Awarded Applicants will receive an electronic copy of THECB's Statewide Preceptorship Program Notice of Grant Award (NOGA, Appendix B), which will take effect on the day the NOGA is executed. Throughout this RFA, the terms "NOGA", "Award," "Contract", and "Grant" are used interchangeably.

9.2 PAYMENT TERMS FOR FUNDS DISTRIBUTION

9.2.1 The Statewide Preceptorship Program is funded through state general appropriations.

9.2.2 Funding to Awarded Applicants will be disbursed in two installments. Awarded Applicant shall receive payments under the Statewide Preceptorship Program through the Office of the State Comptroller.

9.2.2.1 THECB will disburse funding for Fiscal Year 2018 upon execution of the NOGA, which THECB expects to occur in December 2017.

9.2.2.2 To receive funds for Fiscal Year 2019, Awarded Applicant must submit to THECB by September 15, 2018:

(a) A completed Request for Funds form. THECB will provide the required form and

(b) Program reports as described in Section 11.1 of this RFA and related to program activities in Fiscal Year 2018.

9.2.2.3 Grantee is allowed to carry over unexpended funds from the first year of the Grant Period (FY 2018) to the second year (FY 2019).

9.2.3 THECB is not bound by any award estimates in the RFA. Funding may be reduced or terminated if funds allocated to THECB for either of the two years of this program should become reduced, depleted, or unavailable during the Contract Term. As consistent with the Uniform Grant Management Standards (UGMS), after making a finding that an Awarded Applicant has failed to perform or failed to conform to Grant Conditions, THECB may retract or reduce the Grant Amount for the Awarded Applicant.

9.2.4 THEB shall not disburse awarded funds until the NOGA has been fully executed.

9.3 LAST DAY OF EXPENDITURES

Statewide Preceptorship Program award funding must be expended by August 31, 2019.

9.4 RETURN OF UNEXPENDED FUNDS

Awarded Applicants shall return any unexpended or unused funds for Coordinating Board processing and finalization of financial documentation on or before November 15, 2019 to allow for inclusion of any unexpended funds in the Final Financial Report that is due on or before December 1, 2019.

10 EVALUATION AND REPORTING REQUIREMENTS

The Applicant shall be required to electronically submit to THECB an annual evaluation of the program funded as a result of this RFA. The evaluation must be in the form of the reports listed in Sections 10.1 – 10.3.

10.1 ANNUAL PROGRAM REPORTS

On or before September 15, after each fiscal year the Grant is active, Awarded Applicant shall submit electronically to THECB an annual evaluation of the program funded pursuant to this agreement. The evaluation shall include, but may not be limited to, a report on the following for the preceding fiscal year:

1. The number of program preceptor matches, the number of participating medical students, and the number of participating preceptors;
2. Student participation by medical school in the preceding fiscal year;
3. Historical student participation by medical school;
4. Student and preceptor participation by preceptor location;
5. The intended specialty training of preceptorship participants; and
6. A description of efforts to secure local and other support for the program, including information on in-kind grants of supplies, time, and property allocated to the program.

10.2 ANNUAL FINANCIAL REPORT

On or before December 31, 2018, a Financial Report shall be submitted electronically to THECB. The Financial Report must:

1. Detail actual expenditures during the grant funding term by budget cost category and amount; and
2. Include a statement certifying expenditures and unexpended balance signed by the authorized representative of Awarded Applicant.

10.3 FINAL FINANCIAL REPORT

On or before December 1, 2019, a Final Financial Report must shall be submitted electronically to THECB. The Final Financial Report must:

1. Detail actual expenditures during the grant funding term by budget cost category and amount;
2. Document the unexpended balance of Statewide Preceptorship Program funds as of August 1 of the preceding fiscal year;
3. Include a statement certifying expenditures and unexpended balance signed by the authorized representative of Awarded Applicant;
4. Conducted as part of your campus efforts, include an independent audit report of Fiscal Years 2018 and 2019 funds to assess the adequacy and appropriateness of the expenditures and verify any unexpended funds reported in the Financial Reports; and
5. Include an inventory list of all purchases made with Grant funds.

10.4 DELINQUENT REPORTS

Awarded Applicants with any required reports deemed to be delinquent may be required to return unexpended funds and may be ineligible to participate in future funding cycles.

11 PROVISIONS AND ASSURANCES

11.1 COST OF APPLICATION PREPARATION

All costs associated with the preparation and submission of an Application for this RFA are the responsibility of Applicant. These costs shall not be chargeable to the THECB by any successful or unsuccessful Applicant.

11.2 APPLICATION DELIVERY AND LATE APPLICATIONS

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

11.2.2 Applications shall be considered to be "on time" if they are received on or before the date and time of established deadlines. Applicant shall be solely responsible for ensuring that Application is received by the THECB prior to the deadlines outlined in Section 2. The THECB shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of an electronic delivery agent to deliver an Application prior to the deadline. Failure to respond in a timely manner to this RFA shall result in Applicant losing the opportunity to receive a Grant under this program. A late Application, regardless of circumstances, shall not be evaluated or considered for award.

11.3 CONFLICT OF INTEREST

11.3.1 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 the THECB that a conflict of interest exists, Applicants may be disqualified from further consideration.

11.3.2 *HB 1295 – Disclosure of Interested Parties.* The THECB may not execute a contract/grant requiring approval of the Board Chair, Vice Chair, and Committee Chair until the Business Entity has presented a certificate disclosing interested parties. "Business Entity" is defined as an entity (other than a governmental entity or state agency) through which business is conducted, regardless of whether the entity is for-profit or nonprofit. The Texas Ethics Commission (TEC) has built an online portal for vendors/grantees. Vendors/ Grantees will need to create a username and password to complete the "Certificate of Interested Parties" form. After the form has been completed, please print, sign, and notarize before sending a final copy to the THECB. The TEC portal link can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

11.4 CONTRACT

11.4.1 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. The 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 the THECB's discretion. An individual Application may be rejected if it fails to meet any requirement of this RFA. The THECB may seek clarification and additional documentation from Applicant at any time, and failure to respond within a reasonable timeframe is cause for rejection of an Application.

11.4.2 Upon execution of a Contract resulting from this RFA, the term 'Applicant' shall have the same meaning as 'Awarded Applicant' or 'Grantee.' Likewise, the terms 'Request for Applications' and 'Application' shall have the same meaning as the term 'Contract' or 'Agreement.'

11.5 PAYMENT TERMS

Payments shall be based upon actual expenditures of the project, up to the amount provided by the Grant Award. All grant-related expenses must be incurred on or prior to August 31, 2019.

At the THECB's sole discretion, the second year of grant funding will be contingent upon the Awarded Applicant using grant funds appropriately, meeting program benchmarks and contractual deadlines, and producing expected outcomes and results in the first year of the Grant Period.

11.6 GRANT EXTENSION

Grant Extensions are not allowed under this RFA.

11.7 PROPRIETARY INFORMATION

During the performance of a project 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 the THECB. These data shall be handled in a method that concurs with the Family Educational Rights and Privacy Act (FERPA) regulations and guidelines.

Applicant agrees to comply with FERPA, 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99. Applicant agrees (1) to protect any confidential student information it receives or accesses that could make a student's identity traceable, and (2) any confidential data analysis or report shall not be disclosed to any third party without the THECB's prior written consent.

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.

11.8 RELEASE OF INFORMATION BY AWARDED APPLICANT

11.8.1 FERPA. 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 Contract.

11.8.2 Prior Notification. Publication, including presentations, is encouraged; however, Awarded Applicant agrees to notify the THECB prior to the publication of any information, including results, findings or reports, regarding the activities being conducted under any Contract/Grant resulting from this RFA. Awarded Applicant shall ensure the following statements are included in any published work:

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

11.8.2.1 Potential Publication in News Media of any type. Should Awarded Applicant be contacted by any news media about any information, including results, findings, or reports regarding activities being conducted under any Contract/Grant resulting from this RFA, Awarded Applicant shall notify its THECB Point of Contact, when possible, before communicating with news media. When not possible, Awarded Applicant shall notify its THECB Point of Contact immediately after concluding the communication with the news media.

11.8.2.2 Should Awarded Applicant desire to contact any news media about any information, including results, findings, or reports regarding activities being conducted under any Contract/Grant resulting from this RFA, Awarded Applicant shall notify its THECB Point of Contact before communicating with news media.

11.8.3 Any written publication shall be sent electronically to the THECB Point of Contact.

11.9 RELEASE OF APPLICATION INFORMATION BY THECB

11.9.1 *Public Information Act.* Awarded Applicant understands and acknowledges that as a Texas state agency, the THECB is subject to the provisions of the Texas Public Information Act, Government Code, Chapter 552, as interpreted by judicial opinions and the opinion of the Attorney General of the state of Texas. Awarded Applicant will cooperate with the THECB in the production of documents responsive to any such requests under the Public Information Act.

Awarded Applicant is required to make any information created or exchanged with the state pursuant to this Agreement, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state. The THECB will make a determination whether to submit a Public Information Act request to the Attorney General. This RFA, Awarded Applicant's Application, any Grant awarded to the Applicant, and all data and other information generated or otherwise obtained in its performance may be subject to the Texas Public Information Act. To the extent Grantee is subject to the Public Information Act, Grantee will notify the THECB's General Counsel within 24 hours of receipt of any third party requests for information it receives relating to this Agreement.

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

11.9.3 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. Such identification of proprietary information shall be clearly marked in the Application at each page it appears. Such markings shall be in **boldface** type at least **14 point font**. 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.

11.9.4 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 the THECB to violate any law, including the Texas Public Information Act.

11.10 AMENDMENT AND TERMINATION

11.10.1 *Amendment.* Any amendment or change to the Grant which becomes necessary shall be accomplished by a formal Contract amendment signed and approved by duly authorized representatives of Awarded Applicant and the 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.

11.10.2 *THECB Right to Terminate for Cause.* As consistent with applicable law, the THECB may terminate the Contract, in whole or in part, immediately upon notice to Awarded Applicant, or at such later date as the THECB may establish in such notice, upon the occurrence of any material breach, including, but not necessarily limited to, non-compliance with requirements and assurances outlined in the RFA or its Section 11 "Provisions and Assurances," failure to provide accurate, timely, and complete information as required by the THECB to evaluate the effectiveness of the program, or a failure to perform any of the work under the Contract to the THECB's satisfaction within the time specified herein or any extension thereof. Any instance of non-compliance shall constitute a material breach. The THECB may, in its sole discretion, provide Awarded Applicant with an opportunity for consultation with the THECB prior to termination. If Awarded Applicant fails or refuses to perform its obligations under the Contract, the THECB may exercise any and all rights as may be available to it by law or in equity.

11.10.3 *Interpretation.* As consistent with applicable law, the Contract may be terminated in the event that federal or state laws or other requirements or a judicial interpretation renders 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 the 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. The THECB reserves the right, at its sole discretion, to unilaterally amend the Contract throughout the Grant Period to incorporate any modifications necessary for the THECB's compliance, as an agency of the state of Texas, with all applicable state and federal laws, rules, regulations, requirements, and guidelines.

11.10.4 *Effect of Termination.* As consistent with applicable law, 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 the THECB, a summary of work products developed by Awarded Applicant under the Contract, whether completed or in process. Upon any termination, all indemnities, including without limitation those set forth in the Contract, as well as Contract provisions regarding confidentiality, records retention, right to audit, and dispute resolution, shall survive the termination of the Contract for any reason whatsoever and shall remain in full force and effect. The THECB shall be liable to Awarded Applicant for that portion of the Services authorized by the THECB and which have been completed prior to the effective date of termination, provided that the THECB shall not be liable for any work performed that is not acceptable to the THECB and/or does not meet Contract requirements.

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

11.11 NOTICE

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

11.11.2 *Method of Notice.* All notices must be given (i) by personal delivery, (ii) by an express courier (with confirmation), (iii) mailed by registered or certified mail (return receipt requested), (iv) facsimile, or (v) electronic mail to the parties at the address specified in this

Agreement, or to the address that a party has notified to be that party's address for the purposes of this section.

11.11.3 *Receipt of Notice.* A notice in accordance with this Agreement will be effective upon receipt by the party to which it is given or, if mailed, upon the earlier of receipt and the fifth business day following mailing.

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

11.12 ASSIGNMENT OR SUBCONTRACTING

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

11.13 LIABILITY AND INDEMNIFICATION

11.13.1 LIABILITY

11.13.1.1 Neither the 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.

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

11.13.1.3 *Sovereign Immunity.* The THECB and Awarded Applicant stipulate and agree that no provision of, or any part of the Contract between the THECB and Awarded Applicant, or any subsequent change order, amendment, or other Contract modification shall be construed: (1) as a waiver of the doctrine of sovereign immunity or immunity from suit as provided for in the Texas Constitution and the Laws of the State of Texas; (2) to extend liability to the THECB or Awarded Applicant beyond such liability provided for in the Texas Constitution and the Laws of the State of Texas; or (3) as a waiver of any immunity provided by the 11th Amendment or any other provision of the United States Constitution or any immunity recognized by the Courts and the laws of the United States.

11.13.2 INDEMNIFICATION

(THIS SECTION DOES NOT APPLY TO STATE AGENCIES)

11.13.2.1 *Acts or Omissions.* Grantee shall indemnify and hold harmless the State of Texas and THECB AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES arising out of, or resulting from, any acts or omissions of the Grantee or its agents, employees, subcontractors, Order Fulfillers, or suppliers of subcontractors in execution or performance of the Agreement. THE DEFENSE SHALL BE COORDINATED BY

GRANTEE WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND THE GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

11.13.2.2 *Infringements.*

(a) Grantee shall indemnify and hold harmless the State of Texas, THECB AND/OR THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES from any and all third party claims involving infringement of United States patents, copyrights, trade and service marks, and other intellectual or intangible property rights in connection with the PERFORMANCES OR ACTIONS OF GRANTEE PURSUANT TO THIS AGREEMENT. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM. GRANTEE SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL.

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

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

11.13.2.3 Taxes/ Workers' Compensation/Unemployment Insurance – Including Indemnity.

(a) GRANTEE AGREES TO COMPLY WITH ALL STATE AND FEDERAL LAWS APPLICABLE TO ANY SUCH PERSONS, INCLUDING LAWS REGARDING WAGES, TAXES, INSURANCE, AND WORKERS' COMPENSATION. THECB AND/OR THE STATE SHALL NOT BE LIABLE TO THE GRANTEE, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION OR ANY BENEFIT AVAILABLE TO A STATE EMPLOYEE OR EMPLOYEE OF ANOTHER GOVERNMENTAL ENTITY.

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

PERFORMANCE UNDER THIS AGREEMENT. GRANTEE SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

11.14 INSURANCE

(THIS SECTION DOES NOT APPLY TO STATE AGENCIES)

Grantee agrees to maintain at its expense insurance as required for the work being performed under this Agreement. Such insurance will protect the THECB from all claims for bodily injury, death, or property damage which may arise out of or result from the performance of the Grantee's obligations under the Agreement. Grantee represents and warrants that it will, within five (5) business days of receiving the THECB's request, provide the THECB with current certificates of insurance or other proof acceptable to the THECB of the following insurance coverage:

Standard Workers Compensation Insurance in accordance with the following statutory limits covering all personnel who will provide work under this Agreement: Employers Liability: Each Accident \$1,000,000, Disease- Each Employee \$1,000,000, Disease-Policy Limit \$1,000,000.

Commercial General Liability:

Occurrence based: Bodily Injury and Property Damage, Each occurrence limit: \$1,000,000; Aggregate limit: \$2,000,000; Medical Expense each person: \$5,000; Personal Injury and Advertising Liability: \$1,000,000; Products /Completed Operations Aggregate Limit: \$2,000,000; Damage to Premises Rented to You: \$50,000.

Grantee represents and warrants that all of the above coverage is with companies licensed in the state of Texas with at least an "A" rating from A.M. Best Company, and authorized to provide the requisite coverage. Grantee also represents and warrants that all policies contain endorsements prohibiting cancellation except upon at least thirty (30) days prior written notice to the THECB. Grantee represents and warrants that it shall maintain the above insurance during the term of this Agreement. Grantee is not relieved of any liability or any other obligations assumed under this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

11.15 OWNERSHIP OF WORK

11.15.1 *Definition of work.* For the purposes of this Contract, the term "work" is defined as all reports, statistical analyses, work papers, work products, materials, approaches, designs, specifications, systems, documentation, methodologies, concepts, research, materials, intellectual property or other property developed, produced, or generated in connection with this Contract.

11.15.2 *Copyright.* When copyrightable material is developed in the course of or under this Grant, Awarded Applicant is free to copyright the materials or permit others to do so. The THECB shall have a royalty-free, non-exclusive, fully-paid up, no cost, transferable, worldwide, and irrevocable right and license to reproduce, publish, or otherwise use and to authorize others to use for governmental and educational purposes: (1) the copyright in any work

developed under the Grant and (2) any rights of copyright to which a Awarded Applicant (or any sub-grantee or subcontractor of the Grantee) purchases ownership with Grant funds. In no event shall the Awarded Applicant (or any sub-grantee or subcontractor to the Awarded Applicant) charge other Texas state agencies, institutions of higher education, or independent institutions of higher education (as the terms "institutions of higher education" and "independent institutions of higher education" are defined in the Texas Education Code) for any license to use any or all copyrights purchased with Grant funds or in any work developed under the Grant.

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

11.16 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.

11.17 INSPECTIONS/SITE VISITS

Throughout the Grant Period, the THECB and/or its representatives shall have the right to make site visits to review the SPP operations and accomplishments.

11.18 AUDIT AND ACCESS TO RECORDS

11.18.1 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) any external auditors selected by THECB, the State Auditor's Office, or by the United States (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 the Awarded Applicant awards.

11.18.2 Awarded Applicant shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Awarded Applicant in connection with the Contract. These records and accounts (which includes all receipts of expenses incurred by Awarded Applicant) shall be retained by Awarded Applicant and made available for inspecting, monitoring, programmatic or financial auditing, or evaluation by the THECB and by others authorized by law or regulation to do so for a period of not less than seven (7) years from the date of completion of the Contract, the date of the receipt by the THECB of Awarded Applicant's final claim for payment or final expenditure report, the date all related billing questions are resolved, or the date any related litigation issues are resolved, whichever is later. If an audit has been announced, the records shall be retained until such

audit has been completed. Awarded Applicant shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the Contract. Awarded Applicant and any subcontractors shall provide any Audit Entities with any information the entity deems relevant to any monitoring, investigation, evaluation, or audit.

11.18.3 Each Grantee institution shall have a system established in writing to ensure that appropriate officials provide all necessary organizational reviews and approvals for the expenditure of funds and for monitoring project performance and adherence to Grant terms and conditions under the Contract.

11.18.4 The 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 the THECB within 30 calendar days of receipt of notice from the THECB of overpayment. Awarded Applicant's failure to comply with this "Audit and Access to Records" subsection shall constitute a material breach of the Contract.

11.19 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.

11.20 NON-APPROPRIATION OF FUNDS

The Contract may be terminated if funds allocated to the THECB should become reduced, depleted, or unavailable during the Contract period, and to the extent that the THECB is unable to obtain additional funds for such purposes. The THECB shall negotiate efforts as first consideration and if such efforts fail, then the 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. The 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.

11.21 REPORTING REQUIREMENTS

11.21.1 Awarded Applicant shall be required to complete program reports as a result of this RFA.

11.21.2 Awarded Applicant shall submit two annual program reports as specified by the THECB: a program report due on September 15, 2018, and a final program report due on September 15, 2019.

11.21.3 Awarded Applicant shall submit two financial reports as specified by the THECB: a financial report due on or before December 31, 2018, and a final financial report due on or before December 1, 2019.

11.22 STATE FISCAL COMPLIANCE GUIDELINES

The standard financial management conditions and uniform assurances set out in the RFA are applicable to all grants, cooperative agreements, contracts and other financial assistance arrangements executed between state agencies, local governments, and any other sub-recipient not specifically excluded by state or federal law. All applicable conditions and uniform assurances can be found at <https://comptroller.texas.gov/purchasing/grant-management>.

11.23 APPLICABLE LAW AND VENUE

The Contract and any incorporated documents shall be governed by and construed in accordance with the laws of the State of Texas. Unless otherwise required by statute, the exclusive venue of any suit brought concerning the Contract and any incorporated documents is fixed in any Court of competent jurisdiction in Travis County, Texas, and all payments under the Contract shall be due and payable in Travis County, Texas.

11.24 APPLICANT RESPONSIBILITIES

Applicant shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations (including the THECB rules relating to the SPP program as codified in Title 19, Part 1 of the Texas Administrative Code) and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the Contract, including, if applicable, workers compensation laws, compensation statutes and regulations, and licensing laws and regulations. When requested to do so by the THECB, Applicant shall furnish the THECB with satisfactory proof of its compliance.

11.25 KEY PERSONNEL

Awarded Applicant, in its reasonable discretion, reserves the right to substitute appropriate key personnel to accomplish its duties so long as the substituted personnel are equally qualified and skilled in the tasks necessary to meet project requirements and outcomes. Awarded Applicant shall provide to the THECB prior written notice of any proposed change in key personnel involved in accomplishing the Grant Award. No substitutions of key personnel will be made without the prior written consent of the THECB. All requested substitutes must be submitted to the THECB, together with the information about the substitutes' qualifications. The key personnel that will be assigned to work on the Grant Award are considered to be essential to accomplishing the project.

11.26 ELIGIBILITY/AUTHORIZATION TO WORK IN THE UNITED STATES

Awarded Applicant shall ensure that all personnel provided to perform work under the Contract possess proof of eligibility/authorization to work in the United States in compliance with the Immigration Reform and Control Act of 1986, the Immigration Act of 1990, and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. Awarded Applicant shall maintain written records on all personnel provided under the Contract and shall provide such records to the THECB upon request. Failure to maintain and provide records upon request shall represent a material breach of this Contract and the THECB shall have the right to terminate the Contract for cause. Awarded Applicant shall ensure this section is included in all subcontracts it is authorized by the THECB to enter.

11.27 SUPPLANTING PROHIBITION

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

11.28 CARRYOVER FUNDS

At the THECB's discretion, unencumbered funds may carry over from each year of the Grant Period.

11.29 TIME AND EFFORT RECORDKEEPING

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

11.30 FORMS, ASSURANCES, AND REPORTS

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

11.31 AFFIRMATION CLAUSES

Applicant has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, travel, favor, or service to a THECB public servant, including employees, in connection with the submitted response.

Neither Applicant nor the firm, corporation, partnership, entity, or institution represented by Applicant or anyone acting for such firm, corporation, partnership, entity, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws, or (2) communicated the contents of this Application either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFA.

The THECB is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing Applicants with the Federal General Services Administration's System for Award Management (SAM, <http://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Applicant is not so prohibited from entering into this contract. Moreover, Applicant further certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Applicant is in compliance with the State of Texas statutes and rules relating to procurement and that Applicant is not listed on the federal

government's terrorism watch list as described in Executive Order 13224. (Entities ineligible for federal procurement are listed at <http://www.sam.gov>.)

11.32 FORCE MAJEURE

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

11.33 DISPUTE RESOLUTION

If the THECB determines that any work product is not acceptable, the THECB shall notify Awarded Applicant of the specific deficiencies in writing. Awarded Applicant shall then undertake all steps necessary to correct any deficiencies at no additional cost to the THECB. In the event any issues cannot be resolved, the dispute resolution process provided for in Texas Government Code, Chapter 2260, shall be used by the THECB and Awarded Applicant to attempt to resolve any claim for breach of Awarded Applicant.

11.34 SEVERABILITY AND STRICT PERFORMANCE

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

Each and every right granted to the THECB and Awarded Applicant hereunder or under any other document delivered hereunder or in connection herewith, or allowed them by law or equity, shall be cumulative and may be exercised from time to time. Failure by the THECB or Awarded Applicant at any time to require strict performance of any contractual provision or obligation contained herein shall not constitute a waiver or diminish the rights of either party thereafter to demand strict compliance. The THECB's review, approval, acceptance of, or payment for any of the services provided in the Contract shall not be construed to operate as a waiver of any of its rights under the Contract, or of any cause of action arising out of the performance of the services required by the Contract.

APPENDIX A: RFA DEFINITIONS

The following definitions shall apply:

1. **Applicant** – An eligible entity, as defined in Section 4 of this RFA, submitting an Application in accordance with the terms and conditions of this RFA.
2. **Application** – The final document submitted by an Applicant to THECB in response to and in accordance with the terms of this RFA.
3. **Awarded Applicant** – The successful recipient who is awarded a Grant by THECB and responsible for performing all activities required to fully comply with Grant performance requirements and all Grant Period and conditions.
4. **Medical School** – A public or independent medical institution that awards the doctor of medicine (M.D.) or doctor of osteopathic medicine (D.O.) degree, as defined in Texas Education Code, Chapter Section 61.003(5) or 61.501(1).
5. **NOGA** – Notice of Grant Award – Term applied to the official document used by THECB to notify grantees that funding has been approved. NOGAs include such information as award amount, project and budget periods, and specific award terms and conditions. The NOGA creates a legally binding agreement between the parties and incorporates the RFA and the Application into the agreement. Throughout this RFA the terms “NOGA”, “Contract”, and “Grant” are used interchangeably.
6. **State Fiscal Year** – The period of time beginning September 1 and ending on the following August 31, both dates inclusive.
7. **State of Texas Business Days** – Monday through Friday, 8:00 a.m. to 5:00 PM C.T., except for scheduled State of Texas and national holidays.
8. **THECB** – The Texas Higher Education Coordinating Board, an agency of the State of Texas.
9. **Rural County** – A rural county contains a population of not more than 125,000 (Section 487.751, Government Code, Texas Legislative Council, July 2016).

APPENDIX B: SAMPLE NOTICE OF GRANT AWARD



Texas Higher Education
Coordinating Board

THECB Award Number: {bmsReference}

Appropriation Year: {encumbrance AY}

Notice of State Grant Award

to

{contracted_party}

Grantee Name and Address: {contracted_party} {contractedPartyAddress} {contractedPartyCity}, {contractedPartyState} {contractedPartyZip}	Grant Title: Statewide Preceptorship Program
	Amount of Award: \$ {total_\$}
	Division: Academic Quality and Workforce
	Term of Grant: September 1, 2017 – August 31, 2019
	Payment Method: 50% upon execution; 50% after submission of Request for Funds and required program reports by September 15, 2018. The advancement of funds is necessary to enable the Grantee to fully perform the Services described in its Applications.

Authority: **Texas Education Code, Chapter 58.006, Statewide Preceptorship Programs**

The Texas Higher Education Coordinating Board's ("THECB") and the Grantee's (collectively, referred to as "the parties") execution of this Notice of Grant Award creates a legally binding agreement between the parties. The Program requirements (e.g., objectives, scope, budget, methodology) as stated in (1) the original Request for Application ("RFA") including any addenda issued, (2) addenda to the Grantee's Application (if any), and (3) Grantee's Application are incorporated into and made a part of this Notice of Grant Award for all purposes, supersede any prior or contemporaneous understandings between the parties pertaining to the subject matter herein whether oral or written, and collectively constitute the entire agreement between the parties. In the event of a conflict in the language contained in the incorporated documents, conflicts shall be resolved by reference to the language contained in the documents in the order listed above.

Any changes in the approved Grant must follow THECB's amendment process as defined in the RFA. Any funds received by Grantee and not expended prior to the end of the grant term indicated above shall be returned to THECB within thirty (30) days unless otherwise agreed by THECB and Grantee.

Approving THECB Official:	Approving Grantee Official:
Rex C. Peebles Assistant Commissioner Academic Quality and Workforce Division Texas Higher Education Coordinating Board	{signed_by} {signed_bytitle}
Date:	Date: