

**2018-2019 Professional Development Program Supporting House Bill 2223 (PD-HB2223)**

	<u>Questions</u>	<u>Answers</u>
1	<p>Regarding the Grant for Professional Development Program Supporting HB 2223 (PD-HB2223); it states in the summary that it is open to Texas non-profits; however in the code definition, it only references colleges/institutions. Our Company, part of the non-profit, has delivered professional learning for THECB grants in the past (2010-2012) and the grant description would be a great fit for the support we are offering colleges. Would we be eligible to apply for this grant? Let me know what additional information you might need.</p>	<p>All Texas-based non-profit organizations (501c3) are eligible to apply.</p>
2	<p>I am interested in applying for the Professional Development Program Supporting HB2223.</p> <p>Relating to my background and college's support (lab facilities, collaborators, graduate research students), two Professional Development topics came to my mind.</p> <p>(1) Professional Development for Coastal Community to Effective Disaster Preparation and Management</p> <p>(2) Professional Development for Cyber Security Awareness and Emergency Management</p> <p>My inquiry:</p> <p>Can I submit a grant application (through my University) for any of the above two topics? and which topic is very relevant to the current proposal call?</p>	<p>All applications must address requirements outlined in the RFA, including Sections 7 and 8. Based on the information provided, it is not clear how either topic addresses HB 2223 and the requirements of Sections 7 and 8.</p>
3	<ul style="list-style-type: none"> <li>• RFP cover and the front matter list the deadline as July 13, but the calendar (buried deep in the document) says it is due June 8! Which is it?</li> <li>• The early discussion of the budget says there is a total of \$500,000. Can we assume that they mean \$500,000 for each of the three projected grants or will we share the \$500,000? If so, that leaves each project with a budget of \$166,666 per year to conduct 5 training events, needs assessment, peer directory, etc. Is that accurate?</li> <li>• The RFP says the salaries (excluding fringe) can't exceed 30% of the total. If the total grant amount is \$166,666, that would be a total salary cap of just under \$50,000. Is that accurate?</li> </ul>	<p><b>1.</b> The dates in the body of the RFA, including title page, are correct. However, the first three dates listed in Appendix A are incorrect and should align with the dates in the body of the RFA: Inquiry Deadline- <b>June 15, 2018</b>; Application Deadline- <b>July 13, 2018</b>; THECB Announces Grant Awards- <b>August 3, 2018</b>. An addendum to the RFA reflection these corrections will be posted as soon as possible. <b>2.</b> Section 2.1 notes the total available funds for this solicitation are up to \$500,000. Depending on quality of applications, THECB may award up to 3 applicants. The total funds allocated to each awarded applicant, if more than one applicant is selected, will not necessarily be divided equally among awarded applicants. The funds awarded and their distribution will be based on evaluators' determination based on applicants' proposed programs. The awarded applicant(s) will be best suited to provide specific program content and the applicable amounts will be awarded to successfully implement the selected content. For example, an applicant may be especially suited to provide targeted professional development in one subject area only. If awarded, that applicant's funds will reflect the scope of work expected of that applicant. Final budgets will be negotiated between THECB and the awarded applicant(s). <b>3.</b> Correct. However, because final budgets will be negotiated (see response to #2), awarded applicants should be aware that proposed budget line items, including salaries, may be adjusted to meet budget caps outlined in the RFA.</p>
4	<ul style="list-style-type: none"> <li>• Does THECB anticipate that the three awardees divide the state into regions (North, Central, and South) or by PD topic (instruction, advising, administration, or other)?</li> <li>• Does THECB have specific instructions on how the three awardees will collaborate on PD events regarding scheduling regional trainings and selection of training topics related to HB 2223?</li> <li>• On the needs assessment deliverable: Will the three applicant/awardees develop separate regional needs assessment instruments or will the funder determine the questions that will comprise a state-wide needs assessment instrument?</li> </ul>	<p><b>1.</b> The number of awards and distribution of funds are dependent upon the quality of applications received and may or may not reflect regions and/or PD topic. <b>2.</b> For awarded applicant(s), the awardee's expectations and deliverables will be negotiated and clearly outlined in the contract. If more than one applicant is awarded, THECB will facilitate collaborations regarding scheduling and training topics to ensure optimal use of funds and opportunity for statewide participation. <b>3.</b> A final determination on content, number, and distribution of the needs assessment instrument(s) will be made based on program(s) outlined in the awarded application(s). <b>The application should propose a program highlighting the applicant's area(s) of experience and expertise, including how the program is both efficient in cost and effective in delivery.</b></p>

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5	<p>I am writing to inquire as to the formal requirements due with the "Inquiry Deadline" on June 15th.</p> <p>We are very qualified and interested in submitting an Inquiry and eventually application by July 13th.</p> <p>Thank you for any help or direction. We will address immediately based on your feedback and submit the Inquiry requirements by Friday.</p>	<p>An "inquiry" refers to any question a potential applicant may have with regard to any information provided in the RFA that will help the potential applicant to successfully complete and submit an application. It is <b>not</b> a requirement that a potential applicant must submit an inquiry. If a potential applicant would like to submit an inquiry, please note that the deadline is 5/15/18, 5 p.m. (CT).</p>
6	<p>My department is interested in submitting a letter of inquiry for the Professional Development Program Supporting House Bill 2223. What is required for the letter of inquiry? Please let me know so we can format our submission accordingly. Thank you!</p>	<p>Please see response to question #5.</p>
7	<p>I am hoping you can advise me on the template for the letter of inquiry due today for the Professional Development Program Supporting HB2223.</p>	<p>Please see response to question #5.</p>
8	<p>Are applicants able to submit an application without a co-director?</p>	<p>Yes.</p>
9	<p>1. Can we focus the professional development on co-reqs across two different disciplines, like INRW and content-area courses (i.e. history, sociology), since they are the most complex?</p> <p>2. Will each awardee be responsible for PD in a certain region or will each be responsible for providing PD statewide?</p> <p>3. Would a presentation at a conference for a professional organization, like the CASP statewide annual conference, be an allowable event for professional development?</p>	<p>1. Yes. 2. Please see response to question #4. 3. Yes.</p>
10	<p>1. Is there any limit on the number of people who can be in a proposal as investigators?</p> <p>2. Do we need to pay for lodging, and travel to attendees?</p>	<p>1. No. However, the THECB will only communicate with those listed in Appendix E (Cover Page).                  2. No. Please see Section 10.6.3 e., which describes the following allowable, but not required, costs:  <i>Meeting Costs: costs associated facilitation of statewide and regional professional development, to include, but not limited to the following:</i></p> <ul style="list-style-type: none"> <li>• <i>online registration</i></li> <li>• <i>All arrangements with venue, to include but not limited to, reservations, food, meeting rooms, AV equipment.</i></li> </ul>

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11	<p>I write to inquire as to whether there are any updates to the RFA and associated templates currently posted on your website, to ask whether a FAQ document is available, and to get clarification on one of the program deliverables.</p> <p>We note that appendix B indicates goals for the number of participants served by in-person and hybrid/online opportunities each year. It appears that these are minimum numbers for each proposal, so we would like clarification on the number of participants you would like to be served in total across all of the selected proposals. Across all of the grantees, how many participants do you aim to reach via the in-person and the hybrid/online trainings? On a related note, should three proposals be selected, would you expect that these organizations split the number of in person workshops, or would each organization be responsible for three in-person events (section 8.1.4.2) over the course of the grant?</p> <p>Looking forward to learning more about your expectations and exploring ways our team can continue to support institutions as they implement HB2223.</p>	<ol style="list-style-type: none"> <li>1. Any Addendum(s) to the RFA and templates will be posted to the PD-HB2223 website located at <a href="http://www.thecb.state.tx.us/index.cfm?objectid=ACF32500-6031-11E8-B2750050560100A9">http://www.thecb.state.tx.us/index.cfm?objectid=ACF32500-6031-11E8-B2750050560100A9</a>.</li> <li>2. See answer to question #2.</li> </ol>
12	<ol style="list-style-type: none"> <li>1. This RFA does not include any guidance on allowable indirect rate. For all projects funded by THECB at our institution in the past, the indirect rate has been 0%. Please clarify the indirect rate for this project.</li> <li>2. The RFA mentions the possibility of one year grant extension beyond the initial 24 months subject to availability of appropriated funds and demonstrated success in project outcomes. Does this imply that there will be extra tasks at additional costs during year 3? What are the key anticipated successful project indicators/outcomes?</li> <li>3. Is any PD or TA currently provided to the Texas IHEs that are implementing the developmental education co-requisite model for their underprepared students? If so, who is the current provider?</li> <li>4. Utilizing appropriate subject matter experts (SMEs) would be crucial for this RFA, to develop the thematic trainings modules based on needs of the IHEs implementing the co-requisite model. Does THECB have a running list of SMEs in developmental education? If so, would you please share the list with interested applicants?</li> <li>5. Section 10.3.3c of the RFA asks for the resume of current/proposed project directors. Do you suggest any format for this resume? Should this resume go into the attachment section at the end (beyond the 20 page proposal narrative)?</li> </ol>	<ol style="list-style-type: none"> <li>1. There is no direct cost associated with this RFA.</li> <li>2. Yes. If an extension is awarded, a revised scope of work will be negotiated between the THECB and grantee.</li> <li>3. Currently, THECB staff provide technical assistance (TA) to Texas institutions of higher education (IHEs). The PD grant supporting the implementation of corequisite models awarded to Texas State University ended February 2018.</li> <li>4. The expectation is that the applicant</li> <li>5. There is no specific format required for the requested resume(s). Resumes should be included after the required application forms in the application packet.</li> </ol>

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13	<p>6. Appendix B (Deliverables) 12.5 mentions January 1, 2015 as the delivery date for the online peer learning directory (as specified in section 11.1.5). This must be a typographical error. Kindly clarify the desired date.</p> <p>7. Appendix B (Deliverables) 12.7 and 12.8 mention desired number of participants that should complete the in-person trainings and facilitated online trainings for both year 1 and 2 of the grant. Is it to be assumed that THECB will pitch the importance and mandate these trainings for IHE staff? Will grant awardee be held responsible if these numbers are not reached for no fault of their own?</p> <p>8. The calendar of events in Appendix A (page 24) does not match with some of the deadlines in page 2 (Application Timeline in section 2.3) or the cover page of the RFA. Kindly clarify.</p> <p>9. Going beyond participant evaluation to assess PD quality is encouraged by the RFA. Can applicants suggest more detailed indicator-based evaluation to assess the quality and impact of the PD activities provided through this project?</p> <p>10. Will Texas State Agencies/IHEs that need to request RFP exceptions in order to comply with State and/or institutional policy be removed from the pool of potential offerors for requesting such exceptions?</p> <p>11. RFA mentions awarding up to 3 grants for a total of \$500K. Please clarify. We understand that if there are 3 awardees, they will have to work in close collaboration with each other. We also understand that the total awards for each of the 3 awardees might not be based on a 3-way equal split. Are these understandings correct?</p> <p>12. From our initial review of the project tasks, it does not appear that 30% is adequate to support project responsibilities/tasks to be performed by the proposed personnel. For faculty members from IHEs interested in applying for this grant, their time commitment might be subsidized by their employer as a part of their standard job functions. But for non-faculty staff from non-profits and IHEs with similar expertise, 30% will seriously limit their SOW related project tasks and responsibilities. Will applicants who budget more than 30% for personnel salaries be penalized during proposal review? Besides, RFA 10.6.3 a (page 10) mentions personnel cost should not exceed 30% of the total proposed budget while Appendix F (page 31) recommends personnel costs to “not exceed 30% of total proposed direct costs.” Which one of these is correct?</p>	<p>6. Correct. This is a typo. The correct date is January 1, 2019.</p> <p>7. The desired number of participants is provided to applicants in order for them to have a better understanding of THECB's expectations in terms of scope and size of events for planning and budgetary purposes. THECB will work with the grantee(s) to help recruit participants and promote events. Awarded applicant(s) will not be held responsible for meeting exact numbers provided. 8. 9. Evaluation models that include consider student outcomes would be considered an example. 10. Exceptions will be considered on a case-by-case basis and will not necessarily result in the removal from the pool of potential offerors. 11. Correct. 12. Evaluators will consider the best value for the services provided. If an applicant provides similar services for a lower cost, then that applicant has an advantage in the selection process. An applicant may submit..</p>