

# **Texas Workforce Commission (TWC)**

Request for Applications (RFA)

32022-00035

Governor's Summer Merit Program

## **Issue Date**

October 5, 2021

## **Application Submission Deadline**

November 9, 2021

Time: 10:00 a.m. CT

## **Grant Start Date**

March 25, 2022

## **NOTICE REGARDING THE INCLUSION OF CONFIDENTIAL, PROPRIETARY, TRADE SECRET OR PRIVILEGED INFORMATION IN AN APPLICATION**

Please take notice of the following:

If the Applicant includes proprietary or otherwise confidential information in its Application or other submitted documents, the Applicant must clearly mark and label all confidential, proprietary, trade secret or privileged material in 14 point or higher bold font on each page where the information appears, and identify the specific exception to disclosure in the Texas Public Information Act (PIA) for each specific piece of confidential, proprietary, trade secret or privileged information. Additionally, all confidential, proprietary, trade secret or privileged information must be segregated in a separate and discrete section of the Application, which must be able to be conveniently separated and detached from the other sections of the Application.

Failure to properly label, identify, and segregate any confidential, proprietary, trade secret or other privileged information in the Application may result in all such information or material being disclosed as public information. Merely making a blanket claim that the entire Application is protected from disclosure because it contains any amount of confidential, proprietary, trade

secret or privileged information is not acceptable, and may make the entire Application subject to release under the PIA.

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**TWC Contact:**

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Texas Workforce Commission

Grant Administration Unit

Email: [RFAGrants](mailto:RFAGrants@twc.texas.gov) (RFAGrants@twc.texas.gov)

## Definitions

The following definitions and acronyms are applicable to this RFA:

**Camp Code.** Summer camps that foster an interest in STEM-related careers and expose Texas middle school children to coding and programming through hands-on experiences with challenging and innovative concepts, learning, problem solving, and analytical skills.

**Field Work Opportunities.** Opportunities for individuals pursuing a career in a STEM field to receive STEM training, mentoring, and coaching from professionals in the field.

**Grantee.** A successful Applicant that receives a TWC grant award under this RFA.

**Governor's Science and Technology Champion's Academy.** A week-long, hands-on STEM residential summer camp that helps students explore the practical applications of STEM and exposes students to high-tech skill career options in high-demand careers within six (6) of the Target Industry Clusters.

**Governor's Summer Merit Program (GSMP).** A TWC funded program to improve Texas middle school and high school students' familiarity and experience with post-secondary educational opportunities leading to STEM careers while developing collaboration among workforce development programs, colleges and universities, and Texas middle and high schools.

**Science, Technology, Engineering, and Mathematics (STEM).** An education grouping acronym used worldwide that refers to the academic disciplines of Science, Technology, Engineering, and Mathematics.

**Students with Disabilities.** Under Section 504 of the Rehabilitation Act, a student who is determined to: (1) have a physical or mental impairment that substantially limits one (1) or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. The Individuals with Disabilities Education Act (IDEA) Section 300.8 provides a more specific definition: a disability means a child evaluated in accordance

with §§ 300.304 through 300.311 as having an intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as “emotional disturbance”), an orthopedic impairment, autism, traumatic brain injury, another health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services. TWC will accept any of these definitions to define “Students with Disabilities.”

**Racial Minority(ies) or Ethnic Minority(ies).** Racial minority are defined as individuals who identify as American Indian or Alaska Native; Asian; Black or African American; Hispanic or Latino; Native American or Pacific Islander; or two (2) or more races (i.e., do not identify as White). Ethnicity is defined as either “Hispanic or Latino” or “Not Hispanic or Latino.” People who identify as Hispanic, Latino, or Spanish may be any race.

**Target Industry Clusters.** The Target Industry Clusters are: Advanced Technologies and Manufacturing; Aerospace and Defense; Biotechnology and Life Sciences (including Health Care); Energy; Information and Computer Technology and Petroleum Refining; and Chemical Products.

**Texas Science and Engineering Fair.** Fair that includes more than twenty (20) fields spanning engineering, biological sciences, and physical sciences. Competitors consist of sixth through twelfth grade students who qualify at regional science and engineering fairs across Texas.

**Youth Robotics.** A program that encourages interest in STEM careers by expanding statewide participation in robotics programs in grades nine (9) through twelve (12) by: 1) developing new teams for robotics educations and competition; and 2) supporting existing competitive robotics education teams (teams that competed previously in a high school robotics competition).



## **A. Program Description.**

### **Purpose.**

The Texas Workforce Commission (TWC) seeks applications from Eligible Applicants to provide scholarships to Texas middle and high school students to increase the number of students served by STEM skills-related summer camp programs.

The purpose of the Governor's Summer Merit Program (GSMP) is to: 1) improve Texas middle school and high school students' familiarity and experience with postsecondary educational opportunities that lead to STEM careers; and 2) develop collaboration among Texas workforce development programs, colleges and universities, and middle and high schools.

### **Program Requirements.**

An Applicant will provide information on the following Program Requirements in the Application.

#### Program Plan

- conduct a combination of one (1) or more STEM-related residential (overnight) or non-residential (day) summer camps for eligible Texas middle school or high school students. Camps will be:
  - a minimum duration of five (5) days;
  - residential or non-residential summer camps; and
  - during the months of June, July, or August 2022;
- include Field Work Opportunities and industry specific field trips, if desired;
- ensure that the programming languages used are industry relevant;
- ability to serve Spanish-speaking students;
- provide classroom instruction or activities on career exploration in the Target Industry Clusters including the most in-demand and popular computer coding and programming environments;

- provide students who meet the eighty percent (80%) camp attendance requirement and fulfill camp academic requirements with a TWC Certificate of Camp Completion;
- have established summer camp security measures in place. The Applicant must have the following available on site, and must be made available to TWC upon request:
  - description of security measures that the organization has for summer camps;
  - description of the criminal background check process for all staff that will have contact and access to students during the summer camp(s);
  - description of the security measures that apply to parents or other adults involved in the summer camp activities (e.g., field trips);
  - description of how adults and students will be informed of the security measures;
  - if desired, include additional educational components such as:
    - any credential students will receive (in addition to the TWC Certificate of Camp Completion);
    - industry specific field trips;
    - Field Work Opportunities;
    - hands-on laboratory activities; and
    - virtual camp options, if necessary (based on circumstances of the pandemic), although in-person camps are preferred.

#### Outcomes and Measures

- provide a plan for a pre-camp and post-camp assessment designed to measure the effectiveness of camp in increasing the interest of Texas middle and high school students in coding and programming by providing hands-on experiences, including provisions for providing TWC with an analysis of pre- and post- assessment results, specific to student exposure to workforce skills, technical skills, STEM education continuation, STEM careers, and overall program benefit, including information regarding the number of students who:

- have competed in the Texas Science and Engineering Fair;
- have participated in Youth Robotics;
- have attended the Governor’s Science and Technology Champion’s Academy;
- have participated in the Governor’s Summer Merit Program;
- have previously participated in Camp Code; and
- have competed in a local or regional science fair.

Outreach and Recruitment

- conduct outreach and recruitment to enroll eligible students in the summer camp(s);
- determine and maintain eligibility documentation prior to enrolling students into the program, as specified in Section C. Eligibility – Eligible Population to be Served of this RFA;
- ensure that outreach priorities include:
  - foster youth, as described in Texas Family Code § 264.121(a)(3);
  - Students with Disabilities;
  - students from low-income families; and
  - populations underserved in STEM, including females, Racial Minorities, and Ethnic Minorities.
- create and use an application process to enroll eligible students in the summer camp(s);
- maintain a list of eligible students enrolled for each summer camp, including demographic information; and
- all Grantees must contact their local Vocational Rehabilitation Counselor and share all relevant camp information with them within forty-five (45) days. Grantees must give priority to participants who are referred by their Vocational Rehabilitation counselor.

## Program Administration

- ensure that per student scholarship costs do not exceed seven hundred dollars (\$700) for non-residential summer camps or one thousand dollars (\$1,000) for residential camps;
- ensure eligible students attend each summer camp for a minimum of eighty percent (80%) of the number of days the camp is held to count towards the enrollment target;
- ensure each eligible student under the age of eighteen (18) who is videotaped or photographed has a signed and dated appearance release form on file which verifies, at a minimum, the following:
  - parent(s) or guardian(s) grants permission for student to be videotaped or photographed;
  - parent(s) or guardian(s) denies permission for student to be videotaped or photographed, which requires that the student's image is removed or blurred in videos and photographs;
  - provide access to eligible students enrolled in the program so that TWC may take the following actions, including, but not limited to:
    - produce its own media suitable for publication on TWC's website(s);
    - provide each eligible student with appearance release forms for the use and reproduction of video footage, photographs and voice recordings; make available to TWC any produced media resulting from the grant activities and deliverables, which TWC may publish or modify for use on TWC's website(s); and
    - provide to TWC a list of STEM fields or specific STEM careers students will be exposed to at the camp.

## Reporting Requirements.

A Grantee will be required to submit (1) a 90-day status report; (2) monthly expenditure reports; (3) a financial closeout package, and (4) any requested ad-hoc reports to TWC. A

Grantee is also required to submit a final report in a format specified by TWC not later than thirty (30) days after the grant end date. The Reporting Requirements are further identified in the Application and incorporated into a grant award.

## **B. Funding and Authority Information.**

Approximately one million dollars (\$1,000,000) is available for grant(s), based on the availability of funds and as approved by TWC. This amount does not include additional funding that may be added in subsequent years to fund a renewal or extension.

The funding source(s) for this program authorized by TANF (Assistance Listings Number 93.558) Social Security Act, 42 U.S. Code (U.S.C.) §§ 601-619, as amended. The controlling authorities for this RFA are the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 U.S.C. §§ 601 et seq.; the Balanced Budget Act of 1997, §§ 403a-409a, 42 U.S.C. §§ 603a-609a; the Deficit Reduction Act of 2005 (DRA), §§ 7101 -7103, 42 U.S.C. §§ 601, 603, and 607; Federal Regulations in 45 Code of Federal Regulations (C.F.R.) Parts 260-265; Texas Human Resources Code, Chapter 31 and Chapter 34; and Texas Labor Code, Chapter 302; and 40 Texas Administrative Code (TAC), Chapter 811, Choices.

### **Maximum Award.**

TWC will award a grant or grants to those high-quality Applications that demonstrate the ability to meet the program criteria as is possible with the available funding. The maximum amount that can be requested by Applicants is one hundred thousand dollars (\$100,000).

### **Awarding of Grants.**

TWC has the right to reject Applications, or to cancel or modify an RFA at any point before a grant award is signed. The award of any grant is subject to the availability of funds. Final approval of a grant award is solely at the determination of TWC.

## **Length of Funding.**

Funding will be for approximately six (6) months from the grant start date, with the option of renewals or extensions in any combination of years or months, at TWC's discretion, provided that the total grant period does not exceed five (5) years. In considering such renewal, TWC will consider performance, progress toward expected outcomes, and expenditures, as well as other factors.

## **C. Eligibility.**

### **Applicant Eligibility.**

An Eligible Applicant under this RFA is:

- a general academic teaching institution in Texas, as defined by Texas Education Code § 61.003(3), that offers baccalaureate degree programs in engineering or engineering technology that is accredited by the Accreditation Board for Engineering and Technology or that offers baccalaureate degree programs in computer science;
- an agency of higher education in Texas as defined by Texas Education Code § 61.003(6);
- an institution of higher education in Texas as defined by Texas Education Code § 61.003(8); or
- a private or independent institution of higher education in Texas as defined by Texas Education Code § 61.003(15).

Applicants are not eligible for an award under both RFA 32022-00033 Camp Code and RFA 32022-00035 GSMP. Applications will only be accepted for one (1) RFA (Camp Code or GSMP); therefore, Applicants should apply for either Camp Code or GSMP. If an Applicant applies for Camp Code and GSMP, the first RFA received will be screened, and the second RFA received will be disqualified.

An Applicant may submit only one (1) Application. If more than one (1) Application is received from an Applicant, TWC will only screen and evaluate the first Application received from that

Applicant. Amendments to the Application are discussed in the Administration Guidelines section, below.

### **Eligible Population to be Served.**

The eligible population to be served under this grant award consists of individuals who are:

- Texas middle school or high school students, whether they attend Texas public or private schools, or are home-schooled in Texas; and
- age fourteen (14) to twenty-one (21) years on the first day of summer camp.

The Grantee shall determine eligibility for each participant prior to participant receiving any services funded through this grant. The Grantee shall document and maintain confidential eligibility documentation files for each participant receiving services funded through this grant. Maintenance of these eligibility files shall conform to TWC's policy for Security of Personal Identity Data requirements in WD Letters 13-08 and 02-18, including any subsequent issuances. Failure to determine eligibility, document eligibility, or maintain the required files for all enrolled participants may result in unallowable costs and subsequent repayment of grant funds, in accordance with Section 1, Expenditure Limitations, of the Financial Requirements included in the Application package and made a part of a final grant award.

### **Allowable Costs.**

This grant program may fund costs as allowed by: the laws, regulations, rules, and guidance governing fund use for the fund sources identified in the Funding and Authority Information provisions in this RFA, the Application, and the resulting grant.

Costs must conform to the limitations or exclusions as to the types or amounts of cost items set forth in the following:

- laws, regulations, rules, and guidance governing fund use for the fund sources identified in the Funding and Authority Information provisions in this RFA;
- the cost principles and requirements in the General Terms and Conditions of the Application;

- the expenditure limitations in this RFA; and,
- the resulting grant.

All costs must be reasonable and necessary for the performance of the award. Costs must be allocable to the award, i.e., chargeable or assignable to the award in accordance to relative benefits received.

### **Unallowable Costs.**

Refer to the Unallowable Costs tab in the Budget Workbook for examples of unallowable costs.

### **Administrative Costs.**

Administrative costs shall not exceed ten percent (10%) of total funds expended under the grant.

Refer to the Program and Administrative Descriptions tab in the Budget Workbook for the definition of administrative costs and examples of program costs.

### **Indirect Costs.**

Indirect costs must comply with applicable cost principles and regulations, including the following limitations.

Indirect costs, if any, charged to this grant must result from one of the following:

- proper application of an indirect cost rate approved by the Applicant's federal cognizant agency for indirect costs, or other authorized entity, as appropriate;
- proper application of the de minimis rate as described in 2 C.F.R. § 200.414, if eligible; or
- a rate negotiated with TWC for purposes of an award resulting under this RFA.

Identify the indirect cost rate in the space provided on the Budget Detail Form of the RFA.

An Applicant that is not required by OMB Uniform Guidance (2 C.F.R. Part 200) to have an approved federally recognized indirect cost rate negotiated between itself and the federal



government, or other authorized entity, as appropriate, and which ordinarily charges all costs as direct costs, may continue to do so under this RFA, and is not subject to the indirect cost rate limitations described in this Section.

## **D. Application and Submission Information.**

### **Application Components.**

The grant Application consists of the following components:

1. Application (using TWC's designated Application package);
2. Signed Application Certification form; and
3. Budget (using TWC's designated Budget Workbook)

Please do not include letters of cooperation or letters of support. They will not be read nor reviewed as part of the Application evaluation process.

### **Other Requirements.**

In accordance with the reporting requirements established by the Federal Funding Accountability and Transparency Act (FFATA) of 2006, Pub. L. 109-282, as amended by Pub. L. 110-252, title VI, § 6202(a), June 3, 2008, according to the instructions specified in WD Letter 29-12 and subsequent issuances, Eligible Applicants will be required to comply with WD Letter 29-12 and subsequent issuances during the term of the grant.

Before submitting an Application, it is recommended that the Applicant submit paperwork for a D-U-N-S® number and SAM registration or ensure that its D-U-N-S® number and SAM registration are accurate, current, and active.

A valid D-U-N-S® number and active SAM registration must be in effect at the time of grant award.

Information on how to obtain a D-U-N-S® number may be found on Dunn & Bradstreet's website ([fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)) or by calling Dunn & Bradstreet, toll-free, at 866-705-5711.

Information regarding SAM registration may be found at [www.sam.gov](http://www.sam.gov). Obtaining a D-U-N-S® number and registering in SAM.gov is free.

### **Application Checklist.**

Applicants may use the Application Checklist included in the Application as a guide when preparing the Application package for submittal. Required documents itemized in the Application Checklist must be submitted by the Application due date and time. When applying for a grant, the Application package must be downloaded and the forms within the Application package must be completed and submitted in their entirety, without any alteration of the form or formatting. Failure to utilize the forms and Application as provided will result in disqualification of the Application prior to evaluation.

### **Application Submission.**

TWC [RFA Grants](mailto:RFAGrants@twc.texas.gov) (RFAGrants@twc.texas.gov) must receive the emailed Application package no later than the application deadline. Application packages that are received after the application deadline will not be accepted.

TWC only accepts emailed Application packages. If a hard copy of the Application package is submitted, it will not be screened for this RFA and will not be returned unless the sender makes arrangements for return costs prior to return. To protect TWC network(s) and systems we will not accept encrypted documents or access third-party links to download Applications packages.

Email the Application package to [RFA Grants](mailto:RFAGrants@twc.texas.gov) by the submission deadline.

TWC is not responsible for application packages emailed late, illegible, incomplete, or otherwise considered disqualified due to failure of electronic equipment or operator error.

Email instructions:

To: [RFA Grants](mailto:RFAGrants@twc.texas.gov)

Subject line: 32022-00035 Governor's Summer Merit Program [Applicant Name]

Authorized TWC Contact: Oliver James at [RFA Grants](#)

### **Withdrawal of Application.**

An Application may be withdrawn at any time prior to the selection announcement date by writing to the TWC Contact. A withdrawn Application will not be considered for award but will be retained by TWC in accordance with the Application Information Confidentiality and Records Retention provisions in this RFA.

### **Amendment of Application.**

An Application may be amended in writing at any time after submission, but prior to the application submission deadline. An amended Application must be submitted to the TWC Contact. An Application may be amended after the application submission deadline only at the direction of TWC.

Unless specifically requested by TWC, material submitted after the application submission deadline will not be considered.

### **Application Format.**

Applicants responding to this RFA must use TWC designated application package for this specific RFA.

Failure to use the application package for this specific RFA (e.g., using a previous Application package or component thereof) will result in disqualification prior to evaluation.

Alteration of the Application package (deleting sections, revising formatting, or changing page orientation) may result in disqualification prior to evaluation.

Failure to comply with any one (1) or more of the following requirements may result in disqualification of the Application.

- The Application submitted in response to this RFA must be in the 8 1/2" by 11" paper layout. The type must be a minimum font size of 12, and margins of no less than 0.5 inch.
- Email the following four (4) files as individual attachments, or the four individual files may be submitted in a Zip-file attached to the email. Each electronic file should be titled with the RFA number and Applicant's name:
  - the Application in Microsoft Word;
  - the Budget Workbook in Microsoft Excel;
  - a searchable, editable, Portable Document Format (PDF) file version of the signed complete hard copy Application package and attachments, if any; and
  - a word or PDF version with redactions of information asserted to be confidential, proprietary, trade secret, or privileged, if any.

All information conveyed in the Application is subject to validation by TWC. Information obtained by TWC during validation will be considered in the final evaluation and award decision. TWC reserves the right to waive minor technicalities in determining whether to evaluate an Application.

## **E. Application Review Criteria.**

### **Criteria and Scoring.**

This is a competitive grant solicitation. The range of points and maximum number of points for each category of the Work Plan is shown below, for a total of one hundred (100) points.

1. Executive Summary – Required
2. Demonstrated Experience – 15 points
3. Outreach and Recruitment – 15 points
4. Program Plan – 25 points
5. Outcomes and Measures – 20 points
6. Program Administration – 15 points

7. Budget Workbook – 10 points

Relevance and appropriateness of the design and activities to the program and purpose of the grant program will be considered in the scoring of all Work Plan criteria. See Section titled Evaluation Criteria in the Application for detailed scoring information.

**Tied Scores.**

Tied total scores will be ranked based on highest workplan section score, with the sections considered in the order listed below until the tie is broken.

1. Program Plan
2. Outcomes and Measures
3. Outreach and Recruitment
4. Program Administration
5. Demonstrated Experience
6. Budget Workbook

In the event two (2) or more applications are still tied after all sections have been compared, the tie will be broken based on the earliest submission date and time.

**Screening and Evaluation.**

All Applications received will be screened to determine eligibility. Applications with significant errors, omissions, or eligibility issues will not be screened or evaluated. Applications that meet the following minimum technical requirements will be considered eligible for further evaluation.

(1) The Application was submitted by an Eligible Applicant, as stated in the above section titled Applicant Eligibility; and

(2) The Application submitted must include the signature of an authorized representative of the Applicant on the required Certifications.

## **Selection and Award Announcement.**

Evaluators will review and score Applications based on the evaluation criteria in the RFA using only the information provided in the written Application. The final scores will serve as the primary basis for selection of Applications for funding. The panel results are advisory in nature and not binding to TWC. TWC reserves the right to make selections based solely on the final scores or to consider other factors determined by TWC to be relevant to its decision, including the geographic distribution of funds for areas served, e.g., rural representation or past performance.

TWC may elect to award the grant(s) with or without discussions with the Applicant. Should a grant be awarded without discussions, the award will be based on the Applicant's Application submission, which constitutes a binding offer by the Applicant. To receive an award, the Applicant must accept any additional or special terms and conditions listed in the grant award and any proposed and accepted changes to the grant Application as submitted.

TWC will post the grant award decision on the [Electronic State Business Daily](#) at [www.txsmartbuy.com](http://www.txsmartbuy.com) after the award(s) are finalized. TWC staff will notify unsuccessful Applicants in writing following execution of all grant awards.

No public disclosures or news releases pertaining to the RFA or any resulting grant shall be made without the prior written approval of TWC.

## **F. Administration Guidelines.**

### **RFA Components.**

This RFA solicitation consists of the Request for Applications and the Application package. The Application package consists of Special Terms and Conditions, General Terms and Conditions; Financial Requirements; Reporting Requirements, Certifications, Work Plan, and Budget Workbook.

The Application package includes the format in which an Application must be completed and returned to be considered for a grant. The RFA Solicitation is published on the [Electronic State Business Daily](#) that may be accessed at [www.txsmartbuy.com](http://www.txsmartbuy.com) and [Texas.gov eGrants](#) at [txapps.texas.gov/tolapp/egrants/search.htm](http://txapps.texas.gov/tolapp/egrants/search.htm).

### **Changes and Amendments to this RFA Solicitation.**

TWC reserves the right to amend or withdraw this RFA at any time by posting amendments or cancellations on the [Electronic State Business Daily](#) at [www.txsmartbuy.com](http://www.txsmartbuy.com).

### **Amendments.**

Any amendment to a grant awarded under this RFA is required to be within the scope of the original Application, resulting grant, and this RFA. A substantial change in the scope of services or budget through amendment to the grant award will not be allowed.

### **Question & Answer (Q&A) Document.**

After the issuance of the RFA, the Q&A Document is a primary source of information for Applicants. Applicants' questions must be submitted in writing via email to the Authorized TWC Contact by October 13, 2021 by 4:00 p.m. CT.

TWC will publish the Q&A Document on the [Electronic State Business Daily](#) at [www.txsmartbuy.com](http://www.txsmartbuy.com) on or about October 28, 2021.

### **Communications with TWC during the RFA and Award Process.**

Communication with any TWC personnel in reference to or concerning this RFA, other than the TWC Contact listed in this RFA, is prohibited. Failure to follow this provision may be grounds for disqualification of the Application.

## **Application Information Confidentiality.**

All Application information submitted in response to the RFA is subject to and will be handled in accordance with the Texas Public Information Act, Government Code, Chapter 552. The Public Information Act allows the public to have access to information in the possession of a governmental body. Therefore, any confidential or proprietary information contained within an Application must be clearly identified by the Applicant in the Application itself. Proprietary information identified by the Applicant in advance will be kept confidential by TWC to the extent permitted by state law.

## **Records Retention.**

All information submitted in response to this RFA must be retained by TWC for the period specified in TWC's record retention schedule created pursuant to Texas Government Code, Chapter 441. The information will not be returned to the Applicant.

## **Monitoring.**

Items that a Grantee must maintain on site and make available for monitors include:

- list of entities that are receiving funds under any grant resulting from this RFA;
- a list of participants and participant files verifying eligibility;
- all financial records pertaining to the grant;
- policies and procedures, if applicable; and
- and oversight activities of other grant partners and subrecipients, if applicable.

## **Protests.**

Any Applicant wishing to protest the grant award must submit the following information by certified mail to the address listed:

Lowell Keig, Director, Business Operations  
Texas Workforce Commission  
101 East 15<sup>th</sup> St., Room 316T



Austin, Texas 78778-0001

The written protest, including relevant written information, must be received by TWC within ten (10) business days from the date of the Notice of Grant Award posted on the ESBD. The written protest must:

- identify the RFA being protested;
- state the grounds for the protest, including a description of any alleged acts or omissions by the entity that forms the basis for the protest;
- provide any written information that the protestor believes is relevant to the award; and
- provide the basis for the protestor's interest in the award.

## **G. Informational Resources.**

### [Jobs Y'all](http://www.jobsyall.com/)

([www.jobsyall.com/](http://www.jobsyall.com/))

### [Texas AutoCoder](http://www.autocoder.lmci.state.tx.us:8080/jc/onetmatch)

([www.autocoder.lmci.state.tx.us:8080/jc/onetmatch](http://www.autocoder.lmci.state.tx.us:8080/jc/onetmatch))

### [Texas Career Check](http://www.texascareercheck.com/)

([www.texascareercheck.com/](http://www.texascareercheck.com/))

### [Texas Crews](http://www.board.thecb.state.tx.us/apps/txcrews/)

([www.board.thecb.state.tx.us/apps/txcrews/](http://www.board.thecb.state.tx.us/apps/txcrews/))

### [Texas Economic Development Target Industry Clusters](http://www.gov.texas.gov/business/page/target-industries)

([www.gov.texas.gov/business/page/target-industries](http://www.gov.texas.gov/business/page/target-industries))

### [Texas Internship Challenge](http://www.txinternshipchallenge.com/vosnet/Default.aspx)

([www.txinternshipchallenge.com/vosnet/Default.aspx](http://www.txinternshipchallenge.com/vosnet/Default.aspx))

[Texas Education Code Chapter 61.003 \(3\),\(6\),\(8\),\(15\)](#)

([www.statutes.capitol.texas.gov/Docs/ED/htm/ED.61.htm#61.003](http://www.statutes.capitol.texas.gov/Docs/ED/htm/ED.61.htm#61.003))

[Texas Local Workforce Development Boards](#)

([www.twc.state.tx.us/dirs/wdbs/workforce-development-boards-websites.html](http://www.twc.state.tx.us/dirs/wdbs/workforce-development-boards-websites.html))

[About the Office of Management and Budget's Uniform Guidance \(2 C.F.R. Part 200\)](#)

([www.twc.texas.gov/files/twc/about-omb-uniform-guidance.pdf](http://www.twc.texas.gov/files/twc/about-omb-uniform-guidance.pdf))

[About the Uniform Grant Management Standards and Texas Grant Management Standards](#)

([www.twc.texas.gov/files/twc/about-ugms-txgms.pdf](http://www.twc.texas.gov/files/twc/about-ugms-txgms.pdf))

[TWC Financial Manual for Grants and Contracts](#)

([www.twc.state.tx.us/partners/financial-manual-grants-contracts](http://www.twc.state.tx.us/partners/financial-manual-grants-contracts))

[WD Letter 29-12 "Federal Funding Accountability and Transparency Act of 2006 – Update"](#) and subsequent issuances

([www.twc.texas.gov/files/policy\\_letters/wd-29-12-twc.pdf](http://www.twc.texas.gov/files/policy_letters/wd-29-12-twc.pdf))

[WD Letter 13-08, "Security of Personal Identity Data,"](#) and subsequent issuances

([www.twc.texas.gov/files/policy\\_letters/wd-13-08-twc.pdf](http://www.twc.texas.gov/files/policy_letters/wd-13-08-twc.pdf))

[WD Letter 02-18 "Handling and Protection of Personally Identifiable Information and Other Sensitive Information"](#) and subsequent issuances

([www.twc.texas.gov/files/policy\\_letters/wd-02-18-twc.pdf](http://www.twc.texas.gov/files/policy_letters/wd-02-18-twc.pdf))

[WD Letter 44-05 "Texas Workforce Commission Online Contract Closeout Process"](#) and subsequent issuances

([www.texas.gov/files/policy\\_letters/wd-44-05-twc.pdf](http://www.texas.gov/files/policy_letters/wd-44-05-twc.pdf))

[WD Letter 04-15, Change 2, “Cash Draw and Expenditure Reporting System Instructions,”](#) and subsequent issuances

([www.twc.texas.gov/files/policy\\_letters/wd-04-15ch2-twc.pdf](http://www.twc.texas.gov/files/policy_letters/wd-04-15ch2-twc.pdf))

[WD Letter 04-15, Attachment 1](#)

([www.twc.texas.gov/files/policy\\_letters/attachments/wd-04-15ch2att1-twc.xlsx](http://www.twc.texas.gov/files/policy_letters/attachments/wd-04-15ch2att1-twc.xlsx))

[WD Letter 04-15, Attachment 2](#)

([www.twc.texas.gov/files/policy\\_letters/attachments/wd-04-15ch2att2-twc.pdf](http://www.twc.texas.gov/files/policy_letters/attachments/wd-04-15ch2att2-twc.pdf))

[WD Letter 04-15, Attachment 3](#)

([www.twc.texas.gov/files/policy\\_letters/attachments/wd-04-15ch2att3-twc.pdf](http://www.twc.texas.gov/files/policy_letters/attachments/wd-04-15ch2att3-twc.pdf))