



Bryan Daniel, Chairman  
Aaron Demerson, Commissioner  
Alberto Treviño III, Commissioner

# **Request for Applications (RFA)**

Building Construction Trades

32023-00099

## **Application Submission Deadline**

March 16, 2023

Time: 10:00 a.m. Central Time

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# **1. Executive Summary, Definitions, and Standards**

## **1.1. Executive Summary**

The Texas Workforce Commission (TWC) seeks grant applications from eligible Applicants to provide training to participants to prepare them for employment in Target Occupations within Building Construction Trades (Skilled Trades) as well as leading to Industry-Based Certifications for example, National Center for Construction Education and Research (NCCER) Plumbing and NCCER Electrical certifications.

## **1.2. Definitions and Acronyms**

The following definitions and acronyms are applicable to this RFA:

Unless a different definition is specified, or the context clearly indicates otherwise, the definitions and acronyms given to a term below apply whenever the term appears in this RFA. All other terms have their ordinary and common meaning.

**Allocable.** A cost is allocable to a particular Grant Award if the goods or services involved are chargeable or assignable to the award in accordance with relative benefits received.

**Amendment.** A written clarification or revision to this RFA, including forms, and attachments, as issued and posted by TWC.

**Applicant.** Any legal entity that submits an Application in response to this RFA. The term includes the individual submitting the Application who is authorized to

sign the Application on behalf of the Applicant. See Section 3, Applicant Eligibility Requirements of this Solicitation for further guidance.

**Application.** All documents the Applicant submits in response to this RFA, including all required forms. Review Form A, Core Application, Submission Checklist for additional guidance.

**Budget.** The financial plan for carrying out the project, as requested in the Budget Workbook and formalized in the Grant Award, including required or committed cost sharing, if any, such as match or leverage. The TWC-approved Budget in the Grant Award may differ from an Applicant's requested Budget, as submitted in the Form B, Budget Workbook, because of unallowable costs that TWC removes before executing the Grant Award, Grant Award amendments executed during the Grant Period, if authorized, or for other reasons. Also see Form B, Budget Workbook, Grant Award, and Grant Period.

**Budget Period.** In a Grant Award, the time interval from the start date of a funded portion of an award to the end date of that funded portion during which Grantees are authorized to expend the funds awarded. Depending on the RFA, the Grant Period for a Grant Award may have more than one Budget Period, such as if the RFA specifies that TWC will fund a Grant Award in increments, TWC exercises a Grant Award renewal option, if available, or for other reasons.

**Building Construction Trades (Skilled Trades).** Trades in the building construction industry (e.g., Foundation, Structure, and Building Exterior Contractors, Building Equipment Contractors, Building Finishing Contractors). A complete list of allowable trades under this RFA is included in Attachment 4, Building Construction Trade's Standard Occupational Classification (SOC) Code List.

**Causal Evidence.** Documentation of a relationship between an activity, treatment, or intervention (including technology) and the intended outcomes, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or Intervention.

**Computing Device.** Machines used to store, acquire, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting, and receiving, or storing electronic information. Examples include, but are not limited to, desktops, laptops, all-in-ones, tablets, and 2-in-1s. An RFA may limit or prohibit the use of grant funds to acquire Computing Devices. Refer to Attachment 3, Budget Requirements and Instructions for any cost limitations or prohibitions that apply to the acquisition of Computing Devices under this RFA.

**Day(s).** The term “day(s)” is defined as calendar day(s) unless otherwise specified.

**Direct Cost.** Costs that can be identified specifically with a particular final cost objective, such as a Grant Award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either Direct Costs or Indirect Costs. Refer to Attachment 3, Budget Requirements and Instructions, for any Direct Cost requirements that apply under this RFA.

**Equipment.** Tangible, personal property having a useful life of more than one (1) year, and a unit acquisition cost of five thousand dollars (\$5,000) or more. “Acquisition cost” means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for Equipment means, for example,

the net invoice price for the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the Grantee's regular accounting practices.

An RFA may limit or prohibit the use of grant funds to acquire Equipment. Refer to Attachment 3, Budget Requirements and Instructions, for any cost limitations or prohibitions that apply to the acquisition of Equipment under this RFA.

**Form A, Core Application.** Part of the Application including Submission Checklist; Contact Information Form; Workforce Development Area(s); Financial Requirements; Reporting Requirements; Certifications; Evaluation Criteria; and Work Plan.

**Form B, Budget Workbook.** The Microsoft Excel document the Applicant uses to submit a proposed project Budget in response to this RFA. The Form B, Budget Workbook is mandatory and must be submitted with the Application, in the original format, for the Application to be considered responsive. Applications received without the completed Form B, Budget Workbook in Microsoft Excel will be disqualified.

**Grant Award.** The agreement entered into by TWC and the Grantee as a result of this RFA, including the Grant Award Agreement and all attachments and Amendments.

**Grant Period.** The Grant Period begins on the Grant Award effective date and ends on the Grant Award termination or expiration date, including extensions or

renewals. The Grant Award will identify the Period of Performance and Budget Period.

**Grantee.** A successful Applicant that receives a TWC Grant Award under this RFA.

**Indirect Cost.** For certain institutions of higher education and certain non-profit organizations, indirect costs are also referred to as Indirect Facilities & Administration (F&A) costs. Indirect (F&A) costs are costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assigned to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. Refer to Attachment 3, Budget Requirements and Instructions in this RFA for cost limitations that impact Indirect Costs.

**Industry-Based Certification (IBC).** Credential awarded to an individual that demonstrates proficiency and knowledge, through examination, in a specific industry or trade. As opposed to a certificate, obtaining an IBC is not dependent on any actual education or training program. Instead, evaluating candidates for certification relies on independent, third-party professional and industry-based groups. These national organizations develop and maintain relevant, uniform proficiency standards that are assessed and sanctioned by industry-approved examination facilities, independent of any educational institution or training program. Furthermore, certifications often have an expiration date, requiring

individuals to participate in continuing education or reexamination to stay current. This characterization of IBCs has been accepted and endorsed by national entities, such as the National Association of Manufacturers (NAM) and the American Association of Community Colleges (AACC).

**Outcomes.** The level of performance or achievement that occurred because of the activity, intervention, or services a program has provided, e.g., the percentage of program completers who gain employment and remain employed at specific time intervals. Outcomes address value or impact of services.

**Period of Performance.** In a Grant Award, the total estimated time interval between the start of an initial award and the planned end date, which may include one or more funded portions, or Budget Periods. Basically, the time during which a Grantee may perform approved grant-funded activities under a Grant Award. Also see the definitions for Budget Period and Grant Period.

**Pre-Award Costs.** Costs incurred prior to the commencement of the Grant Award.

**Program Income.** Gross income earned by the Grantee that is directly generated by a supported activity or earned as a result of the Grant Award during the Period of Performance. Also see the definition for Period of Performance. For more information, refer to 2 C.F.R. § 200.407 Program Income and to the Program Income section in TxGMS, as applicable.

**Request for Applications (RFA).** This Solicitation; Form A, Core Application; Form B, Budget Workbook; Question and Answer Document, all other forms, attachments, and Amendments posted on the Electronic State Business Daily (ESBD).

**Solicitation.** This document, including attachments, that describes the Program or Project requirements.

**Standard Occupational Classification (SOC).** A statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of eight hundred sixty-seven (867) detailed occupations according to their occupational definition. To facilitate classification, detailed occupations are combined to form four hundred fifty-nine (459) broad occupations, ninety-eight (98) minor groups, and twenty-three (23) major groups. Detailed occupations in the SOC with similar job duties, and in some cases skills, education, and/or training, are grouped together.

**State.** The State of Texas and its instrumentalities, including TWC and any other state agency, its officers, employees, or authorized agents.

**Subrecipient.** An entity that receives a subgrant from a pass-through entity to carry out part of a Grant Award. For example, if a Grantee makes a subgrant to carry out part of the Grant Award, the Grantee is a pass-through entity and the entity that receives the subgrant is a subrecipient of the Grantee for purposes of that award. Characteristics which support the classification of an entity as a subrecipient include when that entity: (1) determines who is eligible to receive what assistance, (2) has its performance measured in relation to whether objectives of the federal or state program were met, (3) has responsibility for programmatic decision-making, (4) is responsible for adherence to applicable federal or state program requirements specified in the Grant Award, and (5) in accordance with its agreement, used the funds to carry out a Program for a public purpose specified in authorizing statute, as opposed to providing goods or

services for the benefit of the pass-through entity. In determining whether an agreement between a pass-through entity and another entity casts the latter as a Subrecipient or a contractor (vendor), the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subgrant to carry out part of the Grant Award, or a procurement contract for the purchase of goods and services.

**System for Award Management (SAM.gov).** An official website of the U.S. government. It is used by entities to obtain a federally-assigned Unique Entity Identifier (UEI), and for other purposes. In addition to having a UEI, TWC may require some Grantees to maintain an active account registration on SAM.gov to help facilitate TWC reporting under the Federal Funding Accountability and Transparency Act (FFATA). There is no cost to use SAM.gov. Section 8.8, Compliance for Participation in Grant Awards of this Solicitation discusses related FFATA reporting requirements. Section 13, Informational Resources provides a link to SAM.gov.

**Target Occupation.** The Texas workforce system is charged with developing strategies to promote occupations that have or are projected to have a substantial number of openings due to job growth, and result in self-sufficient wages or in a career pathway that leads to self-sufficient wages. Commonly referred to as "Target Occupations," these lists of occupations are determined by Workforce Development Boards (Boards) and the Texas Workforce Commission based on a number of economic indicators and local wisdom and are used to guide workforce customers into aptitude-appropriate and economically relevant training.

**Texas Grant Management Standards (TxGMS).** The Texas Grant Management Standards, issued by the Texas Comptroller of Public Accounts, which provides administrative requirements, cost principles, and audit requirements for state awards, and supplements the UG for federal awards. Also see “About the Uniform Grant Management Standards and Texas Grant Management Standards” in Section 13, Informational Resources of this Solicitation

**Uniform Guidance (UG).** The “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” issued by the federal Office of Budget and Management (OMB), and codified at Title 2, Part 200, Code of Federal Regulations (C.F.R.) (2 C.F.R. Part 200). Also see “About the Office of Management and Budget’s Uniform Guidance (2 C.F.R. Part 200)” in Section 13, Informational Resources of this Solicitation.

**Will.** A statement containing the term “will” means the statement is a requirement of the RFA. The term “will” is interchangeable with the term “must” and has the same meaning as the term “shall”.

### **1.3. Standards**

Grant Awards made as a result of this RFA are subject to all policies, terms, and conditions set forth in or included with this RFA as well as applicable statutes, requirements, and guidelines.

## **2. Scope of Grant**

### **2.1. Purpose**

TWC seeks grant applications from eligible Applicants who will provide training to participants to prepare them for employment in Target Occupations within Building Construction Trades (BCT) with SOC Subsector 47-0000, Construction and Extraction Occupations of the Construction economic sector leading to IBCs.

In addition to job training, the successful Applicant will provide education, employment support, resume development, and job seeking skills coaching.

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

The eligible population to be served under this Grant Award consists of individuals who:

- 1) are age eighteen (18) or older;
- 2) are United States (U.S) citizens or certified to work in the U.S.; and
- 3) meet U.S. Selective Service registration requirements (if male).

The Grantee must determine eligibility for each participant prior to participant receiving any services funded through this Grant Award. The Grantee will document and maintain confidential eligibility documentation files for each participant receiving services funded through this grant. Maintenance of these eligibility files will 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 of Form A, Core Application and made a part of a final Grant Award.

### **2.3. Program Requirements or Scope**

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

Trainings for Target Occupations in the BCT sector that are allowable under this RFA are limited to the SOC listed under SOC Subsector 47-0000, Construction and Extraction Occupations of the Construction economic sector. The full list of applicable SOC codes are included in Attachment 4, Standard Occupational Classification (SOC) Code List of the RFA.

Grantees under this RFA shall comply with the following requirements:

- 1) conduct outreach and recruitment activities to enroll eligible participants in Skilled Trades training;
- 2) enroll participants in training in Skilled Trades that will lead to IBCs;
- 3) ensure instructors are certified to train the skills that are being taught;
- 4) provide Skilled Trades training to participants, scheduling classes funded under this RFA with all training to be completed;
- 5) track participants for sixty (60) days following training completion to obtain proof of receipt of IBC;

- 6) track participants for one hundred twenty (120) days following training completion to obtain proof of start of employment;
- 7) ensure participants enter employment in the field for which they are trained;
- 8) assist participants in entering employment in a Target Occupation in Skilled Trades as listed in Attachment 4: Standard Occupational Classification (SOC) Code List;
- 9) provide a plan to secure training facility(ies), training materials, and equipment that complies with the Americans with Disabilities Act (ADA) Title III Regulations and other reasonable, individualized accommodations for in-person instruction, which is preferred, and remote instruction, only as necessary; and
- 10) provide a plan to ensure continuity of training should remote instruction be necessary during the grant period.

Any Amendment to a grant issued under this RFA is required to be within the scope of the original proposal, this RFA, and resulting grant. A substantial change in the scope of services or Budget shall not be allowed.

### **2.3.1. Evidence Based Granting**

This RFA incorporates an evidence-based approach to grant making. Under this approach up to ten (10) bonus points can be awarded, based on the level of Causal Evidence supporting the application. Full details on the evidence-based

approach are provided in the Evidence Based Grant Making section of the Form A, Core Application.

### **2.3.2. Outcomes-Related Payment Structure**

This RFA provides for cost-based Grant Awards with fifteen percent (15%) of each award amount being conditioned on both actual allowable costs incurred and the Grantee meeting the eighteen (18) and twenty-two (22) month participant completion targets that the Grantee specifies in its Application for each of three (3) TWC-designated outcomes metrics as follows:

- 1) Up to five percent (5%) of the fifteen percent (15%) outcomes-related money is based on actual allowable costs and the percentage of participants who complete their training, as compared to the Grantee's 18-month target for that metric.
- 2) Up to five percent (5%) of the fifteen percent (15%) outcomes-related money is based on actual allowable costs and the percentage of participants who achieve an Industry Based Certification within sixty (60) days of the completion of their training, as compared to the Grantee's 22-month target for that metric.
- 3) Up to five percent (5%) of the fifteen percent (15%) outcomes-related money is based on actual allowable costs and the percentage of participants who gain employment in a Target Occupation within their field of training within one hundred twenty (120) days of the completion of their training, as compared to the Grantee's 22-month target for that metric.

Performance will be determined based on reports submitted to TWC as described in Section 2.4, Reporting Requirements, below. All grant payments (draws) will be requested by the Grantee and processed through TWC's online Cash Draw and Expenditure Reporting (CDER) system. Grant funds will become available for a Grantee to draw against as follows:

- 1) Upon grant execution, eighty-five percent (85%) of the award amount becomes available for a Grantee to draw against on an as-needed basis over the term of the Grant Award to enable the Grantee to pay for an equal amount of actual allowable expenditures incurred under the Grant Award. Grantees may calculate individual draws based on either: (1) immediate future cash need for amounts that the Grantee will disburse for actual allowable expenditures within three (3) calendar days of receipt of payment from TWC (advance payment), or (2) reimbursement. The Grantee may submit draws against these funds as frequently as needed during the grant term. If the Grantee's actual allowable expenditures total less than eighty-five percent (85%) of the award, payments under this portion of the award shall not exceed the actual allowable costs incurred. Amounts not expended under this portion of the award are subject to deobligation and recapture by TWC.
- 2) After twelve (12) months from the start date of the award, TWC will compare the Grantee's actual participant completions at the end of twelve (12) months in each of the three (3) TWC-designated outcomes metrics, to the Grantee's corresponding eighteen (18) or twenty-two (22) month participant completion targets for those metrics. TWC will then make a corresponding proportionate percentage of the fifteen percent (15%) performance-related money available to draw against for actual allowable

expenditures incurred under the Grant Award. For example, if by twelve (12) months, the Grantee has met twenty-five percent (25%) of its eighteen (18) month training completion target, the Grantee will gain access to draw against twenty-five percent (25%) of the five percent (5%) of the performance-related money for which performance is based on participants who complete their training. Each of the other two (2) metrics will be assessed in the same manner against their twenty-two (22) month targets. The Grantee's subsequent draws against these funds will be calculated by the Grantee in the same manner and frequency as described for the eighty-five percent (85%) portion of the award in the preceding bullet point.

- 3) After twenty-two (22) months, TWC will compare the Grantee's total actual participant completions at the end of eighteen (18) or twenty-two (22) months in each of the three (3) TWC-designated outcomes metrics, to the Grantee's corresponding eighteen (18) or twenty-two (22) month participant completion targets for those metrics, and make a corresponding proportionate percentage of the remainder of the fifteen percent (15%) performance-related money available to draw against during the grant closeout period for actual allowable expenditures incurred under the Grant Award during the award term (see Note 1 below).

Note 1: No additional performance-related money will be available for outcomes that exceed one hundred percent (100%) of the Grantee's eighteen (18) or twenty-two (22) month participant completion targets for the three TWC-designated outcomes metrics. However, if the Grantee achieves less than one hundred percent (100%) of its eighteen (18) or twenty-two (22) month target for any of the three (3) outcomes metrics,

the maximum amount available under the corresponding five percent (5%) performance-related money for that metric will be reduced proportionately, regardless of actual costs incurred. In that case, any costs that a Grantee incurs in excess of what the Grantee ultimately earns under the Grant Award would be incurred at the Grantee's own risk and will not be eligible for reimbursement under the award. Conversely, total grant funding (including both base funding and outcome-related funding) earned under the award cannot exceed actual costs incurred (see Note 2 below).

Note 2: The fund source for this RFA does not permit Grantees under this RFA to retain revenues in excess of actual costs incurred under these grant awards. In the event that a Grantee achieves one hundred percent (100%) of targets, but has not fully expended the grant, additional eligible participants may be enrolled and trained under this grant but will not be counted towards performance-related money. These additional participants may be trained beyond the eighteenth (18) month and should be reported in the quarterly reports. All rules governing allowability of expenditures will apply to these additional participants.

#### **2.4. Reporting Requirements**

A Grantee will be required to submit Quarterly Performance reports, Quarterly WIOA Performance reports (QWPRs), Monthly Expenditure reports, two (2) Outcome Based Payment reports, a Financial Closeout package, and 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 Form A, Core Application and incorporated into the Grant Award.

## **2.5. Performance Measures**

TWC will look solely to Grantee for the performance of all Grantee obligations and requirements in a Grant Award resulting from this RFA. Grantee will not be relieved of its obligations for any nonperformance by its Subrecipients or subcontractors, if any.

Grantees must regularly collect and maintain data that measures the performance and effectiveness of activities under a Grant Award resulting from this RFA in the manner, and within the timeframes specified in this RFA and resulting Grant Award, or as otherwise specified by TWC.

## **2.6. Monitoring**

Grants awarded as a result of this RFA are subject to TWC monitoring activities throughout the duration of the Grant Period. This evaluation may include a reassessment of project activities and services to determine whether they continue to be effective throughout the Grant Period.

Items that a Grantee must maintain on site and make available for TWC include the following:

- 1) a list of participants and participant files verifying eligibility, applicable;
- 2) all financial records pertaining to the Grant Award;
- 3) policies and procedures pertaining to the Grant Award, if applicable;
- 4) list of entities that receive funds under any Grant Award resulting from this RFA; and

- 5) documentation of monitoring and oversight activities of other grant partners and Subrecipients, if applicable.

### **3. Applicant Eligibility Requirements**

An Eligible Applicant under this RFA is:

- 1) a nonprofit organization that provides training of occupations under SOC Subsector 47-0000, Construction and Extraction Occupations of the Construction economic sector;
- 2) a general academic teaching institution in Texas, as defined by Texas Education Code § 61.003(3);
- 3) an Institution of higher education in Texas, as defined by Texas Education Code § 61.003(8);
- 4) another agency of higher education in Texas, as defined by Texas Education Code § 61.003(6); or
- 5) a private or independent institution of higher education in Texas, as defined by Texas Education Code § 61.003(15).

A nonprofit organization will provide verifiable evidence, with the application, of its registration by the Texas Secretary of State as a nonprofit or other verifiable documentation, such as Internal Revenue Service Certification (as applicable).

The Application must include Form D, High Demand Occupation - Local Workforce Development Board Confirmation signed by an authorized representative of the LWDB.

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 **last** Application received from that Applicant.

## **4. Grant Period and Funding**

### **4.1. Grant Period**

Funding will be for approximately twenty-four (24) 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 thirty (30) months. In considering such renewal, TWC will consider performance, progress toward expected outcomes, and expenditures, as well as other factors.

### **4.2. Statutory Authority, Funding Source, and Available Funding**

Approximately one million, eight hundred thousand dollars (\$1,800,000) is available for grant(s), based on the availability of funds and as approved by TWC.

The funding source(s) for this program is Workforce Innovation and Opportunity Act (WIOA) Statewide Activity Funds (WIOA §§ 128 and 133), 29 United States Code (U.S.C.) §§ 3163 and 3173. In addition to the referenced funding source, the controlling authorities for this program are the Consolidated Appropriations Act, 2022 (Pub.L. 117-103), Federal Regulations in 20 C.F.R. Parts 675 through 687 and 29 C.F.R. Part 38, and the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for

Federal Awards (Uniform Guidance) at 2 C.F.R. Parts 200 and 2900; WD Letters, as applicable, and any further TWC issuances.

This RFA is financed under a federal award supporting this program. The federal award is financed one hundred percent (100%) with federal money.

#### **4.3. Maximum Award**

TWC will award Grant Award(s) to those high-quality Applications that demonstrate the ability to meet the program criteria as much as possible with the available funding. The maximum amount that can be requested by an Applicant is three hundred thousand dollars (\$300,000).

Successful Applications may not be funded to the full extent of Applicant's requested Budget(s) in order to ensure grant funds are available for the broadest possible array of communities and programs.

#### **4.4. No Guarantees in 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. TWC reserves the right to cancel, make partial award, or decline to award a grant under this RFA at any time in its sole discretion. Submission of an Application in response to this RFA does not place any obligation on TWC to make a Grant Award.

Final approval of a Grant Award is solely at the determination of TWC. Grantees should not expect to receive additional or continued funding under future RFA opportunities and should maintain sustainability plans.

## **5. Application Forms for Submission**

### **5.1. Form A, Core Application**

Applicants will use the Work Plan of Form A, Core Application to describe their proposed activities, processes, and methodologies to satisfy all objectives described in Section 2, Scope of Grant of this Solicitation. Applicants should identify all proposed tasks to be performed, including all program activities, during the Grant Period. Refer to Evaluation Criteria of Form A, Core Application for additional information.

### **5.2. Form B, Budget Workbook**

Using Form B, Budget Workbook, Applicants will provide the requested Budget to support their program, in alignment with the requirements described in the Attachment 3, Budget Requirements and Instructions, and the program requirements of the RFA. Applicants will utilize the Form B, Budget Workbook to identify all budget line items and matching costs. Describe in detail how costs were determined and justified, including providing any formulas used to calculate totals. Ensure costs are aligned to the program implementation plan and program operation plan. Do not alter formulas in Form B, Budget Workbook. Doing so may result in disqualification of the Application. Refer to Attachment 3, Budget Requirements and Instructions, for detailed information.

If selected for a Grant Award under this RFA, only TWC-approved Budget items in Form B, Budget Workbook will be included in the Grant Award.

### **5.3. Form C, General Terms and Conditions' Exceptions Form**

Form C, General Terms and Conditions Exceptions Form will only be used if the Applicant has any specific exceptions to TWC's General Terms and Conditions.

### **5.4. Form D, High Demand Occupation - Local Workforce Development Board Confirmation**

Form D, High Demand Occupation-Local Workforce Development Board Confirmation must be signed by an authorized representative of the LWDB.

## **6. Administrative Information and Inquiries**

### **6.1. Schedule of Events**

EVENT	DATE and TIME
Posted to Texas eGrants and Electronic State Business Daily (ESBD) websites	February 13, 2023
Deadline for Submitting Questions or Requests for Clarification	February 22, 2023 at 4:00p.m. Central Time
Estimated Date to Post Answers to Questions or Requests for Clarification	On or after March 8, 2023

EVENT	DATE and TIME
<p>Deadline for Submission of Applications</p> <p>Applications must be received by TWC by this deadline if not changed by subsequent Amendment to be considered eligible.</p>	<p>March 16, 2023 by 10:00 a.m. Central Time</p>
<p>Estimated Grant Start Date</p>	<p>July 2023</p>

These dates are a tentative schedule of events. TWC reserves the right to modify these dates at any time upon notice posted to ESBD. Any dates listed after the submission deadline will occur at the discretion of TWC and may occur earlier or later than scheduled without notification on the ESBD. TWC reserves the right to amend or withdraw this RFA at any time by posting Amendments or cancellations on the ESBD.

TWC will post the Grant Award decision on ESBD after the award(s) are executed. TWC staff will notify unsuccessful Applicants in writing following execution of all Grant Awards. If there are any questions regarding the Grant Award(s), please email RFA Grants within ten (10) business days of the notice of the award.

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

## **6.2. Authorized TWC Contact**

All requests, questions, or other communication about this RFA must be made in writing to Authorized TWC Contact:

Tammie Snowden, CTCD, CTCM Contract Specialist  
Email: [RFAGrants](mailto:RFAGrants@twc.texas.gov) (RFAGrants@twc.texas.gov)

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

Communication with any TWC personnel in reference to or concerning this RFA, other than Authorized TWC Contact listed in this RFA, is prohibited. Attempts to ask questions by phone or in person will not be allowed or recognized as valid. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this Solicitation. Failure to follow this provision may be grounds for disqualification of the Application.

## **6.4. Question & Answer (Q&A) Document and Clarification Requests**

After the issuance of the RFA, the Q&A Document is a primary source of information for Applicants. Applicants' questions or requests for clarification must be submitted in writing via email to Authorized TWC Contact, listed in Section 6.2, by the deadline set forth in Section 6.1, Schedule of Events or as may be amended in Amendment, if any, posted to ESBD.

Applicants' identifying information will be removed from questions in any responses released. All questions, and clarification requests must include the following information, including the contact information. Submissions that do not include this information may not be accepted:

- 1) RFA Number;
- 2) Section or paragraph number;
- 3) Page number of this Solicitation;
- 4) Section or paragraph number and page number from the attachment or form;
- 5) Text of passage being questioned;
- 6) Question;
- 7) Name of individual submitting question or request for clarification;
- 8) Organization name;
- 9) Phone number; and
- 10) Email address.

TWC, at its sole discretion, may respond to questions or other written requests received after the questions deadline.

TWC will publish the Q&A Document on the ESBD per Section 6.1, Schedule of Events.

TWC reserves the right to amend answers prior to the deadline for Application submissions. Amended answers will be posted on the ESBD. It is Applicant's responsibility to check ESBD or contact Authorized TWC Contact for updated responses. TWC reserves the right to provide a single consolidated response of all similar questions in any manner at TWC's sole discretion.

TWC reserves the right to amend responses to questions and requests for clarification after posting at any time prior to the Deadline for Submission of Applications. Amended answers will be posted on ESBD in a separate, new Amendment.

Responses to questions or other written requests for clarification will be posted in one or more Amendments on ESBD. Responses will not be provided individually to requestors.

### **6.5. Ambiguity, Conflict, Discrepancy, Clarifications**

Applicant must notify Authorized TWC Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA in the manner and by the deadline for submitting questions.

If Applicant fails to properly and timely notify Authorized TWC Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA, the Applicant, whether awarded a Grant Award or not:

- 1) Will have waived any claim of error or ambiguity in the RFA and any resulting Grant Award;
- 2) Will not contest the interpretation by TWC of such provision(s); and
- 3) Will not be entitled to additional reimbursement, relief, or time by reason of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error or its later correction.

### **6.6. Changes, Amendment, or Modification to RFA**

TWC reserves the right to change, amend, modify, or cancel this RFA. TWC will post all changes, Amendments and modifications or cancellation on ESBD.

It is the responsibility of each Applicant to periodically check ESBD for any additional information regarding this RFA. Failure to check ESBD will in no way release any Applicant or Grantee from the requirements of posted Amendment or additional information. TWC will not be responsible or liable in any regard for

the failure of any individual or entity to receive notification of any posting to the websites or for the failure of any Applicant or Grantee to stay informed of all postings to ESBD. If the Applicant fails to monitor ESBD for any changes or modifications to this RFA, such failure will not relieve the Applicant of its obligation to fulfill the requirements as posted.

## **6.7. Exceptions**

Applicants are highly encouraged, in lieu of including exceptions in their Applications, to address all issues that might be advanced by way of exception by submitting questions or requests for clarification pursuant to Section 6.4, Question & Answer (Q&A) Document and Clarification Requests.

No exception will be considered that is not provided with the Application on Form C, General Terms and Conditions' Exceptions Form. No exception, nor any other term, condition, or provision in an Application that differs, varies from, or contradicts this RFA, will be considered to be part of any Grant Award resulting from this RFA unless expressly made a part of the Grant Award in writing by TWC.

## **6.8. Applicant Conference**

There will not be an Applicant conference for this RFA.

## **7. Application Organization and Submission Requirements**

### **7.1. Application Submission**

RFA Grants must receive the emailed Application no later than the submission deadline in Section 6.1, Schedule of Events of this Solicitation. Applications that are received after the submission deadline will not be accepted.

It is the Applicant's responsibility to ensure its Application is received by TWC before the submission deadline. Applicants should allow for adequate time for submission before the submission deadline.

TWC only accepts emailed Applications. Other methods of submission will not be screened for this RFA.

To protect TWC network(s) and systems, TWC will not accept encrypted documents or access third-party links to download an Application.

TWC will not be responsible for any technical issues that result in late delivery, non-receipt of an Application, inappropriately identified documents, or other submission issue that may lead to disqualification.

Email instructions:

To: RFA Grants

Subject line: 32023-00099 Building Construction Trades [Enter Applicant Name]

Note: All Applications become the property of TWC after submission and receipt and will not be returned to Applicant.

Applicant understands and acknowledges that issuance of this RFA or retention of Applications received in response to this RFA in no way constitutes a commitment to award Grant Award(s) as a result of this RFA.

## **7.2. Application Format**

Applicants responding to this RFA will use TWC's Form A, Core Application; Form B, Budget Workbook; and other forms provided for this RFA. Refer to Submission Checklist of Form A, Core Application for complete list of submission documents.

Failure to use Form A, Core Application; Form B, Budget Workbook; and other forms for this specific RFA (e.g., using a previous form, or component thereof) will result in disqualification prior to evaluation.

Alteration of Form A, Core Application; Form B, Budget Workbook; and other forms (deleting sections, revising formatting, or changing page orientation) may result in disqualification prior to or during evaluation.

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

- 1) Be responsive to all requirements in this RFA.
- 2) Be in the 8 1/2" by 11" paper layout.
- 3) Be clearly legible.
- 4) Be presented using font type Verdana, or Arial, font size 12 pt., with one (1) inch margins and 1.5 line spacing. The sole 12-point font size exception is for tables, graphs, and appendices, which can be no less than size 10 pt.

The Applicant must email the files as individual attachments or submit the files in a Zip-file attached to the email. Each electronic file should be titled with the RFA number and Applicant's name.

TWC considers the PDF version of the signed Application the only file for evaluation and retention purposes. The Word document will not be reviewed for evaluation and will be used for TWC internal purposes only. Please ensure these two (2) files match.

TWC considers the total requested amount in the Budget Summary Form in Form B, Budget Workbook to be the official requested Budget.

All information conveyed in the submission 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.

### **7.3. Modifications of Application**

An Applicant may revise its Application by submitting an entirely new submission, complete in all respects, using the method of submission set forth in this RFA. The revision must be received by TWC by the Deadline for Submission of Applications set forth in Section 6.1, Schedule of Events of this Solicitation. Revision requests received after the Deadline for Submission of Applications, set forth in Section 6.1, Schedule of Events of this Solicitation, will not be considered. Additionally, in the event of multiple Applications received, the last version or revised Application received by the submission deadline will replace the Applicant's original and all prior submission(s) in its entirety and the original submission(s) will not be considered.

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

#### **7.4. Withdrawal of Application**

An Application may be withdrawn at any time prior to the execution of a Grant Award by writing to Authorized 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.

#### **7.5. 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.

### **8. Application Screening and Evaluation**

#### **8.1. Overview**

A three-step selection process will be used:

- 1) Application screening to determine whether the Applicant meets the minimum requirements of this RFA;
- 2) Evaluation based upon specific criteria; and
- 3) Final selection based upon State priorities and other relevant factors, as outlined in Section 9.1, Final Selection, of this Solicitation.

## **8.2. Initial Compliance Screening of Applications**

All Applications received by the Deadline for Submission of Applications as outlined in Section 6.1, Schedule of Events, of this Solicitation or subsequent Amendment, will be screened by TWC to determine which Applications meet all the minimum requirements of this RFA and are deemed responsive and qualified for further consideration.

- 1) The Application was submitted by an Eligible Applicant, as stated in the above Section 3, Applicant Eligibility Requirements.
- 2) The Application submitted must include the signature of an authorized representative of the Applicant on the required Certifications, of Form A, Core Application.
- 3) The Application includes Form D, High Demand Occupation - Local Workforce Development Board Confirmation signed by an authorized representative of the LWDB.
- 4) Proof of Nonprofit status, if applicable

At the sole discretion of TWC, Applications with errors, omissions, or compliance issues may be considered non-responsive and may not be considered. The remaining Applications will continue to the evaluation stage and will be considered in the manner and form as which they are received. TWC reserves the right to waive minor informalities in an Application. A minor technicality is an omission or error that, in the determination of TWC if waived or modified, would not give an Applicant an unfair advantage over other Applicants or result in a material change in the Application or RFA requirements. Any disqualifying factor set forth in this RFA does not constitute a technicality.

### **8.3. TWC Questions or Requests for Clarification for Applications**

TWC reserves the right to ask questions or request clarification or revised documents for a submitted Application from any Applicant at any time prior to award. TWC reserves the right to select qualified Applications received in response to this RFA without discussing the Applications with Applicants.

### **8.4. Evaluation Criteria**

Applications will be evaluated and scored in accordance with the following scoring criteria using the Evaluation Criteria of Form A, Core Application. Qualified Applications will be evaluated based upon:

- 1) Executive Summary – Required
- 2) Training Plan – 25 points
- 3) Outreach, Recruitment and Retention – 20 points
- 4) Employment Outcomes – 20 points
- 5) Program Plan: Activities and Milestones – 25 points
- 6) Budget Workbook – 10 points
- 7) Bonus: Program Evidence – 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 evaluation criteria.

## **8.5. 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: Activities and Milestones
- 2) Training Plan
- 3) Employment Outcomes
- 4) Outreach, Recruitment and Retention
- 5) 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 (and includes revisions).

## **8.6. Grant Application Disclosure**

In an effort to maximize state resources and reduce duplication of effort, TWC, at its discretion, may require the Applicant to disclose information regarding the application for any other award of state, federal, or local grant funding to the Applicant or its Subrecipient(s) within the past two (2) years to provide training and employment support. Duplication of program activities may result in disqualification or adjustment of requested Budget.

## **8.7. Past Performance**

TWC reserves the right to request additional information and conduct further inquiries as necessary to evaluate any Application. By submitting an Application, the Applicant generally releases from liability and waives all claims against any party providing information about the Applicant at the request of TWC.

TWC may examine Applicant's past performance which may include, but is not limited to, information about Applicant provided by any governmental entity, whether an agency or political subdivision of the State of Texas, another state, or the Federal government.

Application may be rejected based upon Applicant's prior history with the State of Texas, or with any other party, that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual or grant obligations.

TWC, at its sole discretion, may also initiate investigations or examinations of Applicant performance based upon media reports. Any negative findings, as determined by TWC in its sole discretion, may result in TWC removing the Applicant from further consideration for award.

Past performance information regarding Applicants may include, but is not limited to:

- 1) Notices of termination;
- 2) Cure notices;
- 3) Assessments of liquidated damages;
- 4) Litigation;
- 5) Audit reports; and
- 6) Non-renewals of grants or contracts based on Applicant's unsatisfactory performance.

Applicants also may be rejected as a result of unsatisfactory past performance under any grant(s) or contract(s) as reflected in vendor performance reports,

reference checks, or other sources. An Applicant's past performance may be considered prior to making an award determination.

Reasons for which an Applicant may be denied a Grant Award at any point after application submission include, but are not limited to:

- 1) Applicant is currently under a corrective action plan through TWC;
- 2) Applicant has had repeated, negative performance reports for the same type of deficiency;
- 3) Applicant has a record of repeated non-responsiveness to performance issues; or,
- 4) Any other performance issue that demonstrates that awarding a Grant Award to Applicant would not be in the best interest of the State.

#### **8.8. Compliance for Participation in Grant Awards.**

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 Grant Award.

Before submitting an Application, it is recommended that the Applicant request a federally assigned UEI through SAM.gov, if it does not already have one. It is also recommended that the Applicant start the process to establish a fully registered SAM.gov account, or, if the Applicant already has a SAM.gov account, ensure that its SAM registration is active and up to date.

A Grantee must have a UEI at the time of Grant Award. Grantees that are required to have a SAM.gov account must have a registered account within thirty (30) days after the Grant Award start date.

Information regarding SAM registration may be found in WD Letter 29-12 and subsequent issues, and at SAM.gov. Registering in SAM.gov is free.

Prior to award of a Grant Award as a result of this RFA and in addition to the initial screening of Applications, all required verification checks will be conducted. The information (e.g., legal name and, if applicable, assumed name (dba), tax identification number) provided by Applicant will be used to conduct these checks. At TWC's sole discretion, Applicants found to be barred, prohibited, or otherwise excluded from award of a Grant Award may be disqualified from further consideration under this RFA, pending satisfactory resolution of all compliance issues.

Checks include:

- 1) State of Texas Debarment and Warrant Hold. Applicant must not be debarred from doing business with the State of Texas.
- 2) State of Texas Divestment Statute Lists. Applicant must not be listed on the Divestment Statute Lists provided by Texas Comptroller of Public Accounts.
- 3) System of Award Management (SAM) Exclusions List. Applicant must not be excluded from contract or financial assistance participation at the federal level.

TWC reserves the right to conduct additional checks to determine eligibility to receive a Grant Award.

## **9. Grant Award Process and Amendments**

### **9.1. Final Selection**

After initial screening for eligibility and Application completeness, evaluators will review and score Applications based on the evaluation criteria listed in Evaluation Criteria of Form A, Core Application using only the information provided in the written Application. The final scores will serve as the initial basis for selection of Applications for funding. The panel results are advisory in nature and not binding to TWC. TWC may apply other considerations such as program policy or other selection factors that are essential to the process of selecting Applications that individually or collectively achieve program objectives. In applying these factors, TWC may consult with internal and external subject matter experts.

TWC will make final funding decisions based on Applicant eligibility, evaluation rankings, the funding methodology outlined in Section 4.3, Maximum Award, of this Solicitation, and may consider as applicable, geographic distribution across the state, state priorities, reasonableness, availability of funding, cost-effectiveness, and other relevant factors.

### **9.2. Negotiations**

After selecting Applicants for award, TWC may engage in negotiations with selected Applicants. As determined by TWC, the negotiation phase may involve direct contact between the selected Applicant and TWC representative. Negotiations should not be interpreted as a preliminary intent to award funding unless explicitly stated in writing by TWC, and is considered a step to finalize the

Application to a state of approval and discuss proposed grant activities. During negotiations, selected Applicants may expect:

- 1) An in-depth discussion of the submitted Application and requested Budget; and
- 2) Requests from TWC for revised documents, clarification, or additional detail regarding the Applicant's submitted Application. These clarifications and additional details, as required, must be submitted in writing by Applicant as finalized during the negotiation.

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.

### **9.3. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

Executed Grant Awards that TWC finances with federal funds will include an attachment that provides certain federal award information that the UG requires be included in federally funded grants and subgrants.

### **9.4. Grant Award 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.

## **10. Application Information Confidentiality**

### **Texas Public Information Act – Application Disclosure Requirements**

Applications, documentation, and other materials submitted in connection with this RFA or the resulting Grant Award may be subject to public disclosure pursuant to the Texas Public Information Act (PIA), Texas Government Code Chapter 552.

If Applicant asserts that information provided in its Application is exempt from disclosure under the PIA, Applicant must submit two separate, searchable Portable Document Format (PDF) copies (Original Application and “Public Information Act Copy,” including attachments, of the Original Proposal) as identified below. **These copies are in addition to the original and all copies otherwise required under the provisions of this Solicitation):**

1. Mark Original Application:
  - a. Mark the top of the front page with the words “CONTAINS CONFIDENTIAL INFORMATION” in large, bold, capitalized letters (the size of, or equivalent to, 12-point or larger bond font);
  - b. Mark the bottom of each page that contains information that Respondent claims is exempt from public disclosure with the words “CONTAINS CONFIDENTIAL INFORMATION”;
  - c. Identify, adjacent to each portion of the Application that Applicant claims is exempt from public disclosure, the claimed exemption from disclosure; and
  - d. Ensure there are no redactions in the Original Application.

2. Mark a separate Public Information Act Copy of Application:
  - a. Mark the copy at the top of the front page with "Public Information Act Copy" in large, bold, capitalized letters (the size of, or equivalent to, 12-point font or larger); and
  - b. Identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided must be identical to those set forth in the Original Application as required in Subsection 1, above. The only difference in required markings and information between the Original Application and the "Public Information Act Copy" of the Application will be redactions – which can only be included in the "Public Information Act Copy."

For more information concerning the Public Information Act, please visit Office of the Attorney General webpage (<https://www.texasattorneygeneral.gov>).

By submitting an Application under this RFA, Applicant agrees that, if Applicant does not mark the Original Application, provide the required certification in Form A, Core Application, Certifications and submit the Public Information Act Copy, the Application will be considered to be public information that may be released to the public in any manner including, but not limited to, in accordance with the PIA, posted on TWC's public website, and posted on the Legislative Budget Board's public website.

An Application should not be marked or asserted as copyrighted material. If Applicant asserts a copyright to any portion of its Application, by submitting an Application, Applicant agrees to reproduction and posting on public websites by the State of Texas, including TWC and all other state agencies, without cost or

liability, and, additionally, agrees to allow the State of Texas to provide a copy of the Application to individuals making a PIA request for the response.

If any or all Applicants submit partial, but not complete, information suggesting inclusion of confidential information and fail to comply with the requirements set forth in this section, TWC, in its sole discretion, reserves the right to (1) disqualify all Applicants that fail to fully comply with the requirements set forth in this section, or (2) to offer all Applicants that fail to fully comply with the requirements set forth in this section additional time to comply.

## **11. Submission Checklist**

Applicant must refer to Submission Checklist of Form A, Core Application for the complete checklist of documents that will be submitted under this RFA.

Applicants will complete and submit all required forms. Applicant is responsible for reviewing all RFA requirements and ensuring it submits all documents for a complete Application.

## **12. List of Attachments**

Any Grant Award made will incorporate the Special Terms and Conditions; and the General Terms and Conditions

- 1) Attachment 1: Workforce Innovation and Opportunity Act (WIOA) Special Terms and Conditions
- 2) Attachment 2: General Terms and Conditions
- 3) Attachment 3: Budget Requirements and Instructions
- 4) Attachment 4: Standard Occupational Classification (SOC) Code List

## **13. Informational Resources**

### **Universal**

[Texas Local Workforce Development Boards](http://twc.texas.gov/dirs/wdbs/workforce-development-boards-websites.html)

([twc.texas.gov/dirs/wdbs/workforce-development-boards-websites.html](http://twc.texas.gov/dirs/wdbs/workforce-development-boards-websites.html))

[About the Office of Management and Budget's Uniform Guidance \(2 C.F.R. Part 200\)](http://twc.texas.gov/files/twc/about-omb-uniform-guidance.pdf)

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

[About the Uniform Grant Management Standards and Texas Grant Management Standards](http://twc.texas.gov/files/twc/about-ugms-txgms.pdf)

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

[TWC Financial Manual for Grants and Contracts](http://twc.texas.gov/partners/financial-manual-grants-contracts)

([twc.texas.gov/partners/financial-manual-grants-contracts](http://twc.texas.gov/partners/financial-manual-grants-contracts))

[WD Letter 29-12 "Federal Funding Accountability and Transparency Act of 2006 – Update"](http://twc.texas.gov/files/policy_letters/wd-29-12-twc.pdf) and subsequent issuances

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

[WD Letter 02-18 "Handling and Protection of Personally Identifiable Information and Other Sensitive Information"](http://twc.texas.gov/files/policy_letters/wd-02-18-twc.pdf) and subsequent issuances

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

[WD Letter 44-05 "Texas Workforce Commission Online Contract Closeout Process"](http://twc.texas.gov/files/policy_letters/wd-44-05-twc.pdf) and subsequent issuances

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

WD Letter 04-15, Change 2, "Cash Draw and Expenditure Reporting System Instructions-Update" and subsequent issuances  
([twc.texas.gov/files/policy\\_letters/wd-04-15ch2-twc.pdf](http://twc.texas.gov/files/policy_letters/wd-04-15ch2-twc.pdf))

WD Letter 04-15, Attachment 1, Cost Category Matrices  
([twc.texas.gov/files/policy\\_letters/attachments/wd-04-15ch2att1-twc.xlsx](http://twc.texas.gov/files/policy_letters/attachments/wd-04-15ch2att1-twc.xlsx))

WD Letter 04-15, Attachment 2, Cost Category Descriptions  
([twc.texas.gov/files/policy\\_letters/attachments/wd-04-15ch2att2-twc.pdf](http://twc.texas.gov/files/policy_letters/attachments/wd-04-15ch2att2-twc.pdf))

WD Letter 04-15, Attachment 3, Summary of Charges  
([twc.texas.gov/files/policy\\_letters/attachments/wd-04-15ch2att3-twc.pdf](http://twc.texas.gov/files/policy_letters/attachments/wd-04-15ch2att3-twc.pdf))

State of Texas Debarred Vendor List  
(<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>)

State of Texas Divestment Statute Lists  
(<https://comptroller.texas.gov/purchasing/publications/divestment.php>)

System for Award Management (SAM.gov)  
(<https://sam.gov/content/home>)

## **Building Construction Trades Resources**

Texas Education Code ANN. § 61.003(3),(6),(8),(15)  
(<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.61.htm>)