

STATE OF TEXAS

§

§

KNOW ALL PERSONS BY THESE

COUNTY OF FORT BEND

§

PRESENTS:

**AMERICAN RESCUE PLAN ACT, CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY  
FUNDS, SUBRECIPIENT AGREEMENT BETWEEN FORT BEND COUNTY  
AND  
STAFFORD MUNICIPAL SCHOOL DISTRICT  
ALTERNATIVE TEACHER CERTIFICATION PROGRAM**

This **ARPA SUBRECIPIENT AGREEMENT** (this "Agreement") is made and entered into by and between **FORT BEND COUNTY, TEXAS**, (the "Recipient" or "County") a body corporate and politic under the laws of the State of Texas, acting by and through its Commissioners Court, and **STAFFORD MUNICIPAL SCHOOL DISTRICT**, ("Subrecipient" or "SMSD") a K-12 public education system. Subrecipient and the County may be referred to individually as a "Party" or collectively as the "Parties."

**BACKGROUND**

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), established by the American Rescue Plan Act (ARPA), provides \$350 billion in aid to state, local, tribal, and territorial governments to be used for economic relief in response to the COVID-19 pandemic for "assistance to households, small businesses, and non-profits, or aid to impacted industries such as tourism, travel and hospitality." The funds are necessary to engage in eligible activities that respond to the public health and negative economic impacts of the COVID-19 pandemic, make other eligible investments, and generally foster future community resilience.

**RECITALS**

WHEREAS, Fort Bend County, received an allocation from the U.S. Department of the Treasury for the total award amount of \$157 million from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), pursuant to Subtitle M of Title IX of the American Rescue Plan Act of 2021 (ARPA).

WHEREAS, the Fort Bend County Commissioner's Court allocated \$175,000 of the SLFRF funds to the Alternative Teacher Certification Program (ATCP), established by Fort Bend County. A subaward shall be granted to the Stafford Municipal School District (SMSD) in the amount of \$59,070 in accordance with the terms and conditions of this Subrecipient Agreement. The County, acting as a pass-through entity, has authorized the transfer of funds for the purpose of administering the ATCP in alignment with SLFRF and federal guidance.

WHEREAS, SMSD has been appropriately determined to be a Subrecipient pursuant to the provisions of 2 CFR Part 200.331 -- Subrecipient and Contractor Determinations. The ATCP shall be hosted and operated in part by Houston Community College. As the Subrecipient, SMSD assumes and accepts sole responsibility for any and all requirements and liabilities, including management of the subaward allocation.

WHEREAS, SMSD shall allocate funds, in the amount of \$5,370 via check to each SMSD Teacher Candidate (TC) participating in the ATCP. The TCs have been determined to be Beneficiaries of the subaward and will complete an **Assignment of Benefit Form** with SMSD. The Subrecipient upholds the responsibility of ensuring the subaward is used only for allowable costs incurred during the period of performance that begins **August 1, 2024** and ends **December 31, 2026**.

WHEREAS, each party to this Agreement shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement. In administering the ATCP, the Subrecipient

Alternative Teacher Certification Program – Stafford Municipal School District

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shall use SLFRF funds only for eligible ATP program costs and in accordance with the Final Rule, Compliance and Reporting Guidance. Use of SLFRF funds for administrative costs related to the project will be governed by applicable regulations.

WHEREAS, a **Memorandum of Understanding** (MOU) shall be established among Houston Community College (HCC), Fort Bend County, and Stafford Municipal School District to describe the relationship, purpose of the program, program costs, and eligibility for SLFRF and federal guidelines. In collaboration with HCC, SMSD shall develop courses and program guidelines to prepare the students for certification(s) listed in Exhibit A, including, but not limited to, in elementary and/or secondary education. SMSD shall identify Campus Mentors (CM) to assist with the operation of the program and support the TCs participating in the ATP.

NOW THEREFORE, in consideration of the premises and the mutual promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Recipient and the Subrecipient agree as follows:

## **AGREEMENT**

### **I. SCOPE OF SERVICES**

A. The ATP will provide aspiring educators with a quality education that equips program participants with the skills, competencies, knowledge, and cultural responsiveness necessary to provide effective student-centered classroom instruction to the twenty-first-century learner. The Subrecipient shall demonstrate successful program outcomes for the TCs and ensure that the ARPA funds are used only as allowed by 31 CFR Part 35.

B. Subrecipient understands and acknowledges that this Agreement is funded with federal funds. Subrecipient represents and warrants that it is and will remain in compliance with all applicable provisions, including those outlined in Exhibit "B" attached hereto and incorporated herein for all purposes.

### **II. INDEPENDENT CONTRACTOR**

Each Party under the Agreement shall be for all purposes an Independent Contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the Parties. The Subrecipient shall not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the County for any purpose.

### **III. TERM AND TERMINATION**

This Agreement is made effective upon execution by County and SMSD through December 31, 2026, and shall remain in effect unless terminated early in accordance with the terms of this Agreement. Provided that the records retention, audit, and reporting requirements set forth in the SLFRF Guidance and contained in this Agreement shall survive termination, this Agreement shall remain in effect until the final amounts of the subaward have been expended or the Agreement is terminated and all reports and records due have been received by the County.

### **IV. NOTICES**

- A. Each Party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail

(in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).

- B. Each Party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

STAFFORD MUNICIPAL SCHOOL DISTRICT  
Attention: Superintendent  
Address: 1633 Staffordshire Road, Stafford, Texas  
77477

FORT BEND COUNTY  
Attention: County Judge  
401 Jackson Street, Richmond, Texas 77469

FORT BEND COUNTY (COPY TO)  
Attention: County Auditor  
301 Jackson Street, Suite 701, Richmond, Texas 77469

- C. Notice is effective only if the Party giving or making the Notice has complied with subsections IV(A) and IV(B) and if the addressee has received the Notice. A Notice is deemed received as follows:
1. If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.
  2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

## **V. VENUE AND GOVERNING LAW**

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere.

## **VI. NO WAIVER OF IMMUNITIES**

Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or in equity to County or SMSD, their respective past or present officers, employees, or agents or employees, nor to create any legal rights or claim on behalf of any third party. County and SMSD do not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States. NOTHING HEREIN IS INTENDED TO SERVE AS A WAIVER OF SOVEREIGN OR GOVERNMENTAL IMMUNITY WHERE SOVEREIGN OR GOVERNMENTAL IMMUNITY APPLIES.

## **VII. NO WAIVER**

The failure or delay of any Party to enforce at any time or any period of time any of the provisions of this Agreement shall not constitute a present or future waiver of such provisions, nor the right of either Party to enforce each and every provision. Furthermore, no term or provision hereof shall be deemed waived, and no breach excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether expressed or implied,



shall not constitute consent to, waiver of or excuse for any other, different or subsequent breach.

#### **VIII. INDEMNITY**

**TO THE EXTENT ALLOWED BY LAW, SUBRECIPIENT SHALL HOLD HARMLESS, INDEMNIFY AND DEFEND COUNTY AGAINST ANY AND ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, CHARGES AND JUDGMENTS, AND OTHER EXPENSES WHATSOEVER, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF SUBRECIPIENT, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF SUBRECIPIENT OR ANY OF SUBRECIPIENT'S AGENTS, SERVANTS OR EMPLOYEES. THE SECTION SHALL SURVIVE THE EXPIRATION OR TERMINATION OF THIS AGREEMENT.**

#### **IX. CONFLICT OF INTEREST**

By executing this Agreement, the Subrecipient warrants compliance with all applicable federal, state and local conflict of interest regulations and requirements. The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, subaward, and administration of contracts.

#### **X. DUPLICATION OF BENEFITS**

Payments for the activities to be performed under this Agreement shall not duplicate payments for any work performed or to be performed under any other agreements made between the Subrecipient and any funding source, including the County. Further, the Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and other federal guidelines. If the Subrecipient receives duplicate benefits from another source, the Subrecipient must return the subaward provided by the County.

#### **XI. RETURN OF FUNDS**

The Subrecipient shall immediately reimburse the County the entire amount of any portion of the Funds transferred to Subrecipient that were found by the Federal Government, after an audit involving due process to be afforded to SMSD, to be used for a purpose that is inconsistent with eligible SLFRF expenditures and Uniform Guidance and found to be unallowable by the Federal Government. The Subrecipient explicitly understands that no portion of this subaward is being funded under the eligibility for Provision of Government Services and as such, all activities are subject to specific eligibility requirements as detailed within the Final Rule and other applicable program guidance. Further, any funds that were terminated prior to completion, or unexpended by the period of performance, shall be returned to the County. The Subrecipient must ensure the Teacher Candidates provide justification for all expenses incurred for program operations, and any unspent funds are returned; such justification shall include proof of enrollment for verification purposes.

#### **XII. INCORPORATION OF EXHIBITS/CONFLICT**

All of the exhibits referred to in this Agreement are incorporated by reference as if set forth verbatim herein. In the event there is a conflict between this Agreement and the attached exhibit, this Agreement controls.

#### **XIII. SUBRECIPIENT MONITORING AND REPORTING REQUIREMENTS**

##### **A. MONITORING:**

The County shall monitor the performance of the Subrecipient in accordance with the goals and performance



standards in the Final Rule and as stated and required herein. The Subrecipient will be required to complete a Risk Assessment Questionnaire to assess the level of risk and effectively determine the frequency and detail of monitoring required. Results of the Risk Assessment shall be summarized in written reports. As part of monitoring, the Subrecipient may be required to provide documentation, including but not limited to financial statements, audit reports and budgets, and may be required to participate in interviews related to program expenditures, outputs, and outcomes. The Subrecipient shall respond to any requests for information necessary for monitoring in a timely manner.

#### **B. REPORTING:**

The Subrecipient shall fully cooperate with the County to ensure the County can timely meet any and all reporting requirements with respect to the SLFRF Funds. The Subrecipient will be responsible for providing the County with the programmatic data as outlined in Exhibit A. Such data will be presented by the Subrecipient in a format generated and acceptable to the County. Reports shall be submitted to the County on a frequency basis as determined by the County, in alignment with SLFRF Reporting Requirements. Reports serve as official documentation that the stated Eligible Activities have been performed.

#### **C. CLOSEOUT**

The Subrecipient's obligation to the County shall not end until all close-out requirements are completed. The County shall determine, using commercially reasonable discretion, whether all applicable administrative actions and all required work under the project description have been completed by the Subrecipient at the end of the period of performance. Activities during this close-out period shall include, but not be limited to, making final payments, disposing of program assets (including the return of all unspent cash advances, program income balances, and receivable accounts to the County), determining the custodianship of records, and any other items defined and requested by the County. If the Subrecipient fails to complete the requirements of this subaward, the federal awarding agency or the County will close out the award with the information available (2 CFR Part 200.344).

### **XIV. SUBAWARD STIPULATIONS**

#### **PROGRAM ELIGIBILITY:**

The Subrecipient shall maintain all documentation related to determining eligibility when allocating SLFRF funding under this subaward, as outlined in Exhibit A. Such information shall be made available to the County for review upon request to comply with monitoring and/or audit requirements.

#### **AUDIT:**

The Subrecipient agrees to adhere to the compliance requirements applicable to the SLFRF Funds, including the audit requirements set forth in the Uniform Guidance (2 CFR Part 200). The Subrecipient shall allow any duly authorized representative of the County to inspect and audit, at reasonable times, any/all records and documentation of the Subrecipient relating to this subaward. Failure of the Subrecipient to comply with the audit requirements will constitute a violation of this Agreement.

#### **NONCOMPLIANCE:**

Failure to report program information or insufficient or unsatisfactory performance as reasonably determined by the County, in its discretion, will constitute non-compliance with this Agreement. If action to correct such insufficient or unsatisfactory performance during monitoring or reporting is not taken by the Subrecipient within Sixty (60) days from receipt of written notification, the County may take remedial action, including but not limited to the initiation of contract suspension and/or termination procedures in a manner consistent with the



applicable SLFRF Guidance. Where such report indicates non-compliance, whether by Subrecipient or Beneficiary, the Subrecipient shall provide a written response detailing actions to correct the area of non-compliance.

#### FALSE STATEMENTS:

The Subrecipient warrants that any and all documents, reports and other data submitted to the County in connection with its funding application, reporting, monitoring and/or closeout of SLFRF Funds are true and accurate to the best of its knowledge. In the event that any submitted documents are unsigned, the Subrecipient warrants by execution of this Agreement that they are true and accurate copies of final, signed, executed and/or filed documents. Should the Subrecipient become aware of any erroneous submission or of any material change to any submission, the Subrecipient will immediately submit a revision to the County.

#### RECORDS RETENTION:

The Subrecipient shall maintain and retain complete and accurate records, documents, accounts, and other evidence, whether maintained electronically or manually ("Records"), pertinent to performance under this Agreement for a period of **three (3) years** following the completion of the ATCP or grant award termination. Therefore, documents shall be retained until **December 31, 2029**. Records shall be maintained in accordance with Generally Accepted Accounting Principles.

#### CONFIDENTIALITY:

The Subrecipient acknowledges and agrees that all records, information, and data acquired in connection with performance or administration of this Agreement shall be used and disclosed solely for the purpose of performance and administration of this Agreement or as required by law. Consistent with these obligations, the Subrecipient must comply with 2 CFR Part 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 CFR Part 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable law regarding privacy and obligations of confidentiality. Notwithstanding the foregoing, the Parties acknowledge that each Party is subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code, and each Party shall comply with its obligations thereunder.

#### **XV. CAPTIONS**

The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

#### **XVI. SEVERABILITY**

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

#### **XVII. Intentionally omitted.**

#### **XVIII. HUMAN TRAFFICKING**

BY ACCEPTANCE OF CONTRACT, SUBRECIPIENT ACKNOWLEDGES THAT FORT BEND COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.

**XIX. ENTIRE AGREEMENT**

This Agreement and the forthcoming MOU among the County, SMSD, and HCC, and their respective exhibits and documents incorporated by reference, constitute the entire agreement between County and Subrecipient for the use of funds received under this Agreement, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between County and Subrecipient with respect to this Agreement.

**XX. EXECUTION**

This Agreement shall become effective upon execution by County and SMSD.

**{Remainder of Page Intentionally Left Blank}  
{Execution Page Follows}**

IN WITNESS WHEREOF, the Parties have executed this Agreement in multiple counterparts, each of which shall be deemed to be an original.

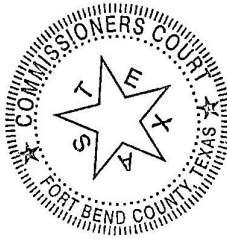
**FORT BEND COUNTY**

By: KP George  
KP George, County Judge

Date: February 11, 2025

**ATTEST:**

Laura Richard  
Laura Richard, County Clerk



**STAFFORD MUNICIPAL SCHOOL DISTRICT**

[Signature]  
Signature – Authorized Agent

Robert Bostic  
Printed Name – Authorized Agent

Superintendent of Schools  
Title

01/24/2025  
Date

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$59,070 to accomplish and pay the obligation of Fort Bend County under this contract.

[Signature]  
Robert Ed Sturdivant, County Auditor

Exhibit A: Program Information Form  
Exhibit B: Federal Clauses

i:\agreements\2024 agreements\purchasing\county judge\alternative teacher certification - stafford municipal school (24-cojdg-100864)\subrecipient agreement.atc.stafford (kcj - 8.19.2024) v2 8.28.2024 v3 9.25.2024 v4 12.4.2024



# **EXHIBIT A**

(Follows Behind)



## Alternative Teacher Certification Program Admissions

### HCC APPLICATION

Submit required documents  
\$75 Pay Non-Refundable

Application Fee



### TEACHER PROFILE

Candidates take the Haberman Star Teacher Pre-Screener

### TEACHER CANDIDATE APPLIES FOR SCHOLARSHIPS/FUNDING

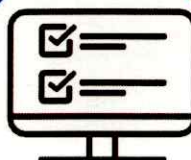
ATC Program has identified funding opportunities.



### ADMITTED TO PROGRAM

Receive admissions to ATC Program

### COURSES ARE OFFERED FACE-TO-FACE AND VIRTUAL ON A SCHEDULE AT VARIOUS HCC CAMPUSES



### ENROLLMENT

Enroll in coursework. Complete all Program and TEA State requirements

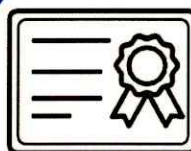
### INTERNSHIP

Allows you an opportunity to gain practical experience while teaching in the classroom. Earn as you learn by gaining employment with a TEA-approved school.



### TEXAS READING ACADEMIES

Teacher Candidates complete during Internship.



### TEACHER CERTIFIED





## TEACHER ALTERNATIVE CERTIFICATION PROGRAM CERTIFICATION PATHWAY (WITH SCIENCE OF TEACHING READING)

1

### MODULE 1

PRE-SERVICE FIELD OBSERVATION

### MODULE 2

CONTENT PREPARATION

### MODULE 3

SCIENCE OF TEACHING READING

### MODULE 4

TEACHING SECOND LANGUAGE LEARNERS

2

### MODULE 5

COGNITIVE DEVELOPMENT, LITERACY STRATEGIES,  
AND SPECIAL EDUCATION

### MODULE 6

PEDAGOGY FOR CURRICULUM AND INSTRUCTION

### MODULE 7

PROFESSIONAL PRACTICES IN AN  
EDUCATIONAL ENVIRONMENT

### INTERNSHIP I

WITH READING ACADEMIES  
K-3 TEACHER CANDIDATES

3

### INTERNSHIP II

WITH READING ACADEMIES  
K-3 TEACHER CANDIDATES

4

### STANDARD CERTIFIED

Teacher Candidate is Standard Certified upon  
meeting all program and TEA state requirements.

### ATCP 1

#### Semester One

- 150 hours + Passed exams = Statement of Eligibility (SOE)

### ATCP 2

#### Semester Two

- Teacher Candidate begins Internship as a Teacher of Record.

### ATCP 3

#### Semester Three

- Teacher Candidate completes all ATC Program and TEA State requirements.

## Teacher Certified

#### Program Cost:

Enrollment Fee: \$75

Tuition: \$3798

#### CERTIFICATIONS OFFERED:

- CORE EC-6, CORE 4-8, ELAR/SOCIAL STUDIES 4-8, MATH 4-8, SCIENCE 4-8, SOCIAL STUDIES 4-8, LIFE SCIENCE 7-12, MATH 7-12, PHYSICAL SCIENCE 7-12, ELAR 7-12, PHYSICAL EDUCATION EC-12, SPECIAL EDUCATION EC-12,
- SUPPLEMENTAL: BILINGUAL WITH BILINGUAL TARGET LANGUAGE PROFICIENCY (BTLPT) -SPANISH, AND ESL SUPPLEMENTAL





## TEACHER ALTERNATIVE CERTIFICATION PROGRAM CERTIFICATION PATHWAY (WITH FOUNDATIONS OF READING)

1

**MODULE 1**  
PRE-SERVICE FIELD OBSERVATION

**MODULE 2**  
CONTENT PREPARATION

**MODULE 3**  
COGNITIVE DEVELOPMENT, LITERACY STRATEGIES, AND  
SPECIAL EDUCATION

**MODULE 4**  
TEACHING SECOND LANGUAGE LEARNERS

2

**MODULE 5**  
FOUNDATIONS OF READING

**MODULE 6**  
PEDAGOGY FOR CURRICULUM AND INSTRUCTION

**INTERNSHIP I**

3

**MODULE 7**  
PROFESSIONAL PRACTICES IN AN EDUCATIONAL  
ENVIRONMENT

**INTERNSHIP II**

4

**STANDARD CERTIFIED**

Teacher Candidate is Standard Certified upon  
meeting all program and TEA state requirements.

### **ATCP 1** Semester One

- 150 hours + Passed exams = Statement of Eligibility (SOE)

### **ATCP 2** Semester Two

- Teacher Candidate begins Internship as a Teacher of Record.

### **ATCP 3** Semester Three

- Teacher Candidate completes all ATC Program and TEA State requirements.

**Teacher  
Certified**

#### **Program Cost:**

**Enrollment Fee: \$75**  
**Tuition: \$3798**

#### **CERTIFICATIONS OFFERED:**

- CORE EC-6, CORE 4-8, ELAR/SOCIAL STUDIES 4-8, MATH 4-8, SCIENCE 4-8, SOCIAL STUDIES 4-8, LIFE SCIENCE 7-12, MATH 7-12, PHYSICAL SCIENCE 7-12, ELAR 7-12, PHYSICAL EDUCATION EC-12, SPECIAL EDUCATION EC-12,
- SUPPLEMENTAL: BILINGUAL WITH BILINGUAL TARGET LANGUAGE PROFICIENCY (BTLPT) -SPANISH, AND ESL SUPPLEMENTAL





# HCC ATCP

## ADMISSIONS REQUIREMENTS

\*HCC ONLINE APPLICATION

— \*\$75 NON-REFUNDABLE APPLICATION FEE

\*TEACHER PROFILE- HABERMAN STAR TEACHER PRE-SCREENER

\*BACHELOR'S DEGREE CONFERRED

\*GPA: 2.5 MINIMUM

\*OFFICIAL TRANSCRIPTS

## INTERNATIONAL STUDENTS:

\*HCC ONLINE APPLICATION

— \*\$75 NON-REFUNDABLE APPLICATION FEE

\*TEACHER PROFILE- HABERMAN STAR TEACHER PRE-SCREENER

\*BACHELOR'S DEGREE CONFERRED-ALL INTERNATIONAL TRANSCRIPTS  
MUST BE TRANSLATED AND COURSE EVALUATED BY A TEXAS  
EDUCATION AGENCY (TEA) VETTED SERVICE (TRANSCRIPT CAN NOT BE  
MORE THAN 5 YEARS OLD)

\*GPA: 2.5 MINIMUM

\*TOEFL EXAM IS REQUIRED FOR INTERNATIONAL DEGREES WHERE  
ENGLISH IS NOT THE OFFICIAL LANGUAGE.



# HCC ATCP

## CERTIFICATIONS OFFERED:

- CORE EC-6, CORE 4-8
- ELAR/SOCIAL STUDIES 4-8
- MATH 4-8
- SCIENCE 4-8
- SOCIAL STUDIES 4-8
- LIFE SCIENCE 7-12
- MATH 7-12
- PHYSICAL SCIENCE 7-12
- ELAR 7-12
- PHYSICAL EDUCATION EC-12
- SPECIAL EDUCATION EC-12

### SUPPLEMENTAL:

- BILINGUAL WITH BILINGUAL TARGET LANGUAGE PROFICIENCY (BTLPT) -SPANISH
- ESLSUPPLEMENTAL



# **EXHIBIT B**

(Follows Behind)

## CONTRACT PROVISIONS FOR CONTRACTS UTILIZING FEDERAL AWARDS FROM THE AMERICAN RESCUE PLAN ACT OF 2021 (APRA)

Contractor understands and acknowledges that this Agreement may be totally or partially funded with federal funds from the American Rescue Plan Act of 2021 (ARPA). As a condition of receiving these funds, Subrecipient represents that it is and will remain in compliance with all applicable federal terms as stated below. These terms flow down to all third party contractors and their subcontracts at every tier that exceed the small purchase threshold as set by the County, unless a particular award term or condition specifically indicates otherwise. The Subrecipient shall require that these clauses shall be included in each covered transaction at any tier.

### 1. Remedies and Breach.

Contracts for more than the small purchase threshold currently set by the County at \$50,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

### 2. Termination.

All contracts of \$10,000 or more must address termination for cause and for convenience by the Contractor including the manner by which it will be effected and the basis for settlement.

### 3. Equal Employment Opportunity for Non-construction Contracts.

The following clause applies for all non-construction contracts.

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual



orientation, gender identity, or national origin.

- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a



means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

4. Government-wide Debarment and Suspension.

The following clause applies only for contracts of \$25,000 or more.

The Contractor shall comply and facilitate compliance with the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," 2 C.F.R. part 180. A contract award in any tier must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders Nos. 12549 (3 C F R part 1986 Comp., p. 189) and 12689 (3 C.F.R. part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order No. 12549. These provisions apply to each contract at any tier of \$25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount).

This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

Contractor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

5. Compliance with Section 603 Regulations and Guidance.

Contractor agrees to comply with the applicable requirements of section 603 of the Social Security Act "(the Act)", regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Contractor also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Contractor shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award. Federal regulations applicable to this award include, without limitation, (1) statutes and regulations prohibiting discrimination applicable to this award, (2) Uniform Administrative Requirements, Cost Principles, and



Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury; (3) Subpart F - Audit Requirements of the Uniform Guidance, implementing the Single Audit Act; (4) Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 and Appendix A to 2 C.F.R. Part 25; and (6) Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, and Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.

**Chapter 46. Disclosure of Interested Parties**  
**(effective December 24, 2015)**  
**Text of Adopted Rule**

The adopted new language is indicated by underlined text.

**Chapter 46. DISCLOSURE OF INTERESTED PARTIES**

**§46.1. Application**

(a) This chapter applies to section 2252.908 of the Government Code.

(b) Section 2252.908 of the Government Code applies only to a contract of a governmental entity or state agency entered into after December 31, 2015, that meets either of the following conditions:

(1) The contract requires an action or vote by the governing body of the entity or agency; or

(2) The value of the contract is at least \$1 million.

(c) A contract does not require an action or vote by the governing body of a governmental entity or state agency if:

(1) The governing body has legal authority to delegate to its staff the authority to execute the contract;

(2) The governing body has delegated to its staff the authority to execute the contract; and

(3) The governing body does not participate in the selection of the business entity with which the contract is entered into.

**§46.3. Definitions**

(a) "Contract" includes an amended, extended, or renewed contract.

(b) "Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

(c) "Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

(d) "Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

(e) "Intermediary," for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:



(1) receives compensation from the business entity for the person's participation;

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity.

#### **§46.5. Disclosure of Interested Parties Form**

(a) A disclosure of interested parties form required by section 2252.908 of the Government Code must be filed on an electronic form prescribed by the commission that contains the following:

(1) The name of the business entity filing the form and the city, state, and country of the business entity's place of business;

(2) The name of the governmental entity or state agency that is a party to the contract for which the form is being filed;

(3) The name of each interested party and the city, state, and country of the place of business of each interested party;

(4) The identification number used by the governmental entity or state agency to track or identify the contract for which the form is being filed and a short description of the goods or services used by the governmental entity or state agency provided under the contract; and

(5) An indication of whether each interested party has a controlling interest in the business entity, is an intermediary in the contract for which the disclosure is being filed, or both.

(b) The certification of filing and the completed disclosure of interested parties form generated by the commission's electronic filing application must be printed, signed by an authorized agent of the contracting business entity, and submitted to the governmental entity or state agency that is the party to the contract for which the form is being filed

(c) A governmental entity or state agency that receives a completed disclosure of interested parties form and certification of filing shall notify the commission, in an electronic format prescribed by the commission, of the receipt of those documents not later than the 30th day after the date the contract for which the form was filed binds all parties to the contract.

(d) The commission shall make each disclosure of interested parties form filed with the commission under section 2252.908(f) of the Government Code available to the public on the commission's Internet website not later than the seventh business day after the date the commission receives the notice required under subsection (c) of this section.