



TEXAS SPACE COMMISSION

February 10, 2025

re: SEARF Grant Program: Direct Award Process

To Whom It May Concern,

Applications for consideration of awards through the Space Exploration and Aeronautics Research Fund (SEARF) grant program were accepted between September 13, 2024 and January 21, 2025. The evaluation process for this funding opportunity follows the standard grant award model.

However, in extraordinary cases, the Board of Directors of the Texas Space Commission may approve grants through a Direct Award model, as set forth in [10 T.A.C. § 321.16](#). In that case, funds may be provided in advance, rather than by reimbursement. Direct Awards are only available in unique, exceptional circumstances to requestors who demonstrate truncated timelines, high importance, and significant need. This direct award model can include, but is not limited to, potential matching fund opportunities for eligible entities.

If your entity is pursuing an opportunity for a proposed project that may qualify for a Direct Award from TSC through the SEARF grant program, then please **fully** complete **Attachments A-B** and submit your response via email to SEARF@space.texas.gov. Staff will review the submission and contact you if any additional information is needed.

Sincerely,

Norman R. Garza, Jr.
Executive Director

cc: Erin E. Chancellor, Chief Compliance Officer

Attachment A

Direct Award Submission Requirements

All submissions must comply with grant requirements established in Chapter 482, Texas Government Code, as well as 10 T.A.C. § 321.16, concerning Direct Awards by the Texas Space Commission. Grants may be provided using the fund advancement method, but only upon showing of extraordinary circumstances that completely preclude receiving a grant through the reimbursement method. The information provided in this submittal is the minimum required to begin the review process; the Texas Space Commission will request supplemental information when necessary. The Texas Space Commission will develop performance documents or grant agreement using details provided in this submission, as well as any supplementary material provided in the review process.

For All Submittals, include:

- Exact legal name of Entity submitting request;
- Project Name;
- Any entity with which the Submitter has a formal partnership, joint venture, strategic alliance, franchise agreement, affiliate relationship, cost-sharing arrangement, coalition, or other formal relationship related to the project;
- Statutorily-eligible purpose of project:
 - Emerging technology for spaceflight;
 - Research involving any aspect of space exploration and spaceflight;
 - Workforce training;
 - Curation of innovative technologies and post-mission materials; and/or
 - Spaceport infrastructure establishment or maintenance;
- Project Description, including:
 - Project leads;
 - Use of funds;
 - If any of the funding would be spent out-of-state or out-of-country;
 - An explanation of the effect, if any, that not receiving the requested funds would have on the project;
 - An explanation of the significance of the project toward advancing the space, aeronautics, or aviation industries in the State of Texas;
 - A description of the effects of failure to undertake this project, including how such a failure would relate to the loss of a significant commercial, civil, or military related opportunity for advancing the space, aeronautics, or aviation industries in the state;
 - Whether the project is necessary to respond to:
 - a matter of national security (defined by the intelligence community or the national defense strategy);
 - natural disaster or public health crisis; or

- state of emergency;
- Proposed detailed grant budget; and
- A detailed project timeline, including projected dates and milestones.

For Business/Non-Profit Submitters, include:

- A summary of committed sources of funding, including participation by the Submitter, financial institutions, local government entities, federal entities, or any other source;
- An introduction, history, and description of the Submitter, its products, services, total sales, etc, including, but not limited to:
 - Number of years in operation;
 - Number of employees worldwide, nationwide, and statewide; and
 - Most recent year net income; most recent year revenue; current projected year revenue; next year projected revenue;
- List a full corporate family tree, and any foreign individual or entity with an ownership stake;
- Submitter must provide the most recent three consecutive years of independent, audited financial statements with notes containing, at a minimum, the categories specified below. If Submitter has been in business fewer than three years, Submitter must provide data for all years in which it has been in business;
 - Current and total assets;
 - Inventories;
 - Current and total liabilities;
 - Total equity;
 - Net income;
 - Revenue;
 - Auditor's opinion;
 - Cash inflows and outflows;
 - Cost of goods sold/sales; and
 - Current accounts receivable.

If a parent entity provides financial statements instead of Submitter, then the parent must—in a separate agreement—guarantee a grant agreement Submitter enters with the State.

CERTIFICATION OF SUBMISSION AND CONTACT INFORMATION

Authorized Submitter Representative (Point of Contact)

First Name _____ Last Name _____

Title _____

Entity _____

Street Address _____

Mailing Address _____

City _____ State _____ Zip _____

Best Contact Number _____

Email Address _____

Authorized Consultant Representative:

The following consultant is authorized to provide and obtain information related to this submission. However, TSC reserves the right to contact Submitter directly at any time.

Consultant Name _____ Phone Number _____

Email Address _____ Company _____

Certification of Submission:

To the best of my knowledge and belief, the information contained in this Direct Award submission is true and correct, as evidenced by my signature below. I further certify that Submitter is in good standing under the laws of the state in which the entity was organized and that no delinquent taxes are owed to any taxing entity within the State of Texas.

Signature _____ Date _____

(Representative with Authority to Bind Submitter)

Attachment B

CONFIDENTIALITY NOTICE

TSC, as a state agency, must comply with the Texas Public Information Act, Texas Government Code, Chapter 552 (PIA). Submitter is encouraged to familiarize itself with the PIA before submitting its submission or other information to TSC. Under the PIA, TSC may, but is not guaranteed to, have authority to maintain the confidentiality of the name of and other information related to an Submitter seeking funding from TSC. If a public information request related to Submitter is submitted to TSC, TSC staff will (1) promptly notify Submitter of the request; (2) if appropriate, take all possible actions with the Attorney General of Texas to prevent release of the information, including asserting applicable exceptions to disclosure under the Act; and (3) notify Submitter of the opportunity to participate in the process. If concerned about the release of information under the PIA, Submitter should seek the advice of legal counsel.

Submitter acknowledges that discussions related to this submission shall be treated as confidential, and that a good faith effort will be made to prevent the disclosure of any such discussions. However, TSC's Board of Directors must conduct deliberations regarding grant awards in open meetings held in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551. Accordingly, if Submitter's request is advanced to a review by the full TSC Board of Directors, information about Submitter's project will be publicly disclosed, including Submitter's identity, a general description of the project, recommended grant award amounts, and other information TSC determines, in its sole discretion, is necessary to appropriately conduct grant award deliberations.

If a grant award is recommended in response to this submission, Submitter agrees it will not disclose any information related to the negotiations or subsequent grant agreement unless authorized by TSC. TSC may terminate any further discussions of this submission if Submitter breaches confidentiality.

ON-SITE COMPLIANCE REVIEW NOTICE

In the event that a Direct Award contract is executed between TSC and Submitter, TSC reserves the right throughout the term of the grant contract to conduct an on-site compliance review of Submitter's records relevant to the performance of the grant contract. Submitter may be selected for on-site review based upon risk assessment criteria determined by TSC.

DISCLOSURE OF INTERESTED PARTIES FORM NOTICE

If Submitter is extended a Direct Award offer of \$1,000,000 or more, in accordance with Texas Government Code Section 2252.908, Submitter must submit a "Disclosure of Interested Parties Form" to TSC at the time Submitter submits the signed grant contract.

The disclosure of interested parties must be submitted on a form and in a manner prescribed by the Texas Ethics Commission. The Disclosure of Interested Parties Form (Form 1295) and instructions are on the Texas Ethics Commission website, found at:

<https://www.ethics.state.tx.us/filinginfo/1295/>.

The Texas Ethics Commission implemented Disclosure of Interested Parties regulations at Title 46 Texas Administrative Code Chapter 46, found at:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=1&pt=2&ch=46&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=2&ch=46&rl=Y)

Acknowledgement: I certify and acknowledge I have read and understand the matters addressed in this Attachment B:

Signature _____ Date _____

(Representative with Authority to Bind Submitter)