

REQUEST FOR APPLICATION

Program Guidelines

2021-2023 Training in Dyslexia for Teachers and Staff Administration Grant

Authorized by General Appropriations Act, Article IX, Section
18.15(c) and (j), 87th Texas Legislature; Texas Education Code (TEC),
Section 29.027

Application Closing Date—5:00 p.m., Central Time
December 6, 2021

TEXAS EDUCATION AGENCY

**Department of Special Education
1701 North Congress Avenue
Austin, Texas 78701**

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities³ such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees⁴. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and any application instructions. The Standard Application System (SAS) consists of Application Part 1 (PDF – narrative schedules) and Application Part 2 (Excel - budget schedules) to be completed in order for the applicant to be eligible for funding.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.

¹ Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

² Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term “grantee” does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

³ Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

⁴ Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

Contact for Clarifying Information

Program Contact

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Funding Contact

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US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$1,000,000
Percentage to be financed with federal funds	0%
Amount of federal funds	\$0
Percentage to be financed from nonfederal sources	100%
Amount of nonfederal funds	\$1,000,000

Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides detailed information about the grant program.

Program Purpose, Goals, and Objectives

The purpose of this project is for the grantee (Education Service Center) to assist the Texas Education Agency (TEA) with administering the grant program providing Training in Dyslexia for Teachers and Staff described in the General Appropriations Act (GAA), Article IX, Section 18.15 (c) and (j), 87th Texas Legislature and Texas Education Code Section 29.027. The grantee will support TEA with identifying eligible school districts and open enrollment charter schools to receive grant awards and general administration of the grants once awarded. Ultimately this grant project will increase local capacity to appropriately serve students with dyslexia by providing; high-quality training to classroom teachers and administrators in meeting the needs of students with dyslexia and training to intervention staff resulting in practitioner or therapist credentials related to dyslexia.

Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility Requirements.

Region 4 Education Service Center is the eligible applicant.

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed.

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Grants Administration Division's [Administering a Grant](#) page.

The supplement, not supplant provision does not apply to this grant program.

Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

TEA limits the amount of funds that may be budgeted to administer under the program, including direct administrative costs and indirect costs, to no more than 15% of the total grant awarded.

To calculate the maximum indirect costs that can be claimed for a grant, complete the [Maximum Indirect Costs Worksheet](#), posted on the Administering a Grant page, under the Handbooks and Other Guidance section.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are permitted, if requested, from September 1, 2021, to stamp-in date.

Application Requirements and Assurances

This section identifies the two types of requirements in which applicants must comply to be eligible for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

The following requirements are defined in the statute that authorizes this program. The applicant must comply with each of these requirements in the application to be considered for funding:

1. A regional education service center may administer grants awarded under TEC Section 29.027.
2. The grantee will support TEA to ensure that awarded applicants submit a proposal that:
 - a. Incorporates evidence based and research-based design.
 - b. Increases local capacity to appropriately serve students with dyslexia by providing:
 - i. High-quality training to classroom teachers and administrators in meeting the needs of students with dyslexia.
 - ii. Training to intervention staff resulting in appropriate credentialing related to dyslexia.

TEA Program Requirements

See the [General and Fiscal Guidelines](#), TEA Program Requirements.

In addition to the statutory requirements, TEA has established the following program requirements. The applicant must comply with each of these requirements in the application to be considered for funding:

1. Develop and submit to TEA a dyslexia training grant application and scoring rubric that complies with TEC 29.027 to be used for district and charter school grant application and scoring.
2. Establish a panel of stakeholders, including parents of students with disabilities, to provide assistance in the selection of applications for the award.
3. Develop grant scoring materials and training for stakeholder panel.
4. Develop informational grant webpage and application submission process.
5. Develop and distribute outreach materials to inform LEAs of grant opportunity (e.g., webinars, flyers, FAQs).
6. Score applications and create a list of eligible district and charter school grant awardees for TEA approval.
7. Notify all grant applicants of award status.
8. Provide ongoing grant administration, technical assistance, and data collection to support selected applicants.
9. Submit required reports to TEA and engage in regular meetings with TEA throughout the grant period.
10. Provide quarterly reports on metrics and approved plan of required activities.
11. Fulfill all activities and outputs on the approved plan of required activities.

Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the Application Part 1.

Allowable Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

General Allowable Activities and Use of Funds

- Payroll costs
- Professional or contracted services
- All activities described in the TEA Program Requirements section of these Program Guidelines
- General costs associated with fulfillment of program requirements
- Supplies and materials
- Participant support costs
- Other costs necessary to implement the approved plan of required activities

Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Debt service (lease-purchase)
- Audit services for state-funded grants
- Field Trips
- Advisory Council
- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Out-of-State Travel
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Travel for students to conferences
- Capital Outlay
- Stipends for non-employees
- Non-employee costs for conferences
- Costs of promotional items and memorabilia, including models, gifts, and souvenirs
- Any costs not necessary to implement the approved plan of activities
- Substitute Pay

Performance Measures

The applicant agrees to collect data and report on the following mandatory performance measures:

1. The grantee will provide quarterly metric reports for each performance metric outlined in the agreed upon list of required activities.

Attachments

See the following sections of the [General and Fiscal Guidelines](#):

- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

Required Program-Related Attachments

See the [General and Fiscal Guidelines](#), Required Program-Related Attachments, for a general description of program-related documents that can be required as attachments to the application.

No program-related attachments are required for this grant program.