

REQUEST FOR APPLICATION

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# Program Guidelines

## 2021-2022 School Readiness Models

Authorized by P.L. 104-193, Personal Responsibility and Work  
Opportunity Reconciliation Act of 1996, General Appropriations Act,  
Article VII, Rider 25, 87th Texas Legislature

Application Closing Date—5:00 p.m., Central Time  
December 14, 2021

TEXAS EDUCATION AGENCY

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**Early Childhood Education Division  
1701 North Congress Avenue  
Austin, Texas 78701**

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# Introduction to the Program Guidelines

TEA, as the pass-through entity<sup>1</sup>, is the grantee<sup>2</sup> from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities<sup>3</sup> 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 subgrantees<sup>4</sup>. 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.

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<sup>1</sup> 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)

<sup>2</sup> 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)

<sup>3</sup> 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)

<sup>4</sup> 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

Scott Bodnar, Operations Manager, Early Childhood Education Division  
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## Funding Contact

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# Federal and/or State Appropriations

The following is provided in compliance with the federal appropriations requirement:

Category	Amount
Total funds available for this project	\$11,700,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$11,700,000
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

## 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 the program is to implement a scientific, research-based, pre-reading instructional model for Head Start and licensed child care programs that have entered an integrated program with the goal and objective of directly improving the pre-reading skills of three- and four-year-old children and improving overall kindergarten readiness. The program shall encourage shared resources through implementation of school readiness integration community collaborations. Additionally, the program must develop evidence-based guides, tools, statewide online and in-person trainings, and consumer education materials to support Texas Rising Star (TRS) Provider Certification Guideline content and outreach.

## Eligible Applicants

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

The eligible applicant is The University of Texas Health Science Center at Houston.

## 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 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.

The authorizing statute 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 5% 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 October 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.

### TEA Program Requirements

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

### 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:

### Hosting or Sponsoring of Conferences

Conferences may be hosted or sponsored under the grant program. Conferences must be managed to minimize costs to the grant award. The following types of conference are allowable:

- Host the annual Texas School Ready! Early Childhood Summer Institute

Hosting or Sponsoring of Conferences will require a written justification form to be maintained locally and made available to TEA upon request. To access the cost of Hosting or Sponsoring of Conferences Justification form, refer to the [Administering a Grant page](#).

## **Out-of-State Travel**

Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal. Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are only incurred by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

Out-of-State Travel will require a written justification form to be maintained locally and made available to TEA upon request. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#).

## **General Allowable Activities and Use of Funds**

- In-state travel
- Travel for students to conferences
- Stipends for non-employees
- Non-employee costs for conferences

## **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)
- Field Trips
- Advisory Council
- Cost of Membership in Any Civic or Community Organization
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members

## **Performance Measures**

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

1. Submit Quarterly, Year-to-Date and Annual reports for licensed child care centers, child care homes, registered homes, Head Start providers, Texas School Ready Providers, managing Boards and a separate annual report for Pre-K providers to include the following Early Childhood School Readiness Programs information (unduplicated numbers) on activities funded wholly or in part by Child Care and Development Fund (CCDF) funds made available under this agreement, including:
  - a. A monthly, quarterly and cumulative list in Microsoft Excel format of childcare providers who are receiving assistance under this agreement by name, address, county, provider type; and the provider's license and registration or permit number issued by the Texas Department of Family and Protective Services;
  - b. The quarterly and cumulative number of teachers or caregivers receiving professional development activities. Provide a breakdown by what type of facility (child care or Head Start) teacher or caregiver worked;



- c. The quarterly and cumulative number of programs receiving training on the Infant- Toddler Early Learning Guidelines over the past year. Provide a breakdown by type of facility (licensed centers, licensed homes, and registered homes). For the final report, provide an unduplicated count;
  - d. The quarterly and cumulative number of children served in programs implementing the Infant-Toddler Early Learning Guidelines over the past year. Provide a breakdown by type of facility (licensed centers, licensed homes, and registered homes);
  - e. The quarterly and cumulative number of children served in programs implementing The Beginning Education: Early Childcare at Home (BEECH) over the past year. Provide a breakdown by type of facility (licensed centers, licensed homes, and registered homes);
  - f. The quarterly and cumulative number of programs receiving training on Pre-K guidelines over the past year, including a break down by type of facility (licensed centers, licensed homes, and registered homes);
  - g. The quarterly and cumulative number of children served in programs implementing the Pre-K guidelines over the past year. Provide a breakdown by type of facility (pre-k, licensed centers, licensed homes, and registered homes). For the final report, provide an unduplicated count;
  - h. The number of teachers or caregivers that received technical assistance such as coaching, mentoring or consultation during the last fiscal year. If possible, include in what type of setting the teacher or caregiver worked (pre-k, licensed centers, licensed homes, registered homes);
  - i. Description of how technical assistance is provided (over the phone, on- site mentoring, and informational materials); and
  - j. The number of programs that received targeted technical assistance in the following areas and any other applicable area during the grant year:
    - health and safety
    - infant and toddler care
    - school-age care
    - inclusion
    - teaching dual language learners
    - understanding developmental screenings and/or observational assessment tools for program improvement purposes
    - mental health
    - business management practices
2. Submit Quarterly, Year-to-Date and Annual reports for TRS mentors, TRS assessors, Board staff, current TRS Certified providers, child care providers interested in becoming TRS certified, and parents to include the following TRS Provider Certification information (unduplicated numbers) on activities funded wholly or in part by CCDF funds made available under this agreement, including:
- a. The quarterly and cumulative unduplicated number of TRS mentors and/or assessors receiving online training. Provide breakdown by type of TRS staff

- (mentor and/or assessor);
  - b. The quarterly and cumulative unduplicated number of TRS mentors and assessors receiving in-person training. Provide breakdown by type of TRS staff (mentor or assessor);
  - c. The quarterly and cumulative unduplicated number of TRS mentors and/or assessors receiving customized technical assistance via a remote coach. Breakdown by type of TRS staff (mentor or assessor);
  - d. The quarterly and cumulative unduplicated number of child care teachers or caregivers receiving TRS web-based training and/or technical assistance. Provide a breakdown of the type of provider (current TRS certified provider or child care provider interested in becoming TRS certified) receiving training or technical assistance, the type of assistance (training or technical), and by what type of facility (Licensed Child Care Center, Licensed Child Care Home, and Registered Child Care Home) the provider worked;
  - e. The quarterly and cumulative unduplicated number of Board staff and parents receiving TRS web-based training and consumer education information and outreach activities.  
Provide a breakdown by type of stakeholder (Board staff or parents); and
  - f. The quarterly and cumulative unduplicated number of TRS assessments using the automated TRS assessment tool. Provide a breakdown by what type of facility (Licensed Child Care Center, Licensed Child Care Home, and the Registered Child Care Home) received the on-site assessment.
3. Submit written Quarterly Reports and a Final Report for activities performed under this agreement utilizing a TEA-provided template, and for the TRS Provider Certification, in a format agreed upon between the parties of this Agreement, to TEA according to the following schedule:

1st Quarter Report	October 1, 2021- December 31, 2021	January 27, 2022
2nd Quarter Report	January 1, 2022- March 31, 2022	April 27, 2022
3rd Quarter Report	April 1, 2022- June 30, 2022	July 27, 2022
4th Quarter Report	July 1, 2022- September 30, 2022	October 26, 2022
Final Annual Report	FY21 Annual Report October 1, 2021 – September 30, 2022	November 30, 2022

## **Federal Grant Requirements**

### **Equitable Access and Participation**

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

## Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does not apply to this federally funded grant program.

## Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant program.

# 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.