

REQUEST FOR APPLICATION

Program Guidelines

2021-2023 Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Supplemental Funding Grant

Authorized by Inter-agency Cooperation Act, Chapter 771 of the
Texas Government Code

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

TEXAS EDUCATION AGENCY

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the Department of State Health Services (DSHS) 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 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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Federal and/or State Appropriations

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

Category	Amount
Total funds available for this project	\$38,800,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$38,800,000
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 primary purpose of the Grant is to establish, expand, train, and sustain the State of Texas (the “State”) public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, including school-based health programs. TEA will collaborate with Education Service Centers (ESCs), Local Educational Agencies (LEAs), and schools to hire and train qualified health professionals, including, but not limited to, school nurses and administrators.

Eligible Applicants

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

Eligibility for this grant is limited to the Regional ESCs.

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.

Direct Administrative Costs

TEA limits the amount of direct administrative costs for this grant program to no more than 5% of the total grant award.

Indirect Costs

The grantee may claim a maximum for indirect costs equal to its current approved restricted indirect cost rate for this federally funded grant.

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 May 14, 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. Reporting Requirements:
 - a. TEA shall submit COVID – 19 Workforce Expansion progress reports and spending plans within an established timeframe designated by DSHS. To the extent that the CDC does not provide a template for a report, TEA’s report shall conform to CDC guidelines and shall be in a format agreed upon by the parties. Progress reports must include status updates on meeting hiring goals, diversity, equity, and inclusion activities. They also must include financial reports as projected in Attachment A and Attachment B. Progress reports shall be due on the following dates:
 - i. January 7, 2022;
 - ii. July 7, 2022;
 - iii. January 9, 2023; and
 - iv. July 7, 2027 (statutory requirement)

- b. TEA shall provide and submit written reports by electronic mail in the format specified by DSHS.
- c. If TEA is legally prohibited from providing any report under this Contract, TEA shall notify DSHS in writing immediately.
- d. TEA shall maintain the source documentation used to develop the reports.
- e. All reports must be delivered electronically to WorkforceCoAg@dshs.texas.com and to the DSHS Contract Manager. TEA's final performance report, which shall describe progress toward achieving the objectives contained in the approved workplan and deliverables contained in this contract, shall be submitted 30 days after end of the contractual period using the template provided by DSHS.
- f. Failure to submit a required report or additional requested information by the due date specified in this Contract, or within an agreed time frame upon request, constitutes breach of contract and may result in additional contract remedies. DSHS shall work directly with TEA to resolve issues involving reporting requirements and/or information requested under the grant by:
 - i. Providing TEA with report templates to be used in documenting programmatic and/or grant requirements;
 - ii. Using e-mail to communicate due dates for delivering the required reports and/or requested information; and
 - iii. Scheduling follow-up meetings, to be held either virtually or by telephone, to provide TEA with technical assistance on reporting requirements or requested information.

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. ESC recipients are required to allocate the funds to the Local Educational Agencies (LEAs) assigned to them for the purposes of recruiting, hiring, and training for licensed school nurses.
2. If a Licensed Vocational Nurse is hired with an LEA, a registered nurse must be already working within the LEA, a registered nurse must already work within the LEA to provide supervision in accordance with the [Board of Nursing Rules](#).
3. ESCs are required to use an allocation criterion when deciding on the LEAs allocations for school nurses.

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

- Wages/benefits for recruiting, hiring, and training of individuals required to prevent, prepare for, and respond to COVID-19 such as:
 - Professional or clinical staff
 - Disease investigation staff
 - Program staff
 - Administrative staff
- Equipment and office supplies to support expanded workforce
- Travel and Training

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)
- Major renovations or construction
- Clinical/medical supplies
- Warehouse costs
- Vehicles (mobile medical clinics)
- Tuition reimbursement
- Furniture and/or cubical
- Clothing, including uniforms and scrubs
- Field Trips
- Advisory Council
- Out-of-State Travel
- Food
- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Stipends for non-employees

- Non-employee costs for conferences
- Travel for students to conferences (does not include field trips)

Performance Measures

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

1. Financial expenditures (quarterly reporting)
2. Number and type of staff hired
3. Diversity metrics of staff hired
4. Equity and inclusion activities
5. Equipment purchased
6. Trainings conducted

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.