REQUEST FOR APPLICATION

Program Guidelines

2022–2023 COVID-19 School Health Support Grant, Cycle 3

Authorized by CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Funding Grant codified in 42 USC 241(A) and 247 B(K)2

TEXAS EDUCATION AGENCY

**Grant Compliance and Administration
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Contents

Introduction to the Program Guidelines

TEA, as the pass-through entity[1], is the grantee[2] from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities[3] 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[4]. 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 the schedule instructions. The Standard Application System (SAS) consists of all schedules (i.e., forms) to be completed in order for the applicant to be eligible for funding. The application to which these instructions refer must be submitted electronically through the eGrants system.

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

Requirement for Username and Password

To access eGrants and apply for this grant, you must have access to the TEA Login (TEAL). Follow these steps to apply for usernames and passwords on TEAL:

1. Visit the TEA Login (TEAL) page of the TEA website. Select Request New User Account to begin the process of applying for a TEAL account online.

2. Once you have been assigned a TEA Login (TEAL) account, log into TEAL and under Self-Service select My Application Accounts.

3. The My Accounts tab will open. Select Request New Account and find eGrants in the list and follow the instructions to submit your request.

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[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.

Application Submission through eGrants

Submit the application for this grant program electronically through the TEA eGrants system. Refer to the General and Fiscal Guidelines for more specific information about accessing eGrants and obtaining the required TEA Login (TEAL) user ID and password.

Applications must be submitted as follows:

- Those submitted by public LEAs must be signed electronically by the superintendent of the school district or a designee.

- Applications submitted by regional Education Service Centers (ESCs) must be signed electronically by the executive director or a designee.

- Applications submitted by open-enrollment charter schools must be signed electronically by the chief operating officer of the school or a designee.

- Campuses and campus charter schools must apply through their public school district, and the application must be signed electronically by the superintendent or designee.

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.

US Department of Education Appropriations

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

Category	Amount
Total funds available for this project	$50,035,008
Percentage to be financed with federal funds	100%
Amount of federal funds	$50,035,008
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 fundamental information pertinent to the grant program.

Authorizing Legislation

This grant program is authorized by the CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Funding Grant codified in 42 USC 241(A) and 247 B(K)2.

Purpose of Program

The primary purpose of the 2022-2023 COVID 19 School Health Support Grant, Cycle 3, is to support safe, in-person instruction in schools, from kindergarten through grade 12 (K-12), by establishing a screening testing program and by offering a grant opportunity to school systems for allowable support activities. The program provides services and resources to students, teachers, and other school systems to slow the spread of COVID-19.

Eligible Applicants

See the General and Fiscal Guidelines, Eligibility for Funding.

Local Educational Agencies (LEAs), including Public School Districts, Open-Enrollment Charter Schools. ESCs may serve as a fiscal agent to a shared services arrangement (SSA).

Eligibility List

The entitlement list is posted on the Entitlements page.

Shared Services Arrangement

See the General and Fiscal Guidelines, Shared Services Arrangements.

Shared services arrangements (SSAs) **are** allowed for this grant program. **Applicants may apply individually or as part of an SSA. Applicants are not permitted to apply as both.**

Application Funding

See the following sections of the General and Fiscal Guidelines:

- Terms of Subaward

- Continuation Funding

- Fund Management

- Use of Funds

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.

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, located on the Grant Administration Division's Grant Resources page.

Pre-Award Costs

See the General and Fiscal Guidelines, Pre-Award Costs.

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

Applicant Assistance

The following types of assistance are available to applicants for this grant program.

Contacts for Clarifying Information

See the General and Fiscal Guidelines, TEA Contacts.

Program Contact

Damon Hoyle, Senior Operations Project Manager, Strategic Initiatives Division
COVIDCaseReport@tea.texas.gov
Phone: (512) 463-9734

Funding Contact

Emma Becker, Grant Manager, Grants Administration Division
emma.becker@tea.texas.gov
Phone: (512) 463-8525

Errata Notices

See the General and Fiscal Guidelines, Errata Notices.

GovDelivery Bulletins

See the General and Fiscal Guidelines, GovDelivery Bulletins.

Program Elements

This section provides detailed information about the grant program.

Program Description

The **U.S. Department of Health and Human Services (HHS)** invested $10 billion from the American Rescue Plan to states to enable schools to establish COVID-19 screening testing programs to support and maintain in-person learning.

Gant funding will be allocated for eligible public & private school systems and made available for them to apply for and use for several allowable expenses, including additional services and/or PPE, ventilation, and vaccination access.

The Department of State Health Services (DSHS) and TEA have partnered together to make these resources available to public and private K-12 systems in Texas.

Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Department of Grant Compliance and Administration's Training and Other Resources page.

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

Application Requirements and Assurances

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

See the following sections of the General and Fiscal Guidelines:

- 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. Grantees must submit monthly program implementation and fiscal reports to TEA in the time and format required by TEA.

2. At the request of TEA, grantees may be required to submit additional reports necessary to accomplish the objectives of and monitor compliance with this award or that are needed to satisfy any other reporting requirements that DSHS and/or CDC may require.

3. Failure to submit a required report or additional requested information, on this grant or the related 22-23 COVID-19 Testing Program, by the due date specified by TEA may cause specific grant conditions to be placed on this award and potentially other grant awards from TEA.

4. Grantees agree that costs are allowable and in accordance with ELC Reopening Schools Guidance and 45 CFR Part 75 Subpart E – Cost Principles.

5. Grantees agree to follow any guidance or updated federal requirements released by DSHS and/or the CDC.

TEA Program Requirements

See the [General and Fiscal Guidelines](#), 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. Grantees are required to submit expenditure data in a time and format as required by TEA.

2. Grantees agree to follow any guidance or updated federal requirements released by TEA.

3. Grantees, at the request of TEA, agree to submit additional reports determined necessary to accomplish the objectives of and monitor compliance with this grant program.

4. Grantees also participating in the SY 22-23 COVID-19 Testing Program agree to comply with the requirements of that program. Failure to comply or submit a required report or additional requested information by the due date specified by TEA may cause specific grant conditions to be placed on this award and potentially other grant awards from TEA.

5. Grantees agree to communicate and coordinate with TEA on testing strategy recommendations resulting from a weekly review of testing and case data, where applicable, and ensure adequate action plans for identifying a positive test result.

6. Grantees agree to participate in calls and/or other communication structures (i.e., emails, surveys, webinars, etc.) and monitor activities supported through this grant program.

7. Grantees agree to submit an updated K-12 plan that describes screening testing strategies and other activities used to reduce the spread of COVID-19 in time and manner as requested by TEA.

8. Grantees agree to maintain safe school operations as community transmission and/or vaccination rates change.

Program-Specific Assurances

See the General and Fiscal Guidelines, Provisions and Assurances.

The program-specific assurances for this grant program are listed in the SAS. Refer to Schedule CS7000—Provisions, Assurances, and Certifications.

Allowable Activities and Use of Funds

Refer to the Budgeting Costs Guidance Handbook on the Grant Administration Division's Grant Resources 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

- PPE (including but not limited to masks, gloves, gowns, & face shields)
- Hygiene and cleaning supplies
- Portable high-efficiency particulate air (HEPA) fan/filtration systems or other small items that may allow for improved air circulation
- Public health events that include students and other community members and are aimed at providing opportunities for increased detection and prevention of COVID-19
- Testing events that may also involve other mitigation activities (e.g., promotion of vaccination) to limit the spread of COVID-19
- Costs to obtain a CLIA waiver
- Partial funding for staff conducting additional grant-related duties that are outside of the staff's normal activities, including screening testing, COVID prevention programs, or grant reporting
- Wrap-around (e.g., food, laundry, mental health services, etc.) services for those who test positive

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)
- Advisory Council
- Major renovations or construction
- Tuition reimbursement
- Out-of-State Travel
- COVID-19 testing-test kits, turn-key testing services, and related support services

- HVAC Systems
- Cleaning Equipment or Contracted Cleaning Services from non-employees or providers
- Purchasing technology to support campus testing (i.e., iPads, iPhones, and/or other devices)
- Water filtration systems-supplies and equipment
- Health supplies used in events (i.e., band-aids and/or general medical-related supplies)
- 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
- Lobbying or any activity that appears to be lobbying
- Stipends for non-employees
- Field Trips
- Travel for students to conferences
- Non-employee costs for conferences

Performance Measures

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

1. Monthly reports addressing grant activities, progress on milestones, and fiscal or financial/expenditure data.

2. Annual progress reports (APRs) or final reports that may later be required by TEA.

Limits on Contracted Evaluators

When a grantee chooses, or is required under a grant, to hire a contracted evaluator, TEA believes that the evaluator must have the capability to remain independent and objective in carrying out the evaluation. "Independent and objective" implies that there is no influence or control, real or perceived, exerted on the evaluator by any person who is involved in the provision of program services. Therefore, the only way in which a contracted evaluator can be truly independent and objective, is to not be involved in any manner with the provision of program services or activities. Otherwise, the evaluator is, at least in part, evaluating its own services.

In addition, TEA is aware that some grant writers develop and design the grant program, write the entire grant application, and then wish to evaluate the grant program. TEA also believes that this scenario poses a conflict of interest for the evaluator, in that the evaluator is evaluating the grant program that he or she designed, developed, and wrote. Again, it is not possible for the evaluator to function independently and objectively if the evaluator performed in this capacity. It is certainly acceptable for the grant writer to receive some information from a potential evaluator to include in the evaluation section of the grant application with regard to an appropriate evaluation plan or design, but communication between the grant writer and evaluator should be limited to that specific topic.

Applicants should make every effort to ensure that contracted evaluators be independent and objective.

Program evaluation costs must be charged as a direct cost to the grant program.

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

There are two types of attachments that may be required to be submitted with your application:

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Fiscal-Related Documentation Required to Be on File, 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.

Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application.

General Instructions

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting or zip the file to make it take up less space.

The only supported browser is Google Chrome. If you are using another browser, please change to Google Chrome before attaching files.

Documents only need to be attached once. Do not attach duplicate documents when completing an amendment. Only attach more than once if the attachment is being revised.

Naming Attachments

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 5013C_letter.doc). Use a meaningful name that identifies the specific document.

Make sure that each attachment has a valid extension (.pdf, .doc, .rtf, .xls, .bmp, .docx, .xlsx).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

Scanning Documents

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.

- Try to avoid creating .jpg files. If possible, create PDF documents with the scanner.

Zipping Files

If your files are too large, add them to a zip file to save space (download a free version of WinZip and find instructions on creating zip files).

Attaching Files to an eGrants Application

1. Ensure that the document is saved on your computer, using the naming instructions above.

2. On the Grant Menu page, select Attach File.

3. Select the appropriate radio button for a TEA Defined Attachment or an Optional Attachment.

4. Select the Browse button. A standard Windows browser appears. Find the file.

5. Select Attach.

6. Confirm the document title appears under Documents Submitted in This Version; refresh the page if necessary. If the attachment does not appear, you may have to rename your document with a shorter name and start over.

7. Repeat this process to attach all your documents.