

Request for Application

Program Guidelines

2021-2024 AWARE Texas Expansion – Program Evaluation and Support

Authorized by Section 520A (290bb-32) of the Public Health Service Act

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the Department of Health and Human Services 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.

Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

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

Grant 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 Act:

Category	Amount
Total funds available for this project	\$960,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$960,000
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

Overview: AWARE grants are authorized under Section 520A of the Public Health Service (PHS) Act (42 USC 290bb-32), as amended, **Catalog of Federal Domestic Assistance (CFDA) Number:** 93.243. The AWARE Texas Expansion Consortium Grant was awarded to TEA by the Substance Abuse and Mental Health Administration (SAMHSA) to implement Project AWARE’s statutory purpose and goals, and TEA’s program requirements.

For AWARE Texas Expansion Consortium, state activities of the Texas Health and Human Services Commission co-coordinator, the Texas Institute for Excellence in Mental Health at the University of Texas at Austin program evaluation and support, and Education Service Center Region 13 for coaching and technical assistance are designated in the SAMHSA grant. These organizations are sub-recipients in TEA’s grant award to collaborate on an AWARE State Leadership Team. Each partner has roles that are designated to collaboratively support the participating Local Education Agencies (LEAs) and to achieve the intended AWARE Texas purpose, goals and objectives.

AWARE Texas Expansion Consortium Purpose and Goals: AWARE Texas Expansion Consortium seeks to achieve intermediate and long-term outcomes for Advancing Wellness and Resiliency in Education (AWARE). This is accomplished through subgrants that provide for collaborative state and local activities intended to build school mental health-related infrastructure necessary to accomplish the grant purpose, goals and activities.

See the AWARE Texas Expansion Consortium Program Guidelines for LEAs. These program guidelines inform the AWARE Expansion Consortium’s State Leadership Team’s state activities.

<https://tea4avcastro.tea.state.tx.us/eGrants/21-22/22471001/proguider1.pdf>

Goals and Objectives of the Texas Institute for Excellence in Mental Health at the University of Texas at Austin State Activities are:

- **Provide program evaluation for continuous quality improvement and support to accomplish the AWARE Texas Expansion Consortium purpose, goals, objectives, and requirements in the LEA program guidelines.**
- **Collaboratively plan and implement a workforce development plan and infrastructure building plan of coordinated state activities with the AWARE State Leadership Team**
- **Inform the state team of program evaluation for continuous quality improvement and support activities, implementation status.**
- **Provide reports with data and results of program evaluation and continuous quality improvement and support activities to the State Leadership Team on a schedule that meets SAMHSA requirements for reporting, and through methods that drive continuous quality improvement in the program.**
- **Provide continuous quality improvement recommendations for the collaborative activities of the State Leadership Team**

- **Develop resources and tools to include online modules for the Safe and Supportive Schools Program and mental health training that helps to prevent violence and strengthen school safety.**
- **Provide consultative services, resources and tools that help identify and promote evidence-based practices, research-based programs and promising practices that help equip Regional Education Service Centers and LEAs to build quality school mental health systems.**
- **Collaborate with the AWARE State Leadership Team to leverage additional resources as appropriate, plan, and implement AWARE Texas Expansion state activities that advance the goals and objectives of the Texas Statewide Behavioral Health Strategic Plan 2022-2026.**
- **Maintain and update the Texas School Mental Health Website for TEA.**
- **Collaborate to develop a sustainability plan with TEA to transfer hosting of the School Mental Health Website developed by AWARE as may be needed, or an alternative written agreement, to ensure that the Website with all of its resources and tools will be sustained for users when the funded AWARE Texas grant program ends.**

Eligible Applicants

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

The eligible applicant is the Texas Institute for Excellence in Mental Health (TIEMH) at the University of Texas at Austin.

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 Department of Grant Compliance and Administration's [Training and Other Resources](#) 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 8% of the total grant award.

Indirect Costs

For this federally funded grant, the grantee may claim a maximum for indirect costs equal to its current approved restricted indirect cost rate. For IHE and NPO grantees with only an approved unrestricted indirect cost rate, the maximum indirect administrative cost that can be claimed for this grant program is 8%.

To calculate the maximum indirect costs that can be claimed for a grant, complete the [Maximum Indirect Costs Worksheet](#), located on the Grants 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 September 30, 2021, to stamp-in date.

Application Requirements and Assurances

This section identifies the 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 Grant Notice of AWARD from SAMHSA:

- SAMHSA expects service delivery to continue year to year uninterrupted through September 29, 2026.
- TEA is required keep SAMSHA updated on the progress of the AWARE Texas Expansion Consortium as requested by SAMSHA.
- TEA will request any documentation from subgrantees that may be requested by SAMHSA.
- SAMHSA has communicated statutory goals for Project AWARE for each State Education Agency and for the subrecipients collaborating to implement the project. As a subgrantee in the AWARE Texas Expansion Consortium, the applicant must comply with supporting the statutory goals of Project AWARE.

The statutory goals of Project AWARE are:

- Increase awareness of mental health, substance use, and co-occurring issues among school-aged youth.
- Increase the knowledge of individuals who interact with school-aged youth to understand and detect the signs and symptoms of mental health, substance use, and co-occurring disorders.
- Promote resilience building and mental health well-being for all school-aged youth.
- Create and sustain a school-based mental health system that is based on a three-tiered public health model. A three-tiered public health model for providing supports to school-aged youth to promote positive behavioral health supports (universal/promotion); targeted services to those who need more support (secondary prevention); and intensive services to those who need them (tertiary intervention).
- Develop a referral pathway system that connects school-aged youth who may have behavioral health issues, including serious emotional disturbance (SED) or serious mental illness (SMI), and their families to needed services.
- Increase and improve access to culturally relevant, developmentally appropriate, and trauma informed school and community-based AWARE grant activities and services.
- The population of focus is school-aged youth (i.e., children and youth in grades K-12).

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 for state activities for TIEMH. TIEMH must provide assurance to comply with each of these requirements in the application to be considered for funding:

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- Provide program evaluation with continuous quality improvement activities and support to assist the participating LEAs (Elgin ISD, San Marcos CISD, Manor ISD) to accomplish the AWARE Texas Expansion Consortium purpose, goals, objectives and requirements in the LEA program guidelines (<https://tea4avcastro.tea.state.tx.us/eGrants/21-22/22471001/proguider1.pdf>).
- Provide program evaluation and continuous quality improvement activities and support for:
 - assessing LEA needs for school mental health infrastructure that address AWARE purpose, goals and objectives;
 - building community partnerships and executing provider agreements, as appropriate to the LEA's needs, that increase access for students and their families to mental health services and supports;
 - developing and implementing policy and procedure changes related to the grant purpose and building infrastructure to support student mental health and wellbeing;
 - workforce development plans and delivering training for AWARE staff, school staff and community stakeholders;
 - developing and implementing referral pathways that connect students and families to mental health services;
 - developing a tiered service delivery plan at the participating schools that support student mental health and wellness;
 - refining strategies for delivering services based on the needs of each LEA;
 - documenting and measuring results; and
 - developing sustainability plans.
- Participate on the AWARE Expansion Consortium's State Leadership Team and in team meetings.
- Participate in meetings and conduct site visits with the LEAs participating in the AWARE program.
- Collaboratively plan and implement state activities in coordination with the AWARE State Leadership Team that are aligned to achieve the AWARE grant purpose, goals and objectives.
- Develop and implement data collection tools and processes to support LEAs to provide mental health related services, assess progress and report on the impact of the program on students, families and schools.
- Use data from team meetings, needs assessments, research and best practices, program evaluation, and the participating LEAs to drive continuous quality improvement activities.
- Inform the state team of activities and results of program evaluation and continuous quality improvement activities.
- Report performance data in the designated system according to the SAMHSA schedule.

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- Develop and Publish Safe and Supportive Schools Program modules and mental health training module to prevent violence, in alignment with best practices and statutory requirements.
- Maintain the Texas School Mental Health Website, provide updates of communications information, infographics, resources and tools to support the program goals and objectives.
- Develop a sustainability plan with TEA to transfer hosting of the Texas School Mental Health Website, or another agreement as may be appropriate, to ensure continuation and sustainability of the Website for users in the state after the grant period ends.
- Provide recommendations including for any changes for continuous quality improvements in the collaborative activities of colleagues serving on the AWARE Texas State Leadership Team.
- The grant program will be funded by reimbursement once the NOGA has been issued and the grantee submits payment requests through the Expenditure Reporting (ER) system. See [Expenditure Reporting](#).

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

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grants 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 include only the following:

General Allowable Activities and Use of Funds

- Payroll costs
- Professional and contracted services, including for developing training modules and for the Texas School Mental Health Website
- Consumable and durable supplies and materials
- Reasonable and necessary administrative support
- Office materials and supplies
- Curriculum materials and resources for mental health promotion and awareness training and to support EBP implementation, including social/emotional/behavioral learning
- Capital Outlay for materials and training resources

- Mental health related evidence-based training for AWARE staff, parents, students, teachers, community members
- Grief and trauma-Informed Practices training
- Local travel necessary for site visits, meetings, training, mental health awareness and promotion or partnership activities in the community
- Out of state travel to grant purpose--aligned conferences, such as the National Center for School Mental Health Conference for staff funded to implement the grant activities. See limitations below.
- Technology such as an iPad, a video recorder and/or camera, or software for documenting AWARE Texas activities to present at local events and statewide conferences

Other Allowable Operating Costs Requiring Specific Approval in the Grant Application (6400)

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 Justification for Out-of-State Travel form, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

Travel Costs for Officials such as Executive Director, Superintendent, or Board Members

Travel costs for officials such as executive director, superintendent, or board members may be funded under the grant program. Only the following travel costs may be allowable for these positions:

- Travel to official AWARE Texas sponsored training events and meetings

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 conferences may be allowable:

- A conference that promotes school mental health and safety that is aligned with the goals and objectives of the AWARE Texas grant
- Regional conferences or meetings that are designed to advance school mental health and safety, including conferences sponsored in collaboration with the Local Mental Health

Authority, a non-profit child and youth serving organization or an institution of higher education.

- The Advancing Behavioral Health Collaborations Summit, a related statewide school mental health conference, or another evidence-based training selected by the AWARE Expansion Consortium State Team for implementation, included on the Workforce Development Plan and approved by TEA.

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 Justification for Hosting or Sponsoring of Conferences form, refer to the [Forms for Prior Approval, Disclosure, and Justification](#) page.

Unallowable Activities and Use of Funds

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grants Administration Division's [Grant Resources](#) page for general guidance on unallowable costs.

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

- Debt services (lease liabilities for terms greater than 12 months) — unallowable costs include:
 - Capital Lease Liability — Principal Costs (6512)
 - Capital Lease Liability – Interest Costs (6522)
 - Subscription-based Information Technology Arrangement (SBITA) – Principal Costs (6514)
 - Subscription-based Information Technology Arrangement (SBITA) – Interest Costs (6526)
 - Interest on Debt Costs (6523)
- Travel for Students to Conferences (Does not include Field Trips)
- Field Trips
- Stipends for Non-Employees Other than those included in 6419
- Non-Employee Costs for Conferences
- Tuition Remission
- Cost of Membership in Any Civic or Community Organization
- Advisory Council
- Treatment and recovery services to incarcerated populations who cannot move around freely in the community
- Construction, renovations, alterations
- Residential or inpatient mental health or substance abuse treatment

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- Direct payments to induce individuals to enter treatment
- Any activity not specified above in the Allowable Activities and Use of Funds section.

Performance Measures

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

- Conduct program evaluation and document progress on SAMHSA performance measures, and workforce development and statewide infrastructure building goals as agreed on by the State Leadership team.
- Report to the State Leadership Team on program evaluation and continuous quality improvement activities and results, including in a data dashboard for each LEA and statewide and on infographics.
- Develop and publish online SSSP modules in 2024, including collaborating on focus groups and with TEA review and approval.
- Develop and publish a mental health training module with content aligned to best practices and statutory requirements, as agreed upon by the AWARE State Leadership Team.
- Maintain and keep the Texas School Mental Health Website updated as agreed upon by the State Leadership team to support LEAs.
- Report on any other activities by the organization that are leveraged to contribute to the coordinated AWARE Infrastructure Building Plan and AWARE Workforce Development Plan

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.