Informal Discretionary Competition (IDC)

Program Guidelines

2024-2025 Sustainable Residency Continuation Grant

IDC Application Due Date

11:59 p.m. Central Time, April 10, 2024

Authorized by General Appropriations Act, Article III, Rider 39, 88th Texas Legislature

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 any application 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.

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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[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.

2024-2025 Sustainable Residency Continuation Grant
RFA #701-24-127; SAS #141-24

Errata Notices

See the General and Fiscal Guidelines, Errata Notices.

Overview of IDC Process

The following steps provide a high-level overview of the process for responding to Informal Discretionary Competition (IDC), including submitting an IDC application, and being selected for funding:

1. TEA publishes IDC application and supporting documents on the TEA Grant Opportunities.
2. Eligible applicants submit IDC application, and any required attachments to TEA by the specified deadline.
3. IDC applications are reviewed and scored. Note: The highest scoring applicants may be required to attend an oral interview or respond to questions regarding their IDC application.
4. TEA announces applicants selected for funding on the TEA Grants Awarded Data webpage.
5. *For IDC applicants selected for funding, the IDC application will serve as the grant application. This eliminates the need for selected applicants to submit a separate grant application.*
6. TEA staff conducts budget negotiations on the IDC application.
7. Notice of Grant Award (NOGA) issued upon successful completion of the negotiation process.

*Please note. The Letter of Interest competition or LOI has been given a new name of Informal Discretionary Competition or IDC. The process for selecting and awarding applications for this type of competition has not changed.

Email Bulletins

See the General and Fiscal Guidelines, GovDelivery Bulletins.

Contact for Clarifying Information

Grant Program Contact

Alissa Rhee, Director of Strategic Staffing Models
Educator Preparation and Quality
alissa.rhee@tea.texas.gov
Phone: (512) 936-6122

Additional Program Contact

Jody Moody, Director of Teacher Apprenticeship
Educator Preparation and Quality
cherylynnjody.moody@tea.texas.gov
Phone: (512) 463-8808

Funding Contact

Competitive Grants Unit
Grants Administration Division
competitivegrants@tea.texas.gov
Phone: (512) 463-8525

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	$3,250,000
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	$3,250,000

IDC 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.

Date	Event
March 04, 2024	IDC application available
March 12, 2024	Last date to submit FAQs to **alissa.rhee@tea.texas.gov** See General and Fiscal Guidelines, *Frequently Asked Questions*
March 14, 2024	FAQs posted to TEA Grant Opportunities page
April 10, 2024	Due date for the IDC application, which must be submitted **via email to competitivegrants@tea.texas.gov**. The IDC application must be received by the TEA by **11:59 p.m., Central Time**. See General and Fiscal Guidelines, *LOI Application Due Date and Time*
April 10, 2024- May 22, 2024	IDC review period See General and Fiscal Guidelines, *LOI Review Process*
May 22, 2024	Anticipated award announcement
June 03, 2024	Beginning date of grant (if selected for funding) See General and Fiscal Guidelines, *Grant Period*
June 02, 2025	Final date to submit an amendment (if selected for funding)
August 31, 2025	Ending date of grant (if selected for funding) See General and Fiscal Guidelines, *Grant Period*

IDC at a Glance

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation

Authorized by General Appropriations Act, Article III, Rider 39, 88th Texas Legislature

Purpose of Program

Sustainable Residency Continuation Grant is designed to fund LEAs to continue existing sustainable residency implementation given the limited access of these districts to sustainable funding sources. The purpose is to sustain paid residencies in districts so they can recruit and develop highly effective educators before their first year as teacher of record in Texas. The grantees will work with their EPP partners to maintain financially accessible residency pathways, promote increased retention of new teachers and highly effective teachers, and address immediate instructional needs.

Eligible Applicants

See the General and Fiscal Guidelines, Eligibility for Funding.

Eligible applicants are LEAs who completed the Design and Implementation Year activities for the Texas COVID Learning Acceleration Support (TCLAS) Decision 5, Residency Program Support. To be eligible for funding, LEAs need to have completed the activities in their Design and Implementation Year scope and sequence through Governance Meeting 2 and Site Visit 1 as laid out by their technical assistance provider. All applicants must also produce a MOU with EPP partner(s) to be considered eligible for this grant award.

Shared Services Arrangement

See the General and Fiscal Guidelines, Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed.

Application Funding

See the General and Fiscal Guidelines: *Continuation Funding, Fund Management, and Use of Funds.*

LEAs will be awarded $25,000 per resident. TEA anticipates awarding approximately 13-43 applicants depending on the number of residents per applicant. The maximum award possible for this opportunity is $250,000 per applicant.

- At least 66% of the awarded funds must be utilized for the resident stipend(s)

- At least 6% must be utilized for the host teacher stipend(s)

- The remaining funds may be used by the LEA to support implementation and continuous improvement of the residency program. Remaining funds could also be used to increase stipend amounts further.

LEAs may not receive funding for more than 10 residents. If the number of residents at the time of award is less than the number of residents at the time the LEA applies for the grant, applicant awards will be reduced to match the number of residents at the time of award.

If a resident stops participation in the residency program at any point during the grant period, the LEA's funding will be reduced proportionally to fit the number of residents. Additional funds that become available during the grant period may be awarded to the next eligible applicant based on the rank order scoring system.

Selection of Applicants for Funding

Applicants will be selected in rank order.

Cost Share or Matching Requirement

See the General and Fiscal Guidelines, Cost Share Requirement.

TEA requires a set cost share amount for this program. Awarded LEAs are required to provide at least $3,500 per resident from LEA funds and at least $1,500 per host teacher stipend from LEA funds. Total stipend amounts for resident and host teachers can be determined by the LEA.

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 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 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, 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 announcement date to the beginning of the grant period.

IDC 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 Program Requirements

See the General and Fiscal Guidelines, TEA Program Requirements.

In addition to the statutory requirements, TEA has established the following program requirements. Applicants must address within the application how they will achieve the following:

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1. **Describe your Strategic Staffing Design Year (2022-2023).**

a. Who was part of the Design team from the LEA and EPP?

b. What data did you use to inform design?

c. To which model(s) did the LEA and EPP agree? How did they meet your instructional needs?

2. **Describe your Strategic Staffing Implementation Year (2023-2024).**

a. Was the Implementation Year team different than the Design team? If so, why?

b. What improvements did the LEA and EPP(s) make throughout implementation year to improve the residency experience for residents, host teachers, and principals?

c. What improvements need to be implemented for the 2024-2025 school year?

d. What percentage of residents will the LEA hire at the end of this year?

3. **Sustainability Assessment** – Please answer the following questions with consideration for existing funding at the LEA. Do not use Texas COVID Learning Acceleration Supports (TCLAS) data to answer the questions below.

a. How many residents will the LEA place for the 2024-2025 school year?

b. At what amount can the LEA sustain resident stipends? Host teacher stipends?

c. What sources of funds will the LEA be using for residents? Host teachers?

4. **Continued Implementation** – Please answer the following questions about the implementation of the residency designed for the 2024-2025 school year.

a. What are the requirements for host teachers to receive their stipend?

b. Who at the LEA manages the residency program? If this person has other job responsibilities, how do they relate to residency?

c. What is your governance structure? Who is responsible for setting agendas for those meetings?

Program-Specific Assurances

See the General and Fiscal Guidelines, Provisions and Assurances.

1. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.

2. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2024-2025 Sustainable Residency Continuation Grant Program Guidelines.

3. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 Sustainable Residency Continuation Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.

4. The LEA has completed the full Design and Implementation Year with their vetted teacher residency EPP partner(s).

5. The LEA will use grant funds to support residency with the EPP from their TCLAS Decision 5 Strategic Staffing partnership. EPP partners must be on the 23-24 Vetted Teacher Residency Program List.

6. The LEA will sustain a stipend of at least $3,500 per resident and a host teacher stipend of at least $1,500.

7. The LEA has a signed MOU with their vetted teacher residency EPP partner(s).

8. The LEA will submit data to TEA about the residency partnership, including, but not limited to number of residents, resident demographics, stipend amounts, and hiring data.

Program Elements

Description of Program

Sustainable Residency Continuation Grant is designed to fund LEAs to continue existing sustainable residency implementation given the limited access of these districts to sustainable funding sources. The purpose is to sustain paid residencies in districts so they can recruit and develop highly effective educators before their first year as teacher of record in Texas. The grantees will work with their EPP partners to maintain financially accessible residency pathways, promote increased retention of new teachers and highly effective teachers, and address immediate instructional needs.

Qualifications and Experience

The applicant agrees to provide data on the qualifications and experience of the existing or future staff members, as required per the program guidelines as follows:

TEA is looking for a variety of experiences. In this application, LEAs must provide information on the residency program coordinator(s) from the LEA and EPP(s).

TEA may request information on qualifications and experience on existing or future staff after the grant is awarded.

Performance and Evaluation Measures

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

LEA will submit data to TEA about the residency partnership, including, but not limited to, the number of residents, resident demographics, stipend amounts, and hiring data.

Limits on Contracted Evaluators

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

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, including, but not limited to, a district staff member to coordinate the residency program and/or teacher residents
- Stipends for:
  - Teacher resident(s)
  - Host teacher(s) of teacher resident(s)
  - Awarded LEAs must budget at least 66% from this grant for resident teacher stipend(s) and at least 6% from this grant for host teacher stipend(s)
- Professional and contracted services, including, but not limited to, services with the ESC
- Consumable and durable supplies and materials
  - Materials for teacher residents classrooms
  - Certification exam preparation materials
- Capital outlay
  - Laptop computers for teacher residents
  - Recording software and/or hardware to coach of teacher residents
- Other operating costs

- - Certification exams fees for teacher residents
  - Travel for teacher residents, host teachers, and essential residency program LEA staff to attend strategic staffing or residency conferences
- Debt Services
  - 6514 - Subscription-based Information Technology Arrangement (SBITA) Liability - Principal Costs- that supports coaching of teacher residents
  - 6526 - Subscription-based Information Technology Arrangement (SBITA) Liability - Interest Costs- that supports coaching of teacher residents

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

Travel for Students to Conferences (Does Not Include Field Trips)

Costs for travel for students to conferences **may** be funded under the grant program (does not include field trips). Travel costs should be minimal and must follow the grantee's written travel policy. Only travel costs for students to the following types of conferences may be allowable:

Conferences for high school education and training students

Travel for students to conferences will require pre-authorization in writing. To access the pre-authorization form for participant support costs, refer to the Forms for Prior Approval, Disclosure, and Justification page.

Field Trips

Field trips **may** be funded under the grant program. Only the following types of field trips may be allowable:

Field trips for high school education and training students to visit educator preparation programs (EPPs) with residency and apprenticeship programs

Field trips will require a written justification form to be maintained locally and made available to TEA upon request. To access the Justification for Educational Field Trips form, refer to the Forms for Prior Approval, Disclosure, and Justification page.

Stipends for Non-Employees Other Than Those Included in 6419

Stipends for non-employees other than those included in 6419 **may** be funded under the grant program. Stipends for non-employees will require pre-authorization in writing. To access the pre-authorization form for participant support costs, refer to the Forms for Prior Approval, Disclosure, and Justification page.

Non-Employee Costs for Conferences

Non-employee costs for conferences **may** be funded under the grant program. Costs must be managed to minimize costs to the grant award. The following types of conferences may be allowable:

Conferences for teacher residents to develop in their practice that explicitly support residency programs

Non-employee costs for conferences will require pre-authorization in writing. To access the pre-authorization form for participant support costs, 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 for strategic staffing or residency conferences

Travel to learn from other districts using a strategic staffing residency model

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.

Out-of-State Travel

Out-of-state travel costs are not allowable.

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)
  - Interest on Debt Costs (6523)
- Audit services
- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Advisory Council
- Any activity not specified above in the Allowable Activities and Use of Funds section

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.

The applicant must submit with the application via email the following required program-related attachments.

1. Application Part 2: Excel budget workbook

2. LEA's training and support plan, including the schedule of governance meetings with EPP partner(s).

3. MOU with EPP partner(s)

4. A list of teacher residents who will be placed at schools in the LEA for the 2024-2025 school year.

Inclusion of the third required attachment (the MOU) is necessary to determine applicant eligibility. Failure to include this required attachment could result in an application being disqualified or being deemed ineligible.

IDC Scoring and Review

This section provides information on the scoring and review of IDC applications.

IDC Review and Funding Criteria

See the General and Fiscal Guidelines, *LOI Review Criteria*

Application Component	Total Points Possible
Summary of Program	10

Qualifications and Experience of Key Personnel	5
Goals, Objectives, and Strategies	10
Performance and Evaluation Measures	10
Budget Narrative & Excel Budget Workbook	10
TEA Program Requirements and Required Attachments 2 & 4	20
Total Points Possible for Standard and Specific Review Criteria	65

Priority Points

See the General and Fiscal Guidelines, Priorities for Funding.

Priority points will be awarded based on the following criteria. Priority points will be totaled and added to the applicant's score if they score at least 60 percent on the application.

- LEA has an enrollment of 10,000 students or less. (10 pts)

- LEA is a rural district according to the TEA definition in the 21-22 District Type Data. (10 pts)

- LEA is a fast-growth district according to the 2023-2024 Fast Growth Allotment. (5 pts)

Oral Interviews for Funding

See the General and Fiscal Guidelines, *LOI Oral Interviews for Funding*.

Oral interviews will not be utilized for this grant opportunity.