

Request for Application

Program Guidelines

2024-2025 Empowering ECSE Educators to Improve Student Outcomes

Authorized by the Individuals with Disabilities Education Act (IDEA), as amended by the IDEA Improvement Act of 2004 (Public Law 108-446), Part B, Section 619, 300.814 Other State-level Activities

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Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) 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

Terrie Breeden, Statewide 619 Coordinator
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Additional Program Contact

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Funding Contact

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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 | \$1,500,000 |
| Percentage to be financed with federal funds | 100% |
| Amount of federal funds | \$1,500,000 |
| 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 Empowering Early Childhood Special Education (ECSE) Educators to Improve Student Outcomes grant will enable Region 10 Education Service Center (ESC) to administer a program providing funding support for LEAs and ESCs seeking training and certification for ECSE professionals during the 2024-2025 school year. The grantee will create a plan for prioritization of funds and determine the award process for program participants. Trainings will focus on behavior management and inclusive opportunities and will increase ECSE educators to improve student outcomes for children with disabilities, ages 3-5 and not in kindergarten. LEAs also can apply for funding through the program to support prekindergarten teachers with dual certification in special education and general education.

Eligible Applicants

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

The eligible applicant is Region 10 ESC.

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 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.

Direct Administrative Costs

TEA does not permit direct administrative costs for this grant program.

Indirect Costs

For this federally funded grant, the grantee may claim a maximum for indirect costs equal to its current approved unrestricted indirect cost rate.

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 not permitted for this grant.

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. The applicant must comply with each of these requirements in the application to be considered for funding:

1. The grantee will determine the award process for LEAs and ESCs who apply for funds in the 2024-2025 school year and disperse funds to program participants within 90 days of the notice of program award.
2. The grantee will submit the proposed funding and prioritization criteria for program participants to TEA for approval before opening the program application.
3. The grantee will determine the award of applied funds based on the approved criteria for LEA and ESC applications. Any funding received by the LEA or ESC may be used at the discretion of the LEA or ESC in accordance with allowable expenditures associated with the Individuals with Disabilities Education Act (IDEA), Section 619. After reimbursement, local documentation must be retained to demonstrate how the LEA or ESC utilized these awarded IDEA-B 619 funds; such documentation must be provided to ESC 10 or TEA upon request.
4. The grantee will create and maintain an Empowering ECSE Educators to Improve Student Outcomes program webpage that includes the following: information to districts, charter schools, and ESCs about the program; the application and process; an email address for applicants to submit questions; frequently asked questions guidance; and a mechanism to submit the application.
5. The grantee will develop/amend the application template with required components.
6. The grantee will provide grant outreach to potential applicants (e.g., webinars, flyers).
7. The grantee will collect data regarding allocation of funds and collaborate with TEA staff to provide necessary documentation and related information to accomplish goals of this project.
8. The grantee must perform the functions and activities agreed upon in the negotiation agreement.

9. 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 approved in the final negotiation agreement for this grant
- Professional and contracted services approved in the final negotiation agreement for this grant
- Consumable and durable supplies and materials
- Funding for eligible LEA and ESC program participants to receive a one-time payment for costs of training or certification during the 2024-2025 school year; participants must use funding in accordance with IDEA-B, Section 619
- Contractual costs an LEA or ESC incurs in order to meet the Child Find requirements and the provision of services in students' IEPs

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:
 - Subscription-based Information Technology Arrangement (SBITA) — Principal Costs (6514)
 - Subscription-based Information Technology Arrangement (SBITA) — Interest Costs (6526)
 - Capital Lease Liability — Principal Costs (6512)

- Capital Lease Liability — Interest Costs (6522)
- Interest on Debt Costs (6523)
- Capital outlay
- Out-of-state travel
- Travel for students to conferences
- Field trips
- Stipends for non-employees
- Non-employee costs for conferences
- Travel costs for officials such as executive director, superintendent, or board members
- Cost of membership in any civic or community organization
- Hosting or sponsoring of conferences
- Advisory councils
- 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:

1. At least 80% of milestones/timelines will be completed on time.
2. 100% of reports from data collection activities will contain readily publishable data at the end of the reimbursement cycle.
3. 100% of program participant funding for the Empowering ECSE Educators to Improve Student Outcomes grant will be paid out by August 31, 2025.

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.