

Request for Application

Program Guidelines

2024-2027 Board Coaching and Development

Authorized by General Appropriations Act (GAA), Article III, Rider 42,
88th Texas Legislature

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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 school systems (referred to as local educational agencies [LEAs] in statutes), including independent school districts and charter schools; education service centers (ESCs); and, to a lesser degree, institutions of higher education (IHEs), and nonprofit organizations (NPOs) – such entities 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, unless specifically delineated in these guidelines.

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 cross-referenced sections 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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U.S. Department of Education and/or State Appropriations

The following is provided in compliance with federal appropriations acts:

| Category | Amount |
|---|-----------|
| Total funds available for this project | \$786,132 |
| 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 | \$786,132 |

Grant Timeline

Due dates related to the grant, including reporting dates, are available in the Critical Events section listed on the [TEA Grant Opportunities](#) page. Grantees are responsible for regularly monitoring the webpage for updated grant information and for meeting all due dates and other grant requirements.

Grant at a Glance

This section provides detailed information about the grant program.

Program Purpose, Goals, and Objectives

The Board Coaching and Development support is based at ESC 20 and supports all regional service centers in Texas, external governance coaches, and the Texas Education Agency in the development and scale of research-based governance practices. The purpose of Board Coaching and Development is the implementation of governance initiatives, professional development and training, and governance support through pathways such as Lone Star Governance, Texas Strategic Leadership (TSL) Board Integrated Pathway program, Evaluating and Improving Student Outcomes Training of Trainers, and support for Board of Managers, Monitors, and/or Conservators. This support also includes operational management as well as the development and refinement of tools, resources, and platforms to ensure the implementation of the effective governance practices.

Eligible Applicants

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

The eligible applicant is Region 20 Education Service Center (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 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 grant program, the grantee may claim a maximum for allowable 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 permitted, if requested, from September 1, 2024, through 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)
- Texas Grant Management Standards (requirements defined by the state for regional ESCs and limited other applicants)

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. School Board Training, Resources and Support

- Create and/or maintain Board Training and Development websites including appropriate access for stakeholders, and updates are made as needed, in partnership with TEA.
- Partner with TEA to develop Board Training and Leadership related marketing and communication tools for ESCs and school systems.

2. School Board Framework Training, Resources, and Support

- Support in the review and development of tools and resources for Board and Superintendent trainings (as determined by TEA).
- Support in the development of videos, resources, and web-based platforms, and technology aligned to frameworks, such as the Texas School Board Framework or EDF (as determined by TEA).
- Partner with TEA to develop Board Training marketing and communication tools for ESCs and school systems.

3. Events and Touchpoint Logistics Coordination

- Support with the planning and execution of all logistics for all in-person and virtual events, including trainings, feedback sessions, site visits, print materials, booking venues, and securing guest reservations/room blocks for trainings and events including EISO, LSG, TSL, EDF, and other Board Support or Leadership Academy trainings, Office Hours, Board Support School System Kick-off, Learning Labs, EDF Overviews, DSL Feedback Committee Sessions, and other DSL events as needed.
- Oversee the scheduling (in partnership of DSL) of meetings with Learning Lab district spotlights and presenters including developing needed tools and trackers, send and manage

scheduling communication across school systems and relevant TEA stakeholders. Support the maintenance of up-to-date records including the collection of draft presentations, visitation schedules, agendas, invoices, etc.

4. Stakeholder engagement

- Create and maintain system to communicate to EISO, LSG, TSL, EDF, and other Board Support or Leadership Academy stakeholders on a regular basis- including but not limited to responding of ad hoc emails and phone calls- elevating high-level trends on a regular basis.
- Create and maintain the ongoing distribution of newsletters to ESCs and school systems involved in EISO, LSG, TSL, EDF, and other Board Support or Leadership Academy, in alignment to TEA's vision and communication needs.
- Maintain and manage all contracts and relationships with EISO, LSG, TSL, EDF, and other Board Support or Leadership Academy vendors to support implementation of Board Coaching and Leadership Support, in alignment to TEA's vision and communication needs.

5. Data Tracking/Monitoring and Document Management

- Maintain database and records for LSG Exemplar Cohort, LSG 2.0 Pilot Boards, TSL-Board Support ESC milestone trainings, including but not limited to the creation and storage of exit tickets and attendance.
- Maintain records to demonstrate the amount of funds expended and provide monthly budget and expense reports to TEA (including in-depth updates at quarterly step-backs).

6. Board and Superintendent Support Training, Resources and Support

- Partner with TEA to develop Board and Superintendent related marketing and communication tools for ESCs and school systems.
 - Provide technical and operational assistance to the Board Coaching and Development Division at TEA in the planning, execution, and implementation of Board Coaching and Development functions and initiatives, such as Lone Star Governance, Evaluating and Improving Student Outcomes, TSL-Board Integrated Supports, etc.
7. 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](#). The grantee is required to regularly request payment for allowable expenditures as grant program requirements are carried out.

Texas Grant Management Standards (TxGMS)

See the [TxGMS](#) for detailed requirements. In general, the TxGMS apply to regional ESCs and limited other applicants. The TxGMS do not apply to school districts or open-enrollment charter schools.

In general, the TxGMS require state-funded grants to follow federal Uniform Grant Guidelines (UGG), 2 CFR part 200.

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.

Note regarding travel costs, if allowable per guidance below: Any personnel approved in this grant must be reimbursed for travel according to the applicant's written policies and procedures; however, reimbursement may not exceed State of Texas mileage allowance, General Services Administration (GSA) hotel rate, and per diem rate existing in the current Texas State Appropriations Act. The state travel guidelines require only reimbursement of actual costs paid and, therefore, prohibit per diem payments to travelers without reconciliation to actual costs expended. Note: Contractor travel is paid as it is described in the individual contract, not to exceed the State rates, and may or may not be delineated out specifically in the contract.

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
- Consumable and durable supplies and materials
- Debt services (lease liabilities for terms greater than 12 months) — allowable costs include:
 - Subscription-based Information Technology Arrangement (SBITA) — Principal Costs (6514)
 - Subscription-based Information Technology Arrangement (SBITA) — Interest Costs (6526)
- Capital outlay
- In-state travel and local travel for those serving in a role with Center for Effective Districts (Coordinator, Project Manager, Operations Specialist) as necessary to meet the program requirements of this grant. Travel costs must follow the travel guidance provided at the beginning of this Allowable Activities and Use of Funds section.
- Software of tools necessary for the success of the project or service
- Printed materials or supplies for conferences or meetings

- Costs associated with the development of online technology tools for the development and maintenance of the Texas Strategic Leadership website, Effective District Framework website, resource libraries, or stakeholder surveys
- General costs associated with the fulfillment of program requirements

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. Travel cost reimbursement must follow the travel guidance provided at the beginning of this Allowable Activities and Use of Funds section.

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.

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:

- A Texas Strategic Leadership/ Effective District/Board Coaching and Governance convening that brings district leaders together to learn about Board Coaching and Development, Governance, Texas Strategic Leadership and Effective District Framework
- Convening to build capacity of key stakeholders to implement and support Board Governance programs, the Texas Strategic Leadership Program and/or the Effective District Framework
- Convening for targeted professional develop for Board Coaching, Governance, Texas Strategic Leadership and Effective District Framework Facilitators/Coaches and project managers.

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. Travel cost reimbursement must follow the travel guidance provided at the beginning of this Allowable Activities and Use of Funds section. Only the following travel costs may be allowable for these positions:

- Reimbursement of registered district superintendents and board trustees to Board Coaching, Texas Strategic Leadership and Effective District Framework identified school system facing events such as TSL School System Kick-off and TSL Learning Labs, LSG Summit, etc.
- Travel cost reimbursement must follow GSA and Texas Travel guidelines.

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 Texas Strategic Leadership/ Effective District convening that brings district leaders together to learn about Texas Strategic Leadership and Effective District Framework.
- Convening to build capacity of key stakeholders to implement and support the Texas Strategic Leadership Program and/or the Effective District Framework.
- Convening for targeted professional develop for Texas Strategic Leadership and Effective District Framework Facilitators/Coaches and project managers.

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)
- Interest on Debt Costs (6523)
- Audit services for state-funded grants
- Travel for Student Conferences
- Field Trips
- Cost of Membership in Any Civic or Community Organization
- Advisory Council
- Furniture
- 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:

Artifacts

1. LSG related marketing and communication tools, and resources
2. EISO related marketing and communication tools, and resources
3. Board Coaching supports website maintenance
4. Project plans for event logistics, for each event with relevant information
5. Registration and/or training artifacts from relevant training sessions
6. Staffing and budget plan, including all budget updates on designated Smartsheet tool
7. All project plans built into Smartsheet with all relevant indicators
8. Weekly agenda for ESC/TEA meetings
9. Quarterly step-back meeting slide decks include data visualizations and analysis of key ESC and school system metrics, milestone progress, funding update, and other key data

Metrics

1. 95% of school systems and Board Coaches believe communication regarding the regarding the logistics of Board Development events provides them with necessary information in a timely manner
2. Following each ESC, school system, and Board Coaching event, 90% of ESCs and school systems will rate event logistics as informative and beneficial to deepening their understanding of what to expect during the event (i.e. agenda, location, food, parking, etc.)
3. Following in-person events, 90% of ESC, school system, and Board Coaches strongly agree/agree that logistical elements of training are of high quality (hotel, food, materials, etc.)
4. Following virtual events, 95% of ESC, school system, and Board Coaches strongly agree/agree that logistical elements of training are of high quality (communication, breakouts, etc.)

5. 100% of contracts are executed on time and are effectively monitored throughout their contract year with invoices are paid on time and in accordance with contracts monitoring best practices and approval of payment by multiple individuals
6. 100% of tools, deliverables, and resources undergo regular feedback iterations at least 2 before finalization
7. At the end of each month, 100% of key deliverables and actions are met by the designated date (including revisions as provided by TEA)
8. 95% of ESCs, school systems, and Board Coaches feel that the boarding coaching supports website and resources are helpful in deepening their understanding of Board Governance and Coaching

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.