

Request for Application

Program Guidelines

2024-2025 Early Childhood Professional Development

Authorized by Every Student Succeeds Act (PL 114-95, Title IX,
Section 9212 Dec. 10, 2015)

Contents

Introduction to the Program Guidelines	3
Reference to the General and Fiscal Guidelines	3
Errata Notices	3
Contact for Clarifying Information	4
Grant Program Contact	4
Additional Program Contact	4
Funding Contact	4
U.S. Department of Education and/or State Appropriations	4
Grant Timeline	5
Grant at a Glance	5
Program Purpose, Goals, and Objectives	5
Eligible Applicants	5
Shared Services Arrangement	5
Cost Share or Matching Requirement	5
Supplement, Not Supplant	6
Limitation of Administrative Funds	6
Direct Administrative Costs	6
Indirect Costs	6
Pre-Award Costs	6
Application Requirements and Assurances	6
Statutory Requirements	7
TEA Program Requirements	10
Program-Specific Assurances	11
Allowable Activities and Use of Funds	11
General Allowable Activities and Use of Funds	11
Unallowable Activities and Use of Funds	11
Performance Measures	12
Federal Grant Requirements	12
Equitable Access and Participation	12
Private Nonprofit School Participation	13
Maintenance of Effort	13
Attachments	13
Required Fiscal-Related Attachments	13
Required Program-Related Attachments	13

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

Dr. Gaye Lang, Director of Student Supports
Student Supports Division
Gaye.Lang@tea.texas.gov
Phone: (512) 463-2023

Additional Program Contact

Victoria Wang Rossi, Educator Training Specialist
Student Supports Division
Victoria.Wangrossi@tea.texas.gov
Phone: (512) 463-9254

Funding Contact

BreAnn Edwards, Grant Manager
Grants Administration Division
BreAnn.Edwards@tea.texas.gov
Phone: (512) 463-9517

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	\$100,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$100,000
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

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

This project aligns with TEA Strategic Priorities to build a strong foundation for students in reading and math by supporting Ready Students to improve quality interactions between teachers and students and to provide strategies for teachers to address challenging behaviors, making students ready to learn and ready to succeed. By partnering with an Education Service Center, this project will provide restorative practices training to early childhood teachers and administrators, fostering student accountability, promoting awareness of consequences, instilling a sense of responsibility, teaching conflict resolution skills, emphasizing the significance of communication, and cultivating positive relationships with both adults and students.

Eligible Applicants

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

The eligible applicant is Region 4 Education Service Center.

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 25% 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 restricted 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 June 02, 2025, 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.

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. **Salary Limitation**: None of the funds shall be used to pay the salary of an individual at a rate in excess of Federal Executive Level II. The Federal Executive Level II salary can be found in the Salaries & Wages tables on the U.S. Office of Personnel Management Web site at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to organization. This salary limitation also applies to subawards, contracts, and subcontracts.
2. **Federal Funding Disclosure Statement (Requirement to Provide Certain Information in Public Communications)**: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with these funds, all recipients receiving these funds, including in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:
 - a. the percentage of the total costs of the program or project which will be financed with Federal money,
 - b. the dollar amount of Federal funds for the project or program, and
 - c. percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
3. **Pro-Children Act of 2001 Smoking Prohibitions**: In accordance with the "Pro-Children Act of 2001," (20 U.S.C. § 7181 - §7184), smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of such facilities, that is used for inpatient drug or alcohol treatment.

The above language must be included in any subawards that contain provisions for children's services and that all subawards shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

4. *Human Trafficking Provisions*: This grant award is subject to the requirements in Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). The full text of this requirement is found on the HHS ACF Web site at:
<https://www.govinfo.gov/app/details/USCODE-2023-title22/USCODE-2023-title22-chap78-sec7104&collectionCode=USCODE>.
5. *Reporting of Violations of Federal Criminal Law*: Consistent with 45 CFR §75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.
6. *Standards for Financial and Program Management*:
 - a. This award is subject to the requirements as set forth in 45 CFR Part 75.
 - b. Costs must comply with 45 CFR §75.400 – 75.477.
 - c. Procurement procedures must comply with 45 CFR §§ 75.326 and 75.335 procurement standards. States must follow the same procedures used for non-federal funds and must include contract provisions noted in 45 CFR Part 75 Appendix II.
 - d. Subrecipient and contractor determinations, requirements for pass-through entities, and fixed amount subawards must comply with 45 CFR 75.351 – 75.353.
 - e. Indirect costs must comply with 45 CFR § 75.414. Indirect cost rates must be based on a current Indirect Cost Rate Agreement approved by the non-federal entity's cognizant federal agency. A de minimis rate of 10% of Modified Total Direct Costs (MTDC) may only be used by a non-federal entity that has never received a federally negotiated indirect cost rate agreement. Note: A governmental department/agency that receives more than \$35M in direct federal funding must submit an indirect cost rate proposal to its cognizant agency for indirect costs.
 - f. Prior approval requirements in 45 CFR §75.308(d) are not waived. Grant recipients must request prior approval for pre-award costs, one-time extension of the period of performance, and carryover of unobligated balances.
 - g. Participant Support Costs require prior approval per 45 CFR §75.456.
7. *Non-Discrimination Legal Requirements for Recipients of Federal Financial Assistance*: Funds must be administered in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age, and, in some circumstances, religion,

conscience, and sex (including gender identity, sexual orientation, and pregnancy). This includes taking reasonable steps to provide meaningful access to individuals with limited English proficiency and providing programs that are accessible to and usable by individuals with disabilities.

8. *Prohibition on Expending HHS Award Funds for Covered Telecommunications Equipment or Services:*

Funds shall be used in compliance with 2 CFR §200.216:

Prohibition on certain telecommunications and video surveillance services or equipment.

- a. As described in 2 CFR 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to:
 1. Procure or obtain,
 2. Extend or renew a contract to procure or obtain; or
 3. (3) Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.
9. *Publications or Audiovisual Media Disclaimer:* Publications or audiovisual media must include the following disclaimer: “This [publication or project] was made possible by grant number 90TP0088. Its contents are solely the responsibility of the authors and do not necessarily represent the official view of the United States Department of Health and Human Services, Administration for Children and Families.”

10. *Federal Funding Accountability and Transparency Act (FFATA)*: This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. This award is also subject to the requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). If applicable, Subrecipient, must comply with these requirements and have a federally issued Unique Entity Identifier at the time of the Grant Award. Additionally, if required, Subrecipient will have a registered SAM.gov account within thirty (30) days of and throughout the Grant Award.
11. *Whistleblower Protections*: Recipients must comply with the National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub.L. 112-239, 41 U.S.C. § 4712) “Enhancement of contractor protection from reprisal for disclosure of certain information,” and 48 C.F.R. Part 3, Subpart 3.9, “Whistleblower Protections for Contractor Employees.” For more information see: <https://oig.hhs.gov/fraud/whistleblower/>.

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 TEA Restorative Practices Training Model is exclusively available for educators within the state of Texas, prohibiting any sales or distribution outside this state, and offered at a minimum twice per week.
2. TEA requires the training to be the State Model of Early Childhood Restorative Practices Training, including practical and effective strategies for implementing Restorative Practices with early childhood students through engaging role-play activities.
3. Participants from School Systems will explore the three components of Restorative Practices specifically designed for teaching students aged 3 to 6 years old.
4. ESC 4 will provide Early Childhood training with a variety of comprehensive training materials, including notes, examples, explanations, and modeling techniques to effectively implement the Community Building Circle, Respect Agreement, and I-Messages for students aged 3 to 6 years old.
5. The grantee will submit a proposed training schedule.
6. The grantee will provide a trainer with a certificate of training from TEA for Early Childhood Restorative Practices Training.
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.

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
- Course Registration Fees

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)
 - Subscription-based Information Technology Arrangement (SBITA) — Principal Costs (6514)
 - Subscription-based Information Technology Arrangement (SBITA) — Interest Costs (6526)

Program Guidelines

- Audit services for federally funded grants, unless the subrecipient meets the Uniform Grant Guidance (UGG) threshold and is required to conduct the federal audit.
- Professional and contracted services
- Consumable and durable supplies and materials
- Capital outlay
- In-state travel 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
- Out of State Travel
- Travel for Students to Conferences (Does Not Include Field Trips)
- Educational Field Trips
- Stipends for Non-Employees Other Than Those Included in 6419
- 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 Council
- 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. Number of participants at each training.
2. Evaluations from each participant.

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.