Request for Application

Program Guidelines

2024-2025 ESC Title IV Mental and Behavioral Health Training and Support Grant

Authorized by Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA), Title IV, Part A

Contents

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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 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.

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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.

Contact for Clarifying Information

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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	$1,334,396
Percentage to be financed with federal funds	100%
Amount of federal funds	$1,334,396
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 continuation grant program will build local and regional expertise, training, resources, guidance, and capacity under Title IV, Part A, with a focus on mental and behavioral health, and provide these resources to Education Service Centers (ESCs) for delivery to small and/or rural local educational agencies (LEAs) within their respective regions. ESCs will participate in a Behavioral Health Component Professional Learning Community, conduct an assessment of behavioral health needs in their LEAs, develop a Behavioral Health Component Professional Learning Community with small and rural LEAs in their region, enroll LEAs in the School Health Assessment and Performance Evaluation (SHAPE) System, provide training, and support resource and relationship building. Priority will be for each ESC to continue to serve five or more small and/or rural LEAs, and to add new LEAs to the project. ESCs meeting the objectives of the grant may receive continuation grants for an additional year.

Eligible Applicants

See the General and Fiscal Guidelines, Eligibility for Funding.

All 20 Regional Education Service Centers (ESCs) are eligible for this grant.

Eligibility List

An eligibility list is posted by Regional Education Service Center (ESC) in the Application and Support Information section of the TEA Grant Opportunities page.

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 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 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 September 1, 2024, 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. Provide training, technical assistance, and capacity building to LEAs;

2. Identify and eliminate State barriers to the coordination and integration of programs, initiatives, and funding streams that meet the purposes of Title IV, Part A; and

3. Support LEA needs.

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. Continue to meet the TEA Program Requirements of the 2022-2023 and 2023-2024 ESC Title IV Mental and Behavioral Health Training and Support Grant programs.

2. Modify and/or amend grant program, in consultation with TEA, to address any recommendations or findings from Title IV, Part A Monitoring conducted by USDE.

3. Submit Program Progress Reports twice annually in a format requested by TEA.

4. 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

- Consumable and durable supplies and materials

- Capital outlay

- Programmatic costs to conduct TEA Program Requirements as listed above (**NOTE**: that activities to implement the required grant activities are considered program costs.)

- If TEA Program Requirements are met, up to 20% of grant funds may be used to support threat assessment team training for LEAs.

- Other relevant activities as approved, in advance, by the program manager at TEA.

- Stipends for Non-Employees

- Non-employee Costs for Conferences

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

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 directly tied to the intent of the program, and with pre-approval from the program office.

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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.

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)
- Direct Administrative Costs
- Field Trips
- Advisory Councils
- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Out-of-State Travel
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Travel for students to conferences
- 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 LEAs and participants by topic;
2. Attendance and participation at required professional learning community meetings;
3. Results and summary findings of regional behavioral health needs assessments; and
4. Summary of resources, relationships, and capacity for collaboration.

Additionally, the applicant agrees to propose and negotiate additional performance measures to be approved by TEA and to collect data and report on the approved performance measures in a format and timeline determined by TEA.

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.