

Request for Application

Program Guidelines

2045-2025 Texas ACE High-Quality Summer Pilot

Authorized by Elementary and Secondary Education Act (ESEA) of 1965, as amended by Every Student Succeeds Act (ESSA), Title IV, Part B (20 U.S.C. 7171-7176)

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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

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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	\$385,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$385,000
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 Texas ACE High-Quality Summer Pilot will strengthen the summer programming at existing Texas ACE centers using the [Texas Summer Learning Framework](#).

The goals of the Texas ACE High-Quality Summer Pilot include:

- Support grantees in incorporating research-based practices that have been shown to reduce summer learning loss and improve student outcomes
- Support grantees in receiving guidance from summer learning experts to use data to inform summer program design and implementation
- Support grantees with developing and implementing a comprehensive impact reporting system to gather qualitative and quantitative data, showcasing the positive outcomes of the summer program to stakeholders.

What is Texas ACE?

Texas ACE is the Texas 21st CCLC program operates as the Texas Afterschool Centers on Education.

The federal Nita M. Lowey 21st Community Learning Centers program supports the creation of community learning centers that provide academic and enrichment opportunities during non-school hours for students, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children. Title IV, Part B, specifies that 21st CCLC funds are to be used to provide opportunities for communities to establish or expand activities in community learning centers that do the following:

- Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging state academic standards.
- Offer students a broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug- and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs; technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students.
- Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children’s education, including opportunities for literacy and related educational development.

Eligible Applicants

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

Current recipients of the Texas 21st Century Community Learning Centers, Cycle 11, Year 4, or Cycle 12, Year 2, grant that expressed interest in participation by completing the Summer Planning Support Interest Form by August 7th, 2024, are eligible to apply for this funding.

Funding is allocated at the grant-level. Programs can receive funding for up to four Texas ACE centers. However, Texas ACE programs may choose to implement the summer supports at additional Texas ACE centers identified in their ADSY PEP Summer 2024-2025 Strategic Plan.

Funding formula:

- \$15,000 in base funding for additional planning requirements and implementation costs at one Texas ACE center.
- \$10,000 for implementation costs at each Texas ACE center. A maximum of four Texas ACE centers are eligible for this allocation.

Eligibility List

An eligibility list is posted 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 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

Direct Administrative Costs

TEA limits the amount of direct administrative costs for this grant program to no more than 5% of the total grant award.

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 January 1, 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. The Texas ACE High-Quality Summer Pilot is a supplemental award for eligible Texas ACE programs and is therefore beholden to the statutory requirements of the Nita M. Lowey 21st Century Community Learning Centers grant.

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:

- Assign a designated project manager to lead the work for summer and attend all Learning Community professional development workshops, calls with designated ESC technical assistance provider, lead the steering committee, and ensure completion of the LEA's ADSY summer strategic plan.
- Form a cross-departmental Steering Committee, including representatives from the Finance team and Curriculum & Instruction team, to guide summer planning.
- Participate in the ADSY PEP Summer learning community and associated planning and implementation supports to operate a strong summer program.
- Create and submit a comprehensive Strategic Plan utilizing the planning resources and templates provided in the grant program.
- Ensure that summer program days are 25-to-30-day summer programs which includes at least 360 operational minutes (6 hours) per day, of which, 180 minutes (3 hours) should be dedicated to academic instruction. The additional three hours should be dedicated to enrichment activities such as arts, science exploration, and sports. The LEA also agrees to adhere to the research-based design expectation of the ADSY PEP summer program.

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- The LEA agrees to consult with the LEA Curriculum and Instruction team to develop a utilize high quality instructional materials for core instruction and offer aligned professional development to teachers and staff that will operate the summer program.
- Lead the data collection efforts necessary to meet grant requirements and use data to create an Impact Report (tools and training will be provided)
- Utilize pre- and post-summer assessments and agree to share program effectiveness data, including student outcomes and projected and final student attendance during the summer program
- 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

- Additional activities that are necessary and reasonable to increase summer quality and meet the stated goals and requirements of the Texas ACE Summer Pilot. All items must be allowable costs as outlined in the Program Guidelines for the Nita M. Lowey 21st CCLC Cycle 11, Year 4 and Cycle 12, Year 2.
- Payroll costs are limited to the eligible payroll positions below:
 - Stipend for ADSY Planning and Execution Program Summer Project Manager
 - Stipends for ADSY PEP Steering Committee Members who attend 85% or more of Steering Committee Meetings and supports the development of the LEA's ADSY PEP Summer Strategic Plan
 - Payroll costs for ADSY PEP summer program Teachers, ADSY PEP summer program Paraprofessionals, and ADSY PEP summer program campus Principal or Assistant Principal
- Professional and contracted services

- Consumable and durable supplies and materials that are necessary and reasonable to meet the objective of the 2024-2025 Texas ACE High-Quality Summer Pilot
- Summer Program Operations such as curriculum materials, classroom supplies for ADSY Summer program
- Field Trips (2 maximum)
 - Instructional field trips that extend student learning or complement the ADSY summer program and are tied to TEKS.
 - Instructional field trips that enhance student learning in a manner that is not possible through the regular ADSY summer program setting and are tied to TEKS.

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

Field Trips

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

- Educational Field Trips (EFTs) consist of approved planned instructional activities that involve students in developmentally appropriate and safe learning experiences that are difficult to duplicate in a classroom situation. EFTs serving the federal 21st CCLC grant program that meet all federal regulations and state requirements stated in this and all sources that govern the program are considered by TEA to be approved activities. Grantees are responsible for maintaining documentation that supports the expenditure and alignment with the policy. Noncompliance with this policy may result in a monitoring finding and referral to TEA's Federal Fiscal Compliance Division.
- Activities must be pre-planned and specifically aligned with the appropriate Texas Essential Knowledge and Skills (TEKS) and lessons that are being taught in the regular school day program or in the 21st CCLC program in alignment with academic needs and requirements.
- The timeline of the study must align with the activities being studied and the activities must directly support the learning and mastering of the TEKS.
- EFTs must be both reasonable in cost and necessary to accomplish the objectives of the program.
- The safety of students and staff is of utmost importance and must be appropriately considered when planning and conducting field trip activities. All aspects of the experience, such as transportation mode, distance, and nutrition must be developmentally appropriate for the age and abilities of all youth participating.
- Planned activities at an approved adjunct site are not considered field trips.

- Nutritional snacks are allowed. Meal expenditures are not allowed, even when on a field trip. Pre-packed lunches from a school food program are allowed.
- Examples of educational field trips include the following:
 - Laboratory and field investigation
 - Supplemental curricular academic activities that are focused on science, technology, engineering, and/or math
 - Educational tours and interactive activities with local science centers, arts centers, museums, zoos, horticultural centers, historic sites, archaeological sites, or nature preserves
 - Intentionally directed time at public libraries to conduct research and access reading and study materials
 - Organized visits to colleges and universities to encourage interest in and familiarity with the pursuit of higher education

NOTE: See unallowable examples of field trips under *Unallowable Activities and Use of Funds*

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.

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:

- Program Income

Generating program income is not allowed. Program income is the gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. (2 CFR §200.80) A simple definition is revenue generated as a direct result of the federal award and that is in addition to the federal funds provided by TEA through the competitive subgrant application process. Program income generated must be reported and will be deducted from the funds awarded to the subrecipient. (2 CFR §200.307(b)) Program income that the grantee did not anticipate at the time of the grant award must be used to reduce the grant award rather than to increase the funds committed to the project. Expenditures of program income must be for the purposes and under the conditions of the grant award. Donations are not considered program income.
- Limits on Contracted Services

The Nita M. Lowey limits on Contracted Services does not apply to the Texas ACE High-Quality Summer Pilot.

- Extended Day and Extended Year Programs
TEA will not fund programs that propose to extend the school day or school year
- Unallowable types of field trips include those that:
 - Are not reasonable in cost or are not necessary to accomplish the objectives of the grant program
 - Occur on a frequent basis
 - Primarily are for social, entertainment, or recreational purposes
 - Transport students to a location further than necessary when a similar experience is available closer to the center
 - Supplant and do not supplement local, state, or federal expenditures or activities, including those that expend funds on students who are not enrolled in the Texas ACE program
 - Are not properly documented
 - Transport students to entertainment or recreational locations that have legitimate educational programs when more than 25 percent of the time spent at the location is used for entertainment or recreation of field trip participants
 - Large or frequent field trip expenditures are neither reasonable nor necessary to deliver the program
 - Large or frequent expenditures on EFTs – even those that meet all other criteria – are not allowed
 - Traveling long distances with students is neither reasonable nor necessary for this program and is not allowed
 - Out-of-state travel for students is not allowed. Overnight stays are not allowed. Long distances in lieu of overnight stays are also not allowed.
 - Field trips that are incentives (attendance, participation, learning incentives) are not allowed
- Expenditures for entertainment experiences and sporting events are not allowed
- Stipends for students or family members to participate
- Stipends for non-employees other than those included in 6419
- 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)

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- Capital Lease Liability — Principal Costs (6512)
- Capital Lease Liability – Interest Costs (6522)
- Interest on Debt Costs (6523)
- Out-of-State Travel
- Travel for Students to Conferences (Does Not Include 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
- Capital Outlay
- Expenditures for prekindergarten-only centers
- Use of the 21st CCLC grant expenditures as a match for any other federal, state, or local grant program
- Expenditures related to students not enrolled in, served by, or eligible for the program
- Payment or reimbursement to students for receiving tutoring or mentoring services
- Fundraising activities of any kind
- Generating program income of any kind
- Writing grants to obtain other grant funds
- Training on grant writing
- Gifts or anything that can be perceived as a gift
- Membership dues, including but not limited to fees for University Interscholastic League (UIL) competition, activity, or events
- College tuition for students except for dual credit courses
- Religious instruction or provision of sectarian materials
- Infrastructure or installation of infrastructure needed for computer access
- Furniture, portable buildings, and vehicles
- Funds to invest in the stock market or savings or bank accounts
- 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. Mandatory performance measures for the Nita M. Lowey 21st Century Community Learning Centers, as stated in the Cycle 11 and Cycle 12 Program Guidelines.
2. Grantees agree to participate in the Texas Summer Learning Study if needed as outlined in the program requirements.
3. Annual data collections on student progress in the summer program, student and staff satisfaction surveys, and planning documents will be collected Mandatory performance measure.

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 apply to this federally funded grant program.

Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does 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.