

Request for Application

# Program Guidelines

## 2024-2025 Title V, Part B Rural and Low-Income School Program Grant Application

Authorized by Elementary and Secondary Education Act (ESEA) of 1965, as amended by Every Student Succeeds Act (ESSA), Title V, Part B, Subpart 2

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## Introduction to the Program Guidelines

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TEA, as the pass-through entity<sup>1</sup>, is the grantee<sup>2</sup> from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities<sup>3</sup> 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<sup>4</sup>. 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 all schedules (i.e., forms) to be completed in order for the applicant to be eligible for funding. The application to which these guidelines and instructions refer must be submitted electronically through the eGrants system.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

### Requirement for Username and Password

To access eGrants and apply for this grant, you must have access to the [TEA Login \(TEAL\)](#). Follow these steps to apply for usernames and passwords on TEAL:

1. Visit the [TEA Login \(TEAL\)](#) page of the TEA website. Select [Request New User Account](#) to begin the process of applying for a TEAL account online.
2. Once you have been assigned a TEA Login (TEAL) account, log into TEAL and under Self-Service select My Application Accounts.
3. The My Accounts tab will open. Select Request New Account, then find eGrants in the list and follow the instructions to submit your request.

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<sup>1</sup> 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)

<sup>2</sup> 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)

<sup>3</sup> 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)

<sup>4</sup> 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.

## Application Submission Through eGrants

Submit the application for these grant programs electronically through the TEA eGrants system. Refer to the [General and Fiscal Guidelines](#) for more specific information about the eGrants application process.

Applications must be submitted as follows:

- Those submitted by public LEAs must be signed electronically by the superintendent of the school district or a designee.
- Applications submitted by regional Education Service Centers (ESCs) must be signed electronically by the executive director or a designee.
- Applications submitted by open-enrollment charter schools must be signed electronically by the chief operating officer of the school or a designee.
- Campuses and campus charter schools must apply through their public school district, and the application must be signed electronically by the superintendent or designee.

## 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.

## Email Bulletins

See the [General and Fiscal Guidelines](#), GovDelivery Bulletins.

## Contact for Clarifying Information

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### Grant Program Contact

Nez Paniagua-Jimenez, Program Director  
Federal Program Compliance Division  
[Nez.Paniagua-Jimenez@tea.texas.gov](mailto:Nez.Paniagua-Jimenez@tea.texas.gov)  
Phone: (512) 936-2235

### Funding Contact

Kayla Potter  
Grants Administration Division  
[Kayla.Potter@tea.texas.gov](mailto:Kayla.Potter@tea.texas.gov)  
Phone: (512) 463-8525

## US Department of Education and/or State Appropriations

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The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$11,270,153
Percentage to be financed with federal funds	100%
Amount of federal funds	\$11,270,153
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

### Grant Timeline

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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

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This section provides detailed information about the grant program.

2024-2025 Title V, Part B Rural and Low-Income School Program Grant Application  
SAS #RLISAA25

## Program Purpose, Goals, and Objectives

This program is designed to address the unique needs of rural school districts that frequently (1) lack the personnel and resources needed to compete effectively for federal competitive grants, and (2) receive formula allocations in amounts too small to be effective in meeting their intended purposes.

Title V, Part B, Subpart 2 Rural and Low-Income School Program assists eligible LEAs in addressing local academic needs more effectively by giving them greater flexibility in the use of limited federal resources.

The intended program beneficiaries are all students and teachers at eligible LEAs.

## Eligible Applicants

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

Organizations in Texas eligible to apply for a grant under Rural and Low-Income Schools are the following:

- LEAs in which 20% or more of the children served, ages 5 through 17 years, are from families with incomes below the poverty line.
- All of the schools served by the LEA are designated with a School Locale Code of 32, 33, 41, 42 or 43, as determined by USDE, or state educational agency (SEA) determines the LEA is located in an area defined as rural by the state.

The following eligibility requirements also apply:

- TEA reserves the right not to award a grant to a district or charter school that is identified by TEA as a high-risk grantee.
- An open-enrollment charter school shall become ineligible for grant funding (or, if a campus has applied for and received funding for this grant, will have its grant funding placed on hold) if the Commissioner notifies the campus's charter holder of his intent to (1) revoke or nonrenew the charter under TEC Chapter 12, or (2) close the campus under TEC Chapter 39, for any of the reasons set forth in either statutory provision. If the Commissioner ultimately revokes or denies renewal of an open-enrollment charter of a charter holder or closes a campus that has been awarded funds under this grant program, grant funding shall be discontinued.
- The applicant must be in compliance with submitting the annual audit to TEA, as described in the General and Fiscal Guidelines.

## Eligibility List

The entitlement list is posted on the [Entitlements](#) page.

## Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are allowed.

Regional Education Service Centers (ESCs) may serve as fiscal agents for an SSA for this grant.

## 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

The authorizing statute limits the amount of direct administrative costs to administer the following programs:

- Title III, Part A, to no more than 2%
- Title IV, Part A, to no more than 2%

### 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 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.

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. Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies
2. Title II, Part A – Supporting Effective Instruction
3. Title III – Language Instruction for English Learners and Immigrant Students
4. Title IV, Part A – Student Support and Academic Enrichment

### 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. Increase Student Academic Achievement; or
2. Decrease Dropout Rate

3. 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 SAS. Refer to Schedule CS7000—Provisions, Assurances, and Certifications.

## 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
- Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies
  - Example: A school district develops an entrepreneurial education program to supplement its civics curriculum.
- Title II, Part A – Supporting Effective Instruction
  - Example: A school district pays the stipend for a prospective teacher to work alongside an effective teacher, who is the teacher of record, for a full academic year.
- Title III – Language Instruction for English Learners and Immigrant Students
  - Example: A school district offers an afterschool enrichment program for English learners.
- Title IV, Part A – Student Support and Academic Enrichment
  - Example: A school district purchases a bully prevention program for all schools.
- Parental Involvement Activities
  - Example: A school district plans a back-to-school night at a Title I, Part A, schoolwide campus.

# Program Guidelines

You should be able to respond appropriately to and maintain documentation for each of the following to determine whether an expenditure is allowable:

- How is the expenditure reasonable and necessary to carry out the intent and purpose of the grant program?
- Provide the description, as identified in the comprehensive needs assessment, the expenditure addresses.
- Explain how the expenditure addresses this need.
- How will the expenditure be evaluated to measure a positive impact on student achievement?
- How is the expenditure supplemental to other nonfederal programs?

## 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.

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.

### Field Trips

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

- Is identified in the Comprehensive Needs Assessment (CNA).
- Is included in the Campus Improvement Plan (CIP).
- Is allocable, reasonable, and necessary to carry out the intent and purpose of the grant program.
- Includes an instructional activity or activities that cannot be conducted through interactive activities in the classroom or on campus.
- Will result in a positive impact on student achievement.
- Includes instruction that addresses the Texas Essential Knowledge and Skills (TEKS).
- Includes an evaluation of the field trip that measures the impact on student achievement.

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:

- 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)
- Advisory Council
- Cost of Membership in Any Civic or Community Organization
- Hosting or Sponsoring of Conferences
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Travel for Students to Conferences (does not include field trips)
- Stipends for non-employees
- Non-employee Costs for Conferences
- Construction, remodeling, or renovation costs are not allowed unless specifically authorized in the authorizing program statute and unless specifically approved by TEA in the applicable grant application.
- 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. Expenditures for each program/activity used to achieve a goal

## 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 apply to this federally funded grant program.

## Attachments

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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.

## Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application, if applicable.

### General Instructions

# Program Guidelines

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting or zip the file to make it take up less space.

The only supported browser is Google Chrome. If you are using another browser, please change to Google Chrome before attaching files.

Documents only need to be attached once. Do not attach duplicate documents when completing an amendment. Remove an existing attached document prior to attaching a new version.

## Naming Attachments

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 5013C\_letter.doc) and no special characters. Use a meaningful name that identifies the specific document.

Make sure that each attachment has a valid extension (.pdf, .doc, .rtf, .xls, .bmp, .txt, .docx, .xlsx).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

## Scanning Documents

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.
- Scanned files must be in PDF format.

## Zipping Files

If your files are too large, add them to a zip file to save space (download a free version of [WinZip](#) and find instructions on creating zip files).

## Attaching Files to an eGrants Application

1. Ensure that the document is saved on your computer, using the naming instructions above.
2. On the grant application's Table of Contents page, select Attach File.
3. Select the appropriate radio button for a TEA Defined Attachment or an Optional Attachment.
4. Select the Browse button. A standard Windows browser appears. Find the file.
5. Select Attach.
6. Confirm the document title appears under Documents Submitted in This Version; refresh the page if necessary. If the attachment does not appear, you may have to rename your document with a shorter name and start over.
7. Repeat this process to attach all your documents.