Request for Application

Program Guidelines

2025-2027 IMRA Support Grant

Authorized by General Appropriations Act (GAA), Article III, Rider 94, 88th Texas Legislature

Contents

2025-2027 IMRA Support Grant
SAS #701A-25

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 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 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, 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.

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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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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	$46,000,000
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	$46,000,000

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 2025-2027 IMRA Support Grant, established by the Texas Education Agency (TEA), is designed to support the implementation and execution of the Instructional Materials Review and Approval (IMRA) process on behalf of the State Board of Education (SBOE). This grant enables Education Service Centers (ESCs) to support the execution of the reviews by:

- Providing and collecting feedback on quality rubrics
- Verifying completed evaluations of IMRA reviews
- Uploading evaluation reports to the IMRA website
- Confirming changes to instructional materials through the review process

The IMRA process ensures that high-quality instructional materials (HQIM) are reviewed, approved, and made accessible to educators, students, and parents.

In addition, this grant supports the successful implementation of the Instructional Materials Review and Approval (IMRA) process by enabling key activities that ensure high-quality instructional materials are identified, reviewed, and approved for use across Texas. The Region 11 Education Service Center will lead the fiscal and operational coordination of the following outcome-driven investments:

- Access to High-Quality Instructional Materials;
- Engagement of Expert Reviewers and Stakeholders; and
- Enhancement of Rubric Effectiveness and IMRA Process Efficiency.

Continuation grants are anticipated annually through the 2026–27 school year, contingent on grantee performance and funding availability.

Eligible Applicants

See the General and Fiscal Guidelines, Eligibility for Funding.

Eligibility List

An eligibility list is posted by regional ESC in the Application and Support Information section of the TEA Grant Opportunities page.

Region 11 Education Service Center is eligible for the fiscal operations component, including purchase orders (POs).

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 5% 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 June 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)
- 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. **ESC Input and Feedback**

   Grant recipients will provide input and feedback on quality rubrics to be used in reviewing instructional materials, the overall review process, portal development, and adoption resources (i.e, course, playbook) feedback. ESC leadership recommends and approves recommended ESC feedback provider who has content feedback expertise for rubric being reviewed. Estimated time commitment is subject to change based on review development timeline adjustments by TEA.

Input, Feedback or Review Component	Anticipated Deadline	Means	Estimated Annual Time Commitment	Compensation
1.1 Provide periodic input and feedback on IMRA quality rubric designs and content.	Periodically according to rubric development schedule	Completed Feedback Tool	20 hours	$115 an hour

2. **ESC Verification of Completed Evaluations**

   Grant recipients will conduct verifications of completed product evaluations to check for sufficient evidence provided to support indicator scores for each indicator within a rubric. Product evaluations consist of up to three grade levels (or courses) and each product requires at least one separate verification. Estimated time commitment is subject to change based on review timeline adjustments by TEA. Required activities are in the table below:

Input, Feedback or Review Component	Anticipated Deadline	Means	Estimated Annual Time Commitment	Compensation
2.1 Attend virtual trainings to learn how to verify quality review reports. A minimum of two ESC staff must be trained to verify quality review reports.	Periodically according to review schedule	Attend Training	2 hours per person, minimum of 4 hours	$115 an hour
2.2 Verify completed quality review reports to ensure sufficient evidence. Re-review of reports may be required if ESC verification is not achieved.	Periodically according to review schedule	Completed Reviews to TEA	Minimum of 6 hours per review verification, minimum of 48 hours	

3. **ESC Uploading of Reports to IMRA Website**

Grant recipients will upload the text of final IMRA reports to the dashboard of the IMRA website for publication. Each product aligns with the corresponding SBOE-approved quality rubric and requires upload of text for each applicable indicator of the rubric. ESCs will be trained on uploading logistics, following an uploading tracker. Uploads follow the conclusion of verification and finalizing of IMRA reports. Estimated time commitment is subject to change based on the review timelines provided by TEA. Required activities are in the timeline below:

Input, Feedback or Review Component	Anticipated Deadline	Means	Estimated Annual Time Commitment	Compensation
3.1 Attend virtual training to learn how to upload quality review reports. A minimum of two ESC staff must be trained to verify quality review reports.	Periodically according to review schedule	Attend Training	2 hours per person, minimum of 4 hours	$115 an hour
3.2 Upload completed quality review reports to IMRA website for assigned products.	Periodically according to review schedule	Completed uploads of reports to IMRA website	Minimum of 1 hour per report upload, minimum of 15 hours	

4. **ESC Verification of IMRA Confirmation of Changes**

   As a condition of approval by the State Board of Education (SBOE), IMRA publishers are required to make the corrections and edits listed in the Report of Required Corrections, Report of New Content, and the Comprehensive Editorial Changes Report. During the public review period, errors and edits were identified by the state review panels, members of the public, and publishers. ESC grant recipients must very that each correction, new content, and edit included in this program has been included in the final, approved instructional materials.

Input, Feedback or Review Component	Anticipated Deadline	Means	Estimated Annual Time Commitment	Compensation
4.1 Attend virtual training to learn how to confirm changes. A minimum of two ESC staff must be trained to confirm changes.	Periodically according to review schedule	Attend Training	2 hours per person, minimum of 4 hours	$115 an hour
4.2 Verify each correction, new content, and edit included in the program have been included in the final, approved instructional materials.	Periodically according to review schedule	Completed Confirmation of Changes to TEA	Minimum of 6 hours per review verification, minimum of 50 hours	

This grant also supports the successful implementation of the Instructional Materials Review and Approval (IMRA) process by enabling key activities that ensure high-quality instructional materials are identified, reviewed, and approved for use across Texas. The Region 11 Education Service Center (ESC) will lead the fiscal and operational coordination of the following outcome-driven investments:

1. **Access to High-Quality Instructional Materials**
   Grant funds will be used to acquire and distribute instructional materials that are essential for the IMRA process, particularly those not voluntarily submitted by publishers. This ensures a comprehensive review of materials available for purchase by districts in the state.

2. **Engagement of Expert Reviewers and Stakeholders**
   Grant funds will support the engagement of qualified reviewers and stakeholder groups who contribute to the quality and integrity of the IMRA process. This includes the provision of stipends to individuals participating in reviews, focus groups, and work sessions. To maximize reach and efficiency, stipend payments may be administered directly or through pass-through entities. These efforts ensure broad representation, and a range of viewpoints.

3. **Enhancement of Rubric Effectiveness and IMRA Process Efficiency**
   Grant funds will support services and tools that improve the design, application, and analysis of rubrics and evidence guides used in the IMRA process. This includes efforts to streamline review workflows for the public and IMRA review stakeholders, enhance data collection, and conduct analysis to evaluate the effectiveness and efficiency of both the rubrics and the overall review process.

Payment

The grant program for all recipients 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:

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

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

- In-state travel as necessary to meet the program requirements of this grant not to exceed state approved travel rates. Travel costs must follow the travel guidance provided at the beginning of this Allowable Activities and Use of Funds section.

- Purchase orders related to stipends for IMRA reviewers or quality rubric working groups.

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:

- Instructional Materials Review and Approval Conferences

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:
  - Capital Lease Liability — Principal Costs (6512)
  - Capital Lease Liability — Interest Costs (6522)
  - Interest on Debt Costs (6523)
- Audit services for state-funded grants
- Out-of-state travel
- Travel for students to conferences
- Field trips
- 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
- Capital Outlay
- 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:

Required Activity Description	Means	Performance Metrics
1.1 ESC content expert(s) provides periodic input and feedback on IMRA rubric design and content ESC feedback provider(s) recommended and approved by ESC leadership	Feedback Tool or Virtual Feedback Session	ESC provides feedback on all rubrics developed annually (100%).

2.1 Attend virtual training to learn how to verify quality review reports.	Training Registration and Attendance	At least 2 ESC staff from each ESC region attend 100% of training on quality review verifications.
2.2 Verify completed quality review reports to ensure sufficient evidence. Re-review of reports may be required if ESC verification is not achieved.	Feedback Tool	At least 2 ESC staff from each ESC region complete 100% of verifications assigned until reports are approved with sufficient evidence by the established deadline.
3.1 Attend virtual training to learn how to upload quality review reports.	Training Registration and Attendance	At least 2 ESC staff from each ESC region attend 100% of training on uploading quality reports to IMRA website.
3.2 Upload completed quality review reports to IMRA website for assigned products.	Feedback Tool	At least 2 ESC staff from each ESC region complete 100% of uploads assigned by the established deadline.
4.1 Attend virtual training to learn how to confirm changes.	Training Registration and Attendance	At least 2 ESC staff from each ESC region attend 100% of training on confirmation of changes.
4.2 Verify each correction, new content, and edit included in the program has been included in the final, approved instructional materials.	Feedback Tool	At least 2 ESC staff from each ESC region complete 100% of verifications of confirmation of changes assigned until reports are approved with sufficient evidence by the established deadline.

For Region 11 Education Service Center:

1. Make available to TEA financial aggregate reports of process activity and documentation, according to a timeline proposed by ESC 11 and approved by the TEA.

2. Provide regular (at least quarterly, or more frequently by TEA request) report(s) documenting all project spending.

3. Collaborate with TEA to conduct other program evaluations as may be requested by TEA.

4. Complete a close out report and/or related convening(s) as requested by the TEA (to share out and reflect on lessons learned).

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

No program-related attachments are required for this grant program.