

Request for Application

# Program Guidelines

## 2025-2027 Tutoring HUB and Technical Support

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

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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 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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<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.

## Contact for Clarifying Information

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### Grant Program Contact

Colby Self, Director of Texas Tutoring Supports/HB 1416  
Texas Tutoring Supports  
[colby.self@tea.texas.gov](mailto:colby.self@tea.texas.gov)  
Phone: (512) 463-7271

### Additional Program Contact

Alicia Garcia, Texas Tutoring and Content Specialist  
Texas Tutoring Supports  
[alicia.garcia@tea.texas.gov](mailto:alicia.garcia@tea.texas.gov)  
Phone: (512) 463-9418

### Funding Contact

Emma Swartout, Grant Manager  
Grants Administration Division  
[emma.swartout@tea.texas.gov](mailto:emma.swartout@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	<b>\$600,000</b>
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	\$600,000

## Grant Timeline

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2025-2027 Tutoring HUB and Technical Support  
SAS #701A-25

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

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This section provides detailed information about the grant program.

### Program Purpose, Goals, and Objectives

The Texas Education Agency (TEA) will grant funds to establish a single Education Service Center (ESC) tutoring hub. The ESC hub will hold an annual summit focusing on supports for tutoring best practices and implementation, facilitate a cohort lead by a contracted organization in the fundamental components of outcomes-based contracting (OBC) implementation, and assist in the development of tools that can be used as examples for other school systems in implementation of OBC.

If additional grant funding is obtained, additional programmatic activities will be added to this project.

### Eligible Applicants

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

The eligible applicant is Region 20 Education Service Center (ESC).

### 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 state-funded grant, the grantee may claim a maximum for 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 March 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 Education Service Centers (ESCs) and limited other applicants)

### Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

# Program Guidelines

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. **Manage an annual tutoring summit:** The ESC tutoring hub grantee will manage an annual tutoring summit which will provide an opportunity to collaborate with tutoring partners on research and practices. ESC 20 will work with TEA on the programming and logistics of the annual summit.
2. **Outcomes Based Contracting Cohort:** The ESC tutoring hub grantee will facilitate an Outcomes Based Contracting (OBC) cohort for a selected group of school systems so that participants will ultimately be able to implement practices learned from the cohort participation.
3. **Staffing:** For any position involved with this grant, the ESC and TEA will have a collaborative process.
4. The ESC hub will meet with TEA on an established cadence as agreed upon to monitor and facilitate the grant.
5. The ESC hub will meet with providers as agreed upon to facilitate programming.
6. The ESC hub will work with TEA or designee in collecting data as part of the grant.
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](#).

## Texas Grant Management Standards (TxGMS)

See the [TxGMS](#) for detailed requirements. In general, the TxGMS apply to Regional Education Service Centers (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.

## 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
- Debt services (lease liabilities for terms greater than 12 months) — allowable costs include:
  - Subscription-based Information Technology Arrangement (SBITA) – Principal Costs (6514)
  - Subscription-based Information Technology Arrangement (SBITA) – Interest Costs (6526)
- Capital outlay

### 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.

#### 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:



- Keynote speaker for the annual summit

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.

## Hosting or Sponsoring of Conferences

Conferences may be hosted or sponsored under the grant program. Conferences must be managed to minimize costs to the grant award. The following types of conferences may be allowable:

- Annual tutoring summit and convening costs related to the OBC cohort are allowable.

Hosting or sponsoring of conferences will require a written justification form to be maintained locally and made available to TEA upon request. To access the Justification for Hosting or Sponsoring of Conferences 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:
  - Capital Lease Liability — Principal Costs (6512)
  - Capital Lease Liability – Interest Costs (6522)
  - Interest on Debt Costs (6523)
- Audit services for state-funded grants
- Travel for students to conferences
- Field Trips
- Stipends for non-employees
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Cost of Membership in Any Civic or Community Organization
- 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. Satisfaction metrics from attendees of the annual summit as agreed upon with ESC 20 and TEA.
2. Select metrics related to satisfaction and efficacy of OBC cohort participants as agreed upon with ESC 20 and TEA
3. Periodic meeting and grant progress metric and milestone reporting with TEA on a predetermined cadence as agreed upon between ESC 20 and TEA.
4. As funding allows, scale, growth, satisfaction, and impact metrics related to tutoring in teacher pathways as agreed upon with ESC 20 and TEA.

## 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.

The applicant must submit with the application the following required program-related attachments.

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