Request for Application

Program Guidelines

2025-2026 TIA Conference Management

Authorized by General Appropriations Act (GAA), Article III, Rider 69, 88th Texas Legislature

Texas Education Agency

Contents

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.

2025-2026 TIA Conference Management
SAS #701A-25

Contact for Clarifying Information

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U.S. 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	$300,000
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	$300,000

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 grantee will support Teacher Incentive Allotment (TIA) by providing a statewide conference dedicated to supporting districts looking to develop, implement, and improve local designation systems and strategic compensation systems. This conference will be open to approximately 1,000 district leaders and Regional Education Service Center (ESC) TIA Leads. The conference will provide live sessions that directly support districts with best practices in implementing local designation systems and have clear action items for districts to grow their systems to include more teachers available for TIA designations and implement processes to increase their teacher retention goals.

Eligible Applicants

See the General and Fiscal Guidelines, Eligibility for Funding.

The eligible applicant is Region 20 Education Service Center.

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 **the lesser** of its current, approved unrestricted indirect cost rate or 15%.

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)
- 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. Liaise with TEA on planning, design, and programmatic aspects of the TIA Conference.

    a. Conference Project Planning

        i. Develop a project planning schedule with milestones showing major project activities and planned completion dates including site reservation deadline, the list of approved attendees, finalized conference objectives and agenda, final list of speakers/presenters, and list of planning meetings with TEA.

    b. TEA Communications and Planning

        i. Participate in weekly check-ins with TEA program staff from grant stamp-in date until two weeks after the TIA Conference.

        ii. Implement TEA-approved changes to plans.

2. Lead event logistics and coordinate travel within host district.

    a. Site-Related Logistics

        i. Identify meeting space and make reservations, including set-up and layout. Anticipated space needs include:

            • Keynote room space

            • Breakout session rooms

            • Meeting rooms

        ii. Oversee registration services prior to and during the event.

        iii. Provide dedicated staff as needed to direct and manage the conference activities.

        iv. Identify rooms and targeted audiences for any breakout sessions.

        v. Liaise with venue personnel during the event.

        vi. Coordinate and purchase meals, including beverages and snacks, as appropriate based on timing of conference activities.

        vii. Oversee all onsite audiovisual coordination.

     b. Attendee Logistics

        i. Block hotel rooms for registrants, speakers, and presenters.

        ii. Provide clear communications to attendees regarding all conference logistics.

        iii. Create and distribute attendee name badges.

        iv. Assist and support speakers and presenters through entirety of conference.

     c. Conference Communication

        i. Develop a comprehensive communication strategy that spreads the awareness of event to all required participants and other interested audiences.

        ii. Develop informational welcome packets.

        iii. Provide important lodging, transportation, and area resource information.

        iv. Print signs, invitations, programs/agendas, and materials as needed.

3. Execute conference and conduct wrap-up survey.

     a. Day-of Conference Management

        i. Facilitate conference sessions.

        ii. Oversee movement of attendees to proper sessions/rooms.

        iii. Provide onsite support to speakers and host organizations.

        iv. Adapt to audience needs and engagement levels in coordination with TEA.

     b. Wrap-Up Surveys

        i. Develop and conduct a survey to obtain feedback from all participants on quality of overall conference and breakout sessions.

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.

Texas Grant Management Standards (TxGMS)

See the TxGMS for detailed requirements. In general, the TxGMS apply to 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) for subscription-based information technology are allowable only if it is required for attendees to use an application for their conference schedule. Allowable costs may include:
  - Subscription-based Information Technology Arrangement (SBITA) — Principal Costs (6514)
  - Subscription-based Information Technology Arrangement (SBITA) — Interest Costs (6526)

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

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:

- TIA Conference only

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.

Travel Costs for Officials such as Executive Director, Superintendent, or Board Members

Travel costs for officials such as executive director, superintendent, or board members may be funded under the grant program. Only the following travel costs may be allowable for these positions:

- Cost of hotel rooms, not to exceed state travel rates, for TIA Conference dates for those needed to provide on-site assistance

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:

- TIA Conference only

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:
  - o Capital Lease Liability — Principal Costs (6512)
  - o Capital Lease Liability — Interest Costs (6522)
  - o Interest on Debt Costs (6523)
- Audit services for state-funded grants
- Capital outlay
- Out-of-state travel
- Travel for students to conferences
- Field trips
- Stipends for non-employees
- 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. TEA initiative owner will have regular communication with grantee to check progress on milestones and support in selecting conference sessions and speakers.

2. The grantee and TEA will develop a specific metric (goal) that will require conference attendees to complete post-conference surveys indicating which sessions were attended and:

    a. How strategies/supports learned in sessions were implemented in their local designation systems, and

    b. The impact those strategies/supports had in supporting districts to add more eligible TIA teachers within their systems and increase district retention.

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.