

Request for Application

Program Guidelines

2025-2026 Teacher Incentive Allotment (TIA) Regional Support Grant

Authorized by House Bill 2, Section 21.3522, 89th Texas Legislature

Contents

Introduction to the Program Guidelines	3
Reference to the General and Fiscal Guidelines	3
Errata Notices	3
Contact for Clarifying Information	4
Grant Program Contact	4
Funding Contact	4
U.S. Department of Education and/or State Appropriations	4
Grant Timeline	4
Grant at a Glance	5
Program Purpose, Goals, and Objectives	5
Eligible Applicants	5
Shared Services Arrangement	5
Cost Share or Matching Requirement	5
Supplement, Not Supplant	5
Limitation of Administrative Funds	6
Direct Administrative Costs	6
Indirect Costs	6
Pre-Award Costs	6
Application Requirements and Assurances	6
Statutory Requirements	6
TEA Program Requirements	7
Texas Grant Management Standards (TxGMS)	10
Program-Specific Assurances	10
Allowable Activities and Use of Funds	10
General Allowable Activities and Use of Funds	11
Unallowable Activities and Use of Funds	11
Performance Measures	12
Attachments	13
Required Fiscal-Related Attachments	13
Required Program-Related Attachments	13

Introduction to the Program Guidelines

The Texas Education Agency (TEA) administers federal¹ and state grant awards to its subgrantees² to carry out a program. Such entities include primarily 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), nonprofit organizations (NPOs), and other statutorily allowable organizations. The following Program Guidelines apply to all eligible subgrantees for the designated grant program.

The Program Guidelines, as part of the request for application (RFA), are to be used in conjunction with the [General and Fiscal Guidelines](#) and any application instructions or other RFA requirements, as listed for the grant on the [TEA Grant Opportunities](#) page. The Standard Application System (SAS) consists of Application Part 1 (PDF narrative schedules) and Application Part 2 (Excel budget schedules). An eligible applicant must submit both parts of the SAS to apply 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.

¹ TEA is the grantee and pass-through entity for federal education funding awarded by the U.S. Department of Education (USDE). *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 pursuant to a subgrant or contract. (34 CFR §77.1) *Pass-through entity* is defined as a recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out part of a federal program. (2 CFR §200.1)

² *Subgrantee* is defined by TEA to be the same as a *subrecipient*, which is defined in 2 CFR §200.1 as an entity that receives a subaward from a pass-through entity to carry out part of a federal award. The term does not include an individual that is a beneficiary or participant of the program. *Subgrantee* is defined in 34 CFR §77.1 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided. For purposes of the request for application (RFA), TEA may use the terms *subgrantee*, *grantee*, *subrecipient*, and *applicant* synonymously.

Contact for Clarifying Information

Grant Program Contact

Michele Gonzalez, TIA Partnerships and Supports Director
District Talent Systems
Michele.Gonzalez@tea.texas.gov
Phone: (512) 463-9734

Funding Contact

Jaedon Seagler, Grant Manager
Grants Administration Division
Jaedon.Seagler@tea.texas.gov
Phone: (512) 463-8525

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	\$15,000,000
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	\$15,000,000

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 2025-2026 Teacher Incentive Allotment (TIA) Regional Support Grant will provide support to Education Service Centers (ESCs) to develop capacity to support School Systems with the Teacher Incentive Allotment (TIA). Specifically, this grant will provide funds for dedicated staff to provide individualized technical assistance as they develop and expand TIA systems in partnership with other talent initiatives.

Eligible Applicants

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

All 20 Regional Education Service Centers (ESCs) are eligible for this grant.

Eligibility List

An eligibility list is posted by regional ESC 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 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 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 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 September 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. Grantees should provide technical assistance to all school systems served by their ESC at no cost to support grant goals. Fees for services requested that exceed the capacity of the grant funds and grant funded staff must be approved by TEA in advance and prioritize rural and small school systems for at-cost services.
2. Grantees will be responsible for increasing TIA participation and eligibility rates in their region and ensuring successful implementation of TIA, as measured by performance on TIA Data Validation. Region-specific grant metrics and targets will be proposed and approved by TEA. Grantees that do not meet required goals may be subject to additional review and considerations around funding and grant continuation.
3. Grantees must provide support for regional school systems with all the following key annual benchmark activities to continue to remain eligible for ongoing participation in this cycle of the grant.
 - a. September to October: Support districts with the TIA Data Submission Process, including reviewing data submission files, ensuring accuracy, and resolving any technical or system alignment issues.
 - b. September to December: Support districts with BOY TIA implementation, including Appraisal Calibration, Teacher Eligibility, and BOY Assessments.
 - c. December to April: Support system development and application planning for new cohort systems, renewing systems, and school systems seeking to expand/modify their systems.
 - d. February to March: Support with understanding data validation results and continuous improvement.
 - e. February to May: Support with end of year TIA close out, such as observation tracking, student growth calculations, and other necessary components to TIA implementation.
 - f. April to August: Participate in scoring process and provide high-quality feedback on district applications, including TIA statutory components. Note: ESCs will have to provide dedicated staff to support scoring and feedback efforts for district TIA application with yearly training beginning in the fall of 2025.
 - g. June to August: Support school systems in any necessary modifications to their application to support resubmission and acceptance. Provide support for fully approved systems

- ii. Hosting monthly district gatherings in their region addressing the unique needs of the region.
- iii. Leading scheduled check-ins with TEA staff to review activities, progress towards goals, and address barriers.
- iv. Attend all recommended TIA training from TEA and Specialized Hubs needed to build ESC capacity. This may include travel.
- v. New ESC TIA Leads must attend the Quarterly TIA Bootcamps.
- vi. Support school system engagement with the Annual TIA Conference.

12. ESC Grantees must:

- a. Maintain strong working relationships with district leadership.
- b. Provide documentation of the use of grant funds through the submission of a semi-annual report from a template provided by TEA that includes grant-funded roles, salary, spend down, and anticipated spend down by quarter.
- c. Complete and submit all necessary benchmarks, tasks, and requirements.
- d. Participate fully for the duration of the grant.
- e. Collaborate and communicate with TEA in the time and manner requested by TEA.
- f. Leverage existing ESC capacity around talent or strategic leadership to support this work.
- g. Schedule and host an annual TIA Performance Review that will include a review of status of TIA and Talent initiatives in the region, a relevant school visit, and an observation of ESC led TIA technical assistance activities.
- h. Assess school system needs and interest and track all supports provided in the format requested by TEA.
- i. Survey school system personnel for needs and feedback on ESC services.

13. In addition to the TIA Lead requirements outlined in Section 6, grantees must staff an identified TIA Talent Team that meets the following criteria. Note: Grantees can propose FTEs with different qualifications but will need to plan to meet all required deliverables, as detailed in numbers 2 and 3 of this section.

- a. Prioritize the following for full-time roles:
 - i. TIA Data Analyst: Support school systems in reviewing Local Designation System Data, such as teacher observation and student growth results.
 - ii. TIA Assessment Specialist: Support school systems in developing and implementing assessments to support student growth measures within TIA.
 - iii. TIA Generalist: Support school systems through application, expansion, and renewal as well as the leveraging of TIA systems to support student outcomes. Grantee should consider multiple FTEs relative to number of school systems served by the region to

support ongoing implementation and continuous improvement through effective stakeholder engagement practices.

14. Identify a strategic compensation point-person or liaison, who will shadow and learn about supporting school systems working towards Enhanced TIA designations.
 - a. Staff should serve school system leaders in person and locally most of the time.
15. Limit any split funded positions, and when proposed:
 - a. Ensure the funding is not going to an existing function.
 - b. Ensure that there is no alternative.
 - c. Ensure the position type and focus areas meet the needs of this grant.
16. School system Option for Third Party Technical Assistance Provider: Grantees should report on third party technical assistance providers used in the region and efforts to coordinate services which can include funding support and aligned, supplemental ESC services such as T-TESS Calibration and alignment activities.
17. 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](#). 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 the federal Uniform Grant Guidance (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
- In-state travel necessary to meet the program requirements of this grant. Travel costs must follow the travel guidance provided at the beginning of this Allowable Activities and Use of Funds section.
- TIA Conference Fees

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:
 - a. Subscription-based Information Technology Arrangement (SBITA) — Principal Costs (6514)
 - b. Subscription-based Information Technology Arrangement (SBITA) — Interest Costs (6526)
 - c. Capital Lease Liability — Principal Costs (6512)
 - d. Capital Lease Liability — Interest Costs (6522)
 - e. Interest on Debt Costs (6523)
- Audit services for state-funded grants
- Capital outlay
- Out-of-State Travel
- Travel for Students to Conferences
- Educational Field Trips

- Stipends for Non-Employees
- 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
- 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. Number of districts participating in, expanding, renewing and fully approved in the ESC
2. ESC support levels by district
3. For districts not participating in TIA, evidence of outreach and support
4. Percent of teachers eligible by district; plans to increase eligibility percentage
5. Data Submission and validation outcomes
6. TIA Annual Evaluation Survey response rate and teacher buy-in
7. Use of grant funds and, if applicable, fees and payments received for TIA related services
8. School system retention practices and designated teacher retention outcomes
9. Progress by districts toward Enhanced TIA Designations
10. Annual TIA Technical Assistance Survey results
11. TIA Application acceptance rates/ counts by type
12. Performance Management
 - a. For grantees that do not meet performance measures or other criteria determined by TEA, TEA will provide notice along with required corrective actions.
 - b. Grantees that still don't meet requirements may be subject to funding loss or required staffing changes.

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.