

Request for Application

# Program Guidelines

## 2025-2026 Texas GEAR UP (GU) Grants to Districts

Authorized by Public Law 105-244, The Higher Education Act of 1965, as amended, Title IV, Subpart 2, Chapter 2, Sections 404 A-H

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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.

## Overview of IDC Process

The following steps provide a high-level overview of the process for responding to Informal Discretionary Competition (IDC), including submitting an IDC application, and being selected for funding:

1. TEA publishes IDC application and supporting documents on the [TEA Grant Opportunities](#).
2. Eligible applicants submit the programmatic needs assessment application via Qualtrics by the specified deadline in this document.
3. IDC applications are reviewed and scored. Note: The highest scoring applicants may be required to attend an oral interview or respond to questions regarding their IDC application.
4. TEA announces applicants selected for funding on the TEA [Grants Awarded Data](#) webpage.
5. Applicants selected for funding will be required to submit and certify an eGrant funding application including assurances and a budget summary to receive funding. Note: All data submitted in the needs assessment application is incorporated into the eGrants funding application under the Notice of Grant Award (NOGA).
6. TEA staff conducts budget negotiations on the IDC application.
7. Notice of Grant Award (NOGA) issued upon successful completion of the negotiation process.

\*Please note. The Letter of Interest competition or LOI has been given a new name of Informal Discretionary Competition or IDC. The process for selecting and awarding applications for this type of competition has not changed.

## Email Bulletins

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

## Contact for Clarifying Information

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### Grant Program Contact

Brittany Eldred, Program Coordinator  
College, Career and Military Preparation Division  
[Brittany.Eldred@tea.texas.gov](mailto:Brittany.Eldred@tea.texas.gov)  
Phone: (512) 463-9794

## Funding Contact

Competitive Grants Unit  
Grants Administration Division  
[competitivegrants@tea.texas.gov](mailto:competitivegrants@tea.texas.gov)  
Phone: (512) 463-8525

## US 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	*\$1,200,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$1,200,000
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

**\*The availability and amount of funding is contingent upon TEA receiving the award from the U.S Department of Education.**

## IDC Timeline

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.

Date	Event
November 12, 2024	IDC application available <b>on the <a href="#">TEA Grant Opportunities</a> page</b>
December 6, 2024	Last date to submit questions to the grant program contact to be addressed in the Applicants' Conference/Webinar See <a href="#">General and Fiscal Guidelines</a> , Applicants' Conference/Webinar
December 11, 2024	Applicants' Conference/Webinar, 11:00 a.m., <a href="#">Register Here</a>
December 18, 2024	Last date to submit questions for FAQs to TEA contact person, 11:59 p.m.

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Date	Event
	See <a href="#">General and Fiscal Guidelines</a> , Frequently Asked Questions
January 03, 2024	FAQs posted to <a href="#">TEA Grant Opportunities</a> page
January 17, 2025	Due date for the IDC Qualtrics application found <a href="#">here</a> . The IDC application must be received by the TEA by <b>11:59 p.m., Central Time</b> . See <a href="#">General and Fiscal Guidelines</a> , <b>LOI Application Due Date and Time</b>
January 20, 2025- February 14, 2025	IDC review period See <a href="#">General and Fiscal Guidelines</a> , <b>LOI Review Process</b>
February 21, 2024	Anticipated Selection Notice. Those selected will be included in TEA’s application to USDE.
September 15, 2025	Anticipated Award Announcement. *The availability and amount of funding is contingent upon TEA receiving the award from the U.S Department of Education.
October 01, 2025	eGrants ADC and Application opens for awarded applicants
October 01, 2025	Anticipated Beginning date of grant (if selected for funding) See <a href="#">General and Fiscal Guidelines</a> , <b>Grant Period</b>
November 15, 2025	Due Date for eGrants Application.
June 02, 2026	Final date to submit an amendment (if selected for funding)
August 31, 2026	Ending date of grant (if selected for funding) See <a href="#">General and Fiscal Guidelines</a> , <b>Grant Period</b>

## IDC at a Glance

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This section provides detailed information about the grant program.

### Authorizing Legislation

The funding will be awarded to TEA by the US Department of Education through Federal GEAR UP grant pending award, IV Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Chapter 2 as amended by P.L. 105-244.

‘SEC. 404D. EARLY INTERVENTION. “(a) SERVICES.— “(1) IN GENERAL.—In order to receive a grant under this chapter, an eligible entity shall demonstrate to the satisfaction of the Secretary, in the plan

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submitted under section 404C, that the eligible entity will provide comprehensive mentoring, counseling, outreach, and supportive services to students participating in programs under this chapter. Such counseling shall include— “(A) financial aid counseling and information regarding the opportunities for financial assistance under this title; and “(B) activities or information regarding— “(i) fostering and improving parent involvement in promoting the advantages of a college education, academic admission requirements, and the need to take college preparation courses; “(ii) college admissions and achievement tests; and “(iii) college application procedures.

## Purpose of Program

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a 7-year federal discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in post-secondary education. The TEA is applying for the Federal GEAR UP State Grant and looking to partner with up to 12 districts. This is an application to apply to be a partner in the federal application, that may or may not be awarded. GEAR UP awards grants at the state level to achieve the following objectives:

- **Objective 1:** Increase the academic performance and preparation for postsecondary education of participating students;
- **Objective 2:** Increase the rate of high school graduation and participation in postsecondary education of participating students; and
- **Objective 3:** Increase the educational expectations for participating students and family knowledge of postsecondary education options, preparation and financing.

## Eligible Applicants

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

Eligible applicants are LEAs, including districts and open-enrollment charter schools. LEAs submitting applications should use the checklist below to determine the eligibility of feeder patterns under consideration for review. If all statements are true for all campuses submitted as one feeder pattern, then the feeder pattern is eligible to apply. If one or more statement(s) is not true, then the feeder pattern is not eligible to apply.

Feeder Campus	Eligibility Criterion	Yes	No
High School Campus	At least 50% of the high school's students are designated as economically disadvantaged.		
Middle School Campus(es)	The middle school campus promoted at least 70% of eighth graders to the feeder pattern high school.		

<b>Middle School Campus(es)</b>	At least 50% of the middle school's 7th and 8th grade students are designated as economically disadvantaged.		
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## Eligibility List

An eligibility list is not posted 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 Service Arrangements do not apply to this grant. Regional Education Service Centers (ESCs) may not serve as fiscal agents for an SSA for this grant.

## Application Funding

See the [General and Fiscal Guidelines](#): *Continuation Funding, Fund Management, and Use of Funds*.

It is anticipated that up to 12 applicants will be awarded up to \$300,000 annually. The annual allocation to implement the project will vary based on each LEA's student enrollment and funding available from USDE.

## Selection of Applicants for Funding

Texas GEAR UP aims to select a set of 6-12 grantees across the state whose collective student data is representative of high-need Texas students as well as the diverse settings and models of Texas districts serving high-need populations. Applicants will be selected in rank order.

Annual funding after Year 1 through year 7 ("continuation funding") is contingent on satisfactory progress of prior year compliance with requirements, performance targets, and general budget approval by the commissioner of education, and appropriations by the United States Congress. Continuation funding requires grantees to submit a noncompetitive continuation grant application each year of the total subgrant period. The noncompetitive continuation grant process requires grantees to conduct an annual needs assessment and use the results of the assessment, TEA monitoring and evaluation, and other relevant data to propose specific improvement strategies designed to increase student outcomes.

## Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

The authorizing statute requires a 100% match for this 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 for this grant program to no more than 8% of the total grant award.

### 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 permitted, if requested, from the award announcement date from USDE to the grant start date.

## IDC Application

This section identifies the types of requirements for 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 and Program-specific Assurances

## Statutorily Required Responses

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 Application Required Responses

1. Describe the overall mission and vision of your LEA.
2. Provide the name and campus number of the high school you are submitting for this grant.
3. Provide 6<sup>th</sup>-8<sup>th</sup> grade enrollment information for middle school feeder campus A.
4. Provide 6<sup>th</sup>-8<sup>th</sup> grade enrollment information for middle school feeder campus B.
5. Provide 6<sup>th</sup>-8<sup>th</sup> grade enrollment information for middle school feeder campus C.
6. Is Algebra I currently offered in the 8th grade?
7. If yes, what is the percentage of 8th graders who complete Algebra 1?
8. Does your LEA currently offer students Dual Credit courses?
9. If yes, please describe the current agreement with the IHE you are partnered with for students to earn college credit(s). Please include name of partner institution, courses offered, and cost to student. If not, please describe your plan of action to partner with an IHE.
10. What is the percentage of Economically Disadvantaged students on the 7th and 8th grade campus(es)? (Must be at least 50% in order to submit this interest survey.)
11. What is the overall district percentage of Economically Disadvantaged students? (Must be at least 50% in order to submit this interest survey.)
12. What is your district's percentage of Annual Graduates with Dual Course Credits in Any Subject?
13. What is your district's percentage of graduates enrolled in Texas Institutions of Higher Education?
14. What is your district's percentage of College Ready (Annual Graduates)?
15. Does your LEA currently offer to take students on college visits at least annually?
16. Does your LEA currently offer family informational programs regarding college and career readiness, covering topics such as college admissions, cost of attendance, and financial aid?

17. Describe why each campus in the application was selected for participation in TX GEAR UP and why they are well-positioned to engage in and benefit from grant participation. Include setting, demographics, and relevant context.
18. Describe the current college and career counseling/advising model in place in the district. Who are the key staff and how do they support student and family engagement and success in College, Career and Military Preparation? How will this grant improve your current efforts?
19. Describe current or recent efforts to increase preparation for and enrollment in postsecondary education. What has been the success of those initiatives?
20. Describe the LEA's plan for grant management. What personnel have been identified at the district and/or campus level to manage the grant, monitor its implementation and ensure compliance with reporting requirements and progress toward pre-defined outcomes?
21. What measures will your LEA take to ensure the sustainability of programs in your district beyond the grant life cycle?

## Statutory and Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this IDC will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2. The applicant assures that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3. The applicant assures to adhere to all the Statutory and TEA Program requirements as noted in the 2025-2026 Program Guidelines.
4. The applicant assures to adhere to all the Performance Measures, as noted in the 2025-2026 Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
5. The applicant assures that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements

6. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.
7. The applicant acknowledges that 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 program-specific assurances for this grant program can be found on the [TEA Grant Opportunities](#) and on the IDC application. Refer to Schedule PS3013 - Program Plan.

## Program Elements

### Description of Program

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

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. Provide support and maintain a commitment to eligible low-income students, including students with disabilities, to assist the students in obtaining a secondary school diploma, and to prepare for and succeed in postsecondary education by providing:
  - a. Financial assistance, academic support, additional counseling, mentoring, outreach, and supportive services to secondary school students, including students with disabilities, to reduce the risk of such students dropping out of school, and the need for remedial education for such students at the remedial level; and
  - b. Information to students and their families about the advantages of obtaining a postsecondary education and college financing options for the students and their families.
2. Provide comprehensive mentoring, outreach, financial aid information, and supportive services to students participating in GEAR UP, including:
  - a. Financial aid information for postsecondary education;
  - b. Encourage student enrollment in rigorous and challenging curricula and coursework, to reduce the need for remedial coursework at the postsecondary level; and
  - c. Improve the number of participating students who obtain a secondary diploma and complete applications for and enroll in a program of postsecondary education.

3. Provide services to cohort students, their parents and families, and educators in participating campuses and feeder patterns.
4. Provide scholarships to eligible students

## Limits on Contracted Evaluators

Applicants should make every effort to ensure that contracted evaluators be independent and objective.

## 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

- Up to 50% of Grant Coordinator salary
- Materials and supplies for college center and GEAR UP events
- College visits
- Student and parent outreach and education
- Purchase of technology and/or software for the purpose of delivering GEAR UP activities
- Professional development for instructors and administrators
- Tutoring services and resources for students
- Facilitating partnerships with business, higher education or community partners
- Travel to and from required conferences and meetings for appropriate personnel
- Professional and contracted services
- Capital Outlay

### 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.

## **Travel for Students to Conferences (Does Not Include Field Trips)**

Costs for travel for students to conferences may be funded under the grant program (does not include field trips). Travel costs should be minimal and must follow the grantee's written travel policy.

Travel for students to 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.

## **Field Trips**

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

- Visits to college campuses
- Field trips that support career exploration
- Other field trips that support college and career readiness programming as agreed upon with College and Career Readiness Advising partner and approved by TEA program staff.

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.

## **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:

- Travel costs for officials such as Executive Director, Superintendent, or Board Members, to be approved by TEA, GEAR UP Program Manager, prior to incurring the expense. Each request will be reviewed on a case-by-case basis.

## **Cost of Membership in Any Civic or Community Organization**

The cost of membership in any civic or community organization may be funded under the grant program. Only the following types of civic or community organization membership may be allowable:

- Memberships in professional associations that support professional development for college and career readiness.
- Other memberships that support college and career readiness programming as agreed upon with College and Career Readiness Advising staff and approved by TEA program staff.

## Advisory Council

An advisory council may be funded under the grant program. Only the following types of advisory council costs may be allowable:

- Local GEAR UP Advisory Council

## 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:

- Rental or lease of building space
- 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)
- 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)
- Hosting or sponsoring of conferences
- More than 50% of the district (ISD) grant coordinator salary
- More than 50% of advising staff position
- Renovation or remodel of existing buildings
- Stipends for non-employees
- Non-employee costs for conferences
- 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:

## **Objective 1: Increase the academic performance and preparation for postsecondary education of participating students**

- PM 1.1 40% of GU students will complete Algebra I by the end of their 8<sup>th</sup> grade year
- PM 1.2 35% of GU students will complete Algebra II by the end of their 10<sup>th</sup> grade year
- PM 1.3 35% of GU students will have earned 3 hours of college credit in ELAR or Math through Dual Credit or AP (passed exam with a 3 or higher) or 9 hours of any dual credit courses by the end of their 11<sup>th</sup> grade year
- PM 1.4 60% of GU students will be considered college ready in English without remediation through scores on TSIA, SAT, ACT by the end of their 12<sup>th</sup> grade year
- PM 1.5 60% of GU students will be considered college ready in Mathematics without remediation through scores on TSIA, SAT, ACT by the end of their 12<sup>th</sup> grade year
- PM 1.6 GU students will meet or exceed state College and Career Ready (TPRS)

## **Objective 2: To increase the rate of high school graduation and participation in postsecondary education of participating students**

- PM 2.1 The on-time high school graduation rate will meet or exceed the state average graduation rate
- PM 2.2 Each year, the GU students' average daily attendance rate will meet or exceed the state average
- PM 2.3 The percentage of GU students who enroll in an IHE after graduation will meet or exceed the state average
- PM 2.4 75% of the GU students who enroll in an IHE will persist to a 2<sup>nd</sup> year or complete the program (i.e. certificate or license)

## **Objective 3: To increase education expectations for participating student and increase student and family knowledge of postsecondary education options, preparation and financing.**

- PM 3.1 75% of GU students will receive at least two comprehensive, individualized college and career counseling sessions each year of high school to increase their college and career pathway expectations.
- PM 3.2 Each year, the LEA will host two or more family informational programs regarding college and career readiness, covering topics such as college admissions, cost of attendance, and financial aid.

- PM 3.3 75% of GU students will participate in at least two college and career visits by the end of their 11<sup>th</sup> grade year, with one visit occurring before entering 9<sup>th</sup> grade.
- PM 3.4 The percentage of GU students who complete the FAFSA or TAFSA will meet or exceed the state average by the end of their 12<sup>th</sup> grade year.

## 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 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

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.

## IDC Scoring and Review

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This section provides information on the scoring and review of IDC applications.

All applications will be reviewed by a panel of TEA staff using the rubric in each program guideline. The applicants with the most points will be offered the opportunity to partner with the TEA for the Federal GEAR UP grant application. In the event of a tie, TEA will offer split or partial funding the lowest ranking applicants that received the same score until funding is exhausted. In reviewing the information submitted and in recommending competitive applications for funding, reviewers consider the ratings as per the specific grant program guidelines. When scoring each indicator, reviewers select a rating that has an appropriate point value assigned.

### IDC Review and Funding Criteria

See the [General and Fiscal Guidelines](#), *LOI Review Criteria*

Standard IDC Review Criteria	Description	Maximum Points Available
<b>Demographics</b>	Provide percentages of Economically Disadvantaged students.	15
<b>Advanced Mathematics</b>	Provide access to and completion of Algebra I before 9 <sup>th</sup> Grade.	10
<b>College Readiness</b>	Provide percentages of college enrollment, dual credit offerings and completion, and college readiness. Describe efforts to increase preparation and enrollment in postsecondary education.	50
<b>College &amp; Career Advising</b>	Describe college and career advising programs for students and families.	10
<b>Sustainability</b>	Describe student outcomes, district grant management plan, and sustainability practices.	15
<b>Total Standard Review Points Possible</b>		<b>100</b>

## Priority Points

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

Priority points will not be utilized for this opportunity.

## Oral Interviews for Funding

See the [General and Fiscal Guidelines](#), *LOI Oral Interviews for Funding*.

Oral interviews will not be utilized for this opportunity.