

Request for Application

Program Guidelines

2025-2026 ESC IDEA-B Preschool

Authorized by the Individuals with Disabilities Education Act (IDEA), as amended by the IDEA Improvement Act of 2004 (Public Law 108-446), Part B, Section 619, 300.814 Other State-level Activities

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
Program-Specific Assurances	7
Allowable Activities and Use of Funds	7
General Allowable Activities and Use of Funds	8
Other Allowable Operating Costs Requiring Specific Approval in the Grant Application (6400)	8
Unallowable Activities and Use of Funds	9
Performance Measures	10
Federal Grant Requirements	10
Equitable Access and Participation	10
Private Nonprofit School Participation	10
Maintenance of Effort	10
Attachments	10
Required Fiscal-Related Attachments	10
Required Program-Related Attachments	10

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

Monica Brewer, Program Manager
Special Populations Policy, Integration, & Technical Assistance Division
monica.brewer@tea.texas.gov
Phone: (512) 463-9414

Funding Contact

Meredith Edgley, Grant Manager
Grants Administration Division
meredith.edgley@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	\$6,240,289
Percentage to be financed with federal funds	100%
Amount of federal funds	\$6,240,289
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

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 purpose of the program is to provide funds to the 20 regional education service centers for delivering technical assistance and support to school districts and charter schools regarding the provision of a free appropriate public education (FAPE) to children with disabilities, ages 3 through 5. These funds shall be used to the extent appropriate and allowable to coordinate professional development, technical assistance, and support activities with the state's Early Learning Initiative within each service center region.

Eligible Applicants

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

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 8% 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 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)

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.

Program Guidelines

The ESC must comply with the Individuals with Disabilities Education Act (IDEA), as amended by the IDEA Improvement Act of 2004 (P.L. 108-446), Part B, Section 619, CFR 300.814 Other State-level activities; and all provisions and assurances in the 2025-2026 ESC IDEA-B Preschool application.

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. In accordance with all components in this section, each ESC will develop a regional plan for the provision of training, support, and technical assistance to meet the identified state, regional, and district needs. The regional plan will include activities, resources, and staff necessary to accomplish coordinated efforts to ensure that students with disabilities have access to and progress in the general educational curriculum. Activities are to be reported to TEA in the time and manner requested via the Special Education Continuous Improvement Plan (SECIP).
2. 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.

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:
 - Subscription-based Information Technology Arrangement (SBITA) — Principal Costs (6514)
 - Subscription-based Information Technology Arrangement (SBITA) — Interest Costs (6526)
- In-state travel as 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.
- 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. Travel cost reimbursement must follow the travel guidance provided at the beginning of this Allowable Activities and Use of Funds section.

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.

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. Documentation for stipends for non-employees must be maintained locally and made available to TEA upon request.

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.

Documentation for non-employee costs for conferences must be maintained locally and made available to TEA upon request.

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:

- Conferences designed to share research-based intervention practices designed to improve results of students with disabilities, ages 3 through 5

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 federally funded grants, unless the subrecipient meets the Uniform Grant Guidance (UGG) threshold and is required to conduct the federal audit
- Funds cannot be used based on predetermined or arbitrary percentage calculations (such as the percentage of students in special-education programs or the percentage of special education attendees at a professional development event) but must be used only to support actual time-on-task or actual costs related to the direct support of special education programs.
- Field trips not identified in a child's individualized education plan (IEP) as a community-based learning experience are unallowable. (Note: A community-based learning experience identified in the IEP of a child with a disability is not considered a field trip and is an allowable activity.)
- Travel for students to conferences
- 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. ESCs will report student outcomes/improvement through the performance-based monitoring system. Data will be entered during the Special Education Continuous Improvement Process (SECIP) and State Performance Indicators (SPP) annual data collections.

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 not apply to this federally funded grant program.

Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant program.

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.