ESC Abbreviated Standard Application System (SAS)

Project Guidelines
For Use With Abbreviated <u>Paper</u> SAS

These Project Guidelines must be attached to the completed ESC SAS and are incorporated by reference into the Notice of Grant Award (NOGA).

ESC Applicant: Ensure that all of the following information is addressed in the application on the appropriate schedule.

1.	Project Name	2012-2013 Regional Performance-based Academic Coaching Team (PACT) System
2.	Amount of Funding Available (Total budget shall not exceed this amount.) Funding Authority Funding Source	Year 1 FY 12 - $ 687,867 (July 1, 2012 – August 31, 2013) Year 2 FY 13 - $ 806,897 (September 1, 2012 – August 31, 2013) Eligible amounts for each ESC are included as an attachment ***Grantee Name:*** ***All 20 ESC's*** ***GAA, Article III, Rider 53, 82nd Texas Legislature*** 02911226, 02911326
3.	SAS #	SAS-169-12
4.	Application Due Date	July 12, 2012
5.	Project Period	Beginning: <u>July 1, 2012</u> Ending: <u>August 31, 2013</u>
6.	Project Purpose/Goals/Objectives	**Applicant**: Address on Schedule #4B—Program Description, Part 2: Narrative. Use as many pages as necessary to provide the program description. **Purpose/Goal:** To provide assistance and support to novice teachers within the region during the first three years of teaching. **Objectives:** To increase the number of beginning teachers retained in Texas schools.
7.	Activity Timeline, including Required Deliverables	**Applicant**: For each goal, list the objectives(s) and major activities, including all deliverables, on Schedule #4B-Program Description, Part 3: Objectives and Activities. Use as many pages as necessary to provide the activities and deliverables. 1. Develop a partnership with online mentoring provider who will provide services to public school districts and open-enrollment charter schools for the purpose of establishing or enhancing a Performance-Based Academic Coaching Team (PACT) program. 2. Establish processes for ensuring PACT activities will be conducted and completed by grantees according to the timeline proposed in the application. 3. Establish processes for soliciting ongoing feedback and for ensuring continuous improvement in the operation of the PACT program.

ESC Abbreviated Standard Application System (SAS)

Project Guidelines
For Use With Abbreviated Paper SAS

8.	Project Requirements	**Applicant**: Address any project requirements on Schedule #4B-Program Description, Parts 2 and 3. **Additional Requirements:** The applicant will be responsible for: • provide technical assistance to region • administer grant funds including project management, fiscal and programmatic reporting and amendment processes. The applicant will be responsible for regular monitoring and collection of progress reports on program activities. **Applicant will be responsible for completing Year 1 Budget with the base funding level of $34,393.00 and complete Year 2 budget based on eligible amount.**
9.	Specific Allowable/Unallowable Expenses	**5 % maximum allowable** for indirect cost, or approved indirect cost rate, whichever is less. **5% maximum allowable for total administrative cost (direct admin. and indirect cost)**
10.	Shared Services Arrangement (SSA) (i.e., consortium)	☐ Yes—**Applicant**: Complete Schedule #2, Certificate for Shared Services Arrangements ☒ No
11.	Equitable Access and Participation (Required for all federally funded grants.)	☐ Yes—**Applicant**: Complete Schedule #4D—Equitable Access and Participation ☒ No
12.	Supplement, Not Supplant Requirement	☒ Yes—**Applicant**: Address on Schedule #4B—Program Description, Part I: Project Management (Supplement, Not Supplant section) ☐ No
13.	Private Nonprofit School Participation	☐ Yes—**Applicant**: Complete Schedule #5—Private Nonprofit School Participation ☒ No
14.	Required Performance Measures	**Applicant**: Enter the required performance measures on Schedule #4C: Performance Assessment and Evaluation, Part 2: Performance Targets The applicant is required to describe an evaluation plan/design for monitoring the implementation of the program on an ongoing basis and for determining whether the program met its stated goals and objectives and achieved the desired results based on the established performance indicators. By submitting this application, the applicant agrees to comply with any reporting and evaluation requirements that may be established by TEA and agrees to submit the reports in the format and time requested by TEA.

ESC Abbreviated Standard Application System (SAS)

<u>Project Guidelines</u>
For Use With Abbreviated <u>Paper</u> SAS

<table>
<tr>
<td></td>
<td></td>
<td>

The applicant agrees to collect data and report on the following mandatory performance measures for each region:

1. The total number of <u>beginning teachers</u> who actually participated in the PACT program.

2. The total number of <u>mentor teachers</u> who actually participated in the PACT program.

3. The total number of <u>beginning teachers</u> who completed the PACT program.

4. The total number of <u>beginning teachers</u> who <u>completed</u> the PACT program and <u>were retained</u> at the campus or district after the first and second year of teaching.

5. Provide list of mentors linked with mentees for each participating campus.

TEA reserves the right to request qualitative and supplementary quantitative data from campuses and districts for grant evaluation and monitoring.

</td>
</tr>
<tr>
<td>15.</td>
<td>Clarifying Information (Agency)</td>
<td>

<u>Program Division Contact</u>:

Program Manager Name:Priscilla Flores

Program Division: _____ Educator Initiatives _____

Contact Email: Priscilla.flores@tea.state.tx.us _____

Contact Phone: (512) 463-2395

Contact FAX: (512) 463-7795

<u>Funding Division Contact</u>:

Grant Manager Name: Vicki Logan _____

Funding Division: _____ Grants Administration _____

Contact Email: Vicki.logan@tea.state.tx.us _____

Contact Phone: (512) 463-8525

Contact Fax: (512) 463-9811

</td>
</tr>
<tr>
<td>16.</td>
<td>Attachments</td>
<td>

<u>Applicant</u>: Attach this **Project Guidelines** document to the SAS. These Project Guidelines are incorporated by reference into the approved SAS and the NOGA.

</td>
</tr>
</table>

ESC Abbreviated Standard Application System (SAS)

Project Guidelines
For Use With Abbreviated Paper SAS

17.	Reporting Requirements (Any report whose due date falls on a weekend or holiday will be due the next business day.)	Progress Reports—due to TEA 15 days after end of reporting period. ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☒ Other Final Evaluation Report—required for all projects—due to TEA 30 days after the ending date of the grant **(see table below)**

Reporting Period Ending	Due to TEA
August 31, 2012	September 17, 2012
December 31, 2012	January 14, 2013
April 30, 2013	May 15, 2013
August 31, 2013	September 30, 2013

Expenditure Reports—due to TEA 30 days after the end of each reporting period

☐ Monthly ☒ Quarterly ☐ Semi-Annually

Reporting Period Ending	Due to TEA
See TEA Calendar	See TEA Calendar

Last Amendment Due Date: The last day to submit an amendment will be **May 31, 2013** which is 90 days prior to the end date of the grant.

Expenditure Reporting Requirements: The Final Expenditure Report is due on September 30, 2013.

Revised Final Expenditure Report: In the event the grantee finds it necessary to submit a revised final expenditure report, any revised Final Expenditure Report **claiming expenditures greater than the amount initially reported in the final report** must be received by TEA on October 31, 2013. **Any such revised Final Expenditure Report received after that date, where the grantee is claiming expenditures greater than the amount initially reported in the final report, may not be accepted.**

Any revised Final Expenditure Report claiming expenditures less than the amount initially reported in the final report must be submitted as soon as it is determined expenditures were less than the amount originally reported. Refunds must be submitted within 30 business days after determining a refund is due.