

REQUEST FOR APPLICATION

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# Application Guidelines

Program Guidelines

## 2015-2016 Title III, Part A – ELA: Formula Grants for Unaccompanied Children and Youth

Authorized by P.L. 113-235 III Elementary and Secondary  
Education Act, as amended

Application Closing Date—5:00 p.m., Central Time  
January 5, 2016

TEXAS EDUCATION AGENCY

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# Introduction to the Program Guidelines

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 the schedule instructions. The Standard Application System (SAS) consists of all schedules (i.e., forms) 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.**

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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.

## 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	\$2,113,393
Percentage to be financed with federal funds	100%
Amount of federal funds	\$2,113,393
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

# Grant 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.

# Grant at a Glance

This section provides fundamental information pertinent to the grant program.

## Authorizing Legislation

This grant program is authorized by P.L. 113-235 III Elementary and Secondary Education Act, as amended.

## Where to Submit the Application

See the [General and Fiscal Guidelines](#), Where to Submit the Application.

## Number of Copies

See the [General and Fiscal Guidelines](#), Number of Copies.

Three copies of the application are required to be submitted, with at least one copy bearing the original signature (preferably in blue ink) of the person authorized to bind the organization in a contract.

## Purpose of Program

The Title III, Part A – ELA: Formula Grants for Unaccompanied Children and Youth program provides additional support to local educational agencies (LEAs) that, in calendar year 2014, experienced a “significant increase” in the number of immigrant children and youth enrolled in their schools.

As defined in Title III, Section 3301 (6) of the Elementary and Secondary Education Act (ESEA), immigrant children and youth are individuals who:

(A) are aged 3 through 21;

(B) were not born in any state (defined as each of the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico); and

(C) have not been attending one or more schools in any one or more states for more than three full academic years.

## **Eligible Applicants**

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

Eligible applicants are those LEAs that experienced a “significant increase” in the number of immigrant children and youth enrolled in their schools in the calendar year 2014. Eligible applicants are determined using the eligibility formula methods for Title III immigrant funds as part of the No Child Left Behind (NCLB) Application for Federal Funding.

## **Eligibility List**

Refer to the Title III, Part A – ELA: Formula Grants for Unaccompanied Children and Youth eligibility list that is posted on the [TEA Grants Opportunities](#) page.

## **Shared Services Arrangement**

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed.

## **Application Funding**

See the following sections of the [General and Fiscal Guidelines](#):

- Grant Funding
- Continuation Funding
- Fund Management
- Use of Funds

It is anticipated that approximately 57 grants will be awarded ranging in amounts from \$1,202 to \$335,390.

## **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.

## **Pre-Award Costs**

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are permitted from June 1, 2015, to stamp-in date.

# Applicant Assistance

The following types of assistance are available to applicants for this grant program.

## Contact for Clarifying Information

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

The following TEA staff member should be contacted with questions about the RFA or the grant program:

Susie Coultrass, State Director, Bilingual/ESL/Title III/Migrant  
Susie.Coultrass@tea.texas.gov  
Phone: (512) 463-9581  
Fax: (512) 463-8057

## Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

## Email Bulletins

See the [General and Fiscal Guidelines](#), Email Bulletins.

# Program Elements

This section provides detailed information about the grant program.

## Program Description

Title III, Part A – ELA: Formula Grants for Unaccompanied Children and Youth program assist LEAs in meeting the needs of immigrant and unaccompanied children and youth by providing supplemental academic and nonacademic programs and services specifically designed or targeted to meet student needs.

## Supplement, Not Supplant

See the [General and Fiscal Guidelines](#), Supplement, Not Supplant.

The supplement, not supplant provision does apply to this grant program.



## Application Requirements and Assurances

This section describes the two types of requirements that applicants must address in the application (such as with a narrative description, an activity timeline, or a checklist) to be eligible to be considered 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.

The following requirements are defined in Title III, Section 3115(e), that authorizes this program. The applicant must address each of these requirements in the application to be considered for funding:

1. Family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children.
2. Support for personnel, including teacher aides who have been specifically trained or are being trained to provide services to immigrant children and youth.
3. Provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth.
4. Identification and acquisition of curricular materials, educational software, and technologies to be used in the program to be carried out with the funds.
5. Basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services.
6. Other instruction services designed to assist immigrant children and youth to achieve in elementary and secondary schools in the United States, such as programs of introduction to the educational system and civics education.
7. Activities coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

### TEA Program Requirements

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

There are no TEA specific program requirements.

## **Program-Specific Assurances**

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

The program-specific assurances for this grant program are listed in the SAS. Refer to Schedule #2—Required Attachments and Provisions and Assurances, Part 3: Program-Specific Provisions and Assurances.

## **Activities and Use of Funds**

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

### **Field Trips**

Field trips may be funded under the grant program. Field trips are allowable only if:

- Benefit only immigrant and unaccompanied children and youth
- Align with the intent and purpose of the LEA's Title III language instruction educational program for immigrant and unaccompanied children and youth to increase their English proficiency and academic achievement of core academic subjects
- Include a positive impact on student achievement
- Address Texas Essential Knowledge and Skills (TEKS) and English Language Proficiency Standards (ELPS)
- Adhere to the Supplement, Not Supplant provision. The LEA must be able to demonstrate that the field trip(s) is above and beyond any services provided for immigrant and unaccompanied children and youth with other federal, state, and local funds

Field Trips will require a written justification form. To access the Field Trips Justification form, refer to the [Administering a Grant page](#).

### **Out-of-State Travel**

Out-of-state travel costs are allowable. Out-of-state travel costs should be minimal, reasonable, and meet the intent and purpose of the program. Grantees must retain documentation that participation of an individual in the conference is necessary for the program. Travel costs are allowed 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. See the Allowable Cost Guidance section of the Administering a Grant page, for further clarification of out-of-state travel.

Out-of-State Travel will require a written justification form. To access the Out-of-State Travel Justification form, refer to the [Administering a Grant page](#).

### **General Allowable Activities and Use of Funds**

- Refer to the Statutory Requirements section for allowable uses of funds.

### **General Unallowable Activities and Use of Funds**

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

## **Advisory Council**

An advisory council may not be funded under the grant program.

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

The cost of membership in any civic or community organization may not be funded under the grant program.

## **Hosting or Sponsoring of Conferences**

Conferences may not be hosted or sponsored under the grant program.

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

The cost of travel costs for officials such as the executive director, superintendent, or board members may not be funded under the grant program.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Debt service (lease-purchase)

## **Program Evaluation**

By submitting this application, the applicant agrees to comply with any evaluation requirements that may be established by TEA and agrees to submit the required evaluation reports in the format and time requested by TEA. TEA will collect and analyze relevant data from PEIMS if it is available.

Specific critical success factors and milestones will be developed in a manner determined appropriate by TEA.

## **Performance Measures**

The applicant agrees to collect data and report on the performance measures as they relate to the activities provided for immigrant and unaccompanied children and youth.

1. Number of family literacy, parent outreach, and training activities provided and designed to assist parents to become active participants in the education of their children
2. Parental evaluation or feedback on the parental outreach activities provided by the LEA
3. Number of LEA personnel that received additional training or support to provide services to immigrant and unaccompanied children and youth
4. Educator evaluation or feedback on the specific training or support received to provide services to immigrant and unaccompanied children and youth; for example, a survey or questionnaire on its effectiveness in supporting the needs of immigrant and unaccompanied children and youth

5. Number of immigrant and unaccompanied children and youth who received tutorials, mentoring, and academic or career counseling
6. Tutorial data report on immigrant and unaccompanied children and youth that demonstrates an increase of English proficiency; for example, students' Texas English Language Proficiency Assessment System (TELPAS) composite score that demonstrates an increase in an overall proficiency level
7. Educational software data report(s) that includes a baseline score and demonstration of progress of student's English or academic proficiency
8. Number and type of activities coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with community services that provided comprehensive services to assist parents of immigrant children and youth

## **Critical Success Factors**

Critical success factors are generally observable behaviors that are believed (and supported by research) to be critical to achieving the goals and outcomes of the grant program. Each critical success factor is monitored using measurable indicators, and these indicators enable TEA to determine whether grantees are proceeding appropriately to achieve the desired outcomes. For example, if a program has a goal of increased student participation in more rigorous college preparatory courses, one should measure at the beginning of the following school year that more students are actually enrolled in such classes than previously. Student participation in these rigorous college preparatory courses is a critical success factor that is measured through enrollment figures.

## **Milestones**

Milestones are key processes or structures that need to be in place before the critical success factor is likely to occur. Using the previous example, before a school can demonstrate increased enrollment in rigorous college preparatory courses, it probably needs to offer a greater variety of these classes and hire or assign qualified teachers to teach them. A school would also want to develop a student recruitment plan. All such factors that are precursors to increased enrollment are called milestones.

## **Limits on Contracted Evaluators**

When a grantee chooses, or is required under a grant, to hire a contracted evaluator, TEA believes that the evaluator must have the capability to remain independent and objective in carrying out the evaluation. "Independent and objective" implies that there is no influence or control, real or perceived, exerted on the evaluator by any person who is involved in the provision of program services. Therefore, the only way in which a contracted evaluator can be truly independent and objective is not to be involved in any manner with the provision of program services or activities. Otherwise, the evaluator is, at least in part, evaluating its own services.

In addition, TEA is aware that some grant writers develop and design the grant program, write the entire grant application, and then wish to evaluate the grant program. TEA also believes that this scenario poses a conflict of interest for the evaluator, in that the evaluator is evaluating the grant program that he or she designed, developed, and wrote. Again, it is not possible for the evaluator to

function independently and objectively if the evaluator performed in this capacity. It is certainly acceptable for the grant writer to receive some information from a potential evaluator to include in the evaluation section of the grant application with regard to an appropriate evaluation plan or design, but communication between the grant writer and evaluator should be limited to that specific topic.

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

## **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 not apply to this federally funded grant program.

# **Application Elements**

This section describes the requirements and attachments that must be addressed in and included with the application.

## **Required Attachments**

See the following sections of the [General and Fiscal Guidelines](#):

- Fiscal-Related Documentation Required to Be on File
- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

### **Required Fiscal-Related Attachments**

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

For a list of the fiscal-related attachments required for this grant application, refer to the SAS, Schedule #2—Required Attachments and Provisions and Assurances.

### **Required Program-Related Attachments**

No program-related attachments are required for this grant program.