

REQUEST FOR APPLICATION

Application Guidelines

Abbreviated Program Guidelines

2017-2019 Statewide Parent and Family Engagement Initiative (PFE)

Authorized by Elementary and Secondary Education Act of 1965 (ESEA), as amended by P.L. 114-95, Title I, Part A: Sec. 1117(a)(2)(C) – Title I Statewide System of Support, Third Priority for other Title I LEAs and Campuses; Sec. 1117(a)(4)(A) – Title I School Support Teams; Sec. 1111(d)

Application Closing Date—5:00 p.m., Central Time
Application due date September 29, 2017

TEXAS EDUCATION AGENCY

**School Improvement Division
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Austin, Texas 78701**

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Subgrantee Clarification

TEA, as the pass-through entity¹, is the grantee² from the US Department of Education (USDE) and TEA awards subgrants to non-federal entities³ 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 subgrantees⁴. 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.

Contacts for Clarifying Information

Program Contact

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Funding Contact

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¹ 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)

² 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)

³ 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)

⁴ 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 (total budget shall not exceed this amount)	\$357,050
Percentage to be financed with federal funds	100%
Amount of federal funds	\$357,050
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.

Attachments

Attach this program guidelines document to the Standard Application System (SAS). These program guidelines are incorporated by reference into the approved SAS and the Notice of Grant Award (NOGA).

Any additional attachments required to be submitted with this grant application are listed in Schedule #2—Required Attachments and Provisions and Assurances of the SAS.

Program Elements

Program Purpose, Goals, and Objectives

The Statewide Parent and Family Engagement Initiative's deliverables are aligned with priorities detailed by the School Improvement Division to ensure federal statutory requirements are met in State Fiscal Year 2018 (SFY18).

This grant will assist the awardee with empowering parents by increasing learning opportunities that ensure key agency priorities, messages, opportunities are integrated into every aspect of the

conference. The grantee will work closely with the School Improvement Division to ensure maximum alignment with executing program goals and statutory responsibilities to local education agencies (LEAs) and educational service centers (ESCs).

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 Grants Administration Division's [Administering a Grant](#) page.

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

Indirect Costs

The grantee may claim a maximum for indirect costs equal to their current approved restricted indirect cost rate for this federally funded grant.

Use the Maximum Indirect Costs Worksheet, posted on the Federal Fiscal Compliance and Reporting Division's [Indirect Cost Rates](#) page, to calculate the maximum indirect costs that can be claimed for a grant.

Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

TEA limits the amount of funds that may be budgeted to administer the program to no more than 8% of the total grant awarded.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

Pre-Award Costs

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

Pre-award costs are permitted from August 1, 2017, to stamp-in date.

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.

1. Sec. 1117(a)(2)(C) --Title I Statewide System of Support, third priority for other Title I LEAs and campuses;
2. Sec. 1117(a)(4)(A)—Title I School Support Teams;
3. Sec. 1111(d)—State will collect and disseminate effective parental involvement practices to LEAs Statutory requirement.

TEA Program Requirements

1. In coordination with TEA, meet the requirements of Section 1116 Parent and Family Engagement, of the Elementary and Secondary Education Act (ESSA) of 1965 as amended through P.L. 114-95, enacted December 10, 2015.

Coordination to include, and not limited to:

- compliance under ESSA; alignment of activities to other TEA projects supporting TEA Strategic Priorities;
 - focus on early childhood-Grade 2 parent involvement and engagement activities in support of Strategic Priority 2; and/or
 - focus on critical success factors for student achievement gains.
2. Attend *TEA ESC Coordinated ESEA* meetings in Austin. During the meetings, PFE will be required to:
 - Share parent and family engagement information and resources with all ESCs so ESCs can disseminate to LEAs within their region.
 - Provide updated school support and parent and family engagement information, resources and/or case studies to all ESCs.
 3. Attend scheduled ESEA Texas Education Telecommunication Network (TETN) meetings. Minimum of one ESC staff member in attendance. During the meetings, SSPFE will be required to:
 - Provide updated school support and parent and family engagement information, resources and/or case studies to all ESCs.
 - Update Title I, Part A, Parent and Family Engagement Liaison Handbook to reflect ESSA requirements.
 4. In coordination with TEA, conduct and analyze a needs assessment related to:
 - parent involvement and academic strategies
 - removing barriers to participation of parents in school planning, review and school improvement

Based on research and the information gathered, the initiative will produce training, tools, briefs and resources to address the needs identified. Based on research and the information gathered, the initiative will produce training, tools, briefs and resources to address the needs identified.

5. In coordination with the School Improvement Division, sustain and maintain the Parent and Family Engagement webpage linked to Region 16's website that includes:
 - Parent and Family Engagement tools and resources that include but not limited to:
 - Parent and family involvement, student success strategies for academic achievement, attendance, behavior, college and career readiness, and other topics/headings as agreed upon with TEA.
 - Best practices (in high achievement or closing the gap) and related websites, to be available to the public
 - A password-protected area for TEA and ESCs use that houses toolkits and documents
6. Develop tools and resources as requested by TEA.
 - Provide TEA with electronic copies of all materials.
 - Complete and maintain a toolkit and trainer-of-trainer program for implementing best practice strategies in parent involvement and family engagement for elementary and secondary schools, related to student success topics, and parent and family involvement in school planning, and school improvement.
7. Coordinate services with the School Improvement Division when requested and as necessary.
 - Participate as invited to TEA hosted events.
8. In coordination with the agency, plan, coordinate, and host a statewide Parental Involvement Conference for educators and parents. Conference will include speakers and sessions that will assist attendees to leave the conference with resources, strategies, and information regarding but not limited to the following:
 - Increased learning opportunities for parents to ensure that key agency priorities, messages, and opportunities are being communicated
 - Best Practices, and other as approved by TEA
 - ESSA parent and family on the requirements and implementation
 - Conduct a conference evaluation with attendees
9. In coordination with the agency, plan, coordinate and host a statewide ESSA two-day Institute for ESCs to provide the most up-to-date information regarding ESSA and the implementation of ESSA requirements. Work with the School Improvement Director to invite guest speakers from TEA and to form the agenda.
10. Continue to develop Parent and Family engagement leadership skills in order to assist TEA with training ESCs, LEAs, and campuses across the state in areas to meet the intent and purpose of this initiative.

Attend and participate in:

 - Annual Institute for Educational Leadership Conference and attend the Family Engagement State Leaders meeting.

- Participate in monthly Family Engagement SEA Leadership conference calls hosted by SEDL.
 - Attend and present at the ACET Conferences.
11. In coordination with the agency, conduct a two-day summit that provides opportunities for educators to learn strategies in the areas of parental involvement and school support.
 12. Provide a quarterly English and Spanish parent involvement newsletter for statewide on-line distribution to Title I campuses.

Allowable 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:

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 conference are allowable:

- Conferences for educators and parents supporting parent involvement and community engagement

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 Cost of Hosting or Sponsoring of Conferences 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. 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 Out of State Travel Justification form, refer to the [Administering a Grant](#) page.

Unallowable Activities and Use of Funds

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

Field Trips

Field trips may not be funded under the grant program.

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

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)

Performance Measures

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

1. Increase number of ESCs, LEAs, and campuses that receive ongoing and continuous support in meeting the statutory Title I, Part A parent involvement program implementation requirements in the areas of parent involvement.
2. Increase number of ESCs, LEAs, and campuses that receive ongoing and continuous support in meeting the statutory Title I, Part A School Support Team implementation requirements.
3. Increase number of ESCs, LEAs, and campuses receiving technical assistance and professional development for parent empowerment that will result in more students meeting State standards.
4. Ensure that the ESCs, LEAs, and campuses are informed by providing relevant, current and statutory information that will result in improved student achievement.
5. Increase parent involvement at Title I served campuses in a manner that increases student achievement.

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.