

Informal Discretionary Competition (Grant)

LASO Cycle 3 (2024-2025)

Learning Acceleration Support Opportunities

2024-2025 Instructional Leadership Grant

Program Guidelines

REVISED 11/20/24

Authorized by Elementary and Secondary Education Act of 1965, as amended by Every Student Succeeds Act (ESSA), Title I, Part A, Section 1003



TEA[®]
Texas Education Agency

Grant Application Due Date

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Grant Program Guidelines

Grant Name as it will appear on the TEA Grant Opportunities Page	2025-2027 Instructional Leadership Grant
Application Due Date	December 13, 2024; 5:00 p.m. CT
Program Authority	Elementary and Secondary Education Act of 1965, as amended by Every Student Succeeds Act (ESSA), Title I, Part A, Section 1003

Introduction

TEA, as the pass-through entity¹, is the grantee² from the U.S. 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.

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.

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.

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.

Overview of the Informal Discretionary Competition (IDC) Grant Process

The following steps provide a high-level overview of the process for responding to a grant opportunity, including submitting an application, and being selected for funding:

1. TEA publishes IDC application and supporting documents on the [TEA Grant Opportunities](#).
2. Eligible applicants submit the grant application via Qualtrics by the specified deadline in this document.
3. Grant 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 eGrants funding application including assurances and a budget summary to receive funding. Note: All data submitted in the grant 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.

Contact for Clarifying Information

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

The following TEA staff member should be contacted with questions:

Grant Program Contact

Program manager name	Scott Taylor
Program manager title	Director of School Improvement Strategy and Support
Program manager email	SIDivision@tea.texas.gov
Program manager phone	512-463-5226

Funding Contact

Program manager name	Competitive Grants Unit
Program manager title	Grants Administration Division
Program manager email	competitivegrants@tea.texas.gov
Program manager phone	(512) 463-8525

U.S. Department of Education and/or State Appropriations

The following is provided in compliance with the U.S. Department of Education Appropriations Act:

CATEGORY	AMOUNT
Total funds available for this project	\$41,000,000*
Percentage to be financed with federal funds	100%
Amount of federal funds	\$41,000,000*
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

* Should additional funding become available for this program, the agency may add it to the base amount indicated above and fund additional qualifying awardees till all funding is exhausted

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
October 1, 2024 at 10:00 a.m.	General Webinar Option 1 Registration link can be found on the LASO 3 website .
October 3, 2024 at 3:00 p.m	General Webinar Option 2 Registration link can be found on the LASO 3 website .
October 14, 2024	Grant application available LASO individual application links will be emailed to Superintendents on October 14, 2024. Please see the LASO 3 website for more information.
October 21, 2024 at 2:00 p.m.	Program Specific Webinar Option 1 Registration link can be found on the LASO 3 website .
October 24, 2024 at 10:00 a.m.	Program Specific Webinar Option 2 Registration link can be found on the LASO 3 website .
November 1, 2024	Deadline to submit questions for the final FAQ document Applicants may email their questions to the LASO central inbox at LASO@tea.texas.gov .
November 13, 2024	FAQ Publishing The FAQs for this grant program will be posted to the TEA Grant Opportunities page and LASO website no later than the date listed on the Grant Timeline. See General and Fiscal Guidelines , Frequently Asked Questions.
December 13, 2024	Due date for the IDC Qualtrics application The LASO 3 application must be received by the TEA by 5:00 p.m., Central Time. See General and Fiscal Guidelines , LASO 3 Application Due Date and Time.
December 20, 2024- January 30, 2025	Application review period, including interviews if necessary See General and Fiscal Guidelines , Review Process.
February 20, 2025	Anticipated award announcement
February 20, 2025	eGrants ADC and Application opens for awarded applicants
March 1, 2025	Beginning date of grant (if selected for funding) See General and Fiscal Guidelines , Grant Period.
March 24, 2025	Due Date for eGrants Application
June 2, 2026	Last day to amend grant (if selected for funding) See General and Fiscal Guidelines , Grant Period.
August 31, 2026	End date of grant (if selected for funding) See General and Fiscal Guidelines , Grant Period.

Grant at a Glance

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation

This grant is authorized by the Elementary and Secondary Education Act of 1965, as amended by Every Student Succeeds Act (ESSA), Title I, Part A, Section 1003

Where to Submit the Grant Application

LASO individual application links will be emailed to Superintendents on October 14, 2024. Please see the [LASO 3 website](#) for more information.

Purpose of Program

The instructional leadership pathway will provide training, implementation support, and one-on-one coaching to campus and district leaders to build their own capacity and that of the educators that they manage. Approved providers include all 20 education service centers as well as vetted vendors with a history of strong results working with campuses and districts in Texas. This pathway consists of a required suite of trainings and support intended to foster continuous improvement by helping campus and district administrators grow concrete instructional leadership skills in the areas of schoolwide culture routines, HQIM internalization and implementation, observation and feedback, and data-driven instruction.

Eligible Applicants

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

The eligible applicants are:

- LEAs that have Title I served campuses with federal identifications at the time of application (Comprehensive Identified, Comprehensive Re-Identified, Comprehensive Progress, Targeted Support, Additional Targeted Support in the 2024 federal accountability identification.

Campuses are ineligible to apply if they received an ESF Focus Support Grant 24-26.

Note: An LEA is eligible to apply to both SFI and IL grants, but in the event that both are awarded, the LEA must select the same Approved Provider for both SFI and IL. SFI programming will be limited to support of OER implementation, and IL programming will be limited to non-OER support.

Education Service Centers (ESCs) are not eligible to apply.

Eligibility List

There is an eligibility list and it is 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 services arrangements (SSAs) are not allowed.

Application Funding

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

It is anticipated that 200 LEA(s) will be awarded up to approximately \$215K*, to be determined at a later date.

* Should additional funding become available for this program, the agency may add it to the base amount indicated above and fund additional qualifying awardees till all funding is exhausted

Year 1 Instructional Leadership Grant:

- Complete Instructional Leadership Package with Product Support \$70-\$130K per LEA depending on number of campuses awarded
- Complete Instructional Leadership Package without Product Support | \$57K-\$117K per LEA depending on number of campuses awarded
- Schoolwide Culture Routine, Observation & Feedback, and DDI | \$45K-\$75K per LEA depending on number of campuses awarded
- Observation & Feedback + DDI | \$30K-\$60K per LEA depending on number of campuses awarded

Year 2 Continuation Grant:

- Complete Instructional Leadership Package with Product Support | \$45K-\$85K per LEA depending on number of campuses awarded
- Complete Instructional Leadership Package without Product Support | \$38K-\$78K per LEA depending on number of campuses awarded
- Schoolwide Culture Routine, Observation & Feedback, and DDI | \$30K-\$50K per LEA depending on number of campuses awarded
- Observation & Feedback + DDI | \$20K-\$40K per LEA depending on number of campuses awarded

*This is a two-year grant. Year One, the Instructional Leadership Grant, spans from [2025] to [9/30/2026], followed by Year Two, the continuation grant, from [10/1/2026] to [9/30/2027]. LEAs will first receive the Year One grant and then in May 2025, Engagement Criteria will be assessed, and based on meeting those criteria, *Year Two continuation grants will be awarded. At that time, LEAs must submit a budget and sign assurances for the Year Two grant)*

Selection of Applicants for Funding

Applicants will be selected in rank order.

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 15% 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 not permitted for this grant.

Grant Application

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)

Statutorily Required Responses

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

The following requirements are defined in the statute that authorizes this program:

There are no statutory required responses for this Grant opportunity

TEA Application Required Responses

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

In addition to the statutory requirements, TEA has established the following program requirements:

1. Agree to meet all program-specific assurances
2. Engage in all interventions and submissions communicated by the Texas Education Agency including, but not limited to: Funding Summary Report submissions aligned to the TIP and Fidelity of implementation trackers and/or evidence .
3. Attend and participate in grant orientation meetings, technical assistance meetings, other periodic meetings of grantees, and sharing of best practices through the TEA program office.
4. Select the specific eligible campuses implementing each applicable instructional material (eligible campuses are Title I served with a 2024 federal accountability identification)
5. Campuses in this grant application will remain in operation throughout the grant cycle and remain Title I served for the 2025-2026 and 2026-2027 school years.

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 Grant 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 Program Guidelines.
4. The applicant assures to adhere to all the Performance Measures, as noted in the 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.
8. The LEA will maintain current contact information in AskTED to ensure timely communication.
9. The applicant assures that the LEA will draw down approximately 20% of the grant amount quarterly to remain on-track for grant expenditures.
10. The LEA will obtain approval from the superintendent and chief academic officer (or equivalent leader) to participate in the grant.
11. Assign a Campus Intervention Team (CIT) that must include the District Coordinator of School Improvement (DCSI) who oversees fidelity to this grant program and the campus principal's supervisor (if not the DCSI) and a campus level project manager to oversee fidelity of implementation
12. Notify the Instruction Leadership Pathway Provider of intent to apply and, if awarded, will work with the provider in good faith with said provider.
13. Engage with a Instruction Leadership Pathway Provider to build capacity on the Federally Identified and Title-1 serving campus(es) at your LEA and spend at least 70% of grant funds to support partnership with the provider and implement new systems and processes with fidelity.
14. Provide evidence they are implementing instructional leadership practices aligned to their chosen pathway.
15. Participation of at least one school leader/campus administrator per participating campus.
16. Submit a Targeted Improvement Plan for SY 25-26 and 26-27 during the life of the grant.
17. Submit all required grant deliverables. Grant deliverables could include evidence of implemented action steps, evidence of fidelity of implementation, or completed implementation plans.
18. Submit participant registration information by designated deadlines.
19. Follow the year-long scope and sequence of the approved provider's capacity building program.
20. Ensure that teachers have sufficient planning time and use the required protocols for student work analysis and lesson and unit internalization.
21. Agree to ensure that participants (LEA lead, school leader/campus administrators, coaches, and teachers) are able to attend all required professional learning.
22. Support their academic calendars to accommodate the required number professional development days within their selected instructional leadership program pathway for administrators and teachers.
23. Ensure that participating LEA leads, school leaders/campus administrators, coaches, and teachers complete all feedback surveys and program-specific assurances.

The program-specific assurances for this Grant program are listed in the Qualtrics Grant application.

Program Elements

Description of Program

The vision for the Instructional Leadership Pathway is to support and improve teachers' classroom instruction and climate so that all Texas students will have access to rigorous, grade-level content and instruction every day. The Instructional Leadership Pathway supports LEAs in implementing best practices in instructional leadership to provide students access to strong school climate and culture and high-quality instruction.

The Instructional Leadership Pathway provides direct grant funds to LEAs for technical assistance to support the implementation of best practices in instructional leadership, including professional learning for teachers, coaches, school leaders/campus administrators, and district leaders on schoolwide culture routines, materials internalization and alignment, observation and feedback and data driven instruction.

Technical assistance includes, but is not limited to:

- Support in developing district-level instructional leadership expectations for campus leaders and campus-level implementation action plans
- Coaching for school leaders/campus administrators
- Learning walks with school leaders/campus administrators to understand fidelity of implementation of instructional leadership practices and progress toward implementation goals
- Facilitation of professional development for teachers and coaches on effective instructional leadership practices
- Facilitation of implementation supports for district and school leaders, teachers and coaches (e.g., additional professional learning, unit and lesson internalization, lesson rehearsal, student work analysis, observation and feedback)
- Observations to support teacher and leader implementation

LEAs are required to use:

- 70% of grant funds to contract with a single Approved Provider from the LASO Cycle 3 Approved Provider List for Instructional Leadership to support grant activities
- 30% of grant funds for other allowable expenses (e.g., print materials, digital licenses, teacher stipends, instructional coaches, further contracting with your LASO Cycle 3 Approved Provider for unawarded 2024 Federally Identified and Title-1 serving campuses.)

This is a two-year grant. Year One, the Instructional Leadership Grant, spans from [2025] to [9/30/2026], followed by Year Two, the continuation grant, from 10/1/2026] to [9/30/2027]. LEAs will first receive the Year One grant and then in May 2025, Engagement Criteria will be assessed, and based on meeting those criteria, *Year Two continuation grants will be awarded. At that time, LEAs must submit a budget and sign assurances for the Year Two grant)

Performance and Evaluation Measures

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

The LEA must submit data as requested by TEA, in accordance with TEA guidance, including, but not limited to:

- Deliverables submissions using TEA-provided templates
- Surveys of teachers, coaches, school leaders/campus administrators, and LEA leads prior to and during the school year administered by TEA

Limits on Contracted Evaluators

Applicants should make every effort to ensure that contracted evaluators are 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

Include from the following list any applicable activities and any other general uses of funds allowed for the Grant program. If programmatic allowable activities are more specific, as appropriate use that language instead. If limitations apply, include them (e.g., specific payroll positions, required contracts, etc.). If an activity is NOT allowable for this Grant program, add to the Unallowable Activities and Use of Funds list, and check the box and we will delete the activity

- Payroll costs
- Professional and contracted services
- Consumable and durable supplies and materials

70% of grant funds to contract with a single Approved Provider from the LASO Cycle 3 Approved Provider List for Instructional Leadership to support grant activities; 30% of grant funds for other allowable expenses (e.g., print materials, digital licenses, teacher stipends, instructional coaches, further contracting with your LASO Cycle 3 Approved Provider for unawarded 2024 Federally Identified and Title-1 serving campuses).

Other Allowable Operating Costs Requiring Specific Approval in the Grant Application (6400)

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:

- Instructional Leadership Capacity Building

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.

Note: If out-of-state travel; travel for students to conferences; field trips; stipends for non-employees; non-employee costs for conferences; travel costs for officials such as executive director, superintendent, or board members; cost of membership in any civic or community organization; hosting or sponsoring of conferences; and/or advisory council are unallowable, list them in this section.

- Out-of-State Travel
- Travel for Students to Conferences
- Field Trips
- Stipends for Non-Employees Other Than Those Included in 6419
- Non-Employee Costs for Conferences
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Cost of Membership in Any Civic or Community Organization
- Advisory council

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:
 - a. Capital Lease Liability — Principal Costs (6512)
 - b. Capital Lease Liability – Interest Costs (6522)
 - c. Interest on Debt Costs (6523)
- Capital outlay
- Operating transfers out

Other unallowable expenses include:

- Contracts with a provider not included on the Instructional Leadership Pathway Approved Provider List
- Expenses for technology (e.g., computers)

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 Qualtrics 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.

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.

This does not apply to this grant program.

LASO Scoring and Review

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

LASO Review and Funding Criteria

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

Standard GRANT Review Criteria	Description	Maximum Points Available
STAAR Scores	Rank order within tiers from lowest to highest using Overall STAAR scores for the Campus	n/a
CSI Campuses	Campuses with a 2024 federal accountability identification of Comprehensive Support and Improvement (CSI), Comprehensive Reidentified, or Comprehensive Progress.	1 st priority tier

ATS Campuses	Campuses with a 2024 federal accountability identification of Additional Targeted Support (ATS)	2 nd priority tier
TSI Campuses	Campuses with a 2024 federal accountability identification of Targeted Support and Improvement (TSI)	3 rd priority tier
Total Standard Review Points Possible		n/a

Priority Points

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

Discuss how priority points will be awarded if utilized.

Oral Interviews for Funding

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

During the virtual oral interviews (if needed), applicants will have the opportunity to elaborate and be evaluated on the topics below, as well as answer any additional questions which TEA may have to assess their readiness for the grant program. The applicant may reference any documents, including the Program Guidelines and FAQs:

- Systems Alignment (50%): Including, but not limited to, instructional time, planning time, and assessment strategy.
- Support Models (50%): Including, but not limited to, coaching supports and observation and feedback practices.

If an LEA qualifies for multiple Curriculum and Instruction bundled grants, then the following criteria will be used to grant multiple grants:

- Readiness: LEAs provide a plan on how these programs would successfully co-exist.
- Resource considerations: LEAs provide a plan for staffing resources to execute multiple programs well.
- Past success: LEAs provide success data for prior participation.

The LEA may be asked to submit evidence for the above criteria, and/or invited to a virtual interview to determine best-fit grants, if deemed necessary by the TEA.

