

Informal Discretionary Competition (Grant)

LASO Cycle 3 (2024-2025)

Learning Acceleration Support Opportunities

2024-2025 Technology Lending Grant

Program Guidelines

REVISED 02/12/25

Authorized by General Appropriations Act, Article III, Rider 8,
88th Texas Legislature, Texas Education Code, Chapter 32,
Subchapter G. TECHNOLOGY LENDING PROGRAM GRANTS



Grant Application Due Date

December 13, 2024; 5:00 p.m. CST

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Grant Program Guidelines

Grant Name as it will appear on the TEA Grant Opportunities Page	2024-2025 Technology Lending Grant
Application Due Date	December 13, 2024; 5:00 p.m. CT
Program Authority	General Appropriations Act, Article III, Rider 8, 88th Texas Legislature, Texas Education Code, Chapter 32, Subchapter G. TECHNOLOGY LENDING PROGRAM GRANTS

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	Colin Dempsey
Program manager title	Director, District Operations, Technology and Sustainability Supports
Program manager email	techlending@tea.texas.gov
Program manager phone	512-463-9335

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	\$5,000,000
Percentage to be financed with federal funds	0%
Amount of federal funds	\$0
Percentage to be financed from nonfederal sources	100%
Amount of nonfederal funds	\$5,000,000

* Should additional funding become available for this program, the agency may add it to the base amount indicated above and fund additional qualifying awardees until 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 22, 2024 at 9:00 a.m.	Program Specific Webinar Option 1 Registration link can be found on the LASO 3 website
October 25, 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
February 20, 2025	Beginning date of grant (if selected for funding) See General and Fiscal Guidelines , Grant Period
March 24, 2025	Due Date for eGrants Application
March 31, 2026	Last day to amend grant (if selected for funding) See General and Fiscal Guidelines , Grant Period
June 30, 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 General Appropriations Act, Article III, Rider 8, 88th Texas Legislature, Texas Education Code, Chapter 32, Subchapter G. TECHNOLOGY LENDING PROGRAM GRANTS

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 Technology Lending Grant program awards grant funds to school districts and open-enrollment charter schools to provide students the equipment necessary to access and use digital instructional materials at school and at home.

Eligible Applicants

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

Eligible applicants include LEAs and open-enrollment charter schools.

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

Eligibility List

There is not an eligibility list for this grant.

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 50-100 applicants will be awarded grants up to \$225,000.

* 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.

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.

Note: Grant funds cannot be used to replace lost, stolen, end-of-life, or damaged equipment as this would be considered supplanting existing equipment.

Limitation of Administrative Funds

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

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

TEA limits the amount of funds that may be budgeted to administer the program, including direct administrative costs and indirect costs, to no more than 15% of the total grant awarded.

For this state-funded Grant, the Grantee may claim a maximum for indirect costs equal to **the lesser** of its current, approved restricted indirect cost rate or 15%.

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.

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

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 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.

The applicant must comply with each of these requirements in the application to be considered for funding:

1. To be awarded these funds, applicants must provide the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. TEA may request the LEA's technology plan.

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. Applicants must address within the application how they will achieve the following:

1. Provide access to lending hardware and residential access to the internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or internet service for learning at home.
2. Ensure infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
3. Account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided. The applicant understands that the grant funds cannot be used to replace lost, stolen, end-of-life, or damaged equipment.
4. Prioritize devices for classrooms and students using TEA Available Instructional Materials (Open Education Resources, or OER).
5. Maintain information inventory logs including a list of students, classrooms, and school with access to devices or hotspots and submit the TEA upon request.
6. Ensure that classroom-based technology will be installed in a classroom where instruction with TEA Available Instructional Materials (OER) will occur for at least the full school year in which the grant is given.
7. Ensure that the device will be used for instruction with TEA Available Instructional Materials (OER) for at least 51% or the majority of the time.

8. Provide the teacher, associated instructional coach, and students with training in the proper use of the device within 90 days of installation of the device in the classroom.

Statutory and Program-Specific Assurances

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

1. 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.
2. The applicant assures to adhere to all the Statutory and TEA Program requirements as noted in the Program Guidelines.
3. 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.
4. 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.
5. 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.
6. The LEA will maintain current contact information in AskTED to ensure timely communication.
7. The LEA will regularly submit their expenditures (monthly preferred, quarterly at minimum) to remain on-track for grant expenditures.
8. The applicant provides assurance to adhere to all Statutory Requirements and TEA Program Requirements as noted in the 2024-2025 Technology Lending Grant Program Guidelines.
9. The applicant provides assurance that it will provide access to lending technology and residential access to the internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or internet service for learning at home.
10. The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
11. The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided. The applicant understands that the grant funds cannot be used to replace lost, stolen, end-of-life, or damaged equipment.
12. The applicant assures that devices will be prioritized for classrooms and students using TEA Available Instructional Materials (Open Education Resources, or OER).
13. The applicant assures that they will provide information inventory logs including a list of students, classrooms, and school with access to devices or hotspots upon request by TEA.

14. The LEA assures that classroom-based technology will be installed in a classroom where instruction with TEA Available Instructional Materials (OER) will occur for at least the full school year in which the grant is given.
15. The LEA assures that the device will be used for instruction with TEA Available Instructional Materials (OER) for at least 51% or the majority of the time.
16. The LEA assures that the district will provide the teacher, associated instructional coach, and students with training in the proper use of the device within 90 days of installation of the device in the classroom.

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

Program Elements

Description of Program

The Technology Lending Grant program awards grants to school districts and open-enrollment charter schools to provide students equipment necessary to access and use digital instructional materials at school and at home.

The equipment purchased through this grant for a local technology lending program becomes the property of the LEA. Applicants selected for funding are required to account for the technology equipment purchased with grant funds in accordance with the district policy, including ensuring the equipment where insurance is typically provided for such technology equipment. Insurance of the technology lending equipment is an allowable cost of the grant. LEAs may not charge parents/students for insurance of devices. The grant may not be used to replace lost, stolen, or damaged equipment, or replace end-of-life devices.

Equipment approved as use of funds from this grant include:

- individual student devices such as laptops or tablets (including management licenses to support these products)
- individual residential internet access or area internet access such as hot spots
- insurance and care for the aforementioned devices and internet access products
- other equipment necessary to access and use electronic instructional materials such as classroom display devices

Participating LEAs that provide internet service in students' residences must have a Technology Lending Agreement that includes or references an existing Responsible Use Policy and that is signed by the parents or guardians and by the student. The Technology Lending Agreement must provide that the internet will be used solely for educational purposes by the student.

Awards for this grant will be based on the number of students within a LEA who need:

- devices to access digital instructional materials
- residential internet access (i.e., hotspots, satellite, or wide area internet access devices)
- other equipment necessary to access and use electronic instructional materials

Performance and Evaluation Measures

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

1. Number and percent of students who checked out a device as part of the Technology Lending Grant
2. Number and percent of eligible students participating in the Technology Lending Grant Program
3. Number and percent of eligible students who had internet installed in their residences as part of the Technology Lending Grant Program
4. Ratio (e.g., 1:1) of technology devices to students needing devices
5. Titles of digital instructional materials used as part of the Technology Lending Grant
6. Count of campuses and students participating in a TEA OER initiative
7. Count and percent of teachers on participating campus(es) who leveraged digital instructional materials for students because of the Technology Lending Grant

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

Purchase technology devices that provide access to digital instructional materials for students. These devices include:

- o laptops, tablets, and other personal devices
- o operating system, productivity software
- o tech applications dedicated to word processing, presentation, spreadsheets
- o carrying or storage cases
- o Classroom-based hardware that provide better access to digital materials such as smart whiteboards or document cameras

Applicants should also remember to budget for shipping costs. Grantees may image the devices according to the specific requirements.

Maintenance of equipment

Grantees may pre-pay up to two additional years of maintenance or extended warranty with grant funds. The multi-year maintenance agreement must be payable upon receipt of a single invoice received during the grant period.

Insurance for equipment

- o Grant funds may be used to purchase a multi-year policy that would cover equipment for up to three years if this is standard practice for the LEA. The multi-year premium must be payable upon receipt of a single invoice received during the grant period.

Internet access in a residence, residential center, and/or on buses that transport students for whom a single ride lasts, on average, at least an hour.

- o Includes installation and the monthly/annual service for students who check out equipment as part of the technology lending program.
- o If internet service is provided via a local service provider, it must be purchased/contracted by the LEA for use in the student's residence. The internet service can be listed in the student's family name or in the name of the grantee. The internet service provider and the grantee should determine the most viable arrangement that mitigates any liability of the grantee for abuse of the internet by the student or family members

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.

- Out-of-State Travel
- Travel for Students to Conferences (Does Not Include Field Trips)
- 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

- Hosting or Sponsoring of Conferences
- Advisory Council
- Payroll 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:
 - a. Capital Lease Liability — Principal Costs (6512)
 - b. Capital Lease Liability – Interest Costs (6522)
 - c. Interest on Debt Costs (6523)
 - d. Audit services for state-funded Grants

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
HQIM Initiative Participation	Participating students are in a school currently participating in a TEA High Quality Instructional Materials initiative.	2
Tier 1 - Small (1 - 4,999 students) Rural areas as determined by NCES	Small, rural LEAs as defined by the National Center for Education Statistics (NCES).	1
Tier 1 - Small (1 - 4,999 students) Non-rural areas as determined by NCES	Small, non-rural LEAs as defined by the National Center for Education Statistics (NCES).	1
Tier 2: Medium (5,000 – 29,999 students)	Medium sized LEAs as defined by total enrollment of 5,000 – 29,999 students.	n/a
Tier 3: Large (above 30,000 students)	Large sized LEAs as defined by total enrollment of 30,000 or more students.	n/a

Tier 4	Ranking by district size and then by percentage of students enrolled qualifying for Title-I funds.	n/a
Total Standard Review Points Possible		4

All eligible LEA’s grant applications will be evaluated based on the following categories:

Priority Level 1: Participating students are in a school currently participating in a TEA High Quality Instructional Materials initiative:

- Blended Learning Grant Program or Math Innovation Zones
- Strong Foundations Implementation Supports

Priority Level 2: Participating students are not currently using a TEA OER product (TEA Available Instructional Materials)

Priority Points

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

TEA will prioritize awards according to the following methodology:

- Tier 1: Small (1 - 4,999 students) Priority Level 1 LEAs: top ranked 24 LEAs in Tier 1
 - 1a: Rural areas as determined by NCES
 - 1b: Non-rural areas
- Tier 2: Medium (5,000 – 29,999 students) Priority Level 1 LEAs: top ranked 8 LEAs in Tier 2
- Tier 3: Large (above 30,000 students) Priority Level 1 LEAs: top ranked 5 LEAs in Tier 3
- Tier 4: Remaining Priority Level 1 LEAs: remaining funds from Tier 1, Tier 2, and Tier 3
- Tier 5: Priority Level 2 LEAs: until remaining funds are exhausted

Within each tier, applicants will be sorted by % economically disadvantaged students to determine prioritization. Rural areas will be a factor in determining prioritization.

In the case of a tie with two districts falling in the same tier with the same economically disadvantaged numbers, it can be determined to break the tie by awarding the LEA with the higher student number (count) in need of devices.

Oral Interviews for Funding

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

Does not apply to this grant program.