

REQUEST FOR APPLICATION

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# Application Guidelines

## Abbreviated Program Guidelines

# 2017-2018 Title I, Part A, Professional Service Provider (PSP)

Authorized by Elementary and Secondary Education Act of 1965 (ESEA),  
as amended by P.L. 114-95, Every Student Succeeds Act (ESSA)  
Title I, Part A

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

TEXAS EDUCATION AGENCY

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**School Improvement Division  
1701 North Congress Avenue  
Austin, Texas 78701**

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# Subgrantee Clarification

TEA, as the pass-through entity<sup>1</sup>, is the grantee<sup>2</sup> from the US 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.

## Contacts for Clarifying Information

### Program Contact

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### Funding Contact

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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 (total budget shall not exceed this amount)	\$3,965,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$3,965,000
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 Attachments of the SAS.

## Program Elements

### Program Purpose, Goals, and Objectives

The program purpose is to provide sustained support to and work cooperatively with Title I, Part A, Priority and Texas Title I Priority Schools (TTIPS) campuses to increase the opportunity for all students in such schools to meet the State's content and student performance standards. ESC goals are to provide facilitation for travel and payment to Professional Service Providers (PSPs), those serving in the role of PSPs, and to provide training and continuing professional development for approved PSPs and those approved to serve as PSPs.

## 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.

Refer to the Indirect Cost Handbook in the Handbooks and Other Guidance section of the Grants Administration Division's [Administering a Grant](#) page for more information on indirect costs and the correlation to the supplement, not supplant provision.

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 September 1, 2017, to the 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.

## TEA Program Requirements

This program description is based on an estimated number of priority schools. The program serves Title I, Part A served schools identified as in need of improvement, unless otherwise noted. In collaboration with and approval by TEA, the requirements for the program are as follows:

- Facilitate contract and travel reimbursement to PSPs and to those serving in the role of PSPs
- Provide training and continuing professional development to PSPs and to those serving as PSPs
- Ensure implementation of approved ESC pilot

## 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:

### General Allowable Activities and Use of Funds

- In-state and local travel for PSPs
- Payment to PSPs for services rendered

## 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.

### Hosting or Sponsoring of Conferences

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

### Out-of-State Travel

Out-of-state travel costs are not allowable.

## 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)
- Audit services for state-funded grants

## Performance Measures

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

1. Implementation of approved PSP pilot.
2. Ensure the facilitation of contract and travel reimbursement to PSPs and to those serving in the role of PSPs are handled in a timely and efficient manner.
3. Ensure training and continuing professional development opportunities to PSPs and to those serving in the role of PSPs seek to increase student outcomes.
4. The applicant agrees to comply with any evaluation requirements that may be established by TEA.
5. Applicant agrees to submit the required evaluation reports in the format and time requested by TEA. If needed, TEA will collect and analyze relevant data from PEIMS if available.

## 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.