

REQUEST FOR APPLICATION

Application Guidelines

Abbreviated Program Guidelines

2015-2016 Professional Development Partnerships for Early Childhood Education

Authorized by General Appropriations Act (GAA), Article VII,
Rider 25, 84th Texas Legislature

Application Closing Date—5:00 p.m., Central Time
September 2, 2016

TEXAS EDUCATION AGENCY

**Academics 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 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.

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.

Contacts for Clarifying Information

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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)	\$500,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$500,000
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 Professional Development Partnerships for Early Childhood Education shall support early childhood faculty at institutions of higher education to deliver the highest quality instruction possible to teachers of high school and college students enrolled in early childhood classes. The program will offer stipends to faculty members attending professional development sessions, implementing cutting edge techniques in their classes, and engaging with high school teachers to help high school students earn early childhood college credit.

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

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

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 Division of Grants Administration [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 Division of Federal Fiscal Compliance and Reporting [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 5% 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 October 1, 2015, 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.

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:

- Early Childhood Education Professional Development

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

General Allowable Activities and Use of Funds

- In-state travel
- Remote coaching
- Professional Development
- Training

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:

Quarterly Reports and a Final Reports should be submitted according to the following schedule:

Q4 Report	July 1, 2016 – September 30, 2016	October 25, 2016
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Provide quarterly, year-to-date, and annual reports to TEA, to include:

1. Number of IHE faculty receiving stipends;

2. Total dollar amount of stipends awarded to IHEs;
3. Number of teachers enrolled in the program and working towards: an associate degree (AAS, AA), bachelor's degree (BS, BA), Child Development Associate (CDA) credential, or other early childhood certification. Report should indicate the entity: child care centers, licensed homes, registered homes, and Pre-K;
4. Number of teachers receiving: an AAS or AA, a BS or BA, a CDA, or other early childhood certification. Report should indicate the entity: child care center, licensed home, registered home, and Pre-K;
5. Quarterly and cumulative number of teachers or caregivers receiving professional development activities. Report should indicate the type of entity: licensed child care center, child care home, Pre-K, or Head Start and the work setting: the teacher or caregiver;
6. Number of teachers or caregivers who received technical assistance such as coaching, mentoring, or consultation during the contract. When possible, include in what type of setting the teacher or caregiver worked.

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.