

REQUEST FOR APPLICATION

Application Guidelines

Abbreviated Program Guidelines

2018-2019 MATHCOUNTS

Authorized by General Appropriations Act, Article III, Rider 21,
85th Texas Legislature

Application Closing Date—5:00 p.m., Central Time
August 17, 2018

TEXAS EDUCATION AGENCY

CURRICULUM STANDARDS AND STUDENT SUPPORT
1701 North Congress Avenue
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

Steve Wilder, Curriculum Standards and Student Support Division
steven.wilder@tea.texas.gov
Phone: (512) 463-9581
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Funding Contact

Eleanor Blais, Grants Administration Division
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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)	\$200,000
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	\$200,000

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 purpose of the MATHCOUNTS grant is to provide financial support to the Texas Engineering Foundation (TEF) in its efforts to sponsor and lead the Texas MATHCOUNTS program. MATHCOUNTS provides mathematics programs and state-of-the-art supplemental math instructional materials for middle school students to build math skills, promote critical-thinking and problem-solving skills, and heighten student interest in mathematics. Through the MATHCOUNTS Competition Program students take part in individual and team competitions.

Competitions begin at the local level with the opportunity for winners to move on to compete at regional and national levels.

Objectives:

1. Publicize and promote the MATHCOUNTS program;
2. Train personnel such as TEF members, teachers, and administrators involved in the MATHCOUNTS program; and
3. Organize participation in the MATHCOUNTS program at both the state and national levels.

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

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

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 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 not permitted for this grant.

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. General Appropriations Act (GAA), Article III, Rider 21, 85th Texas Legislature, 2017.

TEA Program Requirements

1. Activity/Progress Report

The grantee shall provide a mid-year activity/progress report during the project in the format requested by TEA. The mid-year activity/progress report is due to TEA within fifteen (15) days after the close of the reporting period. These reports will be used by the project manager to determine if modifications or adjustments to the program are indicated.

2. Final Evaluation Report

The grantee shall provide a final evaluation report within 30 days after the end of the project in the format requested by TEA. Grantee is not in compliance with grant conditions and requirements until such time as this report is received by the TEA Project Manager.

The schedule for delivery of these activity/progress reports is:

<u>Report</u>	<u>As of Date</u>	<u>Due Date</u>
Mid-Year Activity/Progress Report	02/28/2019	03/15/2019
Final Evaluation Report	08/31/2019	09/28/2019

The **Activity/Progress Report** and **Final Evaluation Report** must be submitted to:

Curriculum Standards and Student Support Division
Texas Education Agency
William B. Travis Building
1701 N. Congress Avenue
Austin, Texas 78701-1494

Or

steven.wilder@tea.texas.gov

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:

Out-of-State Travel

Out-of-state travel costs are allowable for travel related to the national MATHCOUNTS competition only. 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.

General Allowable Activities and Use of Funds

- Publicizing and promoting the MATHCOUNTS program.
- Training personnel, such as Texas Engineering Foundation (TEF) members, teachers, and administrators, involved in the MATHCOUNTS program.
- Organizing participation in the MATHCOUNTS program at both the state and national level.
- Travel costs are allowable as long as the expenses for transportation, lodging, subsistence, and related items are incurred only by employees on official business of the grantee and follow the grantee's regular business operations and written travel policy.

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.

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.

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
- Capital Outlay

Performance Measures

The applicant agrees to collect data and report on the following mandatory performance measures in the mid-year and final evaluation reports:

1. Total number of campuses/districts participating in MATHCOUNTS
2. Total number of students participating in MATHCOUNTS by grade level per program
3. Total number of teachers and school staff involved with MATHCOUNTS
4. Total number of club programs
5. Total number of participants and/or teams competing at the state and national levels
6. Demographic information of the number and percentage of students participating in MATHCOUNTS by gender and ethnicity
7. Percentage of students reporting satisfaction with MATHCOUNTS
8. Overall ranking of participants and/or teams at the state and national levels (final report only)

Required Attachments

See the following sections of the [General and Fiscal Guidelines](#):

- Fiscal-Related Documentation Required to Be on File
- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

For a list of the fiscal-related attachments required for this grant application, refer to the SAS, Schedule #2— Statutory and Program Assurances.

Required Program-Related Attachments

There are no required program-related attachments.