

REQUEST FOR APPLICATION

Application Guidelines

Abbreviated Program Guidelines

2019-2020 Humanities Texas

Authorized by General Appropriations Act (GAA), Article III, 86th
Texas Legislature

Application Closing Date—5:00 p.m., Central Time
May 30, 2019

TEXAS EDUCATION AGENCY

**Educator Support Division
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Introduction to the Program Guidelines

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.

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. The Standard Application System (SAS) consists of Application Part 1 (PDF – narrative schedules) and Application Part 2 (Excel - budget schedules) to be completed in order for the applicant to be eligible for funding.

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.

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

Program Contact

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Funding Contact

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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	\$1,000,000
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	\$1,000,000

- **Funding for this grant is contingent on approval of the state budget.**

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.

Program Elements

This section provides detailed information about the grant program.

Program Purpose, Goals, and Objectives

The 86th Texas Legislature funds the Humanities Texas Teacher Institute Program to provide training and support to teachers in their first or second year of service in geographic areas with low student achievement on state assessments.

The objectives of the program are as follows:

1. Develop and implement workshops and institutes exploring significant humanities topics in partnership with leading cultural and educational institutions for secondary-level teachers in geographic areas with low student achievement on state assessments.
 - a. Hold at least 12 workshops during the 2019-2020 academic year and four summer institutes during summer 2020.
 - b. Ensure institutes and related content are consistent with current curriculum standards-Texas Essential Knowledge and Skills (TEKS)-and the goals of TEA professional development objectives.
 - c. Ensure that the institutes strengthen professional relationships among participating teachers.
 - d. Ensure that the institutes strengthen teachers' relationships with cultural and educational institutions in Texas and beyond.
 - e. Continue developing an evaluation infrastructure that supports the refinement of the Teacher Institute Program for future workshops and institutes.
2. Develop and disseminate curricular materials that enhance and extend the program's impact among Texas teachers.
 - a. Develop effective curricular resources.
 - b. Disseminate effective curricular resources to teachers throughout Texas.
 - c. Expand the Online Resource Center and make program-related materials downloadable.

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.

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 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](#), posted on the Administering a Grant page, under the Handbooks and Other Guidance section.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are not permitted for this grant.

Application Requirements and Assurances

This section identifies the two 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)

Statutory Requirements

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

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

There are no TEA program requirements for this grant program.

Program-Specific Assurances

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

The program-specific assurances for this grant program are listed in the Application Part 1.

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:

Field Trips

Field trips may be funded under the grant program. Only the following types of field trips are allowable:

- Field trips in which teachers participating in Humanities Texas trainings are transported by vehicle to historical or cultural sites directly related to training topics closely located to training events (i.e., visiting the site does not require extensive travel or overnight accommodations.)

Field trips will require a written justification form to be maintained locally and made available to TEA upon request. To access the Field Trips Justification form, refer to the [Administering a Grant](#) page.

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 be funded under the grant program. Only the following travel costs are allowable for these positions:

- Costs for Board Members may be covered if they are presenting at a Humanities Texas program or conference.
- Costs for Executive Directors are allowable for presenting or attending conferences in Texas.

Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

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
- Travel for students to conferences (does not include field trips)
- Advisory council
- Cost of membership in any civic or community organization
- Out-of-state travel
- Hosting or sponsoring conferences

Performance Measures

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

There are no mandatory performance measures.

Attachments

Attach this program guidelines document to the SAS. These program guidelines are incorporated by reference into the approved SAS and the NOGA.

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

- 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.

Required Program-Related Attachments

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

No program-related attachments are required for this grant program.