PROGRAM GUIDELINES:  
2019–2021  
PATHWAYS IN TECHNOLOGY  
EARLY COLLEGE HIGH SCHOOLS (P-TECH) AND INDUSTRY CLUSTER INNOVATIVE ACADEMIES (ICIA) SUCCESS GRANT PROGRAM  

APPLICATION DUE DATE  
5:00 p.m. Central Time, Tuesday, April 9, 2019  

PROGRAM AUTHORITY  
Authorized by General Appropriations Act, Article III, Rider 67, 85th Texas Legislature and Texas Education Code (TEC) §§29.551-29.556 (P-TECH) and Texas Education Code §29.908, Early College Education; General Appropriations Act, Article III, Rider 49, 85th Texas Legislature, 2017
**Contents**

**APPLICATION DUE DATE** ................................................................. 0  
**PROGRAM AUTHORITY** ...................................................................... 0  
Introduction to the Program Guidelines ...................................................... 1  
  Reference to the General and Fiscal Guidelines ........................................ 1  
  U.S. Department of Education and/or State Appropriations ...................... 2  
Grant Timeline ....................................................................................... 2  
**Grant at a Glance** ............................................................................. 3  
  Authorizing Legislation ........................................................................ 3  
Where to Submit the Application ............................................................. 3  
Number of Copies ................................................................................... 3  
Purpose of Program ................................................................................ 3  
Eligible Applicants ................................................................................... 4  
  Eligibility List ....................................................................................... 4  
  Shared Services Arrangement .............................................................. 4  
  More Than One Application .................................................................. 4  
Application Funding ................................................................................ 4  
  Cost Share or Matching Requirement ................................................ 4  
  Limitation of Administrative Funds ...................................................... 5  
  Pre-Award Costs ................................................................................ 5  
Applicant Assistance ................................................................................ 5  
  Contact for Clarifying Information ...................................................... 5  
  Frequently Asked Questions .............................................................. 5  
  Applicants’ Conference/Webinar .......................................................... 5  
Errata Notices ....................................................................................... 6  
GovDelivery Email Bulletins ................................................................... 6  
Program Elements .................................................................................. 6  
  Program Description ........................................................................... 6  
  Supplement, Not Supplant .................................................................... 7  
  SMART Goal ........................................................................................ 7  
Measurable Progress ............................................................................... 7  
Application Requirements and Assurances ............................................... 7  
  Program-Specific Assurances .............................................................. 7  
  Statutory Requirements ....................................................................... 8  
  TEA Program Requirements .............................................................. 9  

---

2019–2021 PTECH/ICIA Success Grant Program  
RFA #701-19-108; SAS #272-19
Activities and Use of Funds ................................................................. 9
Field Trips ......................................................................................... 9
Advisory Council .............................................................................. 9
General Allowable Activities and Use of Funds ................................ 10
General Unallowable Activities and Use of Funds ................................ 10
Cost of Membership in Any Civic or Community Organization .......... 10
Hosting or Sponsoring of Conferences ............................................. 10
Out-of-State Travel ........................................................................... 10
Travel Costs for Officials such as Executive Director, Superintendent, or Board Members 10
Project Evaluation and Modification ................................................. 11
Performance Measures ..................................................................... 11
Limits on Contracted Evaluators ...................................................... 12
Application Elements ....................................................................... 12
Notice of Intent to Apply .................................................................. 12
Reviewer Information Form ............................................................... 13
Required Attachments ..................................................................... 13
  Required Program-Related Attachments ......................................... 13
Scoring and Review ......................................................................... 13
Standard Review Criteria................................................................. 13
Specific Review Criteria ................................................................ 14
Priorities for Funding .................................................................... 15
Introduction to the Program Guidelines

The Texas Education Agency (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, open-enrollment 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 are to be used in conjunction with the General and Fiscal Guidelines and the specific program instructions. The Adobe Acrobat Standard Application System (SAS) consists of all forms 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.
U.S. Department of Education and/or State Appropriations

The following is provided in compliance with the U.S. Department of Education Appropriations Act:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total funds available for this project</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>Percentage to be financed with federal funds</td>
<td>0%</td>
</tr>
<tr>
<td>Amount of federal funds</td>
<td>$0</td>
</tr>
<tr>
<td>Percentage to be financed from nonfederal sources</td>
<td>100%</td>
</tr>
<tr>
<td>Amount of nonfederal funds</td>
<td>$1,400,000</td>
</tr>
</tbody>
</table>

Grant Timeline

All of these dates except the grant ending date may vary slightly as conditions require.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, February 22, 2019</td>
<td>RFA available; notice of the RFA published in the Texas Register</td>
</tr>
<tr>
<td>Monday, March 4, 2019</td>
<td>Last date to submit questions to be addressed in the applicant’s Conference/Webinar</td>
</tr>
<tr>
<td></td>
<td>See General and Fiscal Guidelines, Applicants’ Conference/Webinar</td>
</tr>
<tr>
<td>Thursday, March 7, 2019</td>
<td>Applicants’ Conference/Webinar (registration at <a href="https://attendee.gotowebinar.com/register/366176444012071427">https://attendee.gotowebinar.com/register/366176444012071427</a>)</td>
</tr>
<tr>
<td>Friday, March 15, 2019</td>
<td>Last date to submit FAQs to TEA contact person</td>
</tr>
<tr>
<td></td>
<td>See General and Fiscal Guidelines, Frequently Asked Questions</td>
</tr>
<tr>
<td>Thursday, March 21, 2019</td>
<td>Due date for the Notice of Intent to Apply</td>
</tr>
<tr>
<td></td>
<td>(<a href="https://www.research.net/r/19-21PTECHSuccessNOI">https://www.research.net/r/19-21PTECHSuccessNOI</a>)</td>
</tr>
<tr>
<td>Thursday, March 21, 2019</td>
<td>Due date for Reviewer Information Form</td>
</tr>
<tr>
<td></td>
<td>(<a href="https://www.research.net/r/19-21PTECHSuccessRIF">https://www.research.net/r/19-21PTECHSuccessRIF</a>)</td>
</tr>
<tr>
<td>Thursday, March 21, 2019</td>
<td>FAQs posted to TEA Grant Opportunities page</td>
</tr>
<tr>
<td>Tuesday, April 9, 2019</td>
<td>Due date for the application in the TEA Document Control Center, 5:00 p.m., Central Time</td>
</tr>
<tr>
<td></td>
<td>See General and Fiscal Guidelines, Competitive Application Due Date and Time</td>
</tr>
<tr>
<td>Wednesday, April 10, 2019 – Tuesday, May 7, 2019</td>
<td>Competitive review period</td>
</tr>
<tr>
<td></td>
<td>See General and Fiscal Guidelines, Competitive Review Process</td>
</tr>
<tr>
<td>Saturday, June 1, 2019</td>
<td>Beginning date of grant</td>
</tr>
<tr>
<td></td>
<td>See General and Fiscal Guidelines, Grant Period</td>
</tr>
<tr>
<td>Wednesday, March 17, 2021</td>
<td>Final date to submit an amendment</td>
</tr>
<tr>
<td>Tuesday, June 15, 2021</td>
<td>Ending date of grant</td>
</tr>
<tr>
<td></td>
<td>See General and Fiscal Guidelines, Grant Period</td>
</tr>
</tbody>
</table>
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.

**Grant at a Glance**

This section provides fundamental information pertinent to the grant program.

**Authorizing Legislation**

This grant program is authorized by General Appropriations Act, Article III, Rider 67, 85th Texas Legislature and Texas Education Code (TEC) §§29.551-29.556 (P-TECH) and Texas Education Code §29.908, Early College Education; General Appropriations Act, Article III, Rider 49, 85th Texas Legislature, 2017

**Where to Submit the Application**

See the Where to Submit the Competitive Application section of the General and Fiscal Guidelines.

**Number of Copies**

See the Copies and Signature for Competitive Grants section of the General and Fiscal Guidelines.

Note: TEA requires one original, single-sided copy of the application and two, single-sided copies of the application, (that is: three, single-sided copies of the application in total), and each copy should include all required attachments.

**Purpose of Program**

The purpose of the P-TECH and ICIA Success grant program is to provide a smooth transitional experience for students to receive a high school diploma, a work credential, an associate’s degree, and participate in work-based education programs on or before the sixth anniversary of a student’s first day of high school. Utilizing partnership agreements with employers and higher education institutions, the P-TECH and ICIA Success grant program offers a coherent sequence of classes that leads to a high school diploma, an associate’s degree, a credential, and work experiences that lead to the opportunity for students to receive priority in interviewing with partnering employers when they have completed the program.

P-TECH and ICIA schools are public schools established under the TEC §29.553 (P-TECH) and TEC §29.908 (ICIA), that enable students in Grade 9, 10, 11 or 12 who are at-risk of dropping out, as defined by the TEC, §29.081, or who wish to accelerate completion of high school to combine high school courses and college-level courses. In partnership with an IHE as well as community and employers, P-TECH and ICIA schools provide rigorous academic and work-based programs that provide students with a clear pathway to skilled employment opportunities while also responding to local workforce needs.
Eligible Applicants
See the General and Fiscal Guidelines, Eligibility To Apply for Competitive Grants.
LEAs are eligible to apply that:

- Serve students in Grades 9–12; or
- Are already serving students in Grade 9, Grades 9 and 10, or Grades 9 through 11 and will progressively scale up by adding at least one grade level per year.

Additionally, in order to be eligible to apply for this grant, LEAs must also:

- Have been implementing a program similar to P-TECH or similar to an ICIA that allows students to: earn industry credentials and associate degrees, engage in appropriate work-based education at every grade level, and participates in programs that create a seamless transition to additional education or the competitive job market;
- Have established partnerships with at least one IHE defined in a written agreement; and
- Have established partnership(s) with employer(s) defined in a written agreement.
- Not be the recipient of the 2018–2020 Pathways in Technology Early College High Schools (P-TECH) and Industry Cluster Innovative Academies (ICIA) Success (RFA #701-18-101) grant.

Eligibility List
An eligibility list is not posted on the TEA Grant Opportunities page.

Shared Services Arrangement
See the General and Fiscal Guidelines, Shared Services Arrangements. Shared services arrangements (SSAs) are not allowed.

More Than One Application
Eligible applicants may not apply for the grant on behalf of more than one school.

Application Funding
See the following sections of the General and Fiscal Guidelines:
- Grant Funding
- Continuation Funding
- Fund Management
- Use of Funds

It is anticipated that approximately seven (7) grants will be awarded ranging in amounts up to $200,000.

Cost Share or Matching Requirement
See the General and Fiscal Guidelines, Cost Share/Match Requirement. TEA requires a 20% match for this grant program.
Limitation of Administrative Funds
See the General and Fiscal Guidelines, Administrative 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 Administrative Costs
The grantee may claim a maximum for indirect costs equal to their current approved restricted indirect cost rate for this grant program. However, please note that IHEs that only have an approved unrestricted indirect cost rate will be capped at 8% for indirect administrative costs. 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.

Pre-Award Costs
See the General and Fiscal Guidelines, Pre-Award Costs.
Pre-award costs are not permitted for this grant.

Applicant Assistance
The following types of assistance are available to applicants for this grant program.

Contact for Clarifying Information
See the General and Fiscal Guidelines, TEA Contacts.
The following TEA staff member should be contacted with questions about the RFA, the grant program, or for assistance with the applicants’ webinar:

Krystal Garza
Coordinator, College and Career Readiness School Models
College, Career, and Military Preparation
ptech@tea.texas.gov
Phone: (512) 936-6060

Frequently Asked Questions
See the General and Fiscal Guidelines, Frequently Asked Questions.
The FAQs for this grant program will be posted to the TEA Grant Opportunities site no later than the date listed on the Grant Timeline. Applicants may email their questions to the TEA staff member listed in the Contact for Clarifying Information section.

Applicants’ Conference/Webinar
See the General and Fiscal Guidelines Applicants’ Conference/Webinar.
Questions that applicants wish to have addressed during the applicants’ webinar must be submitted no later than the date given in the grant timeline.
Errata Notices
See the General and Fiscal Guidelines, Errata Notices.

GovDelivery Email Bulletins
See the General and Fiscal Guidelines, GovDelivery Email Bulletins.

Program Elements
This section provides detailed information about the grant program.

Program Description
While Texas’ economy is thriving and strong, Texas employers are reporting challenges in hiring skilled employees in Texas to fill middle-skill jobs in high-needs industries that require associate degrees, postsecondary certificates and/or industry certifications.

Texas is responding to the opportunities and challenges by expanding innovative high school models that provide wrap-around services to students through mentoring, articulation of credits from high school to college, flexibility in scheduling, and work-based learning that results in priority status in terms of interviewing with participating employers. In Texas, thousands of students’ lives are being changed by the opportunity to follow a seamless and clear path from high school, to postsecondary education and the workforce. The P-TECH and ICIA model provides an exciting and transformative approach to high school that immerses students in rigorous educational opportunities that are connected to Texas’ regional labor market demands, responsive to employer needs and focused both on educational and employment outcomes.

Grantees who receive the P-TECH and ICIA Success Grant will be designated as a P-TECH Campus for the 2019-2020 school year and are required to work with the TEA chosen technical assistance provider for the grant period. Activities or initiatives by grantees may include, but are not limited to: aligning current practices to the P-TECH and ICIA Blueprint, continuation of collaborative leadership and decision making committees, establishing systems for formal data review as well as the creation of data response plans, strengthening student recruiting systems, increasing opportunities for students to master basic skills and prepare for more rigorous academic classes, reviewing scope and sequences, building the program’s capacity to offer courses, supporting students in enrollment and success in college classes that result in the student’s earning an associate’s degree, an articulated agreement with a 4-year institution detailing how the associate’s degree and accrued credits could lead to a baccalaureate degree, and further developing work-based education partnerships and opportunities for students. In addition, grantees will review current agreements with employer partners to ensure that the agreements emphasize the priority status of students who complete the program in interviewing for jobs with the employer.
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 applies to this grant program.

SMART Goal
See the General and Fiscal Guidelines, SMART Goals, Additional SMART Goal Guidance from TEA, and Measurable Goals and Progress.

Measurable Progress
See the General and Fiscal Guidelines, SMART Goals, Additional SMART Goal Guidance from TEA, and Measurable Goals and Progress.

Application Requirements and Assurances
This section describes the program assurances and the two types of requirements that applicants must address in the application (such as with a narrative description, an activity timeline, or a checklist) to be eligible to be considered for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

Program-Specific Assurances
See the General and Fiscal Guidelines, Provisions and Assurances.

1. P-TECH and ICIA schools will provide participating students with flexibility in class scheduling and academic mentoring.

2. The P-TECH and ICIA school will be open enrollment. Enrollment decisions will not be based on state assessment scores, discipline, history, teacher recommendations, minimum grade point average (GPA) or any other criteria that creates barriers for student enrollment.

3. P-TECH and ICIA schools will allow participating students to complete high school and, on or before the sixth anniversary of the date of the student’s first day of high school: receive a high school diploma, an associate degree, a two-year postsecondary certificate, or industry certification; and complete work-based education through an internship, apprenticeship, or other job training program.

4. P-TECH and ICIA programs will be provided at no cost to participating students.

5. LEA will submit an action plan based on blueprint initial self-assessment and needs assessment. (Template provided by TEA to grant recipients.)

6. LEA will submit confirmation of: a) the school/program as a designated Texas Success Initiative (TSI) assessment site and; b) timeline for testing students to ensure that passing rates meet outcome based measures on the P-TECH and ICIA Blueprint.
Statutory Requirements

See the General and Fiscal Guidelines, Statutory Requirements.

Per Section 22.0834 of the 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. P-TECH and ICIA schools must establish recruitment and enrollment processes and requirements that will not exclude or discourage the enrollment of any of the subpopulations of at-risk students, including, but not limited to, students who are of limited English proficiency or who have failed a state administered assessment. Describe the recruitment and enrollment plan. Include a general timeline and describe the specific activities planned to serve the target population.

2. P-TECH and ICIA schools must provide for a program/course of study that enables a participating student in grade levels 9–12 to combine high school courses and postsecondary courses. Describe the course of study that the school is planning to offer and how it expands upon current offerings. Include how the course of study will enable a student to combine high school courses and postsecondary courses and identify crosswalks, sequence of courses, degrees/certificates/certifications earned, and work-based education that will be available to students at every grade level. Describe how the selected course of study will address regional workforce needs.

3. P-TECH and ICIA schools must enter into an articulation agreement with IHEs that are accredited by a national or regional accrediting agency recognized by the Texas Higher Education Coordinating Board (THECB) in accordance with Texas Administrative Code (TAC) §74.25. The articulation agreement must provide a participating student access to postsecondary educational and training opportunities at an IHE and must address all the items below:
   - curriculum alignment,
   - instructional materials,
   - instructional calendar,
   - programs/courses of study,
   - student enrollment and attendance,
   - grading periods and policies, and
   - administration of statewide assessments.

   Name the IHE and describe how the proposed program will meet the requirements for the partnership with the IHE.

4. P-TECH and ICIA schools must enter into a MOU with regional industry or business partners in Texas and must meet the following guidelines:
   - Provides 100% of participating students access to appropriate work-based education at every grade level,
   - Addresses regional workforce needs,
The industry/business partner will give to a student who receives work-based training or education from the partner with a P-TECH and ICIA first priority in interviewing for any jobs for which the student is qualified and that are available on the student’s completion of the program; and will be reviewed at least every two years and updated as necessary.

Name the regional industry or business partner and describe how the proposed program will meet the requirements for the partnership with the industry/business partner.

**TEA Program Requirements**

See the [General and Fiscal Guidelines](#), 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. Grantee must have an established Leadership Team. Describe the current Leadership Team and include a list of the individuals and their titles, along with how often the Leadership Team will meet, the dates of meetings that have already been held, any upcoming meetings and agenda topics.

2. Grantee must be implementing wrap-around strategies and services involving multiple stakeholders (parents, teachers, counselors, community members, etc.) to strengthen both the academic and social/emotional skills and support necessary for high school and college readiness, as well as provide academic and social/emotional support for students to be successful in rigorous academic and work-based educational experiences. Describe the current wrap-around strategies and services the school is offering, as well as the additional strategies and services that are planned to support P-TECH.

**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.

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.

**Advisory Council**

An advisory council may be funded under the grant program.
General Allowable Activities and Use of Funds

- Reasonable and necessary items for accomplishing the objectives of the P-TECH and ICIA Success grant program.
- Curriculum planning and development
- Materials and supplies for P-TECH and ICIA
- Teacher professional development
- Salaries for instructional staff
- Teacher credentialing specifically related to identified programs of study
- Equipment necessary for implementation of identified programs of study
- Career counselor salary
- Salary for dedicated program director/administrator
- Day field trips for P-TECH and ICIA students to partner IHEs or partner industry sites.
- Extra duty pay for instructors in the programs of study.
- Supplies and materials for advisory council (excluding food, beverage, snacks)

General Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the Administering a Grant page for unallowable costs.

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
Hosting or sponsoring conferences may not be funded under this grant program.

Out-of-State Travel
Out-of-state travel costs may not be funded under this grant program.

Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
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
- Food, snacks, drinks
Project Evaluation and Modification

By submitting this application, the applicant agrees to comply with any evaluation requirements that may be established by TEA and agrees to submit the required evaluation reports in the format and time requested by TEA. TEA will collect and analyze relevant data from PEIMS if it is available.

Specific critical success factors and milestones will be developed in a manner determined appropriate by TEA.

Performance Measures

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

1. Leadership team members, meeting dates, agendas and meeting minutes (including attendance) posted on the school’s website. Meeting minutes should address how the school is reviewing student qualitative and quantitative data to continuously improve the program and the rate of student success.

2. Copy of enrollment guidelines that follow the enrollment requirements outlined in the statutory requirements of this grant. Enrollment guidelines should clearly document enrollment policies and practices to include admissions policies of performance-blind, open access systems that encourage and considers applications from all students or a weighted lottery that factors students who are at risk as defined by the PEIMS (TEC §29.081) or who are part of the targeted subpopulations.

3. Current (school year 2019–2020) Recruitment Plan that includes:
   a. Marketing materials and timelines (in English/Spanish, if so required)
   b. The methods used to obtain input from parents, community, business and postsecondary partners,
   c. Regular activities to educate students, parents, counselors, community, staff and school board members.

4. Current (school year 2019–2020) signed and dated list of high-demand occupations and programs of study that lead to these occupations that was developed in partnership with the local workforce development board. Contact information for Texas Workforce Development Boards can be found at: http://www.twc.state.tx.us/partners/workforce-development-boards-websites#texasWorkforceDevelopmentBoardWebsites

5. Current (school year 2019–2020) signed and dated MOU with business partner that fulfills the statutory requirements of this grant, and also outlines roles and responsibilities, in-kind match, and work-based education experiences for students at 9th, 10th, 11th and 12th grade.

6. Current (school year 2019–2020) signed and dated MOU and Articulation agreement with an IHE that fulfills the statutory requirements of this grant.

7. Completed Program of Study List and Crosswalk template which provides a clear plan and outcomes for a structured sequence of courses that combine high school and post-secondary courses.
8. Plan of wrap-around strategies and services to provide academic and social/emotional support for student success to include:
   a. Academic mentoring and support for intervention and acceleration.
   b. Counseling, guidance and student advisory services for academic and social/emotional support.
   c. Social/emotional supports such as parent outreach, connections to social services when needed and peer mentoring.

**Limits on Contracted Evaluators**

When a grantee chooses, or is required under a grant, to hire a contracted evaluator, TEA believes that the evaluator must have the capability to remain independent and objective in carrying out the evaluation. "Independent and objective" implies that there is no influence or control, real or perceived, exerted on the evaluator by any person who is involved in the provision of program services. Therefore, the only way in which a contracted evaluator can be truly independent and objective is not to be involved in any manner with the provision of program services or activities. Otherwise, the evaluator is, at least in part, evaluating its own services.

In addition, TEA is aware that some grant writers develop and design the grant program, write the entire grant application, and then wish to evaluate the grant program. TEA also believes that this scenario poses a conflict of interest for the evaluator, in that the evaluator is evaluating the grant program that he or she designed, developed, and wrote. Again, it is not possible for the evaluator to function independently and objectively if the evaluator performed in this capacity. It is certainly acceptable for the grant writer to receive some information from a potential evaluator to include in the evaluation section of the grant application with regard to an appropriate evaluation plan or design, but communication between the grant writer and evaluator should be limited to that specific topic.

Applicants should make every effort to ensure that contracted evaluators be independent and objective.

**Application Elements**

This section describes the requirements and attachments that must be addressed in and included with the application.

**Notice of Intent to Apply**

For competitive grants, prospective applicants are requested to submit the Notice of Intent to Apply (NOI) by the date specified in the Grant Timeline. The NOI provides helpful information that allows TEA staff to plan for the management of the applications and review processes. Failure to notify TEA of the intent to apply will not disqualify the applicant from applying for grant funds.

The NOI link is on the Timeline on page 2 of this document.
Reviewer Information Form

For every application submitted for a competitive grant, the applicant is required to submit the names of three individuals to serve as reviewers in the competitive review process for the grant program.

Individuals who are hired to prepare grant applications may not serve as reviewers, and their names should not be submitted. Applicants must notify the people whose names they submit that they may be asked by TEA to serve as reviewers.

Once reviewers are selected, they will receive detailed information about the review process. The competitive review for the grant program will take place during the time period given in the Grant Timeline.

All applicants are required to complete the form and to submit it online on or before the date given in the Grant Timeline.

The Reviewer Information Form link is on the Timeline on page 2 of this document.

Required Attachments

See the following section of the General and Fiscal Guidelines:

- Required Program-Related Attachments

Required Program-Related Attachments

1. Attachment #1: “Crosswalk” template, which outlines the current program/course of study for students. This template can be found on the TEA Grants Opportunities page, posted with the other RFA documents for this grant. The “Crosswalk” template is one page. Do not add additional pages.

2. Attachment #2: “Work Based Education Matrix” template, which details the appropriate work based education experiences for students at each grade level. This template can be found on the TEA Grants Opportunities page, posted with the other RFA documents for this grant. The “Work Based Education Matrix” is one page. Do not add additional pages.

3. Attach a current (school year 2018–2019) MOU with an IHE partner that outlines roles and responsibilities and addresses items listed in the statutory requirements of this RFA. The MOU must be dated and signed by all parties. There is no template for this MOU. The MOU must be less than three (3) pages.

4. Attach a current (school year 2018–2019) MOU with a business/industry partner that outlines roles and responsibilities and addresses items listed in the statutory requirements of this RFA. The MOU must be dated and signed by all parties. There is no template for this MOU. The MOU must be less than three (3) pages.

Scoring and Review

This section provides information on the scoring and review of applications for competitive grants.

Standard Review Criteria

See the General and Fiscal Guidelines, Standard Review Criteria.
Specific Review Criteria

See the General and Fiscal Guidelines, Specific Review Criteria.

<table>
<thead>
<tr>
<th>Grant-Specific Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment to regional workforce needs as described in Statutory Requirement #2.</td>
<td>5</td>
</tr>
<tr>
<td>Quality of IHE Partnerships as described in Statutory Requirement #3.</td>
<td>5</td>
</tr>
<tr>
<td>Quality of Work-Based Education Plan for every grade level as described in Statutory Requirement #4 and the required “Work Based Education Matrix” template (Attachment #2).</td>
<td>5</td>
</tr>
<tr>
<td>Quality of Business Partnerships as described in Statutory Requirement #4.</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total maximum number of grant-specific criteria points</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
**Priorities for Funding**

See the [General and Fiscal Guidelines](https://tea.texas.gov/PTECH/), Priorities for Funding.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>TEA Priority</th>
<th>Points Awarded for Meeting the Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Applicant demonstrates they are currently serving the target population in the P-TECH and ICIA program, as defined in the P-TECH and ICIA Blueprint found on TEA’s P-TECH webpage at <a href="https://tea.texas.gov/PTECH/">https://tea.texas.gov/PTECH/</a>, on the “Priority Point” template.*</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>Applicant demonstrates they have developed a current (school year 2019–2020) dated plan, including academic preparation classes, academic interventions, and waivers for fees associated with any fee-based assessments, on the “Priority Point” template.*</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>Applicant demonstrates they have developed programs of study that lead to high-demand occupations in partnership with the local workforce development board (<a href="http://www.twc.state.tx.us/partners/workforce-development-boards-websites#texasWorkforceDevelopmentBoardWebsites">http://www.twc.state.tx.us/partners/workforce-development-boards-websites#texasWorkforceDevelopmentBoardWebsites</a>), including a current (school year 2019–2020) and dated list of identified high-demand occupations, on the “Priority Point” template.*</td>
<td>5</td>
</tr>
<tr>
<td>4.</td>
<td>Applicant is classified as rural, according to the TEA report listed on the following webpage: <a href="https://tea.texas.gov/acctres/analyze/1617/district1617.html">https://tea.texas.gov/acctres/analyze/1617/district1617.html</a></td>
<td>5</td>
</tr>
</tbody>
</table>

**Total maximum number of priority points available.** 30

"Priority Point" template is included on the [TEA Grants Opportunities](https://tea.texas.gov/PTECH/) page, posted with the other RFA documents for this grant. **Do not submit your own form.**
Copyright © Notice. The materials are copyrighted © and trademarked ™ as the property of the Texas Education Agency (TEA) and may not be reproduced without the express written permission of TEA, except under the following conditions:

1. Texas public school districts, charter schools, and Education Service Centers may reproduce and use copies of the Materials and Related Materials for the districts’ and schools’ educational use without obtaining permission from TEA.
2. Residents of the state of Texas may reproduce and use copies of the Materials and Related Materials for individual personal use only without obtaining written permission of TEA.
3. Any portion reproduced must be reproduced in its entirety and remain unedited, unaltered and unchanged in any way.
4. No monetary charge can be made for the reproduced materials or any document containing them; however, a reasonable charge to cover only the cost of reproduction and distribution may be charged.

Private entities or persons located in Texas that are not Texas public school districts, Texas Education Service Centers, or Texas charter schools or any entity, whether public or private, educational or non-educational, located outside the state of Texas MUST obtain written approval from TEA and will be required to enter into a license agreement that may involve the payment of a licensing fee or a royalty.

For information contact: Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494; email: copyrights@tea.state.tx.us.