

Learning Acceleration Support Opportunities (LASO) 2022-2023 Winter Cycle

Technology Lending Grant
Program Guidelines

Updated February 27, 2024



Table of Contents

Grant Program Guidelines 2022 4

INTRODUCTION 4

REFERENCE TO THE GENERAL AND FISCAL GUIDELINES 4

OVERVIEW OF GRANT PROCESS 5

U.S. DEPARTMENT OF EDUCATION AND/OR STATE APPROPRIATIONS 5

APPLICANT ASSISTANCE 5

 Contact for Clarifying Information 5

 Errata Notices 5

TIMELINE 6

GRANT AT A GLANCE 7

 Authorizing Legislation 7

 Where to Submit the Grant Application 7

 Purpose of Program 7

 Eligible Applicants 7

 Shared Services Arrangements 7

APPLICATION ATTACHMENTS 7

 Required Attachments 8

APPLICATION REQUIREMENTS AND ASSURANCES 8

 Statutory Requirements 8

 TEA Program Requirements and Assurances 8

PROGRAM ELEMENTS 9

 Description of Program 9

 Supplement, Not Supplant 10

QUALIFICATIONS AND EXPERIENCE 10

PERFORMANCE AND EVALUATION MEASURES 10

Performance Measures 10

 Limits on Contracted Evaluators 11

APPLICATION FUNDING 11

 Selection of Applicants for Funding 12

 Cost Share or Matching Requirement 12

 Limitation of Administrative Funds 12

 Direct Administrative Costs 12

 Indirect Costs 12

For State Funded Grants Only	12
Pre-Award Costs	13
Activities and Use of Funds.....	13
Field Trips.....	13
Advisory Council	13
Cost of Membership in Any Civic or Community Organization	13
Hosting or Sponsoring of Conferences	13
Out-of-State Travel	14
Travel Costs.....	14
General Allowable Activities and Use of Funds	14
General Unallowable Activities and Use of Funds.....	15
FEDERAL GRANT REQUIREMENTS	15
Equitable Access and Participation.....	15
Private Nonprofit School Participation.....	15
Maintenance of Effort	15
SCORING AND REVIEW	15
Grant Review and Funding Criteria.....	15
Oral Interviews for Funding	16

Grant Program Guidelines 2022

Grant Name as it will appear on the TEA Grant Opportunities Page	Technology Lending Grant
Application Due Date	11:59 p.m. Central Time, December 22, 2022
Program Authority	General Appropriations Act, Article III, Rider 8, 87th Texas Legislature; Texas Education Code (TEC) §32.301, 31.201, 32.303

INTRODUCTION

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 document MUST be used in conjunction with the [General and Fiscal Guidelines](#) and the specific program instructions. The Standard Application 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 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.

OVERVIEW OF GRANT PROCESS

The following steps provide a high-level overview of the process for responding to a grant opportunity, including submitting an application, and being selected for funding:

1. TEA publishes grant application and supporting documents on the [TEA Grant Opportunities](#) webpage.
2. Eligible applicants submit grant application via Qualtrics to TEA by the specified deadline on the [TEA Grant Opportunities](#) webpage.
3. Grant applications are reviewed and scored. Note: Applicants may be required to attend an oral interview or respond to additional questions regarding their application.
4. TEA announces applicants selected for funding on the TEA [Grants Awarded Data](#) webpage.
5. ***Applicants selected for funding will be required to submit and certify an eGrant application including assurances and a budget summary to receive funding.***
6. TEA staff conducts budget negotiations on the eGrants application.
7. The Notice of Grant Award (NOGA) will be issued upon successful completion of the negotiation process.

U.S. DEPARTMENT OF EDUCATION AND/OR STATE APPROPRIATIONS

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

Category	Amount
Total funds available for this project	\$11,140,247
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	\$11,140,247.93

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:

Program manager name	Lisa Walker
Program manager title	Digital Content Manager
Program manager email	Techlending@tea.texas.gov
Program manager phone	512-463-9601

Errata Notices

See the [General and Fiscal Guidelines](#), *Errata Notices*.

TIMELINE

Dates, except the grant ending date, may vary slightly as conditions require.

Date	Event
November 7, 2022	Grant application available
November 14, 2022; 2:00-3:00pm -November 15, 2022; 2:00-3:00pm	Webinar schedule See the General and Fiscal Guidelines Applicants' Conference/Webinar Webinar registration link can be found at LASO website Webinars will be both live and recorded
December 1, 2022	Due date to submit questions for FAQ See the General and Fiscal Guidelines , Frequently Asked Questions. The FAQs for this grant program will be posted to the TEA Grant Opportunities and LASO website site no later than the date listed on the Grant Timeline. Applicants may email their questions to the LASO central inbox at LASO@tea.texas.gov
December 6, 2022	FAQ Publishing
December 22, 2022	Due date for the application. The application must be received by the TEA by 11:59 p.m., Central Time. See General and Fiscal Guidelines , Grant Application Due Date and Time
December 28, 2022- January 30, 2023	Application review period, including interviews if necessary See General and Fiscal Guidelines , Grant Review Process
February 6, 2023	Anticipated award announcement

Date	Event
February 21, 2023	Beginning date of grant (if selected for funding) See General and Fiscal Guidelines , <i>Grant Period</i>
January 30, 2025 <u>March 31, 2024</u>	Final date to submit an amendment (if selected for funding)
April 30, 2025 <u>June 30, 2024</u>	Ending date of grant (if selected for funding) See General and Fiscal Guidelines , <i>Grant Period</i>

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a due date falls on a weekend or holiday, the date will be on 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

General Appropriations Act, Article III, Rider 8, 87th Texas Legislature; Texas Education Code (TEC) §32.301, 31.201, 32.303

Where to Submit the Grant Application

Complete the application via the link emailed to the Superintendent In case, if the LEA is unable to receive the application link in the superintendent email, please refer to this form posted on [LASO website](#) to acquire a new link

Purpose of Program

The Technology Lending Grant program awards grant funds to school districts and open-enrollment charter schools to provide students the equipment necessary to access and use digital instructional materials at school and at home.

Eligible Applicants

See the [General and Fiscal Guidelines](#), *Eligibility To Apply*

- Eligible applicants include school districts and open-enrollment charter schools

Shared Services Arrangements

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

APPLICATION ATTACHMENTS

This section describes the required attachments that must be included with the application.

Required Attachments

See the following section of the [General and Fiscal Guidelines](#): GRANT *Required Program-Related Attachments*

Does not apply to this grant program

APPLICATION REQUIREMENTS AND ASSURANCES

This section describes the types of requirements that applicants must assure adherence to in order 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)

Statutory Requirements

See the [General and Fiscal Guidelines](#), *Statutory Requirements*.

Per TEC §22.0834, 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*.

The following requirement is defined in the statute that authorizes this program. The applicant will address these requirements in the application to be considered for funding:

- To be awarded these funds, applicants must provide the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. TEA may request the LEA's technology plan.

TEA Program Requirements and Assurances

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

The program-specific assurances are listed on the application.

The following assurances apply to this grant program. To meet the requirements of the grant, the grantee must comply with these assurances.

Must agree to each assurance listed below.

1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2. The applicant provides assurance to adhere to all Statutory Requirements and TEA Program Requirements as noted in the 2023-2024 Technology Lending Grant Program Guidelines.

3. The applicant provides assurance to adhere to all Performance Measures, as noted in the 2023-2024 Technology Lending Grant Program Guidelines, and shall provide the Texas Education Agency, upon request, any performance data necessary to assess the success of the program.
4. The applicant provides assurance that funds provided under the Instructional Materials and Technology Allotment (IMTA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
5. The applicant provides assurance that it will provide access to lending technology and residential access to the internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or internet service for learning at home.
6. The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7. The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
8. The applicant assures that devices will be prioritized for classrooms and students using [TEA Available Materials \(OER\)](#).
9. The applicant assures that they will provide information inventory logs including a list of students, classrooms, and school with access to devices or hotspots upon request by TEA.
10. The LEA assures that classroom-based technology will be installed in a classroom where instruction with [TEA Available Materials \(OER\)](#) will occur for at least the full school year in which the grant is given
11. The LEA assures that the device will be used for instruction with [TEA Available Materials \(OER\)](#) for at least 51% or the majority of the time
12. The LEA assures that the district will provide the teacher, associated instructional coach, and students with training in the proper use of the device within 90 days of installation of the device in the classroom

PROGRAM ELEMENTS

This section provides detailed information about the grant.

Description of Program

The Technology Lending Grant program awards grants to school districts and open-enrollment charter schools to provide students equipment necessary to access and use digital instructional materials at school and at home.

The equipment purchased through this grant for a local technology lending program becomes the property of the LEA. Applicants selected for funding are required to account for the technology equipment purchased with grant funds in accordance with the district policy, including ensuring the equipment where insurance is typically provided for such technology equipment. Insurance of the technology lending equipment is an allowable cost of the grant. LEAs may not charge parents/students for insurance of devices. The grant may not be used to replace lost, stolen, or damaged equipment.

Equipment approved as use of funds from this grant include:

- individual student devices such as laptops or tablets (including management licenses to support these products)
- individual residential internet access or area internet access such as hot spots
- insurance and care for the aforementioned devices and internet access products
- other equipment necessary to access and use electronic instructional materials such as classroom display devices

Participating LEAs that provide internet service in students' residences must have a Technology Lending Agreement that includes or references an existing Responsible Use Policy and that is signed by the parents or guardians and by the student. The Technology Lending Agreement must provide that the internet will be used solely for educational purposes by the student.

Awards for this grant will be based on the number of students within a LEA who need:

- devices to access digital instructional materials
- residential internet access (i.e., hotspots, satellite, or wide area internet access devices)
- other equipment necessary to access and use electronic instructional materials

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

QUALIFICATIONS AND EXPERIENCE

The applicant agrees to provide data on the qualifications and experience of the existing or future staff members, as required per the program guidelines as follows: Does not apply to this grant program

PERFORMANCE AND EVALUATION MEASURES

Performance Measures

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

1. Number and percent of students who checked out a device as part of the Technology Lending Grant
2. Number and percent of eligible students participating in the Technology Lending Grant Program
3. Number and percent of eligible students who had internet installed in their residences as part of the Technology Lending Grant Program
4. Ratio (e.g., 1:1) of technology devices to students needing devices
5. Titles of digital instructional materials used as part of the Technology Lending Grant
6. Number of campuses and students participating in a TEA OER initiative
7. Number and percent of teachers on participating campus(es) who leveraged digital

instructional materials for students because of the Technology Lending Grant

Limits on Contracted Evaluators

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

APPLICATION FUNDING

See the [General and Fiscal Guidelines](#): *Continuation Funding, Fund Management, and Use of Funds*

Approximately 50-100 LEAs may be awarded up to \$50,000-225,000.

Award Calculations

Awards are calculated based upon the cost of equipment multiplied by the number of equipment needed per student.

- The number of devices needed to provide to students who do not have access to these devices.
 - Formula: \$500 x number of students needing devices
 - Note: Cost of device based on analysis of average cost of tablets
- The number of hotspots needed to provide to students who do not have access to internet at home.
 - Formula: \$250 x number of students needing internet access at home
 - Note: Cost of hotspot based on analysis of average cost of hotspot with one year of service
- The number of classrooms needing other equipment necessary to access and use electronic instructional materials
 - Formula: \$1000 x number of classrooms needing other equipment
 - Note: Applicants will not submit a number of classrooms for the purpose of this application. This award will be calculated based on a 1:25 classroom:student ratio from the number of students needing a device
 - Note: Costs based on analysis of average cost of smart board and document cameras

Note: The grant is not intended to fund district wide one to one programs. The general Instructional Materials and Technology Allotment may be used for that.

Award Prioritization

LEA applicants will be categorized for funding based upon the following:

- **Priority Level 1:** Participating students are in a school currently participating in a TEA High Quality Instructional Materials initiative:
 - COVID Recovery Instructional Materials Support Initiative (CRIMSI)
 - Decision 2 State Approved Vendor List (through TCLAS)
 - Math Innovation Zones
 - Strong Foundations Implementation Supports (through LASO)
- **Priority Level 2:** Participating students are not currently using a TEA OER product ([TEA Available Materials](#))

TEA will prioritize awards according to the following methodology

- Tier 1: Small (1 - 4,999 students) Priority Level 1 LEAs: maximum of 25 grants
- Tier 2: Medium (5,000 – 29,999 students) Priority Level 1 LEAs : maximum of 20 grants
- Tier 3: Large (above 30,000 students) Priority Level 1 LEAs: maximum of 20 grants
- Tier 4: Remaining Priority Level 1 LEAs
- Tier 5: Priority Level 2 LEAs

Within each tier, applicants will be sorted by % economically disadvantaged students to determine prioritization.

In the event there are two districts falling in the same tier with the same economically disadvantage numbers, it can be determined to break the tie by awarding the LEA with the higher student number (count) in need of devices.

Selection of Applicants for Funding

Applicants will be selected in:

Rank order

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), *Cost Share/Match Requirement*.

TEA (or Authorizing statute) requires a:

There is no cost share or matching requirement

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/The authorizing statute limits the amount of direct administrative costs to no more than 15% of the total award.

Indirect Costs

For Federal Grants Only

Does not apply to this grant program

For IHE grantees with only an approved unrestricted indirect cost rate, the maximum indirect administrative cost that can be claimed for this grant program is Does not apply to this grant program.

For State Funded Grants Only

If supplement, not supplant applies | 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 permitted

Note: Pre-award costs are permitted from the award announcement date to the start date.

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 may include but are not limited to the following:

Field Trips

Field trips

may not be funded under the grant program

Only the following types of field trips are allowable:

Note: 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 not be funded under the grant program.

Only the following types of advisory councils are allowable

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.

Only the following types of civic or community organization membership costs are allowable:

None allowed

Hosting or Sponsoring of Conferences

Hosting or sponsoring conferences

may not be funded under the grant program.

Conferences must be managed to minimize costs to the grant award. Only the following types of civic or community organization membership costs are allowable:

None allowed.

Note: Hosting or Sponsoring of Conferences will require a written justification form to be maintained locally and made available to TEA upon request. 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:

may not be funded under this grant program

Travel Costs

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.

Only the following travel costs are allowable for these positions

None allowed.

General Allowable Activities and Use of Funds

- **Purchase technology devices** that provide access to digital instructional materials for students. These devices include:
 - laptops, tablets, and other personal devices
 - operating system, productivity software
 - tech applications dedicated to word processing, presentation, spreadsheets
 - carrying or storage cases
 - Classroom-based hardware that provide better access to digital materials such as smart whiteboards, or document cameras

Applicants should also remember to budget for shipping costs. Grantees may image the devices according to the specific requirements.

- **Maintenance of equipment**
 - Grantees may pre-pay up to two additional years of maintenance or extended warranty with grant funds. The multi-year maintenance agreement must be payable upon receipt of a single invoice received during the grant period.
- **Insurance for equipment**
 - Grant funds may be used to purchase a multi-year policy that would cover equipment for up to three years if this is standard practice for the LEA. The multi-year premium must be payable upon receipt of a single invoice receiving during the grant period.
- **Internet access in a residence, residential center, and/or on buses that transport students for whom a single ride lasts, on average, at least an hour.**
 - Includes installation and the monthly/annual service for students who check out equipment as part of the technology lending program.
 - If internet service is provided via a local service provider, it must be purchased/contracted by the LEA for use in the student's residence. The internet service can be listed in the student's family name or in the name of the grantee. The internet service provider and the grantee should determine the most viable arrangement that mitigates any liability of the grantee for abuse of the internet by the student or family members.

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

- 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: 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

Personnel costs

Purchase or lease of furniture

Evaluation of the program

FEDERAL GRANT REQUIREMENTS

Equitable Access and Participation

See the [General and Fiscal Guidelines](#), *Equitable Access and Participation*.

This requirement: Does not apply to this grant program

Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), *Private Nonprofit School Participation*.

This requirement: Does not apply to this grant program

Maintenance of Effort

See the [General and Fiscal Guidelines](#), *Maintenance of Effort*.

This requirement: Does not apply to this grant program

SCORING AND REVIEW

This section provides information on the scoring and review of grant applications.

Grant Review and Funding Criteria

See the [General and Fiscal Guidelines](#), *GRANT Review Criteria*.

All eligible LEA's grant applications will be evaluated based on the following categories:

Priority Level 1: Participating students are in a school currently participating in a TEA High Quality Instructional Materials initiative:

- COVID Recovery Instructional Materials Support Initiative (CRIMSI)
- Decision 2 State Approved Vendor List (through TCLAS)
- Math Innovation Zones
- Strong Foundations Implementation Supports (through Winter Cycle)

- **Priority Level 2:** Participating students are not currently using a TEA OER product ([TEA Available Materials](#))

TEA will prioritize awards according to the following methodology

- Tier 1: Small (1 - 4,999 students) Priority Level 1 LEAs: maximum of 25 grants
- Tier 2: Medium (5,000 – 29,999 students) Priority Level 1 LEAs: maximum of 20 grants
- Tier 3: Large (above 30,000 students) Priority Level 1 LEAs: maximum of 20 grants
- Tier 4: Remaining Priority Level 1 LEAs
- Tier 5: Priority Level 2 LEAs

Within each tier, applicants will be sorted by % economically disadvantaged students to determine prioritization.

In the case of a tie with two districts falling in the same tier with the same economically disadvantaged numbers, it can be determined to break the tie by awarding the LEA with the higher student number (count) in need of devices.

Oral Interviews for Funding

See the [General and Fiscal Guidelines](#), *GRANT Oral Interviews for Funding*.

Does not apply to this grant program

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