

LASO Cycle 4 (2025-2026)

Learning Acceleration Support Opportunities

**2025-2026 LIFT Add-On: School Improvement PLC Support
Program Guidelines**

REVISED ON 11/07/25

Authorized by Elementary and Secondary Education Act of 1965, as amended by ESSA, Title 1, Part A, Section 1003



Grant Application Due Date
December 3, 2025; 5:00 p.m. CST

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Grant Program Guidelines

Grant Name as it will appear on the TEA Grant Opportunities Page	LIFT Add-On: School Improvement PLC Support
Application Due Date	December 3, 2025; 5:00 p.m. CT
Program Authority	Elementary and Secondary Education Act of 1965, as amended by ESSA, Title 1, Part A, Section 1003

Introduction

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities³ such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees⁴. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

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.

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.

Errata Notices

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

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 the IDC 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 IDC application and supporting documents on the [TEA Grant Opportunities](#).
2. Eligible applicants submit the grant application via Qualtrics by the specified deadline in this document.
3. Grant applications are reviewed and scored. Note: The highest scoring applicants may be required to attend an oral interview or respond to questions regarding their IDC 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 eGrants funding application including assurances and a budget summary to receive funding. Note: All data submitted in the grant application is incorporated into the eGrants funding application under the Notice of Grant Award (NOGA).
6. TEA staff conducts budget negotiations on the IDC application.
7. Notice of Grant Award (NOGA) issued upon successful completion of the negotiation process.

Contact for Clarifying Information

See the [General and Fiscal Guidelines](#), *TEA Contacts*.

The following TEA staff member should be contacted with questions:

Grant Program Contact

Program manager name	Ashley Prevost
Program manager title	Director of District Engagement and Operations
Program manager email	lift@tea.texas.gov
Program manager phone	512-936-6031

Additional Program Contact

Program manager name	Amanda Galvin
Program manager title	District Engagement Specialist
Program manager email	lift@tea.texas.gov
Program manager phone	512-936-6031

Funding Contact

Program manager name	Scott Taylor
Program manager title	Director of School Improvement Strategy and Support
Program manager email	SIDivision@tea.texas.gov
Program manager phone	512-463-5226

Funding Contact

Program manager name	Competitive Grants Unit
Program manager title	Grants Administration Division
Program manager email	Competitivegrants@tea.texas.gov
Program manager phone	(512) 463-8525

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	\$45,000,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$45,000,000
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

* Should additional funding become available for this program, the agency may add it to the base amount indicated above and fund additional qualifying awardees till all funding is exhausted.

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.

Date	Event
September 16, 17, 2025	General Webinar schedule Tuesday, September 16, 2025 (9:30-10:30 am CT)- Option 1 Wednesday, September 17, 2025 (3:00-4:00 pm CT)- Option 2
October 3, 2025	Grant application available
October 8, 22, 2025	LIFT Program Webinar schedule Wednesday, Oct 8, 2025 (2:00-3:00 pm CT)- Option 1 Thursday, Oct 22, 2025 (9:30-10:30 am CT)- Option 2
October 26, 2025	FAQ deadline
November 3, 2025	FAQ Publishing The FAQs for this grant program will be posted to the TEA Grant Opportunities page and LASO website 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 See General and Fiscal Guidelines , Frequently Asked Questions
December 3, 2025	Due date for the IDC Qualtrics application. The IDC application must be received by the TEA by 5:00 p.m., Central Time. LASO individual application links will be emailed to Superintendents on October 3, 2025. Please see the LASO 4 website for more information. See General and Fiscal Guidelines , Application Due Date and Time
December 4, 2025- January 30, 2026	Application review period, including interviews if necessary See General and Fiscal Guidelines , Review Process
February 2, 2026	Anticipated award announcement
February 2, 2026	eGrants ADC and Application opens for awarded applicants
March 2, 2026	Due Date for eGrants Application
March 1, 2026	Beginning date of grant (if selected for funding) See General and Fiscal Guidelines , Grant Period
July 02, 2027	Amendment due date (if selected for funding)
September 30, 2027	End date of grant (if selected for funding)

Grant at a Glance

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation

This grant is authorized by the Elementary and Secondary Education Act of 1965, as amended by ESSA, Title 1, Part A, Section 1003

Where to Submit the Grant Application

LASO individual application links will be emailed to Superintendents on October 3, 2025. Please see the [LASO website](#) for more information.

Purpose of Program

The LIFT Add-On: School Improvement PLC Support grant is a targeted, Title I-funded initiative designed to enhance implementation support for campuses participating in the Leadership and Instructional Foundations for Texas (LIFT) program that are also identified for School Improvement. This grant provides additional resources, such as expanded PLC facilitation, increased observation and feedback, and individualized coaching to strengthen instructional systems and ensure effective use of high-quality instructional materials (HQIM). The goal is to deepen and sustain effective instructional practices by reinforcing the conditions necessary for strong HQIM implementation, ultimately improving student outcomes on federally identified campuses.

Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility for Funding.

Eligible campuses include campuses that are Title I served with a 2025 federal accountability identification, including Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), or Additional Targeted Support (ATS). Comprehensive campuses in their second year of identification (Comprehensive Reidentified or Comprehensive Progress) are also eligible. Campuses must remain in operation during the grant cycle and remain Title I served for the 2026-27 school year. Note: a school system is eligible to apply to both Leadership and Instructional Foundations for Texas (LIFT) and LIFT SI PLC Support grants, but in the event that both are awarded, the school system must select the same Approved Provider for both LIFT and the LIFT SI PLC Support grant.

Applicants must also meet all eligibility standards outlined in the General and Fiscal Guidelines and the Program Guidelines.

Education Service Centers (ESCs) are not eligible to apply

Eligibility List

There is an eligibility list and it is posted in the Application and Support Information section of the [TEA Grant Opportunities](#) page.

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed

Application Funding

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

It is anticipated that 150 - 300 applicant(s) will be awarded. Each participating campus may receive \$60,000 per instructional leader supported through the LIFT SI PLC Support Grant, up to a maximum of \$120,000. These leaders are in addition to those supported by the core LIFT grant.

For example:

- School system has 1 school in School Improvement. The principal from that school is participating in the LIFT program. The assistant principal will participate in the SI PLC Support grant: \$60,000.

** Should additional funding become available for this program, the agency may add it to the base amount indicated above and fund additional qualifying awardees till all funding is exhausted.*

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.

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 Department of Grant Compliance and Administration's [Training and Other Resources](#) 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 10% of the total Grant award.

Indirect Costs

For this federally funded Grant, the Grantee may claim a maximum for indirect costs equal to its current approved restricted indirect cost rate. To calculate the maximum indirect costs that can be claimed for a Grant, complete the Maximum Indirect Costs Worksheet, located on the Grants Administration Division's Grant Resources page.

To calculate the maximum indirect costs that can be claimed for a Grant, complete the [Maximum Indirect Costs Worksheet](#), located on the Grants Administration Division's [Grant Resources page](#).

See the [General and Fiscal Guidelines](#), *Administrative Costs*.

Pre-Award Costs

Pre-award costs are not permitted for this grant.

Grant Application

This section identifies the 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)

Statutorily Required Responses

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

There are no statutory required responses for this Grant opportunity.

TEA Application Required Responses

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

- Agree to meet all program-specific assurances
- Select which instructional material(s) the school system is applying for
- Select the specific eligible campuses implementing each applicable instructional material (eligible campuses are Title I served with a 2025 federal accountability identification)
- Confirm campuses in the grant application will remain in operation throughout the grant cycle and remain Title I served for the 2026-27 school year Statutory and Program-Specific Assurances.

Statutory and Program-Specific Assurances

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

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 assures that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3. The applicant assures to adhere to all the Statutory and TEA Program requirements as noted in the Program Guidelines.
4. The applicant assures to adhere to all the Performance Measures, as noted in the Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
5. The applicant assures that they accept and will comply with Every Student Succeeds Act Provisions and Assurances requirements
6. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.
7. The applicant acknowledges that 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.
8. Equal Treatment of All Persons: Consistent with Article I, Section 3a of the Texas Constitution, the Fourteenth Amendment to the United States Constitution, federal and State law, and Executive Order No. GA-55, Subrecipient represents and warrants that: 1. All conduct under this Subaward shall be administered and performed in a neutral manner without regard to race of persons; 2. Subrecipient shall not, in the specific performance of this Subaward, elevate one individual person over another, or advantage any one person over another, due to race; 3. Subrecipient shall not, in the specific performance of this Subaward, employ practices or engage in any advancement of the programs known as DEI, critical race theory, affirmative action, or other similar, divisive agendas; 4. Subrecipient's staff, agents, subgrantees, contractors, and subcontractors that are selected and employed in the specific performance of this Subaward shall be selected and employed solely on merit and the ability to perform; and 5. Subrecipient shall ensure that any subgrantees, contractors and their subcontractors participating in the specific performance of this Subaward represent and warrant to the provisions of this clause.
9. Biological Sex and No Preferred Pronouns: Subrecipient represents and warrants that it shall ensure that all actions in specific performance of this Subaward shall comply with federal and state law and reflect that there are only two sexes. Subrecipient's employees, officers, representatives, subgrantees, contractors, subcontractors, and agents shall not, in performance of this Subaward, present, direct, request, or suggest the use of preferred personal pronouns in professional correspondence or presentations.

10. The school system will maintain current contact information in AskTED to ensure timely communication.
11. The school system will regularly submit their expenditures (monthly preferred, quarterly at minimum) to remain on-track for grant expenditures.
12. The applicant assures the school system will meet all program-specific assurances (in addition to meeting all LIFT assurances), including:
 - a. Committing to implementing a Bluebonnet Learning (BL) product in the 2026–27 school year.
 - b. Securing approval from the Superintendent and Chief Academic Officer (or equivalent leader) to participate in the program.
 - c. Contracting with the same provider from the LASO Cycle 4 State Approved Provider list that is providing technical assistance for the LIFT program for PLC supports.
 - d. Engaging relevant school system and campus leaders, as well as teachers and instructional coaches, in upfront training, implementation support, and coaching. These individuals must be in addition to and distinct from leaders receiving coaching through the LIFT program.
 - e. Submitting all required grant deliverables
 - f. Submitting provider contracts and required funding summary reports to TEA.
 - g. Appointing a designated lead as the primary point of contact and identifying at least two additional contacts.
 - h. Permitting Approved Providers access to campuses to provide in-person support.
 - i. Ensuring teachers have sufficient planning time and use the required protocols.
 - j. Providing print materials for all participating teachers and students.
 - k. Following the year-long scope and sequence for the instructional materials.
 - l. Meeting the minimum number of instructional minutes for the instructional materials.
 - m. Using grant funds in alignment with the required allocation structure and ensuring all expenditures support the goals of the LIFT program
 - n. Participating in required TEA-led activities, including a grant kick-off.

The program-specific assurances for this Grant program are listed in the Grant application.

Program Elements

Description of Program

The LIFT Add-On: School Improvement PLC Supports grant provides targeted implementation support to campuses participating in the LIFT program that are also identified for School Improvement under federal accountability. This grant is designed to reinforce high-fidelity implementation of State Board of Education (SBOE)-approved high-quality instructional materials (HQIM) through enhanced instructional systems support.

Campuses receive additional resources such as:

- In-person facilitated Professional Learning Communities (PLCs) focused on HQIM internalization,
- Increased in-person observation and feedback cycles, and
- One-on-one coaching for instructional leaders and teachers.

These in-person supports are intended to deepen instructional practices, strengthen schoolwide systems, and accelerate student learning outcomes. The grant complements the broader LIFT initiative by intensifying support for federally identified campuses, ensuring the conditions necessary for sustained HQIM implementation are in place.

Grant Fund Allocation:

School systems are required to use:

- 50% of grant funds to contract with a single Approved Provider per instructional material from the LASO Cycle 3 Approved Provider List for Strong Foundations Implementation to support grant activities (LEAs must contract with the same Approved Provider for both SFI and SFI SI PLC Supports)
- 50% of grant funds for additional support from the Approved Provider and/or salaries, partial salaries, or stipends for instructional coaches or other positions directly supporting PLC facilitation and implementation of the instructional materials

The school system must select the same Approved Provider for both LIFT and the LIFT SI PLC Support grant.

Performance and Evaluation Measures

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

The school system must submit data as requested by TEA, in accordance with TEA guidance, including, but not limited to:

- Deliverables submissions using TEA-provided templates
- Surveys of teachers, coaches, school leaders/campus administrators, and school system leads prior to and during the school year administered by TEA
- Submission of observation and assessment data

Limits on Contracted Evaluators

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

Allowable Activities and Use of Funds

General Allowable Activities and Use of Funds

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grants Administration Division's [Grant Resources](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this Grant include only the following:

- Professional and contracted services

Debt and Audit Services

- Debt services (lease liabilities for terms greater than 12 months) — allowable costs include SBITA, but there are other non-allowable debt service options (see unallowable)
 - a. Subscription-based Information Technology Arrangement (SBITA) – Principal Costs (6514)
 - b. Subscription-based Information Technology Arrangement (SBITA) – Interest Costs (6526)

Unallowable Activities and Use of Funds

Refer to the [Budgeting Costs Guidance Handbook](#) on the Grants Administration Division's [Grant Resources](#) page for general guidance on unallowable costs.

Note: If out-of-state travel; travel for students to conferences; field trips; stipends for non-employees; non-employee costs for conferences; travel costs for officials such as executive director, superintendent, or board members; cost of membership in any civic or community organization; hosting or sponsoring of conferences; and/or advisory council are unallowable, list them in this section.

- Payroll costs
- Consumable and durable supplies and materials
- Out-of-State Travel
- Travel for Students to Conferences
- Field Trips
- Stipends for Non-Employees Other Than Those Included in 6419
- Non-Employee Costs for Conferences
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members
- Cost of Membership in Any Civic or Community Organization

Federal Grant Requirements *

Equitable Access and Participation

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

This requirement does apply to this federally funded Grant program.

Private Nonprofit School Participation

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

This requirement does apply to this federally funded Grant program.

Maintenance of Effort

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

This requirement does apply to this federally funded Grant program.

Attachments

There are two types of attachments that may be required to be submitted with your Qualtrics application:

Required Program-Related Attachments

There are no program-related attachments required for this grant opportunity.

Required Fiscal-Related Attachments

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

No fiscal-related attachments are required for this Grant program.

Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application, if applicable.

General Instructions

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting or zip the file to make it take up less space.

The only supported browser is Google Chrome. If you are using another browser, please change to Google Chrome before attaching files.

Documents only need to be attached once. Do not attach duplicate documents when completing an amendment. Remove an existing attached document prior to attaching a new version.

Naming Attachments

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 5013C_letter.doc) and no special characters. Use a meaningful name that identifies the specific document.

Make sure that each attachment has a valid extension (.pdf, .doc, .rtf, .xls, .bmp, .txt, .docx, .xlsx).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

Scanning Documents

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.

- Scanned files must be in PDF format.

Zippping Files

If your files are too large, add them to a zip file to save space (download a free version of [WinZip](#) and find instructions on creating zip files).

Attaching Files to an eGrants Application

1. Ensure that the document is saved on your computer, using the naming instructions above.
2. On the Grant application's Table of Contents page, select Attach File.
3. Select the appropriate radio button for a TEA Defined Attachment or an Optional Attachment.
4. Select the Browse button. A standard Windows browser appears. Find the file.
5. Select Attach.
6. Confirm the document title appears under Documents Submitted in This Version; refresh the page if necessary. If the attachment does not appear, you may have to rename your document with a shorter name and start over.
7. Repeat this process to attach all your documents.

LASO Scoring and Review

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

LASO Review and Funding Criteria

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

Standard GRANT Review Criteria	Description	Maximum Points Available
STAAR Scores	Rank order within tiers from lowest to highest using Overall STAAR scores for the Campus	n/a
CSI Campuses	Campuses with a 2025 federal accountability identification of Comprehensive Support and Improvement (CSI), Comprehensive Reidentified, or Comprehensive Progress.	1 st priority tier
ATS Campuses	Campuses with a 2025 federal accountability identification of Additional Targeted Support (ATS)	2 nd priority tier
TSI Campuses	Campuses with a 2025 federal accountability identification of Targeted Support and Improvement (TSI)	3 rd priority tier
Total Standard Review Points Possible		n/a

Districts with calendars <165 days will be placed at the bottom of the prioritization list. If your calendar has >165 days, or if you're moving to >165 days, you will be prioritized.

School districts without a full feeder pattern (K-12) will be placed at the bottom of the prioritization list. ~~If your district has a full feeder pattern, you will be prioritized.~~ School districts without a full feeder pattern (K-12) will be placed at the bottom of the prioritization list. Districts with a full feeder pattern will be prioritized. Districts that have an interlocal agreement with another school system governed by TEC §25.039 will be considered as having a full K-12 feeder pattern. (Updated: 11/07/25)

Priority Points

See the [General and Fiscal Guidelines](#), Priorities for Funding.

No priority points will be utilized.

All eligible applicants will be categorized in priority tiers as noted above with grant funds awarded as follows:

- Grant funds will be awarded to applicants in the 1st priority tier based on rank order of STAAR scores from lowest to highest.
- After the applicants in the 1st priority tier have been funded, grant funds will be awarded to applicants in the 2nd priority tier based on rank order of STAAR scores from lowest to highest.
- After the applicants in the 2nd priority tier have been funded, grant funds will be awarded to applicants in the 3rd priority tier based on rank order of STAAR scores from lowest to highest.

Districts with calendars <165 days will be placed at the bottom of the prioritization list. If your calendar has >165 days, or if you're moving to >165 days, you will be prioritized.

School districts without a full feeder pattern (K-12) will be placed at the bottom of the prioritization list. If your district has a full feeder pattern, you will be prioritized.

Oral Interviews for Funding

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

Oral interviews will not be conducted.