

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

Additional Days School Year Planning
and Execution Program – Summer
(ADSY PEP Summer)
Program Guidelines



Table of Contents

Grant Program Guidelines 2022 4

INTRODUCTION..... 4

REFERENCE TO THE GENERAL AND FISCAL GUIDELINES..... 5

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 6

TIMELINE..... 6

GRANT AT A GLANCE 7

 Where to Submit the Grant Application 7

 Purpose of Program 7

 Eligible Applicants 8

 Shared Services Arrangements 8

APPLICATION ATTACHMENTS 8

 Required Attachments 8

APPLICATION REQUIREMENTS AND ASSURANCES 8

 Statutory Requirements..... 8

 TEA Program Requirements..... 8

 Program-Specific Assurances 9

PROGRAM ELEMENTS 10

 Description of Program 10

 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 11

 Cost Share or Matching Requirement..... 11

 Limitation of Administrative Funds..... 11

 Direct Administrative Costs 11

 Indirect Costs 11

 Pre-Award Costs..... 11

 Activities and Use of Funds..... 11

 Field Trips..... 12

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

Grant Program Guidelines 2022

Grant Name as it will appear on the TEA Grant Opportunities Page	ADSY Planning and Execution Program - Summer
Grant Application Due Date	11:59 p.m. Central Time, December 22, 2022
Program Authority	Does not apply to this grant

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).

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.

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.**

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	Does not apply to this grant
Percentage to be financed with federal funds	Does not apply to this grant
Amount of federal funds	Does not apply to this grant
Percentage to be financed from nonfederal sources	Does not apply to this grant
Amount of nonfederal funds	Does not apply to 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:

Program manager name	Brian Doran
Program manager title	Director of Expanded Learning Models
Program manager email	adsy@tea.texas.gov
Program manager phone	512-936-6066

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 15, 2022; 1:00-2:00pm November 16, 2022; 10:00-11:00pm	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 , <i>Grant Application Due Date and Time</i>

Date	Event
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
July 2, 2024	Final date to submit an amendment (if selected for funding)
July 1, 2024	Beginning date of grant (if selected for funding) See General and Fiscal Guidelines , Grant Period
September 30, 2024	Ending date of grant (if selected for funding) See General and Fiscal Guidelines , Grant Period

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

Does not apply to this grant

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

High-quality, evidence-based summer learning programs help to prevent summer slide, i.e., learning loss created by the lack of student engagement in rigorous content between academic school years. This grant program provides LEAs with a supported year-long planning process to design and implement a summer learning program aligned with research-based best practices in academics, operations, and enrichment activities. Following the planning year, programs will undergo three years of continuous improvement of their summer program. Prekindergarten through 5th grade campuses are eligible for this grant, and districts will design a summer program that benefits from Additional Days School Year (ADSY) funding.

Participation in this grant program is not required to access ADSY funding itself, but rather is intended to strengthen ADSY implementation through evidence-based planning and implementation practices.

Eligible Applicants

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

Any Local Education Agency (LEA) intending to utilize ADSY funding for a summer program that includes at least one grade level from PK-5 may apply. ADSY eligibility requirements, such as a 180-day instructional calendar, do not need to be met until the execution year (2024-2025).

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

There will be no required program-related attachments.

APPLICATION REQUIREMENTS AND ASSURANCES

This section describes the types of requirements that applicants must comply with to be eligible for funding:

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

Statutory Requirements

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

Per 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*.

Does not apply to this grant

TEA Program Requirements

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

TEA has established the following program requirements:

LEAs will be required to meet the following eligibility requirements for accessing Additional Days School Year funding by the 2024-2025 school year (TEC Sections 48.0051 and 25.085(j)).

- Summer programs must serve at least one grade level within grades PreK-5
- Campus academic calendar(s) will have at least 180 instructional days, not including staff development waivers
- Campus academic calendar(s) will have at least 75,600 operational minutes
- Campuses will host ADSY days on separate days from regular instructional calendar days
- Student attendance for summer programming must be non-compulsory

In addition to ADSY eligibility requirements, TEA has established the following program requirements:

- Summer programs must include at least 25 days, including a minimum of 360 operational minutes (6 hours) per day, of which, 180 minutes (3 hours) should be dedicated to math and reading instruction. The additional three hours should be dedicated to enrichment activities such as arts, science exploration, and sports.

During the Planning and Execution Program, participants agree to:

- Create a comprehensive, cross-departmental Strategic Plan utilizing the planning resources and templates provided in the grant program and submit each of the components on time throughout the course of the year (anticipated submissions in November, March, and May).
- Identify a project manager who has appropriate autonomy and direction to manage the planning process and a cross-departmental steering committee, which includes a representative from the finance team, to facilitate strong planning
- Add 25 to 30 additional half days of instruction (ADSY days) to the 180 instructional days in a campus's academic calendar
- Have teacher who meets the LEA's certification requirements deliver at least three hours of academic instruction specific to math and reading on dedicated ADSY days
- If funding is available, contract with an approved ADSY Design & Implementation vendor to support the program design and planning process
- Participate in all learning community sessions during the 2023-2024 school year (up to one day per month)
- Participate in three annual reflection processes following the planning year to continuously improve summer programs based on existing data
- Participate in the Texas Summer Learning Study conducted by American Institute of Research if needed, a study researching the impact of implementing research-based practices for summer learning at the LEA level. Personally-identifiable student information will not be collected.
- Provide feedback if needed on other LEAs' strategic plans using a common rubric
- Utilize high quality instructional materials (HQIM) during summer programming. TEA defines high quality instructional materials as those that: 1) are aligned to research-based instructional strategies in the content; 2) support all students in accessing grade-level content; 3) include embedded assessments/progress monitoring aligned to the materials; and 4) include implementation supports that are educative for teachers. Any materials included on TEA's Available Materials page are treated as HQIM.

Program-Specific Assurances

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

The program-specific assurances are listed on the application- Does not apply to this grant.

PROGRAM ELEMENTS

This section provides detailed information about the grant.

Description of Program

High-quality, evidence-based summer learning programs help to prevent summer slide, i.e., learning loss created by the lack of student engagement in rigorous content between academic school years. Prekindergarten through 5th grade campuses are eligible for this grant and will design a summer program that allows districts to benefit from Additional Days School Year (ADSY) funding.

This grant program provides LEAs with a one-year supported planning process to design a summer learning program aligned with research-based best practices in academics, operations, and enrichment activities. Following the planning year, implementation of the summer learning program will begin in the summer of 2024, after which programs will undergo three years of continuous improvement of their summer program. Participation in this grant program is not required to access ADSY funding itself, but rather is intended to strengthen ADSY implementation through evidence-based planning and implementation practices.

Awardees will be a part of a learning community and have access to a suite research-based planning tools to guide their work. If funding is available, grantees will be eligible to receive funding to contract with an approved Design and Implementation vendor as well as use funds for other planning supports.

The authorizing legislation for Additional Days School Year funding (ADSY) is TEC Sections 48.0051 and 25.085(j).

While applicants for this grant must meet ADSY eligibility requirements, this grant is provided as in-kind supports externally funded by The Wallace Foundation. *Any LEA, whether participating in ADSY PEP Summer or not, can utilize Additional Days School Year funding for eligible campuses*

Supplement, Not Supplant

Does not apply to this grant

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:

LEAs must select a project manager who is able to navigate across departments in the LEA to facilitate strong planning processes. .

PERFORMANCE AND EVALUATION MEASURES

Performance Measures

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

Grantees agree to participate in the Texas Summer Learning Study if needed as outlined in the program requirements. Annual data collections on student progress in the summer program, student and staff satisfaction surveys, and planning documents will be collected. .

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*

It is anticipated that approximately 25 LEAs will be granted - Does not apply to this grant i.e. In-Kind

Selection of Applicants

Applicants will be selected in:

Rank order

Cost Share or Matching Requirement

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

Does not apply to this grant

Limitation of Administrative Funds

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

Does not apply to this grant

Direct Administrative Costs

Does not apply to this grant

Indirect Costs

For Federal Grants Only

Does not apply to this grant

For State Funded Grants Only

Does not apply to this grant

Pre-Award Costs

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

Pre-award costs:

Does not apply to this grant

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

Does not apply to this grant

Advisory Council

Does not apply to this grant

Cost of Membership in Any Civic or Community Organization

The cost of membership in any civic or community organization: Does not apply to this grant

Hosting or Sponsoring of Conferences

Hosting or sponsoring conferences: Does not apply to this grant

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

Does not apply to this grant

Out-of-State Travel

Out-of-state travel costs: Does not apply to this grant

Travel Costs

Officials such as Executive Director, Superintendent, or Board Members

Travel costs for officials such as the executive director, superintendent, or board members

Does not apply to this grant

Only the following travel costs are allowable for these positions

Does not apply to this grant

General Allowable Activities and Use of Funds

Does not apply to this grant

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

Does not apply to this grant

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

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 prioritized based on the following criteria:

1. Applicants with participating campus academic calendar already conducting 180 instructional days
2. Campuses using TEA Available Materials in the 2023-2024 school year
3. Percent of students identified as economically disadvantaged (rank ordered)
4. Percent of participating students compared to total PK-5 enrollment

In the case of a tie at the end of available funding, overall size of program will be considered, with the larger program being awarded first.

Oral Interviews for Funding

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

Does not apply to this grant program

Copyright © 2022. Texas Education Agency. All Rights Reserved.

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