Learning Acceleration Support Opportunities (LASO) 2023-2024

Technology Lending Grant

Program Guidelines

Updated February 27, 2024

TEA
Texas Education Agency

Table of Contents

Grant Program Guidelines

Grant Name as it will appear on the TEA Grant Opportunities Page	Technology Lending Grant
Application Due Date	5:00 p.m. Central Time, December 7, 2023
Program Authority	General Appropriations Act, Article III, Rider 8, 88th Texas Legislature

Introduction

The Texas Education Agency (TEA), as the pass-through entity[1], is the grantee[2] from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities[3] 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 subgrantees[4]. 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.**

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[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 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. ***Awarded applicants, will be required to submit an eGrants application for 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	$5,000,000
Percentage to be financed with federal funds	0%
Amount of federal funds	$0
Percentage to be financed from nonfederal sources	100%
Amount of nonfederal funds	$5,000,000

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) 463-9543

Errata Notices

See the General and Fiscal Guidelines, *Errata Notices*.

DATE	EVENT
October 18, 2023; 1:00-2:00 p.m. October 19, 2023; 9:00-10:00 a.m.	General Webinar schedule Webinar registration link can be found on the LASO website
October 23, 2023	Grant application available
October 31, 2023; 10:00-11:00 a.m. November 3, 2023; 10:00-11:00 a.m.	Program Specific Webinar schedule Webinar registration link can be found on the LASO website
November 10, 2023	FAQ deadline
November 17, 2023	FAQ Publishing 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 7, 2023	Due date for the application. The 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 23, 2023. Please see the LASO website for more information. See *General and Fiscal Guidelines,* ***Application Due Date and Time***
January 2, 2024-January 25, 2024	Application review period, including interviews if necessary. See *General and Fiscal Guidelines,* ***Review Process***
February 8, 2024	Anticipated award announcement
February 8, 2024	Beginning date of grant (if selected for funding) See *General and Fiscal Guidelines,* ***Grant Period***
~~January 30, 2025~~ March 31, 2025	Final date to submit an amendment (if selected for funding)
~~April 30, 2025~~ June 30, 2025	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

This grant is authorized by the General Appropriations Act, Article III, Rider 8, 88th Texas Legislature.

Where to Submit the Grant Application

LASO individual application links will be emailed to Superintendents on October 23, 2023. Please see the LASO website for more information.

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 LEAs and open-enrollment charter schools.

Education Service Centers (ESCs) are not eligible to apply.

Shared Services Arrangement

See the General and Fiscal Guidelines, Shared Services Arrangements.

Shared services arrangements (SSAs) are not allowed for this grant program.

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: *Required Program-Related Attachments*

There are no required program-related attachments for this 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 statue 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

See the General and Fiscal Guidelines, *Program Requirements.*

Program-Specific 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 2024-2025 Technology Lending Grant Program Guidelines.
3. The applicant provides assurance to adhere to all Performance Measures, as noted in the 2024-2025 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. 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 Instructional 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 Instructional 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 Instructional 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, or replace end-of-life devices.

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
- ☐ Does not apply

The following sections designated by an asterisk (*) are not required and may be skipped by entering a NA if not applicable.

*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

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. Count of campuses and students participating in a TEA OER initiative.
7. Count 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*

It is anticipated that approximately up to 100 LEAs will be awarded ranging in amounts from $1,000 to $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

- o   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.
  - o   Formula: $250 x number of students needing internet access at home
  - o   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
  - o   Formula: $1000 x number of classrooms needing other equipment
  - o   Note: Applicants will not submit the 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
  - o   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 (IMTA) may be used for that.

Selection of Applicants for Funding

Applicants will be selected in:
- ☒ Rank order
- ☐ Click or tap here to enter text.

Cost Share or Matching Requirement

See the General and Fiscal Guidelines, *Cost Share/Match Requirement*.
TEA requires a:

- ☐ X% cost share/match
- ☒ 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.
TEA limits the amount of funds that may be budgeted to administer the program, including direct administrative costs and indirect costs, to no more than 15% of the total grant awarded.

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
- ☒ are not permitted

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:

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 received 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

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](#), *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 Instructional Materials)

TEA will prioritize awards according to the following methodology:
- Tier 1: Small (1 - 4,999 students) Priority Level 1 LEAs: top ranked 24 LEAs in Tier 1
  - 1a: Rural and rural suburban areas
  - 1b: Non-rural areas
- Tier 2: Medium (5,000 – 29,999 students) Priority Level 1 LEAs: top ranked 8 LEAs in Tier 2
- Tier 3: Large (above 30,000 students) Priority Level 1 LEAs: top ranked top 5 LEAs in Tier 3
- Tier 4: Remaining Priority Level 1 LEAs: remaining funds from Tier 1, Tier 2, and Tier 3
- Tier 5: Priority Level 2 LEAs: until remaining funds are exhausted

Within each tier, applicants will be sorted by % economically disadvantaged students to determine prioritization. Rural and rural suburban areas will be a factor in determining 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, *Oral Interviews for Funding*.
Does not apply to this grant program.