

PROGRAM GUIDELINES: 2018–2019 ONLINE BILINGUAL EDUCATION CERTIFICATION PREPARATION COURSE

APPLICATION DUE DATE

5:00 p.m. Central Time, September 18, 2018

PROGRAM AUTHORITY

P.L. 114-95, Every Student Succeeds Act (ESSA), Title III, Part A, Section 3111 (b)(2)(B)(i)

Contents

Application Due Date	0
Program Authority	0
Introduction to the Program Guidelines	1
Reference to the General and Fiscal Guidelines and Supplement to the General and Fiscal Guidelines: Competitive Grants	1
US Department of Education and/or State Appropriations	2
Grant Timeline	2
Grant at a Glance.....	3
Authorizing Legislation	3
Where to Submit the Application.....	3
Number of Copies	3
Purpose of Program	3
Eligible Applicants	3
Eligibility List	3
Shared Services Arrangement	3
More Than One Application	3
Application Funding.....	4
Cost Share or Matching Requirement	4
Limitation of Administrative Funds	4
Pre-Award Costs.....	4
Applicant Assistance	4
Contact for Clarifying Information	4
Frequently Asked Questions.....	4
Applicants' Webinar	5
Errata Notices.....	5
GovDelivery Bulletins	5
Program Elements	5
Program Description.....	5
Supplement, Not Supplant.....	5
Indirect Costs	5
Application Requirements and Assurances	5
Statutory Requirements	6
TEA Program Requirements	6
Program-Specific Assurances	6
Activities and Use of Funds	7

General Allowable Activities and Use of Funds	7
General Unallowable Activities and Use of Funds	7
Field Trips	7
Advisory Council	7
Cost of Membership in Any Civic or Community Organization.....	7
Hosting or Sponsoring of Conferences.....	7
Out-of-State Travel	7
Travel Costs for Officials such as Executive Director, Superintendent, or Board Members .	7
Program Evaluation	8
Performance Measures	8
Critical Success Factors	8
Milestones	8
Limits on Contracted Evaluators	8
Federal Grant Requirements	9
Equitable Access and Participation	9
Private Nonprofit School Participation	9
Maintenance of Effort.....	9
Application Elements.....	9
Notice of Intent to Apply	9
Reviewer Information Form	10
Required Attachments	10
Required Fiscal-Related Attachments	10
Required Program-Related Attachments.....	10
Scoring and Review	10
Standard Review Criteria.....	10
Specific Review Criteria.....	10
Priorities for Funding	10

Introduction to the Program Guidelines

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 (ESCs), 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](#), [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), and the schedule instructions. The Adobe Acrobat Standard Application System (SAS) consists of all schedules (i.e., 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 and Supplement to the General and Fiscal Guidelines: Competitive Grants

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. In addition, the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#) provides information relevant to competitive grants using the Adobe Acrobat (not Microsoft Word) application template. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#) and the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#). **It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) and [Supplement to the General and Fiscal Guidelines: Competitive Grants](#) 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.

US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$300,000
Percentage to be financed with federal funds	100%
Amount of federal funds	\$300,000
Percentage to be financed from nonfederal sources	0%
Amount of nonfederal funds	\$0

Grant Timeline

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

Date	Event
July 20, 2018	RFA available; notice of the RFA published in the <i>Texas Register</i>
August 20, 2018	Last date to submit FAQs to TEA contact person See Supplement to the General and Fiscal Guidelines: Competitive Grants , Frequently Asked Questions
September 4, 2018	Due date for the Notice of Intent to Apply in the TEA Document Control Center See Supplement to the General and Fiscal Guidelines: Competitive Grants , Notice of Intent to Apply
September 4, 2018	Due date for Reviewer Information Form See Supplement to the General and Fiscal Guidelines: Competitive Grants , Reviewer Information Form
September 4, 2018	FAQs posted to TEA Grant Opportunities page
September 18, 2018	Due date for the application in the TEA Document Control Center, 5:00 p.m., Central Time See Supplement to the General and Fiscal Guidelines: Competitive Grants , Submission Deadline
September 26, 2018 – October 12, 2018	Competitive review period See Supplement to the General and Fiscal Guidelines: Competitive Grants , Application Review
November 1, 2018	Beginning date of grant See General and Fiscal Guidelines , Grant Period
June 3, 2019	Final date to submit an amendment
August 31, 2019	Ending date of grant 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 report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation

This grant program is authorized by P.L. 114-95, Every Student Succeeds Act (ESSA), Title III, Part A, Section 3111 (b)(2)(B)(i).

Where to Submit the Application

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Where to Submit the Application.

Number of Copies

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Copies and Signature.

Per 2 CFR 200.335, for paper copies of the grant application, TEA requires one original copy of the application, and two copies of the application. All copies of the applications must be signed. The signature must be that of a person authorized to bind the applicant to a contractual agreement.

Purpose of Program

This grant program seeks to increase the number of personnel who meet state and local certification and licensing requirements for teaching English learners (ELs).

Eligible Applicants

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Eligibility To Apply.

IHEs in Texas that offer bilingual education certification programs in both Spanish and Vietnamese that are organized around the domains and competencies that are needed to meet the requirements for bilingual education certification.

Eligibility List

An eligibility list will not be posted with this RFA.

Shared Services Arrangement

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

Shared services arrangements (SSAs) are not allowed.

More Than One Application

Eligible applicants may not submit more than one application per IHE.

Application Funding

See the following sections of the [General and Fiscal Guidelines](#):

- Grant Funding
- Continuation Funding
- Fund Management
- Use of Funds

It is anticipated that approximately 1 grant will be awarded for up to \$300,000.

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.

Limitation of Administrative Funds

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

This grant program does not allow direct administrative use of funds.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

Pre-Award Costs

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

Pre-award costs are not permitted for this grant.

Applicant Assistance

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

Contact for Clarifying Information

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

The following TEA staff member should be contacted with questions about the RFA, the grant program, or for assistance with the applicants' webinar:

Susie Coultress, Manager, English Learner Support Division
susie.coultress@tea.texas.gov
Phone: (512) 463-9414

Frequently Asked Questions

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Frequently Asked Questions.

The FAQs for this grant program will be posted to the [TEA Grant Opportunities](#) site no later than the date listed on the Grant Timeline. Applicants may email their questions to the TEA staff member listed in the Contact for Clarifying Information section.

Applicants' Webinar

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Applicants' Webinar.

There is no Applicants' Webinar scheduled for this grant competition.

Errata Notices

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Errata Notices.

GovDelivery Bulletins

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), GovDelivery Bulletins.

Program Elements

This section provides detailed information about the grant program.

Program Description

The goal of this grant program is to increase the number of personnel who meet state and local certification and licensing requirements for teaching ELs.

Eligible applicants must have the ability to implement and maintain online bilingual education certification courses to assist educators from various LEAs to prepare for the bilingual education certification exam.

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 does apply to this grant program.

Indirect Costs

The grantee may claim a maximum for indirect costs equal to their current approved restricted indirect cost rate for this federally funded grant.

Use the Maximum Indirect Costs Worksheet, posted on the Federal Fiscal Compliance and Reporting Division's [Indirect Cost Rates](#) page, to calculate the maximum indirect costs that can be claimed for a grant.

Application Requirements and Assurances

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

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

Statutory Requirements

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

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.

There are no additional statutory requirements for this grant program.

TEA Program Requirements

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

In addition to the statutory requirements, TEA has established the following program requirements. Applicants must address within the application how they will achieve the following:

1. The applicant will coordinate with ESCs to promote and disseminate information about the tuition free Spanish and Vietnamese online bilingual education certification preparation courses offered in order to enroll eligible teachers and form multiple cohorts of eligible teachers.
2. The applicant will offer multiple cohorts and provide technical assistance when needed for completion of the online bilingual education certification preparation courses.
3. The applicant will provide educators the opportunity to communicate with an instructor via electronic boards and distance learning.
4. The applicant will provide educators the opportunity to earn Continuing Professional Education (CPE) credit hours for participation in this project.

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 provides assurance 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 will attend and/or present at any symposiums, meetings or webinars at the request of the Texas Education Agency.

4. The applicant will follow up with teachers who completed the course but did not pass the bilingual education certification exam to identify the area(s) in which intervention is needed.

Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant may include but are not limited to the following:

General Allowable Activities and Use of Funds

- 35% maximum of total grant award for payroll costs
- 20% maximum of total grant award for professional and contracted services
- 15% maximum of total grant award for supplies and materials
- 30% maximum of total grant award for other operating costs

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

Conferences may not be hosted or sponsored under the grant program.

Out-of-State Travel

Out-of-state travel costs are not allowable.

Travel Costs for Officials such as Executive Director, Superintendent, or Board Members

The cost of 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)

Program Evaluation

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

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

Performance Measures

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

1. Number of teachers who enrolled in the Spanish and Vietnamese online bilingual education certification preparation courses by each participating LEA and ESC.
2. Number of teachers who completed the Spanish and Vietnamese online bilingual education certification preparation courses by each participating LEA and ESC.
3. Number of teachers who did not complete the Spanish and Vietnamese online bilingual education certification preparation courses by each participating LEA and ESC.
4. Contact log reflecting communication with teachers who did not complete the Spanish and Vietnamese online bilingual education certification preparation courses and why they did not complete the courses.
5. Number of teachers who passed the Spanish and Vietnamese bilingual education certification exam.

Critical Success Factors

Critical success factors are generally observable behaviors that are believed (and supported by research) to be critical to achieving the goals and outcomes of the grant program. Each critical success factor is monitored using measurable indicators, and these indicators enable TEA to determine whether grantees are proceeding appropriately to achieve the desired outcomes. For example, if a program has a goal of increased student participation in more rigorous college preparatory courses, one should measure at the beginning of the following school year that more students are actually enrolled in such classes than previously. Student participation in these rigorous college preparatory courses is a critical success factor that is measured through enrollment figures.

Milestones

Milestones are key processes or structures that need to be in place before the critical success factor is likely to occur. Using the previous example, before a school can demonstrate increased enrollment in rigorous college preparatory courses, it probably needs to offer a greater variety of these classes and hire or assign qualified teachers to teach them. A school would also want to develop a student recruitment plan. All such factors that are precursors to increased enrollment are called milestones.

Limits on Contracted Evaluators

When a grantee chooses, or is required under a grant, to hire a contracted evaluator, TEA believes that the evaluator must have the capability to remain independent and objective in

carrying out the evaluation. “Independent and objective” implies that there is no influence or control, real or perceived, exerted on the evaluator by any person who is involved in the provision of program services. Therefore, the only way in which a contracted evaluator can be truly independent and objective is not to be involved in any manner with the provision of program services or activities. Otherwise, the evaluator is, at least in part, evaluating its own services.

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

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

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 not apply to this federally funded grant program.

Maintenance of Effort

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

This requirement does not apply to this federally funded grant program.

Application Elements

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

Notice of Intent to Apply

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

The NOI is published along with the RFA on the [TEA Grant Opportunities](#) page.

Reviewer Information Form

For every application submitted for a competitive grant, the applicant is required to submit the names of three individuals to serve as reviewers in the competitive review process for the grant program. For LEAs submitting multiple campus grant applications, the LEA must submit a minimum of three reviewers per campus application or a total of 10 reviewers, whichever is less.

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

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

The Reviewer Information Form is published along with the RFA on the [TEA Grant Opportunities](#) page. All applicants are required to complete the form and to submit it online on or before the date given in the Grant Timeline.

Required Attachments

See the following section of the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#):

- Required Program-Related Attachments

Required Fiscal-Related Attachments

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

Required Program-Related Attachments

No program-related attachments are required for this grant program.

Scoring and Review

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

Standard Review Criteria

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Standard Review Criteria.

Specific Review Criteria

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Specific Review Criteria.

There will be no grant-specific criteria for this RFA.

Priorities for Funding

See the [Supplement to the General and Fiscal Guidelines: Competitive Grants](#), Priorities for Funding.

There will be no priority points awarded for this RFA.

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