



TEXAS EDUCATION AGENCY

Application Guidelines

Part 2: Program Guidelines and Use of Funds

Governor's Educator Excellence Award Program— Texas Educator Excellence Grant (Noncompetitive) 2006-2007 School Year

Due to TEA: 5:00 p.m. Central Time,
Thursday, October 5, 2006

Use of Guidelines and eGrants

In completing the eGrants applications, use these guidelines with the Texas Education Agency (TEA) eGrants *Application Guidelines—Part 1: General and Fiscal Guidelines*, and the eGrants Schedule Instructions (separate documents). All guidelines and instructions are incorporated by reference into the Notice of Grant Award (NOGA).

The application to which these guidelines refer must be submitted electronically through the TEA eGrants system. The application *will not be accepted* by TEA via any other means.

TEA Username and Password Required Before Entering eGrants

To access eGrants, you must have a TEA SE username and password. If you have not yet applied for a TEA SE username and password, access the following web link to find the form and instructions for applying for a username: http://www.tea.State.tx.us/forms/tease/egrants_ext.htm. A username and password will be e-mailed to you. Allow approximately two weeks for processing.

TEXAS EDUCATION AGENCY

**Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701**

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Name of Project	School Year	SAS #	Application Due Date
Governor’s Educator Excellence Award Program—Texas Educator Excellence Grant	2006–2007	EIGPAA07	Thursday, October 5, 2006 5:00 p.m. Central Time

Department of Education Appropriations

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

Category	Amount
Total funds available for this project	\$100,000,000
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	\$100,000,000

Background Information

The Governor’s Educator Excellence Award Program—Texas Educator Excellence Grant is authorized by House Bill 1, enacted in the third called session of the 79th legislative session, subchapter N, Awards for Student Achievement.

Application Information

Request for Application

The purpose of this request for application is to solicit grant applications from eligible applicants to establish or implement grants for the following:

- the creation of a system of financial incentives to award educators who achieve higher levels of student academic performance
- the development of teacher advancement initiatives that promote professional growth and emphasize research-based strategies for improving instruction to increase student achievement outcomes.

This is a noncompetitive application.

To conduct grants funded through the Abbreviated Standard Application System (SAS) online grant application, you must submit an application to the Texas Education Agency (TEA) for approval *before obligating or expending any funds*. TEA may periodically issue written guidelines concerning the management of grants approved in this application or clarifying previously issued grant guidelines. Any guidance issued after the initial approval of the SAS is to be incorporated with these instructions.

Eligible Applicants

In Texas, a school district or open enrollment charter school that has one or more eligible campuses may apply for the Governor's Educator Excellence Award Program—Texas Educator Excellence Grant.

Eligible campuses were selected based on the following criteria:

- ranking within the top one-half of campuses with highest percentages of educationally disadvantaged students. Schools were ranked from highest to lowest percentages within each school category—elementary, middle, high, and all grades campuses

AND

- rating of Exemplary or Recognized

OR

- top-quartile performance with respect to Comparable Improvement in Math or Reading
- for registered alternative education campuses rated under alternative accountability procedures: Texas Assessment of Knowledge and Skills (TAKS) passing rates, rank within the top one-third within each school category with respect to the percentage of educationally disadvantaged students. Only alternative education campuses with 30 or more students are eligible.

Campuses rated Academically Unacceptable in 2004–2005 are not eligible.

Submit one application for each eligible campus. Campuses qualifying for this grant are listed on the following site:

<http://www.tea.state.tx.us/opge/disc/>

To be eligible for this grant, applicants must also meet the following:

- have submitted the required audit report for the immediate prior fiscal year to the TEA Division of Financial Audits. To be eligible to receive a Notice of Grant Award (NOGA), the annual audit must be determined by TEA to comply with the applicable standards
- be financially stable as determined by the Division of Financial Audits. This determination will be made based upon financial and other information disclosed in the audit or compilation report. Financial stability will be considered before issuing a grant award and is a precondition for the award.
- must have a fully approved (not provisional) Certification of Financial Accounting System from the TEA Division of Financial Audits (applies to open-enrollment charter schools) to be eligible to receive a NOGA
- must be in good standing and have a “positive record” in successfully managing grant programs if applying for competitive, noncompetitive, or continuation grants. A positive record includes but is not limited to the following:
 - in compliance with all requirements and conditions of those grants and implementing the grant programs according to the timelines and descriptions proposed in the grant applications
 - on time with all required progress/activity reports and evaluation reports
 - no outstanding refunds for State and Federal grant programs to TEA
 - not on warrant hold by the State Comptroller’s Office or by the TEA Division of Accounting
 - not currently under investigation or audit by TEA

For this particular grant program, any formula or discretionary grant refund due to TEA must be submitted to TEA within 60 days of the application due date (that is, by December 5, 2006).

Application Due Date

The completed eGrants application must be certified and submitted by the official authorized to bind the applicant organization in a contractual agreement by 5:00 p.m. Central Time on Thursday, October 5, 2006. The approval ID (TEA SE username) automatically listed on the **GS2000 – Table of Contents** schedule upon submission must be that of the authorized official listed by you in the space provided.

By the established due date and time, the certifying official must click on the **Certify & Submit** button on page 2 of the online application’s **GS2000 – Application Table of Contents** schedule to submit the application to TEA. In establishing the time and date of receipt, the commissioner of education will rely solely on the date and time recorded in the eGrants automated system.

TEA accepts no responsibility for technical problems, delays, or insufficient capacity of technology that occurs at the applicant or originating organization. You are strongly advised to submit applications well before the deadline date and time in an effort to reduce or eliminate technical barriers.

Project Period

Plan for a project starting date of no earlier than October 6, 2006, and an ending date of no later than August 31, 2008. Any application not received by TEA by 5:00 p.m. Thursday, October 5, 2006, will not be considered.

An application will be effective on the date specified by TEA. All obligations of funds for activities and services conducted shall occur within these dates. All goods must be received and all services must be provided or delivered by the ending date of the grant.

TEA reserves the right to negotiate with applicants to ensure proposed activities meet the program guidelines.

Mandatory Notice of Intent to Submit Application

All prospective applicants are required to notify their intent to submit an application by August 10, 2006. You can access the Mandatory Notice of Intent at the following location:

<http://www.tea.state.tx.us/opge/disc/>

A district may submit one notice on behalf of all eligible campuses within that district. The Notice of Intent must be sent to the Document Control Center, Room 6-108, Texas Education Agency, William B. Travis Building, 1701 North Congress Avenue, Austin, Texas 78701-1494 (Fax: 512-463-9811). An application will not be eligible for funding if the Mandatory Notice of Intent to Apply was not submitted to TEA by the date requested.

Program Purpose, Goals, Funding, and Description

Address the project purpose, goals, and objectives below in **Schedule PS3200—Narrative: Program Description, Part 2: Program Description**, starting on Page 3. Instructions for attaching documents in eGrants are located in the *eGrants User Guide*. The online document is available at this location:

http://maverick.tea.state.tx.us:8080/guidelines/Reference%20Materials/705XXXXPP3000_I.pdf
[p27](#)

Program Purpose

The purpose of the Governor's Educator Excellence Award Program—Texas Educator Excellence Grant is to provide a system of financial incentives to award educators who demonstrate the ability to achieve higher levels of student academic performance. Grants will be awarded based on the percentage of educationally disadvantaged students and high levels of achievement or growth in student achievement.

Goals

The goals of this program are to create a financial incentives system for educators and to increase student academic achievement. Funds will be distributed in two parts: Part I—Teacher Incentives (not less than 75% of the award) and Part II—Additional Incentives (not more than 25% of the award).

Description

1. Guidelines for Distributing Part I—Teacher Incentives (not less than 75%):

All funds must be used to provide incentives not previously funded with State, local or Federal funds. At least 75% of the total award must be used as follows:

- a. Incentives awarded under this part may be used only for classroom teachers. For the purposes of this part a classroom teacher means “an educator who is employed by a school district and who, not less than an average of four hours each day, teaches in an academic instructional setting or a career and technology instructional setting. The term does not include a teacher’s aide or a full-time administrator.” For information about incentives for other school personnel, please refer to [2](#). “Guidelines for Distributing Part II—Additional Incentives (not more than 25%),” below.
- b. Applicants must submit a proposed incentive plan for the 2006–2007 school year. Submit this proposed plan in Attachment 2: Part I Plan Chart tab with additional information in the application Part 2: Program Description and in Part I Funds Estimated Distribution Chart tab and Part II Funds Estimated Distribution Chart tab.
- c. TEA recommends that incentives should be no less than \$3,000 and no more than \$10,000 per teacher.
- d. Part I teacher incentives must be distributed to teachers no later than October 15, 2007.
- e. Incentive plans must be structured so that teachers who receive an incentive payment demonstrate both of the following:
 - i. success in improving student performance using objective, quantifiable measures, such as local benchmarking systems, portfolio assessment, end-of-course testing, and value-added assessment. (Value-added assessment divides the annual academic growth of students into two parts: that which can be attributed to the student based on the expected academic growth a student should make from year to year and that which exceeds the expected academic growth and can be attributed to the teacher, school, and district. The latter is considered value-added. To accurately implement a value-added measure, districts should ensure that if TAKS data are used, the data are vertically scaled.)

Measures must allow for program administrators to evaluate teacher impact on student achievement at the individual or team level. Teams may be made up of grade or subject-area groups.
 - ii. collaboration with faculty and staff that contribute to improving overall student performance on the campus. Collaboration may be measured by *campus-based* activities such as the following:
 - attendance at professional development sessions
 - participation in curriculum development and instructional strategy meetings
 - participation in team teaching and classroom observation activities
 - participation in mentoring, induction, and coaching programs
 - evidence of sharing lesson plans and student data with other faculty and staff across subject and grade level to improve overall student performance

Participation in tutoring sessions and personal-planning periods is not a sufficient measure of collaboration.

Incentive plans must use (i) and (ii) above as criteria. Additional criteria may take into account the following:

- i. a teacher's assignment in an area that is experiencing a critical shortage of teachers or has had high turnover, including math, science, special education, technology, bilingual/ESL, foreign language, literacy instruction, or areas of need specific to the district
- ii. a teacher's demonstration of ongoing initiative, commitment, personalization, professionalism, and involvement in other activities that directly result in improved student performance, for example, working with students outside of assigned class hours, tutoring, creating programs to engage parents, and taking initiative to personalize the learning environment for every student

Measures selected within this criterion should promote excellent teaching and should not reward teacher behavior or activities that are not associated with exceptional teaching and job performance.

2. Guidelines for Distributing Part II—Additional Incentives (not more than 25%):

All funds must be used to provide incentives or activities not previously funded with State, local or Federal funds. Not more than 25% of the award may be used as follows:

- a. This funding must be spent on the campus qualified for this grant; however, eligible campuses may choose to extend funding, based on the guidelines below, to feeder campuses that did not qualify for the grant because they do not receive accountability performance ratings (for example, a K–2 campus) to implement an activity described in this section. Feeder campus student population was not and will not be used to determine campus award eligibility and amount.
- b. This funding may not be spent on athletics.
- c. This funding may be used for any of the following supplemental activities:
 - i. additional incentives for other school personnel such as teachers who did not receive the incentive as described above in Part I—counselors, principals, assistant principals, speech therapists, instructional coaches, teacher aides, nurses, librarians, custodial staff, and other campus personnel who have contributed to increased student achievement

Additional incentives may not be spent on employees whose primary responsibility is the supervision of athletic activity.
 - ii. professional development for classroom teachers who did not receive an incentive payment based on the skills and behaviors laid out in the incentive plan and who would benefit from professional development
 - iii. reimbursement or funding for professional development activities that directly contribute to improved instruction and student achievement
 - iv. signing bonuses for classroom teachers new to the campus who are teaching in high-needs subject areas as outlined in Part I

For the purposes of this grant a classroom teacher means “An educator who is employed by a school district and who, not less than an average of four hours each day, teaches in an academic instructional setting or a career and technology instructional setting. The term does not include a teacher's aide or a full-time administrator.”

- v. activities to support teacher-mentoring programs for teachers with fewer than two years of experience that include the following components:
 - formative assessments to identify teachers' needs, assess their classroom practice, and create steps for improvement
 - observation of and feedback for new teachers in the classroom
 - demonstrations of effective teaching methods
 - assistance with lesson plans
 - assistance for new teachers with analyzing student work and achievement data
 - mentors who are on the same campus, same grade (if applicable), and if possible, teaching in the same subject matter, and meet the following:
 - are selected based on having no fewer than three years of teaching experience and having a proven record of engaging students, and as a whole, in achieving growth in student performance
 - are trained, completing a research-based training program approved by the commissioner and by the district.
- vi. activities to support new teacher induction programs that include the following components:
 - mentoring, as outlined above
 - common planning time and collaboration
 - professional development
 - standards-based evaluation
- vii. activities to support common planning time and curriculum development
- viii. other programs that have been proven to recruit and retain highly qualified, effective teachers
- ix. activities to create or further the goals of incentive systems designed to improve student achievement
- x. stipends for teachers to participate in after-school or Saturday programs that directly contribute to improved teaching and student achievement (in those instances in which stipends were not previously paid)
- xi. stipends for teachers who hold a Standard Teaching certificate or a Lifetime Provisional certificate that was issued before September 1, 1999, in the main subject area in which they teach
- xii. stipends for teachers who hold a postgraduate degree that will improve their instructional abilities, excluding education administration, mid-management certification, and superintendency certification, and in those instances in which stipends were not previously paid
- xiii. other programs that have been proven to directly contribute to improved student achievement

Program Requirements

One application per participating campus must be submitted.

Each application must address each of the requirements identified below (on the appropriate schedule) to be considered for funding.

1. For each participating campus, a school district that applies to participate in the incentive grant program shall submit a local (campus) incentive plan that rewards teachers in the participating campus for positively impacting student achievement. Local incentive plans must be approved by the district-level committee, such as the district-level planning and decision-making committee, before submission to TEA. The district may choose to provide guidance to campuses in the creation of plans.

A campus-level decision-making body shall determine and approve the incentive plan and the distribution of incentive funds before consideration at the district level. The campus-level body should be composed of individuals representing a diverse and broad mix of teachers, including representation from different grade levels and subject areas. The incentive plan will be described on Attachment 2: BS6100 Payroll Costs Breakout, Part I Plan Chart, Part I Funds Estimated Distribution Chart, Part II Funds Estimated Distribution Chart, and Part 2—Program Description in the application.

2. Grant applications *must* include the following required documents to be complete. All documents must be scanned together into one attachment, titled “Attachment 1.”

- a. Letters of support from teachers

Scan and attach no fewer than three *individualized* letters from teachers, outlining their involvement in the process and their support for the program. This application will not be accepted or considered for funding without these letters. Each letter should be no more than one page, 9-point Arial or Times New Roman.

- b. Evidence of teacher participation

Scan and attach the minutes from each Campus Committee meeting, including attendance records listing subject area and grade level of each teacher present and meeting minutes from all planning meetings (9-point Arial or Times New Roman).

OR

Attach a record of a campus vote among all teachers approving, by at least a simple majority, the proposed incentive plan.

- a. List of Campus Committee members

Scan and attach a list of the Campus Committee members, 9-point Arial or Times New Roman. In the list, please include for teachers the subject taught, grade level taught, number of years with the campus, and process for selection.

- b. Board minutes

Applications must also show evidence of the presentation of the incentive program at a regularly scheduled board of directors meeting or provide the date of the meeting when the program will be presented. Districts may at their discretion submit the application contingent on approval of the proposed grant activities and incentive plan by the board of directors. The board minutes of a prior board meeting *or* documentation must indicate that there are plans at a future school board meeting to present the incentive program.

3. A school district that applies for this grant must specify in employment contracts or local compensation policy that qualifying employees may receive an incentive payment to the extent authorized under the local incentive plan.

4. As a condition for receiving grant funding, a school district must publish its incentive plan for public viewing, such as posting the plan on the school or district website.

Address the project requirements listed above in Schedule **PS3200—Narrative: Program Description**, Part 1: Program Management, starting on Page 3. Attach additional pages in a separate document if more space is needed. Instructions for attaching documents in eGrants are located in the *eGrants User Guide*. The online document is available at this location:

http://maverick.tea.state.tx.us:8080/guidelines/Reference%20Materials/705XXXXPP3000_I.pdf
[p27](#)

List major activities and approximate dates on Schedule **PS3200-Narrative: Program Description**, Part 3: Activity Timeline.

To the greatest extent allowable by State and Federal laws, regulations, rules, and policies, grants funded through this application should be designed and operated to assist school districts in improving student achievement. For programs funded under the NCLB Act, all activities conducted or performed by your organization must assist TEA and school districts in accomplishing the five performance goals established by the U. S. Department of Education for the Act. See *NCLB Provisions and Assurances* accessible through eGrants Schedule **CS7000 – General, NCLB, Program Specific, Debarment, and Lobbying**. Specific provisions and assurances pertaining to the individual grants included in this application are also accessible through the CS7000 schedule in the eGrants application for this grant program.

Required Attachments

The following documents are required:

- Attachment 1 as described in [Program Requirements](#)
- Attachment 2 as described in [Part 3: List of Attachments](#)

Program Evaluation

The overall purpose of the program evaluation is to determine whether the program met its stated goals and achieved the desired results based on the objectives and performance targets established by your organization.

Evaluations may be conducted for each of the selected grantees (districts, campuses, or other entity) according to guidelines approved by the TEA division administering the program, with input from the participating entities.

To be considered for funding, you *must* check the box on the last page of Schedule **PS3300 – Narrative: Performance Assessment and Evaluation** indicating agreement to comply with any evaluation requirements that may be established by TEA. You are required to submit the required evaluation reports in the format requested by the agency.

You are required to provide a final evaluation report within 30 days after the end of the project. You are not in compliance with grant conditions and requirements until this report is received by TEA. Final payment may be withheld pending receipt of the required report, and eligibility of grantees to receive future grants—including continuation grants—from TEA may be impacted by such noncompliance.

TEA reserves the right to request qualitative and supplementary quantitative data from campuses and districts receiving this grant for grant evaluation and monitoring. For evaluation, data requests may include data for campuses that are not receiving this grant.

TEA will collect and analyze data available from the Public Education Information Management System (PEIMS) where possible.

Performance Measures

Performance measures may be derived from the Part I Plan Chart or from the Incentive Award Distribution Chart that is required of each grantee.

Application Funding

The total budget for this project shall not exceed \$100,000,000 during the 2006–2007 school year.

Each qualifying campus is eligible for an annual grant award ranging between \$40,000 and \$300,000, depending on the size of the student population at the eligible campus.

Project funding in subsequent years, if available, will be based on satisfactory progress of the previous-year objectives and activities and on general budget approval by the commissioner of education and legislative authority.

All encumbrances shall occur on or between the beginning and ending dates of the grant. All goods must be received and services rendered and subsequently liquidated (recorded as an expenditure or accounts payable) within the grant dates. In no manner shall encumbrances be considered or reflected as accounts payable or as expenditures. Obligations that are liquidated and recognized as expenditures must meet the allowable cost principles in OMB Circular A-87, A-21, or A-122 (as applicable) and in program rules, regulations, and guidelines contained elsewhere.

Administrative requirements for grants stipulate that you must request cash as close as possible to the time of making disbursements. You should not have more cash on hand than is necessary to meet three days' cash needs. Therefore, you should request only that amount which will be paid out within three business days once the reimbursement payment is received from TEA. Payments through Expenditure Reporting (ER) should be deposited into your depository bank within six to seven business days of the request (provided the request does not exceed the established threshold and there are no other complications with the system). Therefore, request cash no earlier than six working days before actual disbursement of funds.

Thresholds

Thresholds are established for each grant program to allow for the automatic approval of payments as long as the payments are within the established thresholds. Payments will be approved automatically as long as an individual request does not exceed the threshold percentage of the total amount of the grant or total payments do not exceed the threshold percentage of the total amount of the grant in the past 30 days.

The system will automatically forward any request for payment that exceeds these thresholds to TEA staff for review and approval. You will be required to fax cumulative expenditures to date to the Division of Discretionary Grants (Fax 512-463-9811) to document the need for cash in excess of the established thresholds. TEA staff will consider each request to exceed the established thresholds on a case-by-case basis. Payments exceeding the established threshold will be made only upon receipt and approval by TEA of such documentation.

Refunds

As indicated above, you are paid on a reimbursement basis and as such should monitor your cash needs. Adherence to these practices will reduce the necessity for refunds.

If TEA determines a refund is due, you shall pay within 10 days of notification. If you fail to pay within 30 days, TEA will place a “Hold” on the current-year Notice of Grant Award (NOGA) for your project.

Use of Funds

Information on allowable and unallowable use of funds appears below. See additional information on the use of funds in the Schedule Instructions, accessed via the **Schedule Instructions** button located at the top right of each supporting budget schedule of the eGrants application (BS6100, BS6200, BS6300, BS6400, and BS6600). Also refer to the *Guidelines Related to Specific Costs* at the end of these program guidelines, which can also be accessed via the **Specific Cost Guidelines** button at the top right of each supporting budget schedule.

Funds expended through this project must be used for those purposes described in the [Program Purpose, Goals, Funding, and Description](#), and [Program Requirements](#) sections of these guidelines. Applicants may elect to use additional resources and other sources of financial support to help maximize the effectiveness of the project goals and objectives. You are strongly encouraged to coordinate Federal, State, and local programs to eliminate duplication of resources. A district may contact with community organizations to supplement district activities to accomplish the purpose of the grant.

Program funds shall not be obligated for expenditure before the effective date of the application or after the ending date of the program.

Funds may be requested only for those items that are reasonable and necessary for accomplishing the objectives of the program as defined in this application and for implementing activities described in the application. You may elect to use additional resources and other sources of financial support to help maximize the effectiveness of the project goals and objectives.

In general, the budget must show evidence that project costs are reasonable in relation to expected outcomes, and the following must be met:

- The amount requested might realistically be expected to have an impact on the stated needs.
 - ☛ The amount requested might realistically be expected to have an impact on the stated needs.
 - ☛ The expected outcomes are sufficient to justify the amounts requested.
- The program will identify and coordinate funding from several sources.
- All expenditures are pertinent to and appropriate for the objectives and activities stated.

Program funds shall not be obligated for expenditures before the effective date of the application or after the ending date of the program.

Building Use Fee

Space utilization recovery charges for any grant authority funded in this application must be at a rate no greater than two percent of the acquisition cost in accordance with the provisions in the applicable Office of Management and Budget (OMB) Circular. The charge is to be prorated based on actual space utilized. *You must maintain sufficient documentation to support charges incurred.*

Grants funded through this application cannot be charged for space utilization of hallways, restrooms, reception areas, or other common use areas.

Cost of Equipment Insurance

The actual cost of insurance for equipment purchased with funds granted to your organization in this application may be charged as a direct cost to the grant through which the equipment was acquired so long as the insurance costs are not contained in any other comprehensive casualty insurance that may be held by your organization.

Use/Disposition of Equipment (Purchased with Grant Funds)

Equipment purchased with State or Federal funds made available through grants from TEA must be used in the grant project for which it was acquired as long as needed, whether or not the grant continues to be funded by State or Federal funds. Unless TEA provides otherwise, equipment may be used for other state- or federally-funded activities. (That is, equipment purchased with Federal funds must be used in another federally-funded program when it is no longer needed for the grant program for which it was originally purchased; equipment purchased with State funds must be used in another State-funded program when it is no longer needed for the grant program for which it was originally purchased.) Use for the original grant will always take priority over other uses.

State or Federal funds may be used to repair only equipment purchased with funds from that State or Federal grant authority or for other state- or federally-funded equipment that has been transferred for use by that grant.

If equipment can no longer be used, it may be disposed of, *after receiving authorization from TEA*, as follows:

- Items of equipment with a current per-unit fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to TEA.
- Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained or sold after paying TEA its share of the fair market value of the equipment.

Authority to remove equipment purchased with Federal or State funds from the inventory may be requested from TEA. Reasons for deletions may include that the equipment is no longer operable, was destroyed, was stolen, or is no longer needed.

If you purchase capital outlay (furniture or equipment) to accomplish the objectives of the project, title will remain with your organization for the period of the contract. TEA reserves the right to transfer capital outlay items for contract noncompliance during the contract period or as needed after the ending date of the contract. This provision applies to any furniture or equipment regardless of unit price and item classification in your accounting records.

Unallowable Uses of Funds

Funds may not be used for lease-purchases (debt service) or for indirect costs. TEA will no longer approve field trips from grant funds. These costs must be paid from other eligible fund sources or must be donated by others.

Funds may not be used for any costs other than those associated with the teacher or other incentives or with professional development as described in the [Program Requirements](#). Funds may not be used for computer hardware or software, for instructional materials and supplies, or for assessment.

See *Application Guidelines—Part 1: General and Fiscal Guidelines* for more information regarding the use of funds and the Schedule Instructions for the individual application schedules for

additional guidance pertaining to allowable and unallowable costs. Program funds shall not be obligated for expenditure before the effective date of the application or after the ending date of the program.

Administrative Costs

TEA limits the amount of funds that may be budgeted to administer the program to no more than 5% of the total grant awarded for any fiscal year. The maximum 5% allowable for administration must come from the 25% additional incentives available in Part II so that not less than 75% of the total award is provided to teachers as incentives. For this grant, administrative funds include *administrative costs only*.

Administrative costs include both direct and indirect administrative costs. Direct administrative costs may include those associated with accounting and other fiscal activities, auditing, and overall program administration. Direct administrative costs also include salaries and benefits for staff who supervise activities of program staff and insurance that protects your organization. Indirect administrative costs are those incurred for a common or joint objective; therefore, they cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. Refer to the instructions pertaining to **Schedule BS6000 – Program Budget Summary** for more detailed information pertaining to administrative costs.

Supplement Not Supplant

Funds for this program must be used to supplement (*increase the level of services*) and not supplant (*replace*) funds from nonfederal sources. Any program activity required by State law, State Board of Education (SBOE) rules, or local board policy may not be paid with these funds. State or local funds may not be decreased or diverted for other uses merely because of the availability of these funds. You must maintain documentation that clearly demonstrates the supplementary nature of these funds.

On Schedule **PS3200—Narrative: Project Management**, you must describe how program funds will supplement and not supplant State mandates, SBOE rules, or activities previously conducted with State or local funds.

Applicant’s Conference

Prospective applicants will be provided an opportunity to receive general and clarifying information from TEA about the scope of the Governor’s Educator Excellence Award Program—Texas Educator Excellence Grant RFA.

Date	Time	Location
Wednesday, August 16, 2006	10:00 a.m.–1:00 p.m.	Each of the Regional Education Service Centers Texas Education Telecommunications Network (TETN) Event #20645
Wednesday, September 6, 2006	9:00 a.m.–12:00 p.m.	Each of the Regional Education Service Centers TETN Event #TBD

Each person attending will be required to sign a register setting out the representative's name, the applicant organization represented, its name, address, and telephone number. *Because of the number of eligible campuses, please limit your attendance to one person per district.*

This Applicant's Conference will be an opportunity in a group setting to ask questions of TEA personnel that assist potential applicants in clarifying their understanding of the scope and nature of the work required in this application. The conference will be open to all potential applicants, and all questions asked and answered will be in the presence of all attending.

The entire Applicant's Conference will be videotaped. Prospective applicants who are not able to attend the Applicant's Conference may request a copy of the videotape at no charge from the following contact:

Contact Information
Sharon Evans Discretionary Grants 1701 North Congress Avenue Austin, Texas 78701-1494 (512) 463-9269 sharon.evans@tea.state.tx.us

Shared Services Arrangements

Shared Services Arrangements (consortiums) are not allowed as part of the grant program.

Equitable Access and Participation

You are not required to report on equitable access and participation to apply for this grant.

Private Nonprofit School Participation

You are not required to report on private nonprofit school participation for this program. Schedule **PS3500 – Private Nonprofit School Participation** is not accessible in eGrants.

Report Due Dates

Submit progress and evaluation reports as specified by TEA. Provide expenditure reporting through the standard paper-based method, and request payments via the web through the automated expenditure reporting (ER) system. TEA will periodically request documentation for expenditures.

Semi-annual and other interim reports are due to TEA within 15 days after the end of each reporting period. Final reports are due within 30 days after the ending date of the grant. Reports will be due to TEA as follows:

Activity, Progress, and Evaluation Reports		
Report	Reporting Period	Due Date
First Interim Report	10/06/06–10/31/07	11/15/07
Final Evaluation Report	11/01/07–08/31/08	09/30/08

Expenditure Reports		
Report	Reporting Period	Due Date
First Interim Report	10/06/06–10/31/07	11/15/07
Final Expenditure Report	11/01/07–08/31/08	09/30/08

A Final Expenditure Report is required for all projects, and is due to TEA 30 days after the ending date of the grant, unless otherwise specified by TEA. A Revised Final Expenditure Report, if applicable, is due to TEA within 60 days after the ending date of the grant, unless otherwise specified by TEA.

Provide expenditure reporting through the standard paper-based method, and request payments via the web through the automated ER system. TEA will periodically request documentation for expenditures.

Note: Final payment is contingent upon receipt of all required programmatic and financial reports and documents. TEA reserves the right to withhold a portion of the final payment pending receipt of the required reports. The total project cumulative costs of the grant reported in ER should in no case exceed the total cumulative costs of the award. Refer to *Application Guidelines—Part 1: General and Fiscal Guidelines* for specific information related to expenditure reports and revised expenditure reports.

Sequence of Events – Critical Dates

Date	Event
Tuesday, July 18, 2006	Publication of eGrant Application, Application Guidelines, Schedules and Schedule Instructions on TEA Website
Thursday, August 10, 2006	Mandatory Notice of Intent to Apply due in Document Control Center

Wednesday, August 16, 2006 10:00 A.M.–1:00 P.M.	TETN technical assistance meeting hosted by TEA Event #20645
Wednesday, September 6, 2006 9:00 A.M.–12:00 P.M.	TETN technical assistance meeting hosted by TEA Event #TBD
Thursday, October 5, 2006	Application electronically submitted to TEA by 5:00 p.m., Central Time
Friday, October 6, 2006	Beginning date of project
Monday, October 15, 2007	Last date for LEA to distribute Part I incentives to teachers
Sunday, August 31, 2008	Ending date of project
Tuesday, September 30, 2008	Final Expenditure Report due to TEA
Tuesday, September 30, 2008	Final Evaluation Report due to TEA

Note: All of these dates except the final completion date may vary slightly as conditions require.

Clarifying Information

Any person wishing to obtain clarifying information about this application can contact the following TEA program and funding contact:

Karen Harmon
Grant Manager
Discretionary Grants
Texas Education Agency
1701 N. Congress Ave.
Austin, TX 78701-1494
(512) 463-9181

Karen.harmon@tea.state.tx.us

TEA will also provide a technical assistance packet on the Discretionary Grants web page. See Application Guidelines—Part 1: General and Fiscal Guidelines for more detail regarding clarifying or additional information.

Application Submission through eGrants

Submit the application for this application grant program only electronically through TEA eGrants system. Applications will not be accepted by TEA via any other means. Refer to *Application Guidelines—Part 1: General and Fiscal Guidelines* for more specific information about accessing eGrants and obtaining the required TEA SE user ID and password.

Program-Specific Schedule Instructions

The grant application schedules and accompanying instructions have been constructed to cover all grant programs currently managed by TEA. All schedules and the information requested by individual schedules may or may not be applicable to the grant program for which you are applying. Use the grant-specific instructions given below by individual schedule to supplement the instructions that you may access from the top of each online schedule.

Also, please note that navigation tips appear at the beginning of the instructions to assist you in successfully filling out and submitting your grant application.

Note: The following section includes only instructions for those schedules that require more specific or different information from that contained in the Schedule Instructions. For instructions for all other schedules, see the Schedule Instructions.

GS2000—Application Table of Contents

There are no grant-specific instructions associated with Part 1 and Part 2 of this application schedule. Follow the standard instructions for completing Parts 1 and 2. Use the following instructions for completing Part 3.

Part 3: List of Attachments

All required attachments must be submitted along with the eGrants application for the application to be forwarded for review and negotiation.

Grant applications *must* include the following required documents for a completed application. All documents must be scanned together into one attachment, titled “Attachment 1.”

1. **Letters of support from teachers (3).** Each letter should be no more than one page, 9-point Arial or Times New Roman. Please submit personalized letters.
2. **Evidence of Teacher Participation.**

minutes from each Campus Committee meeting, including attendance records listing subject area and grade level of each teacher present and meeting minutes from all planning meetings (9-point Arial or Times New Roman)

OR

a record of a campus vote among all teachers approving, by at least a simple majority, the proposed incentive plan

3. **List of Campus Committee Members.** Please submit a list of the Campus Committee members, 9-point Arial or Times New Roman. In the list, please include for teachers the subject taught, grade level taught, and number of years with the campus.

- 4. Board Minutes.** The board minutes of a prior board meeting *or* documentation must indicate that there are plans at a future school board meeting to present the incentive program.

Attachment 2 is located at <http://www.tea.state.tx.us/opge/disc/> or at <http://maverick.tea.state.tx.us:8080/guidelines/AbbreviatedSAS/EIGPAA%20TEAA%20Attachment.xls>.

This attachment is an Excel spreadsheet containing the following:

- BS6100 Payroll Costs Breakout
- Part I Plan Chart
- Part I Funds Estimated Distribution Chart
- Part II Funds Estimated Distribution Chart

See instructions for attaching documents in the *eGrants User Guide* on the TEA website:

http://maverick.tea.state.tx.us:8080/guidelines/Reference%20Materials/705XXXXPP3000_I.pdf

GS2300—Application Negotiation Notes

This schedule is for TEA use only. Access this schedule only after receiving an email from TEA indicating that application negotiation is required.

PS3100—Abstract: Needs and Objectives

This schedule is required for this grant application. Follow these instructions in lieu of the standard instructions for completing this schedule.

Part 1: Target Population

This section does not need to be completed.

Part 2: Needs and Objectives

Needs: This section is not required. Type `not applicable`.

Objectives: This section is not required. Type `not applicable and save`.

PS3200—Narrative: Program Description

Follow the standard instructions for completing the schedule, except as noted below:

Part 1: Project Management

Partnership/Involvement of Others

You must include the following:

- the process by which the campus committee members were chosen
- the process by which the campus committee created the incentive plan: whether or not and how they sought feedback from the larger campus teacher population
- the process by which campuses collaborated with districts in creating the incentive plan
- the process by which, if applicable, a campus vote among teachers took place and the outcome of that vote

Management of Grant Activities

Applicants must do the following:

- describe the processes for ensuring that activities will be conducted and completed according to the timeline proposed in the application (*Reminder: All incentives from Part I must be distributed to teachers by **October 15, 2007.***)
- include processes for soliciting ongoing feedback and for ensuring continuous improvement in the operation of the project
- include the name and position of the person accountable for the timeline and activities of the grant

Internal Communications, Coordination, and Reporting

Communication and coordination between personnel is essential for a successful grant project. Grant personnel should establish procedures for regularly and frequently communicating with stakeholders with regard to the progress of the grant and any problems encountered in the implementation of grant activities.

Stakeholders include the administration; teachers; the local project manager or contact person; the business office; and any major collaborators, including partners, as well as the staff implementing the program throughout the grant period and other interested parties.

Applicants must do the following:

- describe the process by which the data for the incentive program is collected and monitored throughout the year
- include the process by which teachers will be made aware of their progress in receiving an incentive
- include how the campus will display the incentive plan for public viewing (required)

Grant Project Manager Qualifications

This section does not need to be completed. Type `not applicable`.

Grant Personnel Qualifications

This section does not need to be completed. Type `not applicable`.

Resource Management

This section does not need to be completed. Type `not applicable`.

Supplement-Not-Supplant

Supplement-Not-Supplant is required for this program. See [Supplement Not Supplant](#).

To demonstrate how services and activities provided by this grant program will be *supplemental* to *existing* state and local services and activities, the application must describe all *existing* services or activities that are similar to those proposed in the application. The description must delineate precisely how all program services and activities to be funded from this grant will be *supplementary* to existing services and activities. *This application is not eligible to be funded without this information.*

Program Continuation

This section does not need to be completed. Type not applicable.

Part 2: Program Description

For Part I Funds address the following in the first three sections of the Program Description pages.

- Describe all criteria used to evaluate the performance of teachers and to determine awards.
- Provide the rationale for inclusion of all Part I funding criteria and measures, including the ways in which each criterion and measure will help the campus achieve student learning goals and address student learning needs.
- Identify the teachers to be evaluated through your plan.
- Describe your contingency plan for using any funds budgeted but not distributed as awards at the end of the grant period. These funds pertain to teachers not achieving the objectives established in your plan.

Reminder: The first two criteria listed under [Description](#) (section 1.i and 1.ii) are required. In addition, complete Attachment 2.

For Part II Funds address the following in the last section of the Program Description pages.

- Describe all activities for which Part II funds will be used.
- If you are using the funds for incentives to campus employees not eligible for rewards under Part I funding, identify the employee positions to be evaluated and the criteria and data that will be used to determine awards. Additionally, describe your contingency plan for using any funds budgeted but not distributed as awards at the end of the grant period. This reference is to funds not distributed to employees because those employees did not achieve the objectives established by your criteria for rewards.
- Explain the rationale for all Part II funding activities, including the ways in which these activities will help the campus achieve student learning goals and address student learning needs.

In addition, complete Part II Funds Estimated Distribution Chart tab in Attachment 2.

Part 3: Activity Timeline

Provide a timeline of major activities, including Part I and Part II funds distribution dates. If you are using Part II funds for professional development, when will those funds be utilized?

Reminder: Part I funds must be distributed to teachers by October 15, 2007.

Include all major monitoring and grant management activities in this timeline.

PS3300—Narrative: Performance Assessment and Evaluation

Follow the standard instructions for completing this schedule, except as noted below:

Ongoing Monitoring/Correction of Deficiencies/Continuous Improvement

Applicants must include the following:

- a description of how you will monitor implementation of your plan to ensure relevance, accuracy, and compliance with requirements, including measures to ensure teachers are on track to meet performance goals
- a description of processes for receiving teacher feedback, complaints, and objections on your plan as it is implemented
- identification of parties responsible for monitoring the implementation of your plan
- descriptions of processes and procedures used on your campus to ensure integrity of TAKS administration and security of testing documents and results

Qualitative and Quantitative Data Collection Methods

Applicants must include the following:

- a description of processes or methods for collecting data relevant to your plan's criteria and measures throughout the school year
- identification of parties responsible for collecting and monitoring data collection

Formative Evaluation

This section does not need to be completed.

Performance Measures

Applicants must include the following:

- the number of teachers achieving objectives defined in your plan under Part I
- the percentage of teachers on your campus for whom your Part I plan is applicable who achieve objectives defined in your plan under Part I
- the number of campus employees participating in Part II activities or achieving objectives established in your plan under Part II. Please identify one performance objective for each activity described under Part II.

The columns under **Current Grant Year Performance** do not apply for Performance Measures on lines 1, 2, and 3. Leave them blank.

PS3400—Equitable Access and Participation

This schedule is not required for this grant application.

PS3500—Private Nonprofit Schools

This schedule is not required for this grant application.

BS6100—Payroll Costs

Type Incentives under **Other Employee Positions** next to the title and type a description on the line below the title.

Type the number of employees receiving an incentive under **#Full-Time Effort**.

Type the incentive amount under **Program Cost**.

Also complete the **BS6100—Payroll Costs Breakout** form, which is part of Attachment 2.

Reference Material and Attachments

The following documents or attached materials contain additional information to assist with program requirements and compliance questions, including website links where available. Lengthy guidelines are summarized with links to the full text.

- Financial Accountability System Resource Guide
- Guidelines Related to Specific Costs
- Glossary

Financial Accountability System Resource Guide

To access the most current version of the TEA *Financial Accountability System Resource Guide*, go to the following link:

http://www.tea.state.tx.us./school.finance/audit/resguide12/fasrg_v12.html

Several links are available for access from the linked website.

Guidelines Related to Specific Costs

Funds must be expended for *reasonable and necessary costs* in conducting grant activities. *Reasonable* means a cost is consistent with prudent business practice and comparable to current market value. *Necessary* means the cost is essential to accomplish the objectives of the project. Your organization must comply with the applicable Federal cost principles in expending grant funds. See the last section of this appendix for a list of the Federal cost principles.

This document addresses only certain specific costs and is not intended to be all-inclusive.

Advertisement for Recruitment of Grant Personnel

Advertisements are allowed only for recruiting grant personnel and when the advertisement is *not* in color and not excessive in size.

Alcoholic Beverages

Alcoholic beverages are not allowed under any circumstances.

Audit Fees

- Audit fees and expenses may not be charged to *State-funded grants*.
- Audit fees and expenses are allowed only when the audit is required by and performed in accordance with [OMB Circular A-133, Audits](#).
- Audit fees and expenses may not be charged as direct cost when such audit services costs are part of the your organization's indirect cost pool.

Awards for Recognition and Incentives for Participation

Minimal cost certificates, plaques, ribbons, small trophies, or instructionally-related items to be used in the classroom such as pens and pencils are acceptable incentives for participation in program activities or awards for recognition.

- Gifts or items that appear to be gifts are not allowable.
- Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, and key chains are not allowed.
- “Door prizes,” movie tickets, gift certificates, passes to amusement parks, and so on may be donated by others but may not be purchased with grant funds.
- Food, snacks, beverages, refreshments, meals, and so on are not allowable incentives or awards.

Calendars and Calendaring Systems

Expensive calendars and calendaring systems are not allowed. Personal digital assistants (PDAs) are not allowed for maintaining personal calendars.

Cellular Telephones for Personal Use

A cellular telephone for personal use is not an allowable cost.

Ceremonies or Celebrations

Costs associated with ceremonies or celebrations are not allowed.

Conflict of Interest

Any purchase or expenditure that would pose a conflict of interest, real or perceived, is not allowed.

Construction, Remodeling, or Renovation

These costs are not allowed unless specifically authorized in the authorizing program statute and unless specifically approved by TEA in the applicable grant application.

Consultants

You shall not use or pay any consultant in the conduct of this application if the services to be rendered by such consultant could have been rendered by your employees. You must select consultants based on demonstrated competence, qualifications, and experience and on the reasonableness of the proposed fee.

Employee Service Awards

Employee service awards cannot be paid from grant funds.

Employer Contributions to Voluntary Retirement Plan

Employer contributions to an employee’s voluntary retirement plan, such as a 401k or 403b, are not allowed.

Entertainment, Recreation, Social Events

Costs associated with any type of entertainment, recreation, or social events are not allowed.

Field Trips

Field trips cannot be paid from grant funds unless specifically approved by TEA.

Food and Beverage Costs

Food Costs for Participant Meetings/Training

Unless otherwise specified by TEA, a limited amount of funds may be expended on meals for *participant meetings or training events*. The use of grant funds for this purpose is specifically limited to light working lunches for participants where the working lunch is noted on an agenda, is clearly described, and is mandatory. The purpose of a working lunch should be to shorten the overall meeting or training time and to facilitate accomplishing the objectives of the meeting or training and the overall program.

Specifically, grant funds may be expended for the following costs provided that the grantee maintains adequate and sufficient documentation that the costs were necessary and reasonable to further the intent and objectives of the grant.

- **Light Lunch during an All-Day Meeting or Training Session:** Light lunch *for participants who are cloistered in an all-day (at least six-hour) meeting or training session*. The grantee must document that it was impractical for participants to obtain lunch on their own (for example, because of an isolated location or distance to eateries) and that their attendance at the meeting or training session was essential to accomplishing the objectives of the grant. The grantee must maintain an agenda that clearly identifies the topics discussed during the meeting or training session and the time allocated to each topic, including the lunch period. Only a nominal amount of grant funds may be used per participant.
- **Working Lunch during an All-Day Meeting or Training Session:** Light meals during a *“working lunch.”* A working lunch is defined as an activity in which staff or participants are engaged in exercises or activities during the normal meal time as stated on an agenda and in which no other opportunity for a meal will be provided. The grantee must maintain an agenda that clearly identifies the exercise or activity that the participants were engaged in and should retain a representative sample of the work product, if any, that was generated as a result of the working session. Only a nominal amount of grant funds may be used per staff or participant.

No other food costs, including beverages and other refreshments, breaks, or snacks, are permitted.

Allowable Food Costs for Parents and/or Students

- nutritional snacks for students in extended day (after-school) programs
- nutritional snacks for children in child care while parents are participating in grant activities
- food necessary to conduct *nutrition education* programs for parents
- parent involvement activities where refreshments are necessary to encourage participation or attendance by parents, such as in low-income areas, and thus meet program objectives.

Full meals for parents or students are not allowable for these purposes under any circumstances. Expenditures must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program.

Unallowable Food Costs

- refreshments of any kind, including beverages, breaks, and snack foods, for staff meetings or staff training
- refreshments or meals at an awards banquet or function
- any food costs not necessary to accomplish the objectives of the grant program
- any event in which a “guest speaker” or other individual conducts a presentation
- breakfast

TEA reserves the right to restrict a grantee from expending any funds on food costs or to disallow expenditures on food costs should TEA determine that the grantee expended grant funds on food costs that are not reasonable or necessary to meet the intent and objectives of the grant.

Fund-Raising Activities

Funds may not be used for fundraising activities.

Gifts

Gifts or items that appear to be gifts are not allowed.

Interest Paid

Interest paid in a prior grant period may not be charged retroactively to this grant period.

Land Purchase and Improvements

Land purchase and improvements to land are not allowable costs, unless specifically authorized in the grant program.

Legal Fees

Legal fees and expenses are allowed only as necessary for the administration of the grant program. Retainer fees are not allowable costs.

Membership in Civic and Social Organizations or Lobbying Organizations

Memberships in civic and social organizations and in organizations that are substantially engaged in lobbying are not allowable costs.

Personal Calendaring Systems

Calendaring systems to manage personal calendars—paper calendars, personal digital assistants (PDAs), electronic or software calendars—are not allowable costs.

Printing Costs

Printing costs are allowed for not more than two-color printing on any item unless specifically approved by TEA. Any printing costs beyond the cost of two-color printing must be paid by your organization from State or local sources.

Professional or Individual Liability Insurance

Professional liability insurance for individual employees is not an allowable cost.

Promotional Items, Memorabilia, or Souvenirs

Promotional items, memorabilia, or souvenirs are not allowable costs.

Renovation, Remodeling, or Construction

Renovation, remodeling, or construction is not allowed unless specifically designated as allowed in the authorizing statute and specifically approved by TEA in the applicable grant application.

Social Events

Funds are not allowed for social events of any kind.

Substitute Pay for Private Nonprofit Schools

Substitute pay for private nonprofit school teachers is not allowed under any circumstances.

Training or Technical Assistance on Grant Writing

Funds may not be used for training or technical assistance on grant writing or obtaining grant funds.

Transportation Costs

Transportation costs to or from grant activities, except those incurred for transporting students to and from the *regular* school day, are allowed expenditures. Field trips are not allowed from grant funds unless specifically approved by TEA.

Travel Costs

Amounts authorized for maximum recovery for *travel and per diem* costs against the grant are restricted to those that are approved in the State of Texas Appropriation Bill in effect for the particular funding period. Any amount over this limit must come from local funds. If local policy restricts travel, per diem, and other travel expenses to a rate less than State law, the applicant must budget and request reimbursement *at the lesser rate*. *Travel allowances* are not allowable expenditures in Texas.

Travel Costs for Executive Director, Superintendent, or Board Members

Travel costs for executive directors, superintendents, or board members or directors are allowed only when they are specifically related to carrying out the objectives of the grant project and only with specific approval by TEA. (See also the attached section dealing with Travel Costs in general.)

Allowable Travel Expenses

- *Mileage reimbursement* is allowed for travel necessary to carry out the objectives of the grant project. Automobile *mileage* while an employee is on travel for the purposes of the grant cannot exceed the rate established by the Texas Comptroller. (Effective January 1, 2006, the mileage rate is *44.5 cents per mile*.) If local organization policy reimburses at a lower rate, you must claim the lower rate.
- *Air fare* is allowed at the lowest fare available. (Air fare must be documented with a *receipt*.) First-class airfare is not allowed.
- *Car rental fee* (at destination) is not allowed unless other transportation such as taxi or shuttle is not available for performing official business or unless it is documented that it is

more cost effective to rent a car than it is to take alternate travel. (The rental car must be documented with a *receipt*.)

- Airport *parking* is allowed.
- *In-State Per Diem (meals and lodging) for overnight travel* is reimbursed at **actual cost** not to exceed the maximum amount allowed by State law *or local policy*, whichever is *less*. *Beginning September 1, 2005*, the maximum allowable lodging is *\$85.00 per night, not including taxes*. Meals are allowed at *actual cost not to exceed \$36.00 per day*. If local school policy requires reimbursement at a *lower rate*, you must use the *lower rate*. (Lodging must be documented with a *receipt*.) *Any amount over the allowable amount must be paid from local funds. Tips for meals cannot be reimbursed.*

Out-Of-State Per diem (meals and lodging) is reimbursed at actual cost not to exceed the maximum amount allowed by the Federal government *or local policy*, whichever is *less*. All other guidelines apply. Out-of-State Meal and Lodging Rates are available on the Comptroller's website at: <http://www.window.state.tx.us/comptrol/san/fm1.html>. Select **Travel** under the **Topics** heading. Select **Out-of-State Meal and Lodging Rates** under the **Publications** heading, then select the state to which you will be traveling.

- Taxi fares for official business are allowed. Tips cannot be reimbursed.
- Itemized miscellaneous business expenses (business phone calls, printing, materials) for carrying out official business of the meeting, conference, or workshop are allowed.
- Registration fees to attend workshops or conferences are allowed. Social events at a conference where the social event costs an additional amount may not be paid from grant funds.

Unallowable Travel Expenses

- first-class air fare
- per diem (meals and lodging) for persons who live in the same city where the meeting, conference, or workshop is held. Automobile mileage is allowable.
- tips or gratuities (including service charges) of any kind
- alcoholic beverages
- entertainment, recreation, or social events
- *any* expense for other persons
- automobile mileage or taxi fares for other than official business
- personal accident insurance or personal effects coverage for rental cars
- a rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop

Tuition

Tuition fees, either paid directly to an institution or on a reimbursement basis, are allowed only for courses *directly related to the grant program* and where authorized in the grant program as an allowable use of funds.

Federal Cost Principles

The applicable cost principles as established by the Federal OMB are as follows:

Type of Entity	Applicable Cost Principles
<ul style="list-style-type: none"> ■ Public school districts ■ Regional education service centers (ESCs) ■ Open enrollment charter schools operated by a governmental entity ■ Local governments (e.g., cities, counties) 	<ul style="list-style-type: none"> ■ <i>OMB Circular A-87, Cost Principles for State and Local Governments</i>
<ul style="list-style-type: none"> ■ Open enrollment charter schools operated by a nonprofit organization ■ Nonprofit organizations, including community-based organizations and faith-based organizations 	<ul style="list-style-type: none"> ■ <i>OMB Circular A-122, Cost Principles for Nonprofit Organizations</i>
<ul style="list-style-type: none"> ■ Open enrollment charter schools operated by an institution of higher education (i.e., college or university) ■ Institutions of higher education (IHEs) 	<ul style="list-style-type: none"> ■ <i>OMB Circular A-21, Cost Principles for Educational Institutions</i>

Glossary

Activity	An action (event or sequence of events) to be carried out
Agency	Texas Education Agency
Applicant	The legal entity applying for a grant
Applicant Agency	The organization or agency applying for a grant. Eligible applicant agencies include school districts including open enrollment charter schools, nonprofit organizations, universities or colleges, for-profit businesses, ESCs, and other State agencies.
Application	The entire package submitted by the applicant, composed of original schedules, contact information, budget information, program description information, and provisions and assurances
Application Schedules	The forms used to complete an application
Amendment	An application change requested by the applicant, composed of revised schedules for program activities or budget categories

Authorizing Statutes	The Federal or State law which authorizes a specific program to be funded and implemented
Component	A major aspect, part, or piece (element) of a grant project contributing to the whole. An instructional grant project may have the following components: instruction, curriculum, professional development, parent involvement, and assessment or evaluation.
Consortium	A partnership of educational and other agencies that agree to collaborate for the provision of services. Consortia or Cooperatives must designate a single fiscal agent who is responsible for submitting an application on behalf of all the consortium or cooperative members.
Contract	The entire document, whatever its name or schedule, that contains the Provisions and Assurances, plus any other attachments and schedules. The approved application, together with the NOGA, constitutes a contractual agreement between the applicant or grantee and TEA.
Contract Project	The purpose intended to be achieved through the contract
Contractor	The party or parties to the contract, other than TEA. In the case of a grant, the grantee is the contractor.
Discretionary Competitive	A grant program funded with discretionary funds. Such a program requires a competitive review, scoring, and selection process.
Discretionary Continuation	A grant program funded with discretionary funds. Such a program requires a competitive selection process in any year that is open to new applicants. These grant programs are currently offered only to existing grant recipients in good standing with grant requirements and performance. Continuation applications are not reviewed or scored.
Discretionary Funds	Funds over which the Commissioner or TEA has discretion in how and to whom grant funds are awarded
Discretionary Non-Competitive	A grant program funded with discretionary funds. Such a program does not require a competitive selection process. Either projects to be funded are approved by the Commissioner for funding on an individual basis or a group of projects may be funded to grantees meeting certain requirements.
DCC	Document Control Center of TEA
ESC	Regional Education Service Center. There are 20 regional ESCs in the State of Texas
Eligible	The organization or legal entity that is qualified to apply for a grant. The

Applicant/Entity	eligible applicant is always identified in the program guidelines.
Financial Agreement	<p>A written, signed, and dated agreement between a consortium or cooperative fiscal agent and a consortium member that delineates the responsibilities of each in the delivery of grant services.</p> <p>A financial agreement is developed when: 1) a consortium or cooperative member receives funds through a subcontract or 2) when the fiscal agent pays the bills to support the delivery of services through the consortium or cooperative member (the fiscal agent pays for a tutor trainer at a local literacy council).</p>
Formula Non-Competitive	A grant program funded with formula entitlement funds based on a funding formula prescribed in statute. Such a program does not require a competitive selection process. If the applicant meets the program requirements and submits a substantially approvable application, it receives funds (similar to discretionary non-competitive process).
Goals	The end results toward which effort is directed (what the grantee wants to achieve)
Grant	See Contract.
Grantee	See Contractor.
Grantor	See Agency.
IHE	Institution of Higher Education
LEA	Local Educational Agency. In Texas, public school districts, open enrollment charter schools, and regional education service centers are defined as LEAs
Methods	The approaches used to do something; the manner or way in which something is carried out
Objective	What one intends to do or achieve
Organization	The legal entity applying for a grant
Partnership	The state of being associated: affiliation, alliance, cooperation
Program	A grant “program” authorized in State or Federal statute. A program is usually accompanied by specific language pertaining to the use of funds and the eligible population to be served

Project	Usually the grant program carried out at the local level. A grant project has an organized list of activities or events to be carried out according to a timeline or schedule to accomplish identified goals and objectives.
Project Administrator	Person representing either TEA or Contractor for the purposes of administering the contract or grant project
Requirement	A condition that must be met by the applicant in order to be eligible to be considered for funding. Requirements are either derived from the authorizing statute and applicable rules and regulations or approved by TEA as a condition for applying for a grant and receiving funds.
SAS	Standard Application System. TEA uses the SAS for all grants funded by TEA to provide for uniformity and consistency in applying for grants.
Shared Services Arrangement	An agreement between two or more school districts, open enrollment charter schools, or ESCs that provides services for entities involved. Such entities may desire to enter into a Shared Services Arrangement (SSA) for the performance and administration of a program in order to maximize the use of funds and services to be provided. An eligible entity must serve as fiscal agent for an SSA.
Signature Authority	Certification by the applicant that the person signing the application has been properly delegated this authority to obligate the application organization in a contractual agreement.
SSA	See Shared Services Arrangement
Strategy	A method, plan, scheme, game plan for accomplishing something
TEA	Texas Education Agency
Technique	The method, approach, or procedure for doing something