


**TEA's Competitive Review Process:  
Tips for Success!**

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**Agenda**

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- Welcome and Introductions
- Overview of the Competitive Review Process
- Top tips for completing a competitive grant application
- Request regarding Peer Reviewers
- Questions



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**Overview of the  
Competitive Review  
Process**

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### Competitive Grant Announcements

- TEA announces competitive grants in the following ways:
  - TEA Year in Advance – Competitive Grants
  - Texas Register Notice
  - GovDelivery Bulletins




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### TEA Year in Advance - Competitive Grants



TEA Year in Advance - Competitive Grants →




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### TEA Year in Advance – Competitive Grants Cont.




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### Texas Register Notice

- Available via the [Texas Secretary of State's website](#)




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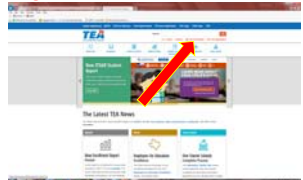
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### GovDelivery (Email) Bulletins

- Click on **"Sign Up for Updates"** under search box.



- Select **"Grants (formerly GAFPC)"**




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### Overview of the Review Process

- Request for Applications (RFAs) typically available for 60 days (minimum of 45 days)
- Precompliance Screening
- Eligibility Screening
- Number of reviews
- Checks and Balances
- Ranking and Scoring
- Selection and Negotiation
- Requests for Scores and Comments & Public Information Requests




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### Precompliance Screening

- During this process TEA grants staff check the following:
  - Applications were received by 5 p.m. on the due date.
  - Applications signed by an authorized official.
  - Correct (three) number of copies of the application submitted.
  - Required schedules and attachments are included and are not blank.
- **Note: Applicants that do not pass precompliance will not be sent for review and scoring.**




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### Eligibility Screening

- Occurs at the same time as TEA grants staff are conducting precompliance screening.
- During eligibility screening, TEA program staff verify that applications were submitted by eligible applicants who propose to serve eligible campuses and/or students.
- **Note: Applicants that do not pass the eligibility review will not be sent for review and scoring.**




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### Number of Reviews

- Competitions where maximum award is **less than \$500,000**
  - Each application reviewed 3 times
  - Scores averaged.
- Competitions where maximum award is **\$500,000 or greater**
  - Each application reviewed 5 times.
  - Highest and lowest scores dropped, remaining 3 scores averaged.




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### Checks and Balances

- Peer reviewers **not** assigned applications from their own ESC region.
- Peer reviewers required to sign a conflict of interest/ nondisclosure agreement.
  - If reviewer indicates a conflict the application is reassigned.
  - Violating the nondisclosure agreement could result in disqualification from current and future competitions.




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### Ranking and Scoring

- TEA program staff assign priority points to applicants that received at least 70% of points from standard and specific review criteria.
- Reviewer (standard and specific review criteria) scores and priority points added together and applicants ranked in score order (or according to criteria outlined in the Program Guidelines).
- Funding awarded in rank order until all funds exhausted.
- Approval meeting with senior staff to confirm list of preliminarily selected applicants.
- Preliminary selection and nonselection letters sent to applicants.




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### Selection and Negotiation

- Preliminary selection letters include Notice of Grant Award (NOGA).
  - Note: Applicants have access to 20% of the grant award pending completion of grant negotiation process.
- TEA staff conduct negotiations to address any programmatic or budgetary issues. Upon successful completion of negotiations, the applicant will have access to 100% of grant award.




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### Requests for Scores and Comments & Public Information Requests

- Upon preliminary award announcement scanned copies of submitted applications posted on the [Grants Awarded](#) webpage.
- Applicants may request a copy of their own scores and comments by emailing [competitivereview@tea.texas.gov](mailto:competitivereview@tea.texas.gov).
- Applicants may request copies of others applicants scores and comments by submitting a [Public Information Request](#) by emailing [pir@tea.texas.gov](mailto:pir@tea.texas.gov).




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### Top Tips for Completing Competitive Grant Applications




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### Key Documents to Review

- General and Fiscal Guidelines
- Program Guidelines
- Schedule Instructions
- Frequently Asked Questions (FAQs)
- Errata Notices
- Webinars/narrated PowerPoints
- Other documents posted on the TEA Grant Opportunities page




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### Where to Find the Key Documents



**Application and Support Information**

- Errata # 1
- Errata # 2
- FAQ
- General and Fiscal Guidelines
- Provisions and Assurances
- Lobbying Certification
- Debarment and Suspension
- Program Guidelines
- Application
- Work Based Template
- Applicants Crosswalk
- Reviewer Information Form
- Notice of Intent to Apply
- Webinar
- Webinar (PDF)



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### Completing the Application

- Ensure **all** required schedules and fields are complete and included with each copy of the application.



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### Number of Copies

- Submit one original and two copies of the application, i.e. **three copies in total.**
- Ensure the application is **signed by an authorized official.**



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### Attachments

- Ensure that required attachments are included **with each copy of the application.**




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### Where to Submit the Application

- Applications **cannot be emailed or faxed.**
- Applications may be submitted via mail **or** in-person.
- Applicants should hand deliver applications to the **TEA visitors reception area** on the second floor of the William B. Travis Building, located at:  
1701 North Congress Ave  
Austin, TX 78701




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### Where to Submit the Application

- Applicants should mail/courier applications to :  
Document Control Center, Grants Administration Division  
Texas Education Agency  
1701 N. Congress Avenue  
Austin, TX 78701-1494
- Don't wait to mail applications until right before the deadline as applications **received** after 5:00 p.m. Central Time on the application due date will be disqualified.




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## Request regarding Peer Reviewers



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## Nominating Peer Reviewers

- Please contact the individuals you plan to nominate as a peer reviewer prior to submitting their name.
- Please try not to nominate the same individuals for every grant competition.
- Ensures the smooth running of grant competitions and enables TEA to announce results of each competition as quickly as possible.



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## Reviewer Pool

- Interested in joining TEA's reviewer pool?
- Please complete the [Reviewer Pool Registration](#) survey to join the pool.
- **Note: Reviewers receive CPE credits.**



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**Contacts and Resource Information**

- Phone: (512) 463-9127
- E-mail: [competitivereview@tea.texas.gov](mailto:competitivereview@tea.texas.gov)
- [Applying for a Grant webpage](#)
  - TEA Year in Advance – Competitive Grants
  - Link to TEA Grant Opportunities webpage
- [Grants Awarded webpage](#)
  - Includes link to lists of preliminarily selected applicants for completed grant competitions, and scanned copies of submitted grant applications.



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