

Application Guidelines-Part 3: Schedule Instructions

INSTRUCTIONS FOR COMPLETING THE STANDARD APPLICATION SYSTEM (SAS)
AND GUIDELINES FOR ALLOWABLE COSTS

TEXAS PRE-KINDERGARTEN LIMITED ENGLISH PROFICIENCY (LEP) PILOT PROGRAM

RFA#701-06-003

SAS-A764-06

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GENERAL INSTRUCTIONS FOR THE STANDARD APPLICATION SYSTEM

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REV: 5/2005

Schedule #1—General Information

Definitions applicable to this application:

- "Agency" means the Texas Education Agency (TEA);
- "Applicant" means the entity eligible to apply for funds offered in this application. If the application is approved, "applicant" shall mean grantee/contractor;
- "Application" means the package submitted by the applicant composed of those schedules indicated by an "X" in the New Application column Schedule #1—General Information: Application Schedules;
- "Application for amendment" means a change being requested by the applicant to the approved application; and
- "SAS" means the Standard Application System of which this application is a part.

Quick Tips

- Enter your organization name on the first page of Schedule #1 – General Information.
- Enter your county-district number on every page of this application or amendment, if applicable.
- Enter your 9-digit Vendor ID number on the first page of Schedule #1—General Information.
- Enter your ESC region number on the first page of Schedule #1 – General Information, if applicable.
- A NOGA ID number will be assigned by the Agency on Schedule #1—General Information. Use this number on all amended applications and financial/programmatic reports required by this application.
- Any page of this SAS may be reproduced if additional space/pages are needed. Applicants may not in any case, however, exceed any specified page limits or alter the format of the application.
- Staple each copy of the application in the top left corner. Do not bind the application or place in notebooks or folders.
- The applicant is not required to reproduce the instructions and submit them with the application. The complete RFA and instructions for each schedule will be incorporated by reference into the NOGA. The applicant should retain a copy of the RFA for this purpose in case of selection to receive a grant.
- Instructions for completing the individual application schedules are provided on the following pages. These instructions should be studied carefully so that accurate and complete information will be submitted. Applications not submitted on the proper forms will not be reviewed or considered for funding. Applicants are advised to comply with all page limitations on the narrative schedules. Any pages which exceed the specified page limitation on the narrative schedules will be removed from the application for the purposes of reviewing and scoring competitive grant applications.
- Particular attention should be paid to the requirements contained in Schedules #6A through #6F. The signing of Schedule #1—General Information by applicant indicates acceptance of all requirements described on Schedules #6A through #6F, as applicable.
- Indirect costs may not be charged to state-funded grants.
- When formulating the budget, remember that all costs must be reasonable and necessary for the operation of the program. Clear, concise, relevant descriptions of all budgeted items will help the agency in approving the application in a timely manner.
- When amending the application, submit three (3) copies of the amendment with an original signature on each copy of Schedule #1—General Information. An amendment should be submitted only after an original application has been approved by TEA and received by the grantee.

Schedule Instructions

Schedule #1—General Information

Part 1: Application Table of Contents

This part allows the applicant to provide a Table of Contents to the application. It assists in the review and negotiation of applications by indicating and verifying the attachment of each schedule completed in the application.

- Under the “new” column for each section, mark the box for each form you are submitting in this application.
- Some boxes have been marked for you. These indicate forms that are mandatory in applying for this grant program and cannot be unmarked. Ensure that these schedules are attached to the application. Do not include those schedules which do not apply or for which a budget is not prepared. Examples: If the project does not include payroll costs, do not include Schedule #5B. If supplies and materials are not to be funded for this project, do not include Schedule #5D.
- Do not submit an amendment until the NOGA is received by the applicant. Schedule #1—General Information with an original authorized signature must be submitted with each amendment. Under the “amendment” column for each section, mark the box for each form you are submitting as part of the amendment. Ensure that all schedules marked X are attached. Do not submit any support schedules which have no changes in them.

An amendment is effective on the date it is received in the Agency in substantially approvable form. An amendment must be approved by the Agency prior to any activities such as purchase orders issued, funds encumbered and/or expended, goods received, or services rendered which are affected by the amendment. **The last day to submit an amendment to TEA is 90 days prior to the ending date of the grant.** TEA will not process or approve an amendment received after that date.

Certification and Incorporation

This section must be signed by a person authorized to legally bind applicant in a contract. In order for the Agency to determine which of the copies submitted has an original authorized signature, please sign the required number of copies (minimum of three) with blue ink.

The signing of Schedule #1—General Information by applicant indicates acceptance of all requirements described on Schedules #6A through #6F, as applicable.

Quick Tips

Legally Responsible Party/Authorized Official

- Enter the first name of the authorized official.
- Enter the middle initial of the authorized official.
- Enter the last name of the authorized official.
- Enter the title of the authorized official.
- Enter the phone number for the authorized official.
- Enter the fax number for the authorized official.
- Enter the email address for the authorized official.

Part 2: List of Attachments

All documents required to be attached to the application will be listed on this page. All required attachments provided to the application must be attached to the back of the application as an appendix. **DO NOT ATTACH ANY DOCUMENTS/ATTACHMENTS NOT REQUESTED BY TEA. THEY WILL BE REMOVED FOR THE SCORING PROCESS.**

Nonprofit Organizations Financial Stability

If the applicant agency is a nonprofit organization, including an open enrollment charter school, indicators of

Schedule Instructions Schedule #1—General Information

financial stability such as an audited financial statement, a certified public accountant-compiled financial report, or similar report, must be included as part of the application.

Proof of Nonprofit Status

Nonprofit organizations, including open enrollment charter schools, must submit current proof of nonprofit status. An applicant may show that it is a nonprofit organization by any of the following means:

- A copy of a letter from the Internal Revenue Service recognizing that contributions to the organization are tax deductible under Section 501(c)(3) of the Internal Revenue Code;
- A statement from a state taxing body or the state attorney general certifying that the organization is a nonprofit organization operating within the state and that no part of its net earnings may lawfully benefit any private shareholder or individual;
- A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
- Any item described above if that item applies to a state or national parent organization, together with a statement by the parent organization that it is a local nonprofit affiliate.

All required attachments are listed on Schedule #1—General Information, Part 2: List of Attachments.

Part 3: Applicant Information

Quick Tips

Applicant/Organization Information

- Enter the name of applicant organization. If an open enrollment charter school application, enter the name of charter holder.
- Enter the mailing address for this organization/charter holder.
- Enter the city for this organization /charter holder.
- Enter the state abbreviation for this organization /charter holder.
- Enter the 5-digit zip code for this organization /charter holder.
- Enter the 4-digit zip code suffix for this organization/charter holder. (optional)

School/Campus

- If an open enrollment charter school, enter the charter school name. If a campus-based project, enter the campus name.
- If a campus-based project, enter the 3-digit campus number.
- Enter the mailing address for this school/campus.
- Enter the city for this school/campus.
- Enter the state abbreviation for this school/campus.
- Enter the 5-digit zip code for this school/campus.
- Enter the 4-digit zip code suffix for this school/campus. (optional)

Primary Contact

- Enter the first name of your primary contact.
- Enter the middle initial of your primary contact.
- Enter the last name of your primary contact.
- Enter the title of your primary contact.
- Enter the phone number for your primary contact.
- Enter the fax number for your primary contact.
- Enter the email address for your primary contact.
- Enter the mailing address for your primary contact, if different from organization address.
- Enter the city for your primary contact.
- Enter the state abbreviation for your primary contact.
- Enter the 5-digit zip code for your primary contact.
- Enter the 4-digit zip code suffix for our primary contact. (optional)

Secondary Contact

- Enter the first name of your secondary contact.
- Enter the middle initial of your secondary contact.
- Enter the last name of your secondary contact.
- Enter the title of your secondary contact.
- Enter the phone number for your secondary contact.
- Enter the fax number for your secondary contact.
- Enter the email address for your secondary contact.
- Enter the mailing address for your secondary contact, if different from organization address.
- Enter the city for your secondary contact.
- Enter the state abbreviation for your secondary contact.
- Enter the 5-digit zip code for your secondary contact.
- Enter the 4-digit zip code suffix for our secondary contact. (optional)

Schedule Instructions

Schedule #3—Purpose of Amendment

Schedule #3—Purpose of Amendment

- Do not submit Schedule #3—Purpose of Amendment with the original application. Submit this schedule only when amending an application. Indicate the amendment number on amendments only. Each amendment must be sequentially numbered. Submit three copies of the amendment with an original signature on each copy of Schedule #1—General Information.
- Do not submit an amendment until the NOGA has been received by the applicant.
- Regardless of how a grantee distributes the funds among the class/object codes, the grantee is still responsible for carrying out the scope and objectives of the grant as described in the approved application.
- Do not submit an amendment if it is not required per the conditions listed in the Amendment Justification section of Schedule #3. If uncertain as to the amendment requirements, contact the Division of Discretionary Grants prior to submitting an amendment. This may prevent the completion of unnecessary paperwork and save substantial time for both the grantee and TEA.
- The TEA reserves the right to reject unnecessary amendments without reviewing and approving them.

Amendment Effective Date

- An amendment is effective on the date it is received in the Agency in substantially approvable form if approved. The last day to submit an amendment to TEA is 90 days prior to the ending date of the grant.
- An amendment must be approved by the Agency prior to any activities such as purchase orders issued, funds encumbered and/or expended, goods received, or services rendered which are affected by the amendment. Amendments received in substantially approvable form for discretionary grants will become effective on the date received in the Division of Discretionary Grants. Amendments not received under one of the above situations will become effective on the date of approval (signature date) by the Agency.
- All amendments are subject to negotiation and approval by TEA.

Amendment Justification

- Grantees are permitted to rebudget within the approved direct cost budget (as established on Schedule #5—Program Budget Summary) to meet unanticipated requirements and to make certain changes to the approved budget without written amendment. However, other types of changes require the prior written approval of Agency through an amendment (34 CFR 80.30).
- Regardless of whether or not an amendment is required, grantees must comply with any requirements for maximum and/or minimum expenditures for certain categories/ activities. For example, if the grant requires that no more than 25% of the funds may be used for a certain activity, such as planning, then the grantee must comply with this 25% maximum requirement.
- Select all schedules being amended from the last approved application.
- Provide a description and justification of each amendment made in the Summary of Changes section.
- Include in the amendment the supporting budget schedules (i.e., Schedules #5B-5G), as well as any narrative schedules affected by the amendment. Attach these schedules to Schedule #1—General Information with an original authorized signature and an amended Schedule #5—Program Budget Summary.
- When amending narrative schedules, delete and underline additions in the text.

Schedule Instructions Schedule #3—Purpose of Amendment

Part 1: Schedules Amended

Summary of Changes

Quick Tips

- Provide a description and justification of each schedule checked in the Schedules Changed section.
- Identify each schedule being amended from the last approved application.
- Provide a narrative justification if requesting to extend the ending date by more than three months.
- Include in the amendment all of the supporting documentation, as well as any narrative schedules, affected by the amendment. Attach all of the supporting schedules to a Schedule #1—General Information with an original authorized signature in Part 1, and an amended Schedule #5—Budget Summary.

Part 2: Grant Amendment Request

Quick Tips

Reason for Amendment Request

- Select the reason(s) for amendment request.
- If requesting an extension, enter the current ending date of the grant.
- Enter the requested extension date. If the extension is more than 3 months, provide a justification in the Amendment Justification section.

Amendment Justification

- Identify which schedule(s) have been revised and the purpose of the revision. For example: Schedule #5B—Payroll Costs (6100): deleted \$10,500 from Program Coordinator position; Schedule #5D—Supplies and Materials (6300): added \$8,280 to Reading Materials.

When An Amendment is **NOT REQUIRED**:

For all grants, **regardless of the dollar amount**, an amendment is **NOT** required to:

- (1) increase or decrease the **amount** of funds budgeted for a **line item on a supporting budget schedule** (i.e., **within a class/object code**) as long as the description of the line item does not change and as long as it doesn't change the amount previously approved in that class/object code by more than 25% (cumulative);
- (2) increase or decrease the **amount** of funds previously approved in a class/object code (i.e., 6100 – 6600) by 25% or less (cumulative) as long as a new line item is not being added;
- (3) increase the quantity of **computer hardware/equipment (not capitalized)** previously approved on the *Supplies and Materials* schedule; or
- (4) increase the quantity of **capital outlay items** previously included in the list of articles **costing less than \$5,000** on the *Capital Outlay* schedule .

Schedule Instructions Schedule #3—Purpose of Amendment

When Prior Written Approval From the Agency (Through an Amendment) Is Required:

For all grants, regardless of the dollar amount, an amendment is required if the applicant is requesting to:

- (1) add a **class/object code** not previously budgeted on the **Budget Summary** (Schedule #5);
- (2) increase or decrease the amount approved in any class/object code on Schedule #5B – Budget Summary (i.e., 6100 – 6600) by more than 25% (cumulative);
- (3) add a **new line item on any of the supporting budget schedules** (i.e., Schedules #5B - 5G);
- (4) increase or decrease the **number of positions approved on Payroll Costs** (Schedule #5B);
- (5) add a new item of **computer hardware/equipment (not capitalized) approved on Supplies and Materials** (Schedule #5C);
- (6) add a new item or increase the quantity of **capital outlay item(s) approved on Capital Outlay** (Schedule #5G) for articles costing \$5,000 or more;
- (7) add a new item of **capital outlay items approved on Capital Outlay** (Schedule #5G) (i.e., articles costing less than \$5,000);
- (8) reduce funds **allotted for training costs** (where such costs are **direct payments/reimbursements** to trainees, primarily travel and lodging for trainees, workshop/conference registration fees, tuition, books, and related fees);
- (9) change **construction costs**;
- (10) request **additional funding**;
- (11) revise the **scope** (i.e., extent or range) **or objectives** of the grant (regardless of whether there is an associated budget revision requiring prior approval); or
- (12) **extend the ending date of the grant** (If requesting to extend the ending date by more than 3 months, attach a narrative explanation/justification for the need to extend. An amendment will not be approved without such explanation.).

In no case may grantees expend more than the total grant award.

Schedule Instructions

Schedule #4—Program Requirements

Schedule #4—Program Requirements

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN THE APPLICATION.

The purpose of this schedule is to determine if the applicant addressed all requirements as appropriate and to enable the reader to identify the location of the requirement on the narrative forms. Although the information provided on this schedule will be reviewed and verified by a member of the review team, it will not be scored to receive any points. Rather, the strategies/activities used by the applicant to carry out these requirements, as described on the following narrative schedules, will be scored and assigned points by the reviewer.

- All statutory requirements, SBOE rules, and other applicable program requirements have been identified by TEA and listed on this form.
- Each of these program requirements must be addressed by the applicant in the Program Narrative schedules in order to be considered for funding.
- **The application is not eligible to be considered for funding if there is not at least one component checked for each requirement listed on this schedule.**
- For competitive applications that are submitted by an established deadline time and date, applicants are reminded that no additional information or substitutions of any kind may be submitted after the closing date.
- Applications that are selected for funding based on the competitive review process will not be funded if it is determined that the applicant did not sufficiently address one or more of these program requirements in the program narrative schedules.
- For competitive applications, the applicant will not be allowed to submit the information pertaining to these requirements at a later date in order to qualify the application for funding.

Part 1: Grant Program Information

Quick Tips

Purpose and Goals

- The primary purpose/goals of this grant program are described on the schedule for reference.

Overview Description- including allowable activities and use of funds

- An overview description including allowable activities and use of funds of the grant program is summarized on this schedule.
- Please refer to the Program Guidelines for further detail.

Part 2: Requirements Checklist

Quick Tips

Requirement Description

- All legal requirements of this grant program are identified on this schedule.
- You must address each requirement in the appropriate program component and specify the primary component where each requirement is addressed.

Schedule Instructions

Schedule #4—Program Requirements

Component Where Described

- The following components are provided for you to describe your approach, rationale, and major activities as they relate to the listed statutory regulations, SBOE rules, and/or other regulations.

- Needs and Objectives
- Project Management
- Curriculum and Instruction
- Professional Development
- Parent Involvement
- Support Services
- Performance Assessment

For each requirement listed, check the primary component where you describe your approach and the activities to be conducted to meet the program requirement. Although requirements may be addressed in multiple components, you must select the single component where the requirement is primarily addressed.

Schedule Instructions

Schedule #4A—Program Abstract: Needs and Objectives

Schedule #4A—Program Abstract: Needs and Objectives

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN THE APPLICATION.

In planning and designing the grant program, the applicant should conduct a needs assessment to determine the local needs that exist within the context of the stated program goals and establish local program objectives based on the stated program goals and local needs.

- Local program objectives should reflect the desired results of the project and must be measurable, realistic, and achievable during the grant period.
- The grant program should be designed around these local program objectives.

Part 1: Target Population

Quick Tips

Age (Years)

- Enter the number of targeted children by age (3-, 4-, and 5-year olds), as applicable to this grant program.
- Enter the number and percent of targeted children by age who are LEP.

Targeted Totals

- Enter totals for all other targeted participant types, as required for this grant program.
- Enter the cost per child for the program (grant requested amount divided by the total number of children served).
- Enter the total number of staff to be involved in the project.

Part 2: Local Needs and Objectives

Part 2 of this schedule is limited to the space provided, front side only, with a font size no smaller than 9 point (New Times Roman or Arial).

Quick Tips

Methods Used

- Perform a Needs Assessment in relation to the stated program goals and objectives.
- List the methods and/or strategies used to assess and determine your local needs in relation to the stated program goals and objectives.

Local Needs

- Based on the needs assessment, list the local needs which justify funding this project at the proposed site(s) for the proposed population(s).
- Do not provide data that is not relevant to the stated program goals or to the specific campuses to be served in the project.

Local Objectives

- The needs identified on this schedule should be used to establish the local program objectives and then to design the components and activities to accomplish those objectives.
- Based on the identified needs, list measurable and realistic objectives having achievable results within the grant period.

Amendments

Amendments: Submit this schedule only if there are any changes. Indicate the amendment number in the space provided. **Submit the schedule in its entirety**, underlining any additions or changes and ~~crossing through~~ any deletions.

Schedule Instructions

Schedule #4B—Program Narrative: Project Management

Schedule #4B - Program Narrative: Project Management

Along with the acceptance and receipt of a grant award come many responsibilities involving the management and administration of programmatic, financial and reporting aspects of the grant project. The adequacy of the management plan is critical to achieve the objectives of the proposed project on time and within budget, timelines, and milestones for accomplishing project tasks. Use this schedule to describe the various components of the management plan. Include project management activities for member districts of an SSA, as applicable.

Part 1: Component Description

Partnership/Involvement of Others (Optional)

Applicants may demonstrate how a variety of individuals with diverse perspectives will be consulted in the design, planning, and implementation of the project as applicable.

The applicant may solicit diversity of perspectives in the operation of the proposed project, including those of teachers, parents, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

Quick Tips

- Describe how a variety of individuals with diverse perspectives may be consulted in the design, planning, and implementation of the project.
- Scan and attach the letters of commitment/agreement from your partners, if applicable.

Applicants may:

- Identify specifically with whom the applicant may be partnering or involving in planning, designing and carrying out grant activities;
- Describe specifically how and when it may partner or be involved with other entities/organizations/groups in planning, designing, and carrying out grant activities; and
- Specify the role(s) of each partner in planning, designing, and carrying out grant activities.

Management of Grant Activities

Administering a grant project requires collaboration and coordination between both the local program office and the local business office. However, each of these offices has areas of primary responsibilities for the local grant project. Shared Services Arrangements (SSAs), comprised of two or more local educational agencies (LEAs), including open enrollment charter schools, will be managed by a fiscal agent. The fiscal agent of the SSA serves as the Project Manager and the Business Manager for the entirety of the LEAs within that SSA.

To assure proper and efficient administration of the grant award, responsibilities should be identified, disaggregated and assigned to key personnel within the grantee organization. It is critical that someone in the grantee organization be directly responsible for each of the functions associated with the administration of the grant project.

Awardees must implement procedures for ensuring feedback and continuous improvement in the operation of the proposed project through ongoing monitoring. The design for monitoring should allow participants to interact and provide feedback, enabling the grantee to determine whether the program met its stated goals and objectives and achieved the desired results based on the established performance indicators.

Quick Tips

- Describe the plan for how grant activities will be managed and monitored on a day-to-day basis to ensure successful implementation and operation of the grant program.

Schedule Instructions

Schedule #4B—Program Narrative: Project Management

Applicants must:

- Describe the processes for ensuring that activities will be conducted and completed according to the timeline proposed in the application; and
- Include processes for soliciting feedback on an ongoing basis and for ensuring continuous improvement in the operation of the project.

Internal Communication, 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, the local project manager/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.

Quick Tips

- Describe the processes and activities that will be incorporated to provide for regular and frequent communication among all stakeholders, including management.

Applicants must:

- Describe the process, including the frequency, for how the project manager will regularly report grant progress as well as problems encountered to the supervisor of the project manager, to the chain of management, and to other stakeholders, including partners.

Grant Project Manager and Grant Personnel

The quality of project personnel, including qualifications, experience, and certifications of employees, and qualifications and experience of external consultants, is a key factor in determining the likelihood of success of a grant project.

Project Manager Responsibilities

Local project managers are usually responsible for the following (not all inclusive):

- Coordinating with appropriate individuals to design and develop the grant project and complete the application;
- Coordinating the preparation of the grant budget with the business/accounting office. This will ensure that budgeted line items are classified correctly according to the Financial Accountability System Resource Guide, also known as FAR (for school districts, charter schools, and ESCs);
- Negotiating the grant budget with the TEA Program Manager;
- Making any/all necessary copies and distribution of the documents, including the original RFA, for grant personnel. This distribution must include individuals in the business office and the grant program area;
- Coordinating with local decision making committees and other appropriate state and federal programs to maximize the effectiveness of the grant;
- Identifying additional resources to carry out grant project activities;
- Providing reasonable opportunities for teachers, parents, and other interested parties to participate in the planning and operation of the grant project;
- Employing effective procedures for acquiring and disseminating to participating teachers and administrators significant information from educational research and promising educational practices developed through similar projects;
- Reviewing the contents of the grant packet as soon as it is received;
- Ensuring that appropriate personnel review the approved application; and verifying any necessary modifications that may have taken place before, during, or after negotiation with TEA personnel;

Schedule Instructions

Schedule #4B—Program Narrative: Project Management

- Ensuring that funds are expended as approved in the application;
- Ensuring the appropriate inventory of equipment is purchased;
- Ensuring all expenditures and activities are properly documented;
- Although the business office records are the official grant fiscal accounting documents, the project manager must ensure that the project program office's books are compared and reconciled to the business office accounting records on a regular basis;
- Ensuring that all the proposed activities are planned, implemented, and completed as approved in the application;
- Filing necessary amendments;
- Filing the following reports, as applicable and in coordination with the business/accounting office as needed:
 - Interim Expenditure Reports (usually completed by the business/accounting office);
 - Progress/Activity Reports;
 - Evaluation Reports (also known as final reports);
 - Final Expenditure Report (usually completed by the business/accounting office); and
 - Revised Final Expenditure Report (usually completed by the business/accounting office)

Quick Tips

- Describe the experience and qualifications (including any background training) of the project manager who will be managing grant activities on a day-to-day basis.

Applicants must:

- Provide satisfactory evidence of the project manager's capability to manage and coordinate the types of activities described in the Application Guidelines and to perform the activities and required program components according to the established timeline.

Quick Tips

Grant Personnel Qualifications

- Describe the qualifications and responsibilities of all other grant personnel, including:
 - Certifications
 - Endorsements
 - Professional experience
 - Supervisory responsibilities, as appropriate

Also, describe the experience and qualifications of any major external consultant(s) to be used in the project. Consultants must be selected based on demonstrated competence, qualifications, reasonableness of cost, and record of past performance.

Resource Management

One of the purposes of the description of resource management is to help illustrate the cost-effectiveness of the project, including coordination with other programs and resources.

The extent to which existing resources and facilities will be used and managed to maximize the effectiveness of grant funds will be evaluated, as well as the extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, state, and federal resources.

To assist in proper resource management, the local business office should be fully integrated in the grant administration processes.

Business/Accounting Office Responsibilities

Business/Accounting Offices are responsible for the following (not all inclusive):

- Maintaining fiduciary and financial responsibility for all grant activities.
- Processing and maintaining the accounting data for the grant.

Schedule Instructions

Schedule #4B—Program Narrative: Project Management

- Grant accounting shall include the details of all grant transactions, from the approval of the proposed grant to final action by the Grantee and Grantor.
- Requesting funds through the automated payment request systems.
- Preparing and submitting written expenditure reports, usually in coordination with the project manager, and certifying expenses are true and correct.
- Classifying and reporting the accounting transactions properly, according to FAR, if applicable.
- Grant accounting records should include:
 - a copy of the grant agreement/contract and any amendments;
 - detailed accounting records, including all appropriate supporting documentation for charges to the grant, and for costs used to meet any cost share;
 - payroll records (supported by individual time and effort documentation, if required);
 - budgeting;
 - grant payments;
 - refunds;
 - program income (if applicable);
 - financial reports; and
 - procurement records, including copies of any contracts with subcontractors.

Quick Tips

- Explain how you will maximize the use of grant funds (i.e., cost effectiveness).
- Describe the utilization of existing resources including:
 - Personnel not funded from the grant
 - Facilities management
 - Coordination with other district/campus programs
 - Coordination with community, state, and federal resources.

Supplement-Not-Supplant

Applicants must describe in this schedule how program funds will supplement (increase the level of services) and not supplant (replace) state mandates, SBOE rules, or activities previously conducted with state or local funds. The supplement-not-supplant requirement applies to most federal grants and many state grants, and dictates that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds.

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 any and all existing services or activities that are similar in nature to those proposed in this 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. Further, it should discuss how grant funds will not be used for any services or activities required by state law, State Board of Education, or local policy. **The application is not eligible to be reviewed or scored in the absence of this information.**

Grantees must maintain documentation which clearly demonstrates the supplementary nature of these funds. Consult *Application Guidelines – Part 3: Program Guidelines* to determine if Supplement-Not-Supplant is a requirement of this grant program, and for additional information.

Quick Tips

- Describe specifically how services and activities provided by this grant program will be supplemental to existing state and local services and activities, and;
- Not used for any services or activities required by state law, State Board of Education rule, or local policy.

Schedule Instructions

Schedule #4B—Program Narrative: Project Management

Program Continuation

Should funding be available beyond the initial grant period, TEA may, at its option, provide continuation grants to those grantees who demonstrate success in accomplishing the previous year's objectives and in meeting the performance targets established by the grantee. In awarding initial grants, consideration is given to those applicants who demonstrate in the application the intent and commitment to the implementation and operation of the grant program in subsequent years, should continuation funding be available.

Quick Tips

- Describe the organization's intent and commitment to continuing the grant program beyond the initial grant period

Part 2: Activity Timeline

To the degree of specificity practical, the applicant will list the major activities to be undertaken to carry out the component.

In general, the activities must:

- a) relate directly to the stated program goals, local program objectives, and component description, as well as to the project requirements section of the application;
- b) be clearly stated;
- c) be sufficient to carry out the proposed program;
- d) address the identified needs of the targeted population; and
- e) be designed to provide measurable outcomes

For each major activity, time frames must be logical and must be appropriate to complete all activities within the beginning and ending dates of the project.

Quick Tips

Major Activities

- List the major activities to be conducted related to implementing this Project Management component.
- Enter an estimated date for this activity to begin during the grant period. (mm/yyyy).
- Enter an estimated date for this activity to end during the grant period. (mm/yyyy).

Amendments

Amendments: Submit this schedule only if there are any changes. Indicate the amendment number in the space provided. **Submit the schedule in its entirety**, underlining any additions or changes and ~~crossing through~~ any deletions.

Reference Material

The following documents and/or websites contain additional information to assist with program requirements and compliance questions. Lengthy guidelines are summarized with links to the full text.

- Appendix 1: Guidelines Related to Specific Costs

Schedule Instructions

Schedule #4B—Program Narrative: Curriculum and Instruction

Schedule #4B - Program Narrative: Curriculum and Instruction

Part 1: Component Description

Part 1: Use this schedule to describe the curriculum (i.e., what will be taught) and instruction (i.e., how it will be taught) components of the grant project. The Component Description is not a description of the activities to be carried out to accomplish the objectives. Activities will be outlined in Part 2: Activity Timeline of this schedule.

On this schedule, the applicant must clearly identify, as completely and succinctly as possible, the elements of the curriculum and instruction components that will be implemented to accomplish the identified goal(s) and objectives.

Include curriculum and instruction activities for member districts of an SSA, as applicable.

Also included must be an explanation of the **rationale** underlying your choice of the curriculum and instruction strategies (i.e., why do you think they'll work?).

Quick Tips

Curriculum/Instruction Approach

- Describe the curriculum content to be taught and materials to be used, including computer software, in the grant project. (i.e., What are you going to teach?)
- Describe the instructional methods, techniques, and strategies you will use, including computer hardware, in the grant project. (i.e., How are you going to teach it?)

Curriculum/Instruction Underlying Rationale/Research

- Describe why this approach to curriculum was selected.
- Support your rationale with underlying research to demonstrate that this approach should work.
- Describe why this approach to instruction was selected.
- Support your rationale with underlying research to demonstrate that this approach should work.

Program Requirements

Be sure to address any requirements listed in the Program Requirements schedule related to curriculum and instruction. Applications that do not address all of the requirements are not eligible to be funded. Competitive applications with deficient information will not be corrected through negotiation.

Part 2: Activity Timeline

To the degree of specificity practical, the applicant will list the major activities to be undertaken to carry out the component.

In general, the activities must:

- f) relate directly to the stated program goals, local program objectives, and component description, as well as to the project requirements section of the application;
- g) be clearly stated;
- h) be sufficient to carry out the proposed program;
- i) address the identified needs of the targeted population; and
- j) be designed to provide measurable outcomes

For each major activity, time frames must be logical and must be appropriate to complete all activities within the beginning and ending dates of the project.

Schedule Instructions

Schedule #4B—Program Narrative: Curriculum and Instruction

Quick Tips

Major Activities

- List the major activities to be conducted related to implementing this Curriculum and Instruction component.
- Enter an estimated date for this activity to begin during the grant period. (mm/yyyy)
- Enter an estimated date for this activity to end during the grant period. (mm/yyyy)

Amendments

Amendments: Submit this schedule only if there are any changes. Indicate the amendment number in the space provided. **Submit the schedule in its entirety**, underlining any additions or changes and ~~crossing through~~ any deletions.

Reference Material

The following documents and/or websites contain additional information to assist with program requirements, compliance questions, and allowable costs. Lengthy guidelines are summarized with links to the full text.

- Appendix 1: Guidelines Related to Specific Costs

Schedule Instructions

Schedule #4B—Program Narrative: Professional Development

Schedule #4B - Program Narrative: Professional Development

Professional development is often central to the successful implementation and operation of a grant program. Use this schedule to identify the different types of professional development activities and the different areas of foci or topics to be addressed in professional development activities.

Part 1: Component Description

Include professional development activities for member districts of an SSA, as applicable.

Also included must be an explanation of the **rationale** underlying your choice of professional development strategies (i.e., why do you think they'll work?).

Quick Tips

Professional Development Approach

- Describe the type professional development sessions and the focus or topic for each session that will be provided in the grant project.

Underlying Rationale/Research

- Describe why this approach to professional development was selected.
- Support your rationale with underlying research to demonstrate why this approach should work.

Part 2: Activity Timeline

To the degree of specificity practical, the applicant will list the major activities to be undertaken to carry out the component.

In general, the activities must:

- k) relate directly to the stated program goals, local program objectives, and component description, as well as to the project requirements section of the application;
- l) be clearly stated;
- m) be sufficient to carry out the proposed program;
- n) address the identified needs of the targeted population; and
- o) be designed to provide measurable outcomes.

For each major activity, time frames must be logical and must be appropriate to complete all activities within the beginning and ending dates of the project.

Quick Tips

Major Activities

- List the major activities to be conducted related to implementing the Professional Development component during the grant period.
- Include follow-up activities to ensure that professional development is both implemented within the classroom and sustained over the long term.
- Enter an estimated date for this activity to begin during the grant period. (mm/yyyy)
- Enter an estimated date for this activity to end during the grant period. (mm/yyyy)

Copyright/Ownership

The grantee must ensure that the TEA retains copyright and ownership of any and all materials/products conceived or developed under the grant by any and all employees or contractors. Grantee must ensure that such copyright/ownership is clearly stated in any and all written agreements/contracts for services (refer to Schedule # 6A—General Provisions and Assurances).

Schedule Instructions

Schedule #4B—Program Narrative: Professional Development

Amendments

Amendments: Submit this schedule only if there are any changes. Indicate the amendment number in the space provided. **Submit the schedule in its entirety, underlining any additions or changes and ~~crossing through~~ any deletions.**

Reference Material

The following documents and/or websites contain additional information to assist with program requirements, compliance questions, and allowable costs. Lengthy guidelines are summarized with links to the full text.

- [Appendix 1](#): Guidelines Related to Specific Costs

Schedule Instructions
Schedule #4B—Program Narrative: Parent Involvement

Schedule #4B - Program Narrative: Parent Involvement

Part 1: Component Description

The successful implementation and accomplishment of the objectives of a grant program often requires the involvement of parents and family members. In addition, many grant programs require parent involvement as a condition of receiving grant funds. Use this schedule to describe the types of activities designed to involve parents and family members, if applicable, in the grant program.

Include parent involvement for member districts of an SSA, as applicable.

Also included must be an explanation of the **rationale** underlying your choice of parent involvement strategies (i.e., why do you think they'll work?).

Quick Tips

Parent Involvement Approach

- Describe the type parent involvement sessions and the focus or topic for each session that will be provided in the grant project.

Underlying Rationale/Research

- Describe why this approach to parent involvement was selected. Support your rationale with underlying research to demonstrate why this approach should work.

Part 2: Activity Timeline

To the degree of specificity practical, the applicant will list the major activities to be undertaken to carry out the component.

In general, the activities must:

- p) relate directly to the stated program goals, local program objectives, and component description, as well as to the project requirements section of the application;
- q) be clearly stated;
- r) be sufficient to carry out the proposed program;
- s) address the identified needs of the targeted population; and
- t) be designed to provide measurable outcomes.

For each major activity, time frames must be logical and must be appropriate to complete all activities within the beginning and ending dates of the project.

Quick Tips

Major Activities

- List the major activities to be conducted related to implementing the Parent Involvement component. Include follow-up activities to ensure that parent involvement is both implemented and sustained.
- Enter an estimated date for this activity to begin during the grant period. (mm/yyyy)
- Enter an estimated date for this activity to end during the grant period. (mm/yyyy)

Amendments

Amendments: Submit this schedule only if there are any changes. Indicate the amendment number in the space provided. **Submit the schedule in its entirety**, underlining any additions or changes and ~~crossing through~~ any deletions.

Schedule Instructions

Schedule #4B—Program Narrative: Parent Involvement

Reference Material

The following documents and/or websites contain additional information to assist with program requirements, compliance questions, and allowable costs. Lengthy guidelines are summarized with links to the full text.

- [Appendix 1](#): Guidelines Related to Specific Costs

Schedule Instructions

Schedule #4B—Program Narrative: Support Services

Schedule #4B - Program Narrative: Support Services

Support services include a variety of non-academic services provided to students to eliminate or reduce some of the barriers to academic achievement. Support services include non-academic after-school activities, childcare for children of participants, counseling services, health services, social services, services provided by social workers, and transportation to/from grant activities.

Use this schedule to describe the support services to be provided to students and family members.

Part 1: Component Description

Include support services for member districts of an SSA, as applicable.

Also included must be an explanation of the **rationale** underlying your choice of support services strategies (i.e., why do you think they'll work?).

Quick Tips

Professional Development Approach

- Describe the support services that will be provided in the grant project.

Underlying Rationale/Research

- Describe why this approach to support services was selected. Support your rationale with underlying research to demonstrate why this approach should work.

Part 2: Activity Timeline

To the degree of specificity practical, the applicant will list the major activities to be undertaken to carry out the component.

In general, the activities must:

- u) relate directly to the stated program goals, local program objectives, and component descriptions, as well as to the project requirements section of the application;
- v) be clearly stated;
- w) be sufficient to carry out the proposed program;
- x) address the identified needs of the targeted population; and
- y) be designed to provide measurable outcomes.

For each major activity, time frames must be logical and must be appropriate to complete all activities within the beginning and ending dates of the project.

Quick Tips

Major Activities

- List the major activities to be conducted related to implementing the Support Services component.
- Enter an estimated date for this activity to begin during the grant period. (mm/yyyy)
- Enter an estimated date for this activity to end during the grant period. (mm/yyyy)

Amendments

Amendments: Submit this schedule only if there are any changes. Indicate the amendment number in the space provided. **Submit the schedule in its entirety**, underlining any additions or changes and ~~crossing through~~ any deletions.

Schedule Instructions

Schedule #4B—Program Narrative: Support Services

Reference Material

The following documents and/or websites contain additional information to assist with program requirements, compliance questions, and allowable costs. Lengthy guidelines are summarized with links to the full text.

- [Appendix 1](#): Guidelines Related to Specific Costs
- <http://www.tea.state.tx.us/school.finance/transportation/>

Schedule #4C – Performance Assessment

This schedule is used to describe the elements of performance assessment. Included is a description of the methods used to monitor progress and provide for continuous improvement and establish performance measures and targets.

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

In order to be considered for funding, the applicant must check the box on this schedule indicating agreement to comply with any evaluation requirements that may be established by the TEA, as agreed upon by the project participants and as described below, and that it will submit the evaluation reports in the format requested by the agency.

Part 1: Component Description

Quick Tips

Ongoing Monitoring/Continuous Improvement

- Describe how you will solicit feedback and monitor progress on an ongoing basis.
- How will you use the information to identify and correct program deficiencies as they are encountered and to provide for continuous improvement of the project?

Part 2: Performance Targets

Performance measures provide information on the condition or status of a program in producing the intended or desired results. They are used to measure and document the accomplishment of, or progress toward, the stated goals, objectives, and activities. Performance targets are the specific goals expressed in terms of percentages or numbers. Actual performance in relation to the targets/goals is used to plan program improvement strategies and to set targets/goals for the subsequent year. Grants need to have made significant progress to receive continued funding.

Quick Tips

Current Year Performance - Baseline

- Enter the actual percentage of performance for the current year. If this is a new measure and 'Data is Not Available,' enter 'DNA'.

Next Grant Year—Target/Goal %

- Enter the percent that you expect to reach by the end of the grant year/funding cycle for this application. For multi-year grant projects, enter the target/goal you expect to reach by the end of the grant year/funding cycle covered in this application.

Part 3: Activity Timeline

To the degree of specificity practical, the applicant will list the major activities to be undertaken to carry out the component.

In general, the activities must:

- relate directly to the stated program goals, local program objectives, and component description, as well as to the project requirements section of the application;
- be clearly stated;
- be sufficient to carry out the proposed program;
- address the identified needs of the targeted population; and

Schedule Instructions

Schedule #4C—Performance Assessment

- be designed to provide measurable outcomes.

For each major activity, timelines must be logical and appropriate to complete all activities within the beginning and ending dates of the project.

Quick Tips

Major Performance Assessment and Evaluation Activities

- List the major activities to be conducted related to assessing and evaluating performance. Included should be time frames for administering the various assessment instruments/tools identified in that section.
- Enter an estimated date for this activity to begin during the grant period. (mm/dd/yyyy).
- Enter an estimated date for this activity to end during the grant period. (mm/yyyy).

Confirmation

- Check this box to confirm that you agree to comply with all TEA reporting and evaluation requirements.

Final Evaluation Report

The grantee must agree to provide a final evaluation report in the format requested by the TEA within 30 days after the end of the project. The grantee is not in compliance with grant conditions and requirements until such time as this report is received by the TEA Project Administrator. Final payment may be withheld pending receipt of the report. Eligibility of grantee to receive future grants, including continuation grants, from TEA may be impacted by such noncompliance.

Amendments

Amendments: Submit this schedule only if there are any changes. Indicate the amendment number in the space provided. **Submit the schedule in its entirety, underlining any additions or changes and ~~crossing through~~ any deletions.**

Schedule #5 - Budget Summary

The budgeted amounts for program costs, administrative costs, and cost share for each appropriate class/object code are summarized on this schedule. Request funds only on those supporting budget schedules which are necessary to fulfill your project objectives.

Costs must be allocable to a particular grant award in accordance with relative benefits received. They must be treated consistently with other costs incurred for the same purposes in like circumstances, and:

- Incurred specifically for the grant;
- Beneficial to the grant and other work; and
- Distributed in reasonable proportion to the benefits received.

Any cost allocable to a particular grant or other cost objective may not be shifted to other grant awards to overcome deficiencies, or to avoid restrictions required by law or the terms of the grant award.

Applicants are strongly encouraged to consult with their business/accounting office before submitting the application to assign budgeted items to proper class/object codes. Advance coordination will expedite negotiation and application processing.

Grantees must comply with cost principles in expending grant funds. Refer to "Basic Principles for Allowability of Costs" and to "Cost Principles Guidelines" for additional information. All encumbrances and expenditure of funds approved shall occur on or after the effective date of this application—upon certification/submission of the grant application, or the first day of the grant availability period, whichever is later.

Grant funds are to be requested on the appropriate supporting budget schedules, as included in this application. Refer to the specific instructions for each supporting budget schedule for more detailed instructions:

- Payroll Costs Schedule (6100)
- Professional and Contracted Services Schedule (6200)
- Supplies and Materials Schedule (6300)
- Other Operating Costs Schedule (6400)
- Capital Outlay Schedule (6600)

Amendments

- Submit the applicable supporting budget schedule(s) if you have changes, deletions, or additions to any approved items;
- Include all items previously approved as well as the new items requested; and
- Omit any previously approved items to be deleted in the amendment.

Program Costs

Program costs are those costs directly associated with carrying out daily activities of the grant program. Program costs usually include the following costs:

- Program coordinator;
- Instructional personnel (teachers, instructional aids, tutors, etc.);
- Professional development for teachers;
- Supplies and materials;
- Equipment; and
- Other operating costs expended in carrying out daily program activities.

Schedule Instructions Schedule #5—Budget Summary

Administrative Costs

Administrative funds include both direct and indirect costs. Direct administrative costs may include those costs associated with:

- Accounting and other fiscal activities;
- Auditing;
- Overall program administration;
- Salaries and benefits for staff who supervise activities of program staff; and
- Insurance that protects the grantee.

The authorizing statute may limit the amount of funds that may be expended to administer the program to no more than 8% (or another amount specified in statute) of the total grant awarded for any fiscal year. The final expenditure report must reflect no more than 8 percent (%) for administrative cost based on actual expended amounts for the grant period. Refer to the *Application Guidelines, Fiscal Guidelines* for more information on administrative costs and to the *Program Guidelines* to determine if administrative costs are limited for this grant. If administrative costs must be specified, the corresponding column in the budget schedules will be active and will require administrative costs to be budgeted.

Reasonable and Necessary Costs

All costs/expenditures must be reasonable and necessary for the operation of the program/project. "Reasonable" costs are consistent with prudent business practice and comparable to current market value. "Necessary" costs are essential to accomplish the objectives of the project. All items requested must be allowable expenditures under the authorizing program statutes, regulations and rules.

To be allowable under a grant award, costs must meet the following criteria:

- Be reasonable for the performance of the grant and be allocable under the applicable cost principles.
- Conform to limitations or exclusions set forth in applicable cost principles or the grant agreement as to types or amount of costs.
- Be consistent with policies/procedures that apply uniformly to federally funded activities and activities funded from other sources.
- Be accorded consistent treatment among all grant programs, regardless of funding source.
- Be determined in accordance with generally accepted accounting principles (GAAP).
- Not included as cost or used to meet cost-sharing or matching requirements of any other federally-funded program in the current or a prior period.

Determine the reasonableness of a cost by considering whether:

- The cost is of a type generally recognized as ordinary and necessary for operation of the organization or grant performance.
- Restrictions or requirements are imposed for generally accepted sound business practices, arms length bargaining, federal /state laws and regulations, grant award terms and conditions.
- Individuals acted with prudence in the circumstances of responsibility to the organization, its members, employees, clients, the public, and federal government.
- There are significant deviations from established practices of the organization which may unjustifiably increase grant costs.

Schedule Instructions Schedule #5—Budget Summary

Federal Cost Principles

Grantees must comply with the federal cost principles in expending grant funds. The applicable cost principles as established by the federal Office of Management and Budget (OMB) are as follows:

<i>Type of Entity</i>	<i>Applicable Cost Principles</i>
<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) 	<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 non-profit organization ◆ Non-profit organizations, including community-based organizations and faith-based organizations 	<i>OMB Circular A-122, Cost Principles for Non-Profit 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) 	<i>OMB Circular A-21, Cost Principles for Educational Institutions</i>

In addition, refer to Appendix 1 – Guidelines Related to Specific Costs, for guidance relating to specific unallowable costs identified by TEA. This list is not all-inclusive.

Indirect Costs

Quick Tips

- Unless otherwise indicated for individual programs, you may charge federally-funded programs for 'indirect costs' incurred by using the 'restricted indirect cost rate' assigned by TEA. 'Indirect cost' is not an allowed expense for state-funded programs.
- Unless otherwise restricted to 5% maximum administration costs, including indirect costs, 'indirect costs' may not exceed 8% of the 'modified total direct costs' or the 'restricted rate', whichever is less. If administrative costs are limited to a certain percentage, for example 5%, then the total direct administrative costs, plus indirect costs, cannot exceed 5%.
- Compute the amount of 'indirect cost' to be claimed by deducting the following 'cost exclusions' from 'total direct costs': Subgrants (6290), Debt Service (6500), Capital Outlay (6600). Multiply the result by the TEA certified rate or 8% whichever is less. Use whole dollars only—drop the cents; **do not round up**.

Reference Material

- [Appendix 1: Guidelines Related to Specific Costs](#)

Schedule #5B – Payroll Costs

This schedule must be completed to request employee payroll costs. Items requested must be allowable expenditures under the authorizing program statutes, regulations, and rules. All standard budget items are preprinted for your convenience. Request funds only in those class/object codes which are necessary to fulfill your project objectives.

Report all applicable gross salaries, wages and benefits to be charged to this program. Only employee costs are included on this schedule. Do not list non-employee costs (i.e., consultants, contractors).

The most common types of employee positions are pre-printed on this form. If you require a unique position title that is not already represented, the capability exists to add a few other titles. Remember to include positions funded from payments to SSA member districts.

For each requested position title, two staffing totals are required:

- The number of employees to be 100% dedicated to grant activities, and
- The number of employees to spend less than 100% or part-time efforts on grant activities.

Academic positions require that you specify the grade level and subject area involved.

An amendment to add a position is effective only as of the date of receipt of the amendment by TEA.

Employee Position Titles

Quick Tips

Academic Positions

Teacher; Teacher Facilitator; Teacher Supervisor; Educational Aide; Tutor

- Briefly describe the purpose of this academic position--specify grade level and subject area.
- Enter the number of employees who will dedicate 100% of their time to this grant.
- Enter the number of employees who will only dedicate a portion of their time to this grant.
- Enter the total payroll amount for this academic position.
- Enter the amount of administrative cost for this academic position.

Program Management and Administration Positions

Project Director; Project Coordinator; Secretary/Administrative Assistant;

Clerk; Grant Accountant/Bookkeeper

- Briefly describe the duties of this program management/administration position as it relates to this grant.
- Enter the number of employees who will dedicate 100% of their time to this grant.
- Enter the number of employees who will only dedicate a portion of their time to this grant.
- Enter the total payroll amount for this program management/administration position.
- Enter the amount of administrative cost for this program management/administration position.

Auxiliary Positions

Counselor; Social Worker; Child Care Provider; Community Liaison/Parent Coordinator;

Bus Driver; Cafeteria Staff; Librarian; School Nurse

- Briefly describe the duties of this auxiliary position as it relates to this grant.
- Enter the number of employees who will dedicate 100% of their time to this grant.
- Enter the number of employees who will only dedicate a portion of their time to this grant.
- Enter the total payroll amount for this auxiliary position.
- Enter the amount of administrative cost for this auxiliary position.

Education Service Center Positions (for ESCs only)

ESC Specialist/Consultant; ESC Coordinator/Manager/Supervisor

- Briefly describe the duties of this Education Service Center position as it relates to this grant.

Schedule Instructions Schedule #5B—Payroll Costs

- Enter the number of employees who will dedicate 100% of their time to this grant.
- Enter the number of employees who will only dedicate a portion of their time to this grant.
- Enter the total payroll amount for this Education Service Center position.
- Enter the amount of administrative cost for this Education Service Center position.

Other Employee Positions

- Enter another position title, only if not listed above.
- Briefly describe the duties of this other employee position as it relates to this grant.
- Enter the number of employees with this position title who will dedicate 100% of their time to this grant.
- Enter the number of employees with this position title who will only dedicate a portion of their time to this grant.
- Enter the total payroll amount for this other employee position.
- Enter the amount of administrative cost for this other employee position.

6112 – Substitute Pay

Quick Tips

- Briefly describe the purpose of substitute pay.
- Enter the amount of anticipated substitute pay for public school personnel.

Substitute pay is not to exceed local district policy. Pay for substitute teachers is allowable only for public school and open enrollment school teachers. Substitute pay for private nonprofit school teachers is not allowable under any circumstances.

Examples for this item may include:

- To replace grant-funded teachers in the classroom who are absent
- To allow teachers to participate in professional development activities
- To allow teachers to participate in planning activities

6119 – Professional Staff Extra-Duty Pay

Quick Tips

- Briefly describe the purpose of professional staff extra-duty pay.
- Enter the amount of anticipated extra-duty pay for professional staff.

Extra duty pay is not to exceed local district policy and is defined as:

- Payment for time spent beyond normal work hours—after hours, holidays and weekends
- Not for regular working hours of a contract day

Examples for this item may include:

- Attending meetings, conferences or workshops on non-contract days
- Participating in Saturday or evening staff development activities
- Participating in evening parent involvement activities.

6121 – Support Staff Extra-Duty Pay

Quick Tips

- Briefly describe the purpose of support staff extra-duty pay.
- Enter the amount of anticipated extra-duty pay for support staff.

Extra duty pay is not to exceed local district policy and is defined as:

- Payment for time spent beyond normal work hours—after hours, holidays and weekends
- Not for regular working hours of a contract day

Examples for this item may include:

- Attending meetings, conferences or workshops on non-contract days

- Participating in Saturday or evening staff development activities
- Participating in evening parent involvement activities

6140 – Employee Benefits

Quick Tips

- Enter the anticipated amount of fringe benefit costs for all employee positions identified.

Employee benefits include all allowable fringe benefit costs for each listed position to be charged against this grant.

Allowable fringe benefits include:

- Group health and life insurance
- Worker’s compensation
- Unemployment compensation
- Teacher retirement (the applicable portion)
- Social security/Medicare (where paid by the employer as a benefit)
- Teacher Retirement: the full amount of state’s contribution for teacher retirement may be budgeted on a federal or private-funded application, if allowed by the grant. For state-funded grants, the employing district may budget for teacher retirement of the state’s contribution only on that portion of the employee’s salary exceeding the statutory salary minimum. For further detail concerning state provisions, please refer to the [Texas Government Code](#).

Unallowable Costs:

- Voluntary Retirement Plans: employer contributions to voluntary retirement plans such as 403b or 401k.
- Liability insurance: fringe benefits do not include any type of liability insurance. Liability insurance is allowable only for the organization, not for the individual as a fringe benefit and is budgeted/expended as “other operating costs.”
- Evaluation staff positions will not be funded by this grant opportunity and applicants should not budget for evaluation expenses in the application.

Administrative Cost

Examples for administrative payroll costs may include:

- Salaries and benefits for staff who supervise activities of program staff
- Personnel who perform fiscal and reporting activities related to the grant

Time and Effort Documentation

Applicants must ensure that state-funded and federally-funded grants bear their fair share of cost. To support charges to payroll, time and effort documentation requirements must be satisfied.

For state-funded grants with personnel salaries prorated between or among different funding sources, the applicant must:

- Maintain personnel activity reports that confirm services provided by each funding source.
- Adjust payroll records and expenditures based on this documentation.

For federally-funded grants, time and effort documentation must conform to the federal cost principles applicable to the grantee organization.

- Charges to payroll must be documented according to federal requirements.
- Employee job descriptions for each employee must be current and must delineate all program or cost objectives under which the employee works. Job descriptions should be updated as new assignments are made.

Schedule Instructions

Schedule #5B—Payroll Costs

- Daily class schedules for teachers and instructional aides may be used in lieu of time and effort reports for these personnel.
- Salaries and wages of employees used to meet cost share/matching requirements must be supported with time and effort records in the same manner.

Refer to Documentation Required for Charges to Payroll for Federally Funded Grants.

Reference Material

The following documents and/or websites contain additional information to assist with program requirements and compliance questions. Lengthy guidelines are summarized with links to the full text.

- [Appendix 1](#): Guidelines Related to Specific Costs

Schedule Instructions

Schedule #5C—Professional and Contracted Services

Schedule #5C – Professional and Contracted Services

Budget schedule 6200 must be completed when professional/contracted services will be rendered by firms, individuals, and other organizations not on your payroll. All items requested must be allowable under the authorizing program statutes, regulations, and rules. Normally, professional and contracted services represent a complete service that is rendered for the school district, and no attempt should be made to separate labor from supplies.

Consultants must be selected based upon demonstrated competence, qualifications, experience, and reasonableness of proposed fees. All standard budget items are preprinted for your convenience. Request funds only in those class/object codes which are necessary to fulfill your project objectives.

All standard budget items are preprinted for your convenience, including a miscellaneous category for items not specifically identified. Request funds only for those class/object codes which are necessary to fulfill your project objectives.

The following set of pre-printed cost categories are provided for Professional and Contracted Services:

- Services Provided by Internal Service Fund
- Legal Fees
- Audit Services
- Professional/Consulting Services
- Staff or Student Tuition
- Education Service Center Services
- Contracted Maintenance and Repair of Equipment
- Utilities
- Rentals/Lease of Equipment or Building Space
- Miscellaneous Contracted Services

Beneath each class/object code, there is space for you to briefly describe the intended purpose/use for that budget item.

Unallowable Costs

The applicant 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 the applicant's employees.

Grant funds may not be used for:

- Training/technical assistance on grant writing or obtaining grant funds
- Fundraising activities
- No more than two-color printing on any item (applies to 6200 and 6290).
- Evaluation activities may not be funded by this grant.

6200 – Services Provided by Internal Service Fund

Quick Tips

Purpose

- Briefly describe the services to be provided by an internal service fund.

Budgeted Costs

- Enter the amount of program costs for services provided by an internal service fund.
- Enter the administrative cost for services provided by an internal service fund.

Schedule Instructions

Schedule #5C—Professional and Contracted Services

6211 – Legal Fees

Legal fees and expenses are allowable only as necessary for the administration of the grant program.

Quick Tips

Purpose

- Briefly describe the purpose for legal services fees related to administration of the grant.

Budgeted Costs

- Enter the amount requested for legal fees.
- Enter the administrative cost for legal fees, excluding any retainers.

Unallowable Costs

- Retainer fees are not allowable costs.

6212 – Audit Services

State-Funded

- Audit fees and expenses may not be charged to state-funded grants.

Federally-Funded

- Audit fees/expenses are allowable only when conducted in accordance with [OMB Circular A-133, Audits](#).
- Audit fees/expenses may not be charged as direct cost when such audit services costs are part of the grantee organization's indirect cost pool.

Quick Tips

Purpose

- Briefly describe the purpose of audit services for this federal program.

Budgeted Costs

- Enter the amount requested for audit services.
- Enter the administrative cost for audit services.

6219 – Professional/Consulting Services

The same cost principles for allowable costs apply to all professional/consulting services contractors. Remember that your budget is subject to negotiation.

Budgeted consultant travel costs must be reasonable—also include costs for materials provided by consultants. Professional services funded from payments to SSA member districts are budgeted here.

Quick Tips

Topic or Area Addressed

- Enter the topic or area to be addressed by this consultant.

Payment

- Enter the total dollar amount to be paid to this consultant.

Budgeted Costs

- Enter the amount requested for all listed professional consulting services.
- Enter the amount of administrative cost for all listed professional consulting services.

Payments over \$10,000

For each consultant/contractor who will be paid more than \$10,000 during the grant period, attach a budget by class/object code and cost category to this schedule. The application will not be approved in absence of this information.

Schedule Instructions

Schedule #5C—Professional and Contracted Services

Student/Family Services

If contracting with an organization to provide all or part of direct services to students/families, or to manage the project, attach a budget by class/object code and cost category to this schedule. Include the names of all contracted organizations.

6220 – Staff or Student Tuition

This cost category includes tuition/fees for higher education, public and non-public schools for:

- Services rendered by institutions of higher learning for the benefit of school district personnel when payment is made directly to the institution (6221)
- Tuition when the school district is under contract to provide instructional services to students (6222, 6223)
- Other tuition and transfer payments not detailed above (6229).

Quick Tips

Purpose

- Briefly describe the purpose for staff/student tuition and related fees.

Budgeted Costs

- Enter the amount requested for payment directly to the organization providing tuition services.
- Enter the amount of administrative cost for staff/student tuition.

Indirect Cost

This cost category for staff/student tuition must be excluded from the calculation of indirect costs.

Tuition Reimbursement

If tuition is to be paid by the participant and then reimbursed upon completion of the course, this cost should be budgeted on [Schedule#5E—Other Operating Costs](#).

6239 – Education Service Center Services

This cost category is used for all contracted services provided by Education Service Center, when the ESC is not the applicant.

Place a checkmark beside all services you will be receiving from ESC. If services will be provided that are not listed, place a checkmark beside 'Other Services'.

- Data Processing Services
- Curriculum Development
- Staff Development
- Media Services
- Other Services

Quick Tips

Type of Service

- Select each service to be provided by the regional education service center.
- Briefly describe the purpose for other ESC Services.

Budgeted Costs

- Enter the amount requested for services provided by the regional education center.
- Enter the amount of administrative cost for services provided by the regional education center.

Schedule Instructions

Schedule #5C—Professional and Contracted Services

Unallowable Costs

This cost category does not include supplies purchased under a purchasing agreement with an Education Service Center. Charge those supplies to the appropriate cost category on [Schedule #5D—Supplies and Materials](#).

6249 – Contracted Maintenance and Repair of Equipment

This class/object code is used for maintenance and repair services rendered by firms, individuals, or other organizations other than the school district. Maintenance/repair costs include normal upkeep, repair and minor restorations.

When contracted maintenance and repair services are rendered, the total cost of the service, labor and parts, is to be included in the appropriate contracted services account.

Quick Tips

Purpose

- Briefly describe the purpose for contracted maintenance and repair of equipment.

Budgeted Costs

- Enter the amount requested for contracted maintenance and repair of equipment purchased with grant funds.
- Enter the amount of administrative cost for contracted maintenance and repair of equipment purchased with grant funds.

Unallowable Costs

This cost category does not include new building construction or renovating/remodeling of buildings. For those such costs, complete [Schedule #5H—Building Purchase, Construction, or Improvements](#), if allowable under the grant.

6259 – Utilities

The utility cost category provides for communication costs:

- Telephone service
- Telecommunication charges for cellular phones, pagers, modem lines, fax, etc.

Heating/cooling/water utilities are allowable when grant activities are conducted before school, after school, or during the summer.

- Electricity
- Natural gas, propane, coal and an other fuel used for the heating and cooling of buildings
- Water, wastewater treatment, and sanitation (garbage disposal).

Quick Tips

Purpose

- Briefly describe the purpose of these utility costs.

Budgeted Costs

- Enter the amount requested for utilities.
- Enter the amount of administrative cost requested for utilities.

Schedule Instructions

Schedule #5C—Professional and Contracted Services

6269 – Rental/Lease of Equipment or Building Space

This cost category allows you to budget for property/equipment not owned by the applicant for rentals and operating leases. This includes, but is not limited to, the rental or lease of:

- Furniture
- Computers
- Telecommunications equipment
- Audio-visual equipment
- Vehicles (including buses)

- Land
- Buildings
- Space in buildings
- Grounds.

Quick Tips

Type of Equipment/Space

- Enter the type of rented/leased equipment or building space.

Purpose

- Enter the purpose for this type of rented/leased equipment or building space.

Rate and Calculation

- Enter the dollar rate per hour, day, or month, as applicable. Show the calculation used to determine program cost for the grant period. Example: \$5/mo x 12 mo = \$60.

Budgeted Costs

- Enter the amount requested for rental/lease of equipment or building space.
- Enter the administrative cost requested for rental/lease of equipment or building space.

6269 – Miscellaneous Contracted Services

Use this class/object code for other professional/contracted services not identified on this schedule.

Quick Tips

Purpose

- Enter the purpose for miscellaneous contracted services.

Budgeted Costs

- Enter the amount requested for miscellaneous contracted services.
- Enter the amount of administrative cost requested for miscellaneous contracted services.

Example

- The scoring of tests

Written Agreements and Contracts

The applicant must maintain a contract administration system to ensure that contractors/consultants perform in accordance with the terms, conditions and specifications of their contracts and/or written agreements. The contract administration system must be in compliance with requirements stated in [34 CFR 80.36, Procurement](#), including the following:

- Maintain a copy of the signed contract, agreement, or purchase order for services to be performed and the rationale/procedure for selecting a particular contractor.
- For contracts/agreements in excess of \$10,000, describe conditions under which the contract may be terminated, include the basis for settlement.

Schedule Instructions

Schedule #5C—Professional and Contracted Services

- If contract is to develop materials, concepts or products, ensure that agreement/contract contains provisions which protect/retain ownership of such materials, concepts or products by TEA, the state of Texas, and the federal government as applicable (including copyright, patent, trademark).
- Maintain evidence that awards were made only to contractors/consultants possessing ability to perform successfully under the terms and conditions of the proposed contract/procurement.
- Consultants were selected based on demonstrated competence, qualifications, experience, and reasonableness of costs. Consideration must be given to contractor integrity, compliance with public policy, past performance, financial and technical resources.
- Contract only with persons not employed by applicant.
- Not participate in selection or award of a contract if a conflict of interest would be involved.
- Maintain records on services performed—date service performed, purpose of service, ensuring that services are consistent and satisfactory as described in the signed contract or purchase order.
- Make payment only after service is performed and not before, according to state and federal law.
- For procurement contracts under which a contracted person will have critical influence/substantive control over the transaction, only contract with persons not debarred or suspended from receiving financial assistance under federal programs.

Reference Material

The following documents and/or websites contain additional information to assist with program requirements and compliance questions. Lengthy guidelines are summarized with links to full text.

- [Appendix 1](#): Guidelines Related to Specific Costs

Schedule Instructions

Schedule #5D—Supplies and Materials

Schedule #5D – Supplies and Materials

Use supporting schedule 6300 to request allowable funding for program supplies/materials, shipping/handling costs, and hardware/equipment not capitalized. Include supplies and materials funded from payments to SSA member districts.

Items requested must be allowable expenditures under the authorizing program statutes, regulations, and rules. All standard budget items are preprinted for your convenience. Request funds only in those class/object codes which are necessary to fulfill your project objectives.

The following set of pre-printed cost categories are provided for Supplies and Materials:

- Maintenance and/or Operations Supplies and Materials
- Textbooks and Other Reading Materials
- Testing Materials (not scoring)
- District Food Service
- General Supplies and Materials
- Computer Hardware Not Capitalized
- Other Equipment Not Capitalized

Beneath each class/object code, there is space for you to briefly describe the intended purpose/use for that budget item.

Competitive Bid

Applicants must comply with competitive bidding requirements outlined in the [Texas Education Code, Section 44.031](#) and its implementing rules, where applicable.

6310 – Maintenance and/or Operations Supplies and Materials (6311/6319)

Quick Tips

Purpose

- Briefly describe the type or purpose of these maintenance/operations supplies and materials.

Budgeted Costs

- Enter amount requested for maintenance and operations. (i.e., gasoline/fuels, janitorial/building maintenance/equipment upkeep supplies)
- Enter the administrative cost for maintenance/operations supplies and materials.

Examples of Costs

- Gasoline/fuel for transportation
- Janitorial supplies
- Building maintenance supplies
- Supplies for upkeep of equipment

6320 – Textbooks and Other Reading Materials (6321/6329)

The requested supplementary textbooks and other reading materials must be required to carry out the instructional objectives of the grant program.

The following items may be requested in this cost category:

- Supplementary textbooks that are purchased by the school district and furnished free to students participating in the grant program.
- Magazine/newspaper subscriptions and subscriptions for business, professional, and technical periodicals, placed in classrooms, offices, or libraries. Subscriptions must be in the name of the grantee organization and not in the name of an individual.
- Reference books and other reading materials placed in a classroom or office, but not cataloged and controlled by the library; and

Schedule Instructions

Schedule #5D—Supplies and Materials

- Library books and media that do not meet capitalization criteria of the school and/or have a useful life of one year or less.

Quick Tips

Purpose

- Briefly describe the purpose of these textbooks/reading materials. (i.e., reference books, magazines, periodicals, newspapers, subscriptions).

Budgeted Costs

- Enter total amount requested for supplementary textbooks and other reading materials.
- Enter the administrative cost for supplementary textbooks and reading materials.

Examples of Costs

- Textbooks, magazines, periodicals, newspapers, and reference books
- Library books and media
- Subscriptions for business, professional, or technical periodicals

6339 – Testing Materials

Quick Tips

Purpose

- Briefly describe the purpose of these testing materials.

Budgeted Costs

- Enter total amount requested for testing materials. This does not include the scoring of tests.
- Enter the administrative cost for testing materials.

Examples of Costs

- Test booklets

Test Scoring

- Test scoring is to be budgeted on Schedule 6200—Professional and Consulting Services.

6340 – District Food Service (6341/Food, 6342/Non-Food, 6349/Supplies)

This class/object code is used for food, supplies, and materials provided by the district food service. To be allowable under the grant, your food costs for grant activities must not be reimbursed by the federal school breakfast and lunch program.

Quick Tips

Purpose

- Briefly describe the purpose for these district food service items (food, non-food, and supplies).

Budgeted Costs

- Enter total amount of costs that will not be reimbursed by the federal school breakfast/lunch program for food, non-food and supplies.
- Enter the administrative cost for district food service.

Examples of Costs

- Food and food related costs—transportation, handling, processing, etc.
- Non-food items—napkins, straws, brooms, etc.
- Miscellaneous food service supplies

Unallowable Costs

- Costs associated with awards banquets, ceremonies, celebrations, and social events

Schedule Instructions

Schedule #5D—Supplies and Materials

6390 – General Supplies and Materials

General supplies and materials must be consumable items—not capitalized and/or having a useful life of one year or less. These items have a relatively low unit cost (though often used in large quantities), but are necessary for carrying out program activities and/or administration of the grant program.

Quick Tips

Purpose

- Briefly describe the type/purpose of general supplies and materials (i.e., workbooks, audiovisual aids, technology supplies, etc.).

Budgeted Costs

- Enter total amount requested for general supplies and materials.
- Enter the administrative cost for general supplies and materials.

Examples of Costs

- Office supplies—paper, pencils, forms, postage, etc.
- Audio-visual aids—filmstrips, VCR tapes, CD-ROM disks, diskettes, computer tapes, software
- Workbooks
- Site licenses, single use software that has a per unit cost of less than \$5,000
- Supplies for satellite dish and other technology supplies

Unallowable Costs

- Costs associated with awards banquets, ceremonies, celebrations, and social events
- Calendaring systems to manage personal calendars—palm pilots, electronic/software calendars
- Cellular telephones for personal use
- Gifts or items that appear to be gifts
- Souvenirs, memorabilia, or promotional items, such as T-shirts, tote bags, key chains, etc.

6399 – Hardware and Other Equipment Not Capitalized

Quick Tips

Type

- Enter a generic description for the type of hardware/equipment requested. Do not use brand names.

Purpose

- Briefly describe the purpose of the hardware/equipment in accomplishing objectives of the project.

Quantity

- Enter the estimated quantity for this type of hardware/equipment.

Budgeted Costs

- Enter the total amount requested for computer hardware or other equipment not capitalized (according to your policy for capitalization).
- Enter the administrative cost for computer hardware or other equipment not capitalized.

Amendment

If any of the following changes occur to this budget item once your application has been approved, you must file an amendment to this supporting schedule.

- New item of hardware or other equipment is requested.
- Add a new line item not previously budgeted on this schedule.

Refer to [Schedule #3—Purpose of Amendment](#) for further information.

Schedule Instructions

Schedule #5D—Supplies and Materials

Reference Material

The following documents and/or websites contain additional information to assist with program requirements and compliance questions. Lengthy guidelines are summarized with links to full text.

- [Appendix 1](#): Guidelines Related to Specific Costs

Schedule Instructions Schedule #5E—Other Operating Costs

Schedule #5E – Other Operating Costs

This supporting budget schedule is used to request other operating costs. Items requested must be allowable expenditures under the authorizing program statutes, regulations, and rules.

All standard budget items, listed below, are preprinted for your convenience, including a general category for items not specifically identified. Request funds only in those class/object codes which are necessary to fulfill your project objectives.

- Travel for Employees, Students, and Non-Employees (separate in-state and out-of-state amounts)
- Stipends to Non-Employees
- Property and Liability Insurance Costs
- Transportation for Participants or Parents to/from Activities
- Bid Notices, Newspaper Advertisements, etc.
- Food and Refreshments (non-district food services)
- Incentives for Participation and Awards for Recognition
- Membership Dues/Fees
- Reimbursement of Tuition and Related Fees

Budget items must be deemed necessary to carry out the objectives of the grant program.

Include other operating costs funded from payments to SSA member districts.

Beneath each class/object code, there is space for you to briefly describe the intended purpose/use for that budget item.

Unallowable Costs

- Costs related to training/technical assistance on grant writing or obtaining funds.
- Evaluation activities may not be funded by this grant.

6410 – Travel (6411/Employee, 6412/Student, 6419/Non-Employee)

This class/object code is used for travel of employees, students, and non-employees (e.g., parents) when traveling on grant business. Travel expenses must conform to State of Texas travel rules and the applicable federal cost principles.

In-State Travel

In-state travel expenses are limited to:

- Lowest available airfare
- Actual cost of lodging, not to exceed \$85/day plus tax (Effective 9/1/05)
- Actual cost of meals, not to exceed \$36/day or local policy, whichever is less (employee must be outside designated headquarters for at least six consecutive hours the day expenses are incurred) to be reimbursed for meal costs (Effective 9/1/05)
- Reimbursement for mileage, not to exceed 40.5 cents per mile or local policy, whichever is less (Effective 9/1/05)
- Refer to [Travel Guidelines](#) for more detailed information.
<http://www.window.state.tx.us/comptrol/san/travel/travel.html>

Quick Tips

Purpose

- Briefly describe the purpose of in-state travel.

Budgeted Costs

- Enter total amount requested for employee, student, and non-employee in-state travel.
- Enter the administrative cost for in-state travel.

Schedule Instructions

Schedule #5E—Other Operating Costs

Out-of-State Travel

All travel, including both in-state and out-of-state travel, should be carefully evaluated for appropriateness and for cost-effectiveness. Out-of-state travel is not allowable where the same type and quality of training is available in-state.

Out-of-state travel expenses are limited to:

- Lowest available airfare
- Actual cost of lodging and meals, not to exceed maximum allowable federal government rates for locale or local policy, whichever is less
- Reimbursement for mileage, not to exceed 40.5 cents per mile (effective 9/1/05) or local policy, whichever is less
- Refer to [Travel Guidelines](#) for more detailed information.
<http://www.window.state.tx.us/comptrol/san/travel/travel.html>

Quick Tips

Purpose

- Briefly describe the purpose of out-of-state travel.

Budgeted Costs

- Enter total amount requested for employee, student, and non-employee out-of-state travel.
- Enter the administrative cost for out-of-state travel.

Examples

- Training on reading teaching strategies
- Take students to math competition
- Visit model programs in Texas

Unallowable Costs

- Field Trips

6413 – Stipends to Non-Employees

This class/object code is used for stipends paid to individuals not employed by the paying agency for allowances related to and/or for participation in grant activities.

These costs must be excluded from the calculation of indirect cost.

Quick Tips

Purpose

- Briefly explain the purpose of stipends for non-employees.

Budgeted Costs

- Enter the amount of stipends requested for non-employees.
- Enter the administrative cost for stipends to non-employees.

6429 – Property and Liability Insurance

Quick Tips

Purpose

- Briefly explain the purpose of property and liability insurance.

Budgeted Costs

- Enter total amount requested for property and liability insurance.
- Enter the administrative cost for property and liability insurance.

Schedule Instructions

Schedule #5E—Other Operating Costs

Examples

- Property Insurance
- Liability Insurance for the grantee organization

Unallowable Costs

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

6494 – Transportation for Participants or Parents to/from Activities

This class/object code is used for transportation costs to/from grant activities other than those incurred for the purpose of transporting students to and from the regular school day.

Quick Tips

Purpose

- Briefly explain the purpose/type of transportation for participants or parents to/from grant activities.

Budgeted Costs

- Enter total amount requested for transportation to/from grant activities.
- Enter the administrative cost for transportation to/from grant activities.

Unallowable Costs

- Field trips (must be paid from non-grant funds)

6499 – Bid Notices, Newspaper Advertisements, etc.

Advertisements are allowable only for recruitment of grant personnel and when the advertisement is not in color and not excessive in size.

Quick Tips

Purpose

- Briefly explain the purpose of bid notices, newspaper advertisements, etc.

Budgeted Costs

- Enter total amount requested for bid notices, newspaper advertisements, etc.
- Enter the administrative cost for bid notices, newspaper advertisements, etc.

6499 – Food and Refreshments (non-district food services)

Food and beverage costs are allowable under very limited circumstances. Refer to *Guidelines Related to Specific Costs* for allowable and unallowable food costs.

Quick Tips

Purpose

- Briefly explain purpose of non-district food and beverage costs.

Budgeted Costs

- Enter total amount requested for bid non-district food and beverage costs.
- Enter the administrative cost for non-district food and beverage costs.

Examples

- Nutritional snacks for children in after-school activities
- Light refreshments to encourage participation of low-income parents

Schedule Instructions

Schedule #5E—Other Operating Costs

6499 – Incentives for Participation and Awards for Recognition

Quick Tips

Purpose

- Enter the types of incentives for participation and awards for recognition to be provided.

Budgeted Costs

- Enter total amount requested for incentives and awards.
- Enter the administrative cost for incentives and awards.

Examples

- Instructional supplies
- Inexpensive books
- Minimal cost certificates, plaques, ribbons, small trophies
- Instructional-related items to be used in the classroom such as pens/pencils.

Unallowable Costs

- Gifts, souvenirs, memorabilia, promotional items (i.e., T-shirts, caps, tote bags)
- Door prizes (i.e., movie tickets, gift certificates, amusement park passes) may be donated by others, but not purchased
- Food, meals, snacks, beverages and refreshments are not acceptable incentives/awards

6499 – Membership Dues/Fees

All memberships must be in the name of the grantee organization, not an individual. Memberships must be necessary to carry out the objectives of the grant.

Quick Tips

Purpose

- Enter the name of each business/professional/technical association to be paid membership dues/fees.

Budgeted Costs

- Enter total amount requested for membership dues and fees.
- Enter the administrative cost for membership dues and fees.

Unallowable Costs

- Memberships in organizations that are substantially engaged in lobbying
- Memberships in civic organizations

6499 – Reimbursement of Tuition and Related Fees

Quick Tips

Purpose

- Enter the name of the courses(s) necessary to carry out the grant program objectives.

Budgeted Costs

- Enter total amount requested for reimbursement of tuition and fees.
- Enter the administrative cost for reimbursement of tuition and fees.

Unallowable Costs

- Courses not directly related to the purposes of the grant program

Schedule Instructions

Schedule #5E—Other Operating Costs

6499 – Other Miscellaneous Operating Costs

Use this class/object code for other miscellaneous operating costs not identified on this schedule.

Quick Tips

Purpose

- Enter the types and purpose of other allowable operating costs not listed above.

Budgeted Costs

- Enter total amount requested for other miscellaneous operating costs.
- Enter the administrative cost for other miscellaneous operating costs.

Unallowable Costs

- More than two-color printing on any item. Any costs above the cost of printing two colors must be paid from non-grant funds.

Reference Material

The following documents and/or websites contain additional information to assist with program requirements and compliance questions. Lengthy guidelines are summarized with links to full text.

- [Appendix 1](#): Guidelines Related to Specific Costs

Schedule #5G – Capital Outlay

This supporting budget schedule is used to request allowable capital outlay costs. Items requested must be allowable expenditures under the authorizing program statutes, regulations, and rules. The applicant must carefully evaluate the current use of capital outlay to determine the most cost-effective utilization. Funds may be used to purchase capital outlay only when necessary to accomplish project objectives. All standard budget items are preprinted for your convenience. Request funds only in those class/object codes which are necessary to fulfill your project objectives.

Use this schedule to request capitalized items such as:

- Equipment
- Furniture
- Vehicles
- Software
- Library Books and Library Media

Definition:

Capital outlay encompasses articles of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals the lesser of:

- The capitalization level established by the applicant for financial statement purposes
- Or \$5,000.

List each item requested that meets the capital outlay criteria. Remember to include shipping and handling costs. Items will not be approved in the absence of an explanation of the use/purpose of each item in accomplishing project objectives.

Indirect Costs – capital outlay must be excluded from the calculation of indirect costs.

Unallowable Costs

- Land purchase and improvements to land (6619)
- Building purchase, construction, or improvement costs are to be itemized on schedule 6629 if allowable under the grant

Compliance

Grantees must comply with requirements for competitive bidding outlined in [Texas Education Code, Section 44.031](#) and its implementing rules, where applicable.

6639 – Furniture, Equipment, Vehicles, or Software (\$5,000 or more per unit)

This class/object code is used to itemize furniture, equipment, vehicles, or software having a per unit cost of \$5,000 or more and a useful life of more than one year.

Quick Tips

Item

- Enter a generic description for each item of furniture, equipment, vehicle, or software having a unit cost of \$5,000 or more and a useful life of more than one year, one per line. Do not use brand names. List any technology hardware and/or software \$5,000 or over requested in the space provided.

Purpose

- Briefly describe how this furniture, equipment, vehicle, or software will help accomplish project objectives.

Quantity

- Enter the exact quantity for this equipment, furniture, vehicle, or software item costing \$5,000 or more.

Budgeted Costs

- Enter unit cost for the equipment, furniture, vehicle, or software item costing \$5,000 or more. Include shipping and handling costs.

Schedule Instructions Schedule #5G—Capital Outlay

- Enter the amount of administrative cost for this equipment, furniture, vehicle, or software costing \$5,000 or more.

Examples of Costs (where unit cost is \$5,000 or greater)

- Telephone systems
- Intercommunication and telecommunication systems
- Mainframe and mini-computers
- High-capacity copy machines
- Purchase of site licenses, single use software, etc.

Amendment

If any of the following changes occur to this budget item once your application has been approved, you must file an amendment to this supporting schedule.

- New item is requested
- Item quantity increases. Amendment must be approved prior to ordering/encumbering additional units.

Refer to *Purpose of Amendment* to determine if an amendment is necessary.

6649 – Capital Assets (District Defined under \$5,000)

This class/object code is used to itemize capital assets costing under \$5,000 individually or as a group, that must be capitalized according to organization policy and that have a useful life of more than one year. Consult with your business/accounting office when in doubt.

If an organization does not account for these items here, then the items are to be budgeted under General Supplies (6399) on the *Supplies and Materials* schedule.

Quick Tips

Item

- Enter a generic description for each item of furniture, equipment, vehicle, or software costing under \$5,000 and a useful life of more than one year, one per line. Do not use brand names. List any technology hardware and/or software requested costing less than \$5,000 in the space provided.

Purpose

- Briefly describe how this furniture, equipment, vehicle, or software will help accomplish project objectives.

Estimated Quantity

- Enter the estimated quantity for this equipment, furniture, vehicle, or software item costing under \$5,000.

Budgeted Costs

- Enter the total cost of all fixed assets costing under \$5,000 per unit that must be capitalized and have a useful life of more than one year.
- Enter the amount of administrative cost for this equipment, furniture, vehicle, or software costing under \$5,000.

Examples of Items

- Student desks and chairs
- Desktop or laptop computer
- Laser printer
- Computer tables

Amendment

If any of the following changes occur to this budget item once your application has been approved, you must file an amendment to this supporting schedule.

- New item is requested

Refer to *Purpose of Amendment* to determine if an amendment is necessary.

Schedule Instructions

Schedule #5G—Capital Outlay

6669 – Library Books and Library Media

This class/object code is used for books and film that meet the one year useful life criteria and are to be catalogued and controlled by the library.

Quick Tips

Purpose

- Briefly describe how these library books and/or library media will help accomplish project objectives.

Budgeted Costs

- Enter the total cost of all library books/media that have a useful life of more than one year and are cataloged/controlled by the library.

Examples of Items

- Low-level library books
- CD-ROM, software, and learning diskettes

Reference Material

The following documents and/or websites contain additional information to assist with program requirements and compliance questions. Lengthy guidelines are summarized with links to full text.

- [Appendix 1](#): Guidelines Related to Specific Costs

Schedule Instructions

Schedules #6A-6F—Provisions, Assurances, and Certifications

Schedules #6A-6F – Provisions, Assurances, and Certifications

Legal provisions, assurances and certification schedules are provided for each eGrants application. Applicants should carefully review all of the included schedules. If a particular schedule is deemed to be not applicable, it must be identified as such.

Agreement to these schedules are necessary in the following situations:

- [Schedule #6A—General Provisions and Assurances](#) applies to all programs
- [Schedule #6F—Program-Specific Provisions and Assurances](#) applies specifically to this program application

Required Approvals

Applications are not eligible to be funded until the Schedules #6A-6F—Provisions, Assurances, and Certifications, as applicable, are agreed to. Formal agreement is required by the legal representative/authorized official as follows:

- Public school district applications require Superintendent approval—campus/campus charter schools must apply via their public school district.
- Education service center applications require Executive Director approval.
- Open enrollment charter schools require Chief Operating Officer approval.
- Nonprofit organizations and nonprofit community-based organization applications require Executive Director approval.

Completion and submission of the Application Submission Authorization on [Table of Contents](#) signifies that the authorized official (or designee) read and agrees to comply with all terms outlined on the applicable schedules.

Schedule #6A—General Provisions and Assurances

General provisions and assurances apply to every program type:

- State-funded
- Federally-funded
- Discretionary grants
- Formula grants

Quick Tips

Confirmation

- By signing Schedule #1 of the application, the authorized official is certifying that they have read and agree to comply with the provisions and assurances as stated on this schedule.

By certifying this schedule, assurance is given that the applicant has read and agreed to these provisions. This schedule is required for submission of the application.

Schedule #6F—Program-Specific Provisions and Assurances

This schedule will only appear when there are provisions and assurance that are not covered by the General or NCLB provisions and assurances schedules.

Quick Tips

Confirmation

- By signing Schedule #1 of the application, the authorized official is certifying that they have read and agree to comply with the provisions and assurances as stated on this schedule.

By certifying this schedule, assurance is given that the applicant has read and agreed to these provisions. If provided, this schedule is required for submission of the application.

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. Grantees 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 allowable only for recruitment of grant personnel and when the advertisement is not in color and not excessive in size.

Audit Fees

- Audit fees and expenses may not be charged to state-funded grants.
- Audit fees/expenses are allowable only when the audit is required by and performed in accordance with [OMB Circular A-133, Audits](#).
- Audit fees/expenses may not be charged as direct cost when such audit services costs are part of the grantee 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/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, key chains, etc., are not allowable.
- "Door prizes", movie tickets, gift certificates, passes to amusement parks, etc. may be donated by others but may not be purchased with grant funds.
- Food, snacks, beverages, refreshments, meals, etc. are not allowable incentives/awards.

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 allowable.

Conflict of Interest

- Any purchase or expenditure which would pose a conflict of interest, real or perceived, is not allowable.

Consultants

- If this application is approved, the applicant 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 applicant's employees. Consultants must be selected based on demonstrated competence, qualifications, and experience and on the reasonableness of the proposed fee.

Employer Contributions to Voluntary Retirement Plan

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

Entertainment, Recreation, Social Events

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

Field Trips

- Must be paid from other than grant funds unless specifically approved by TEA.

Food and Beverage Costs

Expenditures for light snacks, beverages, and/or refreshments are allowable only for students and/or parents under the following conditions:

- Full meals are not allowable for these purposes under any circumstances.

Appendix 1

Guidelines Related to Specific Costs

- Expenditures related to awards banquets/ceremonies, celebrations, or social events are not allowable under any circumstances.
- Expenditures must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program, including:
 - Nutritional snacks for students in extended day (i.e., 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; and
 - Parent involvement activities where refreshments are necessary to encourage participation/attendance by parents, such as in low-income areas, and thus meet program objectives.

Gifts

- Gifts or items that appear to be gifts are not allowable.

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

Membership in Civic Organizations or Lobbying Organizations

- Memberships in civic organizations and memberships 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/software calendars, etc. are not allowable costs.

Printing Costs

- Printing costs are allowable 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 the grantee 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 unallowable unless specifically designated as allowable in the authorizing statute and approved by TEA.

Substitute Pay for Private Nonprofit Schools

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

Training/Technical Assistance on Grant Writing or obtaining other grant funds is not allowable.

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

Transportation Costs

- Transportation costs to/from grant activities, other than those incurred for the purpose of transporting students to and from the regular school day, are allowable expenditures. Field trips are not allowable from grant funds unless specifically approved by TEA.

Travel costs for Executive Director, Superintendent, or Board Members

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

Tuition

- Tuition fees, either paid directly to an institution or on a reimbursement basis, are allowable only for courses directly related to the grant program.

Guidelines Related to Travel Costs

Amounts authorized for maximum recovery for **travel and per diem** costs against the grant are restricted to those amounts which 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.

a. **Allowable Travel Expenses:**

1. Mileage reimbursement is allowable 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 September 1, 2005, the mileage rate is **40.5 cents per mile**). If local organization policy reimburses at a lower rate, the lower rate must be claimed.
2. **Air fare** at the lowest fare available. (Air fare must be documented with receipt.) First-class airfare is not allowable.
3. **Car rental fee** (at destination) is not allowed unless other transportation such as taxi or shuttle is not available for performing official business unless it is documented that it is more cost effective to rent a car than it is to take alternate travel. (Rental car must be documented with receipt.)
4. Airport **parking**.
5. **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. Meals may not exceed \$36.00 per day.** If local school policy requires reimbursement at a lower rate, the lower rate must be used. (Lodging must be documented with 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; select the state to which you will be traveling.

6. **Taxi fares** for official business. **Tips cannot be reimbursed.**
7. Itemized **miscellaneous business expenses**, i.e. business phone calls, printing, materials used in carrying out official business of the meeting/conference/workshop.
8. **Registration fees** to attend workshops/conferences. Social events at a conference where the social event costs an additional amount may not be paid from grant funds.

b. **Unallowable Travel Expenses:**

1. First class Air fare.
2. Per diem (meals and lodging) for persons who live in the same city where the meeting/conference/workshop is held is not allowable. Automobile mileage is allowable.
3. Tips or gratuities (including service charges) of any kind.
4. Alcoholic beverages.
5. Entertainment/recreation or social events.
6. Any expense for other persons.
7. Automobile mileage or taxi fares for purposes other than for official business.
8. Personal Accident Insurance or Personal Effects coverage for rental cars.
9. Rental car for personal use or for purposes not associated with the official business of the meeting/conference/workshop.

Appendix 1 Guidelines Related to Specific Costs

The applicable cost principles as established by the federal Office of Management and Budget (OMB) are as follows:

<i>Type of Entity</i>	<i>Applicable Cost Principles</i>
<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) 	<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 non-profit organization ◆ Non-profit organizations, including community-based organizations and faith-based organizations 	<i>OMB Circular A-122, Cost Principles for Non-Profit 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) 	<i>OMB Circular A-21, Cost Principles for Educational Institutions</i>