TEXAS EDUCATION AGENCY

Standard Application System (SAS) Schedule Instructions

American Recovery and Reinvestment Act (ARRA) of 2009 (Stimulus Funding) No Child Left Behind Application for Federal ARRA Funding

2009–2010 School Year

Use of Instructions and eGrants

Use these instructions to complete the eGrants application schedules, along with the Texas Education Agency (TEA) eGrants *Applications Guidelines—Part 1: General and Fiscal Guidelines* and *Part 2: Program Guidelines and Use of Funds*. All guidelines and instructions are incorporated by reference into the Notice of Grant Award (NOGA).

The application to which these instructions refer must be submitted electronically through the eGrants system. TEA will not accept the application via any other means.

Requirement for TEA SE Username and Password

To access eGrants, you must have a TEA SE (Texas Education Agency security environment) username and password. If you have not yet applied for a TEA SE username and password, use the following link to find the form and instructions for applying for a username: http://ritter.tea.state.tx.us/opge/egrant/. A username and password will be emailed to you. Allow two weeks for processing.

TEXAS EDUCATION AGENCY

1701 North Congress Avenue
Austin, Texas 78701

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The application to which these instructions refer must be submitted electronically through the Texas Education Agency (TEA) eGrants system. The application will not be accepted by TEA via any other means.

For definitions, see the eGrants glossary at http://maverick.tea.state.tx.us:8080/guidelines/Reference Materials/705XXXXPP1300_G.pdf.

Navigation Tips

- To access instructions for a particular schedule, click on the **Schedule Instructions** button at the top of any schedule. To access the entire packet of instructions, return to the **Grantee Menu** page and click on the **Schedule Instructions** link under **Program Information**.
- To work on or view another schedule, select it from the **Select Schedule** menu at the bottom or top of the page. To return to the **Grant Menu** page, select the **Table of Contents** button.
- To access the program guidelines, General Provisions and Assurances, and other program information, return to the **Grant Menu** page and click on the appropriate link under **Program Information**.
- Save data often. Unless you want to discard data, always save data before returning to the table of contents.
- To print a schedule, click the **Printable Version** button.
- Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. Some of these fields are calculation totals—data pulled from sources outside the application—and some of these fields are populated with information you entered elsewhere. You cannot type in these fields.
- Areas shaded in a dark gray are fields that are not required for this grant.
- If you must log off and log on again, close the browser window completely and open a new browser window before you log on.
- eGrants security disables the system connection to TEA if no activity is detected for 20 minutes. This disconnection may not be evident until you attempt to save data. Any data entered after an automatic disconnection is lost. Save data often, and always save data when an interruption to your work may keep you from entering data for more than 20 minutes.

GS2100—Applicant Information

Note: Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. Some of these fields are calculation totals—data pulled from sources outside the application—and some of these fields are populated with information you entered elsewhere. You cannot type in these fields.

Areas shaded in a dark gray are fields that are not required for this grant.

Part 1: Organization Information

No entry is required in this part of the schedule.

Applicant

Your name and mailing address are pre-filled on the schedule from the organization information tied to your eGrants logon.

If the address displayed is incorrect, do the following:

1. Access the form at the following link:

   https://www.window.state.tx.us/accmaint/changeaddress.html

2. Type the corrected address.

3. Contact the TEA Fiscal Management department at (512) 463-9189 for further instructions.

School or Campus

- For open enrollment charter schools, the charter school name is pre-filled from the organization tied to your eGrants logon information.
- For campus-based projects, the campus name is displayed based on the campus selected in eGrants when this application was accessed.
- For grants that are site-based, the site name is displayed based on the site selected in eGrants when this application was accessed.

Part 2: Applicant Contacts

Your grant program may or may not require a secondary or additional contact. For the primary and (if required) additional contact persons, enter contact information. All of the fields are required except Ext., Fax, and Mailing Address 2.

Part 3: Reviewers

Note: This section appears for competitive applications only.

If your application is competitive, you may be required to identify up to three reviewers. A field appears for each reviewer required. Type in the contact information for the number of reviewers

indicated on the form. Districts submitting multiple applications may not duplicate reviewer names across campus applications. Additionally, if you contract with a nondistrict employee to prepare grant applications, you may not include the name of the contracted employee as a reviewer. Before the submission of this document, you must notify these individuals that their names have been submitted to serve as volunteer reviewers and that they may be selected to review. These reviewers must commit to read and score at least five applications submitted by another organization. For each reviewer, follow these instructions:

1. Type the first name, middle initial, and last name for the reviewer.
2. Select the subject area of the grant program.
3. Select the reviewer's employer or affiliation from the **Employer/Affiliation** list menu. Notice that the district number and region fields fill from this selection.
4. Select the reviewer's title.
5. Type the reviewer's telephone number, fax number, and email address.
6. Confirm the email address by typing it again under **Confirm E-Mail**.
7. Type the reviewer's mailing address, including city, state, and zip code.
8. Select the **Reader Type**.
9. Save this form.

GS2300—Negotiation Comments and Confirmation

This schedule is used by TEA to communicate to applicants. When revisions to the application are required, the TEA staff member enters information under **General Comments** about the changes needed.

> **Note**: Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. You cannot type in these fields.
>
> Areas shaded in a dark gray are fields that are not required for this grant.

If you receive email notification from TEA indicating the application needs revision, access your application to review the comments on this schedule. Your application will have been placed in a "negotiation" status and will be accessible to your organization so you can make any necessary adjustments.

1. Review each negotiation note and respond with your own comments in the **Grantee Comments** section.

> **Note**: If you only receive comments from TEA, not negotiation notes, you may not be required to make additional changes, but you must save the schedule before submitting the application.

2. Click **Change Completed** when you have edited the applicable schedule as indicated in the negotiation note.

GS2900—Purpose of Amendment

Complete a **Purpose of Amendment** schedule *only* when amending the approved application. *Do not complete this schedule with the original application*. Amendments cannot be submitted until you have received a NOGA.

Do not submit an amendment if it is not required by any of the conditions described below. If you are uncertain about the amendment requirements, contact the TEA Funding contact before submitting an amendment. This discussion may prevent unnecessary paperwork and save time for both you and TEA.

- TEA reserves the right to reject unnecessary amendments without reviewing and approving them.
- You are still responsible for carrying out the scope and objectives of the grant as described in the approved application, regardless of how you distribute the funds among the class/object codes.
- An amendment must be approved by TEA before any activities affected by the amendment, such as issuing purchase orders, encumbering or expending funds, receiving goods, or rendering services, take place.
- All amendments are subject to negotiation and approval by TEA.
- The last day to submit an amendment is 60 days (for formula grants) or 90 days (for discretionary grants) before the grant ending date.

Note: Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. Some of these fields are calculation totals—data pulled from sources outside the application—and some of these fields are populated with information you entered elsewhere. You cannot type in these fields.

Areas shaded in a dark gray are fields that are not required for this grant.

Amendment Effective Date

Amendments received in substantially approvable form become effective on the date received at TEA. Amendments not received in substantially approvable form or in special circumstances or situations become effective on the date of approval (signature date on the NOGA) by TEA.

When to Amend

The program budget summary and supporting information are provided in the **Program Budget Summary and Support Schedule**. Once the program budget is approved and you are issued a NOGA, you are permitted to rebudget within the approved direct cost budget to meet unanticipated requirements and to make certain changes to the approved budget without submitting written amendments. However, other types of changes require the prior written approval of TEA through an amendment (34 CFR 80.30).

Regardless of whether an amendment is required, you must comply with any requirements for maximum or minimum expenditures for certain categories or activities. For example, if the grant requires that no more than 25% of the funds be used for a certain activity, such as planning, then you must comply with this 25% maximum requirement.

An amendment is required to do the following:

- add a class/object code not previously budgeted on the **Program Budget Summary**
- increase or decrease the amount budgeted in any class/object code on the **Program Budget Summary** by more than 25% of the current amount approved in the class/ object code (for discretionary grants) or of the total approved budget (for formula grants)
- add a new item that requires specific approval in the itemized costs or for Debt Service, as follows:

Cost Category	Expense Item Requiring Specific Approval
Payroll Costs (6100, Part 4)	All positions and payroll-related costs
Professional and Contracted Services (6200, Part 5)	Audit costs
	Rental or lease of buildings, space in buildings, or land, if allowed by the grant program (approval required only for discretionary grants)
	Contracted publication and printing costs (specific approval required only for nonprofits)
	Contracted costs for next year's grant application (applies to formula grants only)
	Scholarships and Fellowships, if allowed by the grant program (not allowed for nonprofits)
	All Professional and Consulting Services or subgrants, including those less than $10,000
	Pre-award professional and contracted services costs
Supplies and Materials (6300, Part 6)	All items of technology hardware—not capitalized (approval required only for discretionary grants)
	Technology software—not capitalized (approval required only for discretionary grants)
	Supplies and materials associated with advisory council or committee
	Pre-award supplies and materials (only if pre-award costs are specifically permitted by TEA)
Other Operating Costs (6400, Part 7)	Out-of-state travel for employees (approval required only for discretionary grants)
	Travel for students, if allowed by grant program (specific approval required only for nonprofits)
	Stipends for nonemployees (specific approval required only for nonprofits)
	Travel for nonemployees (specific approval required only for nonprofits)
	Travel costs for executive director, superintendents, or board members

	Actual losses that could have been covered by permissible insurance, if allowed by the grant program
	Indemnification compensation for loss or damage, if allowed by the grant program
	Advisory Council/committee travel or other expenses
	Membership dues in civic or community organizations, if allowed by the grant program (not allowable for university applicants)
	Publication and printing costs (specific approval required only for nonprofits)
	Pre-award other operating costs (only if pre-award costs are specifically permitted by TEA)
Debt Service (6500)	All debt services (i.e., lease-purchases)
Capital Outlay (6600, Part 8)	All capitalized equipment, furniture, and vehicles, including the following:
	• Library books, if allowed by the grant program, and media
	• Technology hardware—capitalized
	• Technology software—capitalized
	• Other equipment, furniture, or vehicles, if allowed by the grant program—capitalized
	• Capital expenditures for improvements to land, buildings, or equipment that materially increase value or useful life (only if specifically permitted by TEA)
	• Pre-award capital outlay costs (only if pre-award costs are specifically permitted by TEA)
Building Purchase, Construction, or Improvements (6629, Part 9)	All building purchase, construction, or improvement costs, if allowed by the grant program

- increase or decrease the number of positions approved under **Payroll Costs (6100, Part 4)**
- add a new item of computer hardware/equipment (not capitalized) approved under **Supplies and Materials (6300, Part 6)** (approval required only for discretionary grants)
- add a new item of capital outlay items approved under **Capital Outlay** for articles costing less than $5,000 **(6600, Part 8)**
- add a new item or increase the quantity of capital outlay items approved under **Capital Outlay** for articles costing $5,000 or more **(6600, Part 8)**
- reduce funds allotted for *training costs* (where such costs are direct payments or reimbursements to trainees, primarily travel and lodging for trainees; workshop or conference registration fees; tuition; books; and related fees)
- increase construction costs
- request additional funding (if allowed for this grant)

- revise the scope (extent or range) or objectives of the grant (regardless of whether there is an associated budget revision requiring prior approval)
- add roll-forward funds
- add maximum entitlement funds
- extend the *ending date of the grant*, if allowed (if you are requesting an extension of the ending date by more than three months, attach a narrative explanation or justification for the need to extend; an amendment will not be approved without such explanation) (applies to discretionary grants)

  If this reason for an amendment is not allowed, it is inactive.
- other

An amendment is *not required* to do the following:

- For discretionary grants:
  - increase or decrease the *amount* of funds for a previously approved itemized cost requiring specific approval as long as it does not result in an increase by more than 25% of the amount budgeted in the class/object code
  - increase or decrease the amount of funds currently approved in a class/object code as long as a new line item requiring specific approval is not being added and as long as the previous condition does not require an amendment
- For formula grants:

  increase or decrease the amount of funds approved in a class/object code as long as a new line item requiring specific approval is not being added and cumulative transfers do not exceed 25% of the total approved budget
- For all grants:
  - increase the quantity of technology hardware (not capitalized) *previously approved* under **Itemized Supplies and Materials (6300)** as long as a new item of technology hardware is not being added
  - increase the quantity of capital outlay items *previously included and approved in the list of articles costing less than $5,000* under **Capital Outlay (6600)**, as long as a new item of capital outlay is not being added

Part 1: Schedules Changed

Select each eGrants schedule that you are changing in this amendment.

Part 2: Reason for Amendment Request

If requesting an extension is allowable for this grant, do the following:

1. Select all the reasons that apply to this amendment request.
2. If requesting an extension, type the current ending date of the grant next to From Ending Date.
3. If requesting an extension, type the requested extension date next to To Extended Date.

If the request is for an extension of more than three months or if you are requesting an amendment for a reason not listed, type a justification in **Part 3: Amendment Justification**.

Part 3: Amendment Justification

Identify each eGrants schedule that you are changing in this amendment. Include any justification that may be appropriate for each change. Continue on to the second page if necessary.

Example:
Payroll Costs: deleted $10,500 from Program Coordinator position. Supplies and Materials: added $8,280 to Reading Materials.

Confirmation

Confirm your understanding of the stated terms by checking the Yes box in the blue band at the bottom of the schedule.

Reference Material

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

- Cost Principles Guidelines (OMB Circulars: A-21, A-87, A-122): http://www.whitehouse.gov/omb/circulars/
- CFR 80.24 Matching or Cost Sharing: http://www.ed.gov/policy/fund/reg/edgarReg/edlite-part80c.html
- Financial Accountability System Resource:http://ritter.tea.state.tx.us/school.finance/audit/resguide13/index.html

PS3102—Title I, Part A—Neglected and Title I, Part D, Subpart 2

This schedule is required if your organization receives a Title I, Part A, Neglected share or if Title I, Part D, Subpart 2, funds are budgeted on Schedule **BS6001—Program Budget Summary**.

> **Note**: Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. Some of these fields are calculation totals—data pulled from sources outside the application—and some of these fields are populated with information you entered elsewhere. You cannot type in these fields.
>
> Areas shaded in a dark gray are fields that are not required for this grant.

Supplement Not Supplant

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

Part 1: Facilities for the Neglected or Delinquent

For each facility, verify that the prefilled data are based on the 2009–2010 **SC9000—Survey of Children in Local Facilities for the Neglected and/or Delinquent**.

Local Facility Name

Verify the facilities for the neglected or delinquent as reported by the LEA in the **SC9000**. Add any new facilities *not* listed (see Adding a New Facility).

Facility Status: New/Closed Column

For each facility that was reported on the **SC9000** (one of those prefilled), indicate its status as follows:

- If a new facility has opened since the submission of the **SC9000**, see Adding a New Facility.
- If a facility (one of those prefilled) has closed, check **C**.

Facility Status: If closed, were any services provided Column

If a facility has closed, indicate if services were provided at any time during the current school year. Check either **Y** (Yes) or **N** (No).

- If services were *not* provided in the current school year, the facility type in the next column is **N** (neglected), and the neglected caseload is greater than zero, the Title I, Part A, entitlement will be reduced accordingly.

- If services were *not* provided in the current school year, the facility type in the next column is **D** (delinquent), and the delinquent cumulative caseload is greater than or equal to 10, the Title I, Part D, Subpart 2, entitlement will be reduced based on this facility's reported caseload.

Type of Facility

For each facility listed, verify whether the facility is for neglected (**N**) or delinquent (**D**) students.

This status has been prefilled based on the reported **SC9000** for the current school year.

Participation: Title I, Part A

For each facility, indicate whether students receive Title I, Part A, services by checking **Y** or **N**.

- Students at facilities for the neglected or delinquent may receive Title I, Part A, services.
- If a facility for the neglected is listed but does *not* receive Title I, Part A, services, your organization's Title I, Part A, entitlement will be reduced by the caseload share generated by that facility.

Participation: Title I, Part D, Subpart 2

For each facility, indicate whether students receive Title I, Part D, Subpart 2, services by checking **Y** or **N**.

- Students at facilities for the neglected or delinquent may receive Title I, Part D, Subpart 2, services.
- If a facility is listed but does not receive Title I, Part D, Subpart 2, services, your organization's Title I, Part D, Subpart 2, entitlement will be reduced by the caseload generated by that facility.

> **Note**: The district could use Title I, Part D, Subpart 2, funds to support and supplement services for students who are identified as neglected and deemed to be at risk of dropping out or at risk of involvement with the juvenile justice system. In either case, the district must provide an explanation in Part 3 that describes its rationale for choosing to serve a particular category of at-risk students beyond those who are residing at the local delinquent facility, and it should maintain such documentation.

Date LEA Verified <Date> Count Title I, Part A or D

For each facility displayed, the date your organization submitted the October 2008 count on the **SC9000** Survey will prefill. For new facilities that did *not* have a survey for 2008, this field does not apply.

Data Delinquent Facility Signed Written Agreement Title I, Part D Only

For each facility for the *delinquent* that will receive Title I, Part D, Subpart 2, services, type the date that the written agreement between the facility and your organization was signed. This agreement must pre-date the submission of the Consolidated Application for Federal Funding. The agreement should be assessed and updated annually for adjustments.

Written Agreement Assurance

Check to assure that the written agreement between the facility and your organization was assessed, updated, and signed before submission of the Consolidated Application for Federal Funding.

Adding a New Facility

If a facility does not appear in the list, you can add it. To do so, follow these instructions:

1. Click **Add New Facility**. A new section appears in the list.
2. Complete the first line of the section by typing the facility name and selecting the type of facility and participation. The Facility Status will prefill to **N** for **New**.
3. The name of the facility will prefill as typed. Type the complete facility address.
4. Type the name of the ISD within the boundaries of which the new facility is located.

Deleting a New Facility

You cannot delete a facility that was prefilled. You can only delete new facilities that you added in error using the **Add New Facility** function. To delete a new facility, follow these instructions:

1. Check the box to the left of the facility name. If there is no check box, you cannot delete that facility.
2. Click **Delete New Facility**. Only use this function if you added a new facility in error before the submission of the initial application.

Part 2: Planned Activities to be implemented with Title I, Part D, Subpart 2 Funds

Part 2 is different depending upon whether you are applying for the NCLBAA10 NCLB Consolidated grant or the NCLBST10 NCLB Consolidated Stimulus grant. See the appropriate section for the correct instructions. This part is required if Title I, Part D, Subpart 2, funds are budgeted on the Schedule **BS6001—Program Budget Summary**.

Instructions for the NCLB Consolidated Grant

Follow these instructions to complete **Part** 2 if you are applying for the NCLBAA10 Consolidated grant. Skip to Instructions for the NCLB Consolidated Stimulus Grant if you are applying for the federal stimulus grant.

1. Check the activities you will conduct with Title I, Part D, Subpart 2, funds. Check all that apply. You must check at least one planned activity.

> **Note**: Transitional services include but are not limited to exposing youth to post-secondary opportunities, preparing for the workforce or the GED, providing tutorials, counseling, mentoring, and if possible, pursuing student follow-up activities.

2. If you check **Other**, describe the activity in the space provided.

> **Note**: A district should use a minimum of 60% of its Title I, Part D, Subpart 2, funds (including roll forward) to primarily support and supplement the educational component provided at the local delinquent facility. The district may wish to use its remaining funds to support and supplement its local dropout prevention strategies, alternative education program, disciplinary alternative education program, or juvenile justice alternative education program, if applicable.
>
> Further, the district could use Title I, Part D, Subpart 2, funds to support and supplement services for students who are identified as neglected and deemed to be at risk of dropping out or at risk of involvement with the juvenile justice system. In either case, the district should maintain documentation that describes its rationale for choosing to serve a particular category of at-risk students beyond those who are residing at the local delinquent facility.

Instructions for the NCLB Consolidated Stimulus Grant

Follow these instructions to complete **Part 2** if you are applying for the NCLBST10 NCLB Consolidated Stimulus grant.

1. For each activity that you will conduct with Title I, Part D, Subpart 2 funds, type the estimated amount to be expended. You must type an amount greater than 0 in at least one field if your organization has applied as a fiscal agent or on its own for Title I, Part D, Subpart 2 funds.

> **Note**: Transitional services include but are not limited to exposing youth to post-secondary opportunities, preparing for the workforce or the GED, providing tutorials, counseling, mentoring, and if possible, pursuing student follow-up activities.

2. If you type an amount in **Other**, describe the activity in the space provided.

> **Note**: A district should use a minimum of 60% of its Title I, Part D, Subpart 2, funds (including roll forward) to primarily support and supplement the educational component provided at the local delinquent facility. The district may wish to use its remaining funds to support and supplement its local dropout prevention strategies, alternative education program, disciplinary alternative education program, or juvenile justice alternative education program, if applicable.
>
> Further, the district could use Title I, Part D, Subpart 2, funds to support and supplement services for students who are identified as neglected and deemed to be at risk of dropping out or at risk of involvement with the juvenile justice system. In either case, the district should maintain documentation that describes its rationale for choosing to serve a particular category of at-risk students beyond those who are residing at the local delinquent facility.

Total

This field shows the total amount of funds to be spent on Title I, Part D, Subpart 2 activities.

Job Creation/Retention

1. Type the number of new jobs to be created with the Title I, Part D, Subpart 2 stimulus funds.
2. Type the number of jobs that will be saved because of Title I, Part D, Subpart 2 stimulus funds.

Part 3: Additional Information

If you decide to provide additional information, space is provided for your convenience.

Reference Material

The following documents or websites contain additional information to assist with program requirements and compliance questions.

- Program Appendices: http://ritter.tea.state.tx.us/nclb/nclbaa/appendix.html
- Policy Guidance for Title I, Part D, Subpart 2: http://ritter.tea.state.tx.us/nclb/newpolicy/title1d2.pdf

PS3105—Title II, Part D—Technology

This schedule is required if Title II, Part D, funds are budgeted on Schedule **BS6001—Program Budget Summary**.

LEAs applying for Title II, Part D, funding must have a current approved technology plan within the Texas e-Plan system before receiving Title II, Part D, funds. LEAs that do not have a current approved technology plan will have their Title II, Part D, funding placed on hold until they have submitted their plan and it has been approved. To ensure that your technology plan is approved and therefore eligible to receive Title II, Part D, funding through TEA's online Expenditure Reporting (ER) system, submit the 2008–2009 technology plan by March 30, 2008, to ensure approval by September 1, 2008.

Funding will also be placed on hold for fiscal agents of SSAs if all member LEAs do not have a current approved technology plan. Fiscal agents for the Title II, Part D, program must ensure that all members of its SSA have an approved 2008–2009 technology plan before receiving funding. Fiscal agents that do not receive a planning amount (that is, regional ESCs) do not need to submit a technology plan by March 30, 2008; however, all members of the SSA must have an approved plan.

You must enter technology plans into the electronic Texas e-Plan system. Technical assistance is provided through the Technology Planning and E-rate Support Center (TPESC) located at ESC 12 in Waco, Texas. You can contact TPESC at 254-297-1275 or at techplan@esc12.net.

Supplement Not Supplant

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

Specific Instructions

If 100% of the use of Title II, Part D, funds is transferred through the Rural Education Achievement Program (REAP), do the following:

1. Check the following box at the top of this schedule:

   ☐ **The LEA has REAP 100% of Title II, Part D, funds for . . . .**

2. Save the schedule.

Otherwise, complete the form as instructed.

Part 1: Required Professional Development

Type the percentage of Title II, Part D, funds that the LEA will use for ongoing, sustained, and intensive high-quality professional development.

Note: If the amount is less than 25% of your organization's Title II, Part D, entitlement, you must complete Schedule WV4002 (Waiver Request for Title II, Part D, Professional Development) to request a waiver of the 25% minimum.

Part 2: Private Nonprofit Schools

1. Check **Yes** or **No** to indicate whether there are private nonprofit schools within your organization's boundaries.

2. If you check **Yes**, type the date (mm/dd/yyyy) of the initial consultation with those private nonprofit schools.

Initial Contact with Private Nonprofit Schools to Determine Participation

In a manner that is "timely and meaningful," you must annually contact the private nonprofit school officials in your district to determine if they want their students (or teachers) to receive services.

Before completing and submitting this application, you must contact officials of private nonprofit schools located within your organization's boundaries to ascertain if they want children enrolled in their schools (or teachers) to participate in the purposes and benefits of this program.

Such initial contact may be carried out through a variety of communication forms, including documented phone calls, certified letters, fax, email, or meetings with the officials.

Initial Contact Methods

1. Check the contact methods you used to determine the initial interest of private nonprofit schools in participating in this program. Complete this information even if no schools chose to participate.

2. Check **Other Method** and type any additional contact methods used to initially determine interest in participating.

3. Check **Yes** or **No** to indicate private nonprofit (PNP) school participation.

4. If you check **Yes**, provide the date of consultation. The date must be prior to the submission of the Consolidated Application for Federal Funding.

Participant Consultation and Equitable Services

Type the number of private nonprofit schools who indicated during initial consultation that they would be participating in the program.

Development and Design Phase Consultation Methods

If private nonprofit school officials want their children (or teachers) to participate, you must involve the participating private nonprofit school officials during all phases of the development and design of the program through ongoing communication between appropriate parties.

To complete this section, do the following:

1. Check all consultation methods that you used during the development and design phase to provide a genuine opportunity for participation through ongoing communication.

2. Check **Other Method** and type any additional consultation methods used to provide a genuine opportunity to participate through ongoing communication.

Indicate the position of the LEA person responsible for maintaining auditable records and labeling of the LEA material and equipment housed at the participating private nonprofit schools.

Type the position of the person employed by the LEA who is responsible for maintaining auditable records and labeling LEA material and equipment housed at the participating nonprofit schools.

Consultation Requirements Discussed

You must consult with private nonprofit school officials before making any decision that affects the opportunities of those children (or teachers) to participate in the project throughout the implementation and assessment of the grant project. You must give private nonprofit school officials a genuine opportunity to express their views regarding each issue subject to the following consultation requirements:

- how the children's (teachers') needs will be identified
- what services will be offered
- how, where, and by whom the services will be provided
- how the services will be academically assessed (evaluated), and how the results of that assessment will be used to improve those services
- what equitable services (size and scope) will be provided to the eligible private nonprofit school children (or teachers) and what proportion of funds will be allocated for such services
- how and when the organization will make decisions about the delivery of service to such children (or teachers), including a thorough consideration and analysis of the views of the private nonprofit school officials on the provision of services through a contract with potential third-party providers

To complete this section, do the following:

1. Check each box to indicate that your consultation with participating private nonprofit school officials included consideration of all required elements. The application is not eligible to be funded unless each of these elements is considered.

2. Type any additional requirements that were considered, if not listed above, in **Other**.

Part 3: Planned Expenditures

Part 3 is different depending upon whether you are applying for the NCLBAA10 NCLB Consolidated grant or the NCLB Federal Stimulus package. See the appropriate section for the correct instructions.

Instructions for the NCLB Consolidated Grant

Follow these instructions to complete **Part 3** if you are applying for the NCLBAA10 Consolidated grant. Skip to Instructions for the NCLB Federal Stimulus Package if you are applying for the federal stimulus package grant

Focus Area

1. In the column labeled **LEA**, check the focus areas that will be addressed with Title II, Part D, funds. At least one box in this column must be checked.

2. If private nonprofit schools are participating, check the focus areas that will be addressed as part of the Title II, Part D, private school program in the column labeled **PNP**. LEAs with participating private nonprofit schools must check at least one box in this column.

Instructions for the NCLB Federal Stimulus Package

Follow these instructions to complete **Part 3** if you are applying for the NCLB Federal Stimulus package.

Focus Area

1. In the column labeled **LEA**, type the amount of Title II, Part D, funds that will be expended in each focus area. At least one focus area must have an amount greater than 0.

2. If private nonprofit schools are participating, type the amount of Title II, Part D, funds that will be expended as part of the private school program in the column labeled **PNP**. LEAs with participating private nonprofit schools must type an amount greater than 0 in at least one box in this column.

Total

These fields show the total amounts to be spent on Title II, Part D, focus areas and the total amounts to be expended as part of the private school program.

Job Creation/Retention

1. Type the number of new jobs to be created with the Title II, Part D, stimulus funds.

2. Type the number of jobs that will be saved because of Title II, Part D, stimulus funds.

Part 4: Additional Information (Optional)

If you decide to provide additional information, space is provided for your convenience.

Reference Material

The following documents or websites contain additional information to assist with program requirements and compliance questions.

- Program Appendices: http://ritter.tea.state.tx.us/nclb/nclbaa/appendix.html
- Policy Guidance for Title II, Part D: http://ritter.tea.state.tx.us/nclb/newpolicy/title2d.pdf
- Private Nonprofit Calculation of Fair Share for Services (p. 15): http://maverick.tea.state.tx.us:8080/Guidelines/NCLB/NCLBAA09/NCLBAA09PP1100_G.pdf

PS3111—Title I, Part A

This schedule is required if Title I, Part A, funds are budgeted on the BS6001—Program Budget Summary and if you are applying for the NCLB Consolidated Federal Stimulus grant.

> **Note**: Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. Some of these fields are calculation totals—data pulled from sources outside the application—and some of these fields are populated with information you entered elsewhere. You cannot type in these fields.
>
> Areas shaded in a dark gray are fields that are not required for this grant.

Supplement Not Supplant

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

Part 1: Private Nonprofit Schools

For each fund source listed, click **Yes** or **No** to indicate whether there are private nonprofit schools within your organization's boundaries.

Initial Contact with Private Nonprofit Schools to Determine Participation

In a manner that is "timely and meaningful," you must annually contact the private nonprofit school officials in your district to determine if they want their students (or teachers) to receive services.

Before completing and submitting this application, you must contact officials of private nonprofit schools located within your organization's boundaries to ascertain if they want children enrolled in their schools (or teachers) to participate in the purposes and benefits of this program.

Such initial contact may be carried out through a variety of communication forms, including documented phone calls, certified letters, fax, email, or meetings with the officials.

Initial Contact Methods

1. Check the contact methods you used to determine the initial interest of private nonprofit schools in participating in this program. Complete this information even if no schools chose to participate.
2. Check **Other Method** and type any additional contact methods used to initially determine interest in participating.
3. Click **Yes** or **No** to indicate private nonprofit (PNP) school participation.
4. If you click **Yes**, provide the date of consultation. The date must be prior to the submission of the Consolidated Application for Federal Funding.

Participant Consultation and Equitable Services

For each fund source, type the number of private nonprofit schools who indicated during initial consultation that they would be participating in the program.

Development and Design Phase Consultation Methods

If private nonprofit school officials want their children (or teachers) to participate, you must involve the participating private nonprofit school officials during all phases of the development and design of the program through ongoing communication between appropriate parties.

To complete this section, do the following:

1. Check all consultation methods that you used during the development and design phase to provide a genuine opportunity for participation through ongoing communication.

2. Check **Other Method** and type any additional consultation methods used to provide a genuine opportunity to participate through ongoing communication.

Indicate the position of the LEA person responsible for maintaining auditable records and labeling of the LEA material and equipment housed at the participating private nonprofit schools.

Type the position title of the person who will be responsible for maintaining auditable records and labeling the LEA material and equipment housed at the participating private nonprofit schools.

Consultation Requirements Discussed

You must consult with private nonprofit school officials before making any decision that affects the opportunities of those children (or teachers) to participate in the project throughout the implementation and assessment of the grant project. You must give private nonprofit school officials a genuine opportunity to express their views regarding each issue subject to the following consultation requirements:

- how the children's (teachers') needs will be identified
- what services will be offered
- how, where, and by whom the services will be provided
- how the services will be academically assessed (evaluated), and how the results of that assessment will be used to improve those services
- what equitable services (size and scope) will be provided to the eligible private nonprofit school children (or teachers) and what proportion of funds will be allocated for such services
- what method of sources of data are used to determine the number of children from low-income families and participating school attendance areas who attend private nonprofit schools
- how and when the organization will make decisions about the delivery of service to such children (or teachers), including a thorough consideration and analysis of the views of the private nonprofit school officials on the provision of services through a contract with potential third-party providers

- how, if the organization disagrees with the views of the private nonprofit school officials on the provision of services through a contract, the organization will provide in writing to such officials an analysis of the reasons why the organization has chosen not to use a contractor
- what professional development activities the organization will offer to the private school teachers
- how the organization will involve families in the Title I, Part A, program

To complete this section, do the following:

1. Check each box to indicate that your consultation with participating private nonprofit school officials included consideration of all required elements. The application is not eligible to be funded unless each of these elements is considered.

2. Type any additional requirements that were considered, if not listed above, in **Other**.

Part 2: Funding Requirements

The following statements about reservation requirements are from Public Law 107-110:

> Sec 1113 (b)(3) RESERVATION—A local educational agency shall reserve such funds as are necessary under this part to provide services comparable to those provided to children in schools funded under this part to serve—(A) homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live, (B) children in local institutions for neglected children, and (C) if appropriate, children in local institutions for delinquent children, and neglected or delinquent children in community day school programs.
>
> Sec 1118(a)(3)(A) IN GENERAL—Each local educational agency shall reserve not less than 1 percent of such agency's allocation under subpart 2 of this part to carry out this section, including promoting family literacy and parenting skills, except that this paragraph shall not apply if 1 percent of such agency's allocation under subpart 2 of this part for the fiscal year for which the determination is made is $5,000 or less.

Planned Reservation of Title I, Part A, Funds at the LEA Level

Entitlement Amount

This box shows the total amount of planning funds until the maximum entitlement amount is available.

Activities Conducted with Reserved Funds

1. On each line, check **N/A** or type the amount of funds reserved for the activity.

   - If you check **N/A** on lines #**a–h**, this means the LEA will not be reserving funds for those activities. Checking **N/A** disables the line.
   - If you check **N/A** on lines #**i–j**, this means that either the LEA will not be reserving funds or all students at the facility for the neglected or delinquent are served at a Title I, Part A, campus.

2. For each activity **conducted**, type the estimated amount of the current-year entitlement that will be reserved at the LEA level. The amount typed in any one line cannot exceed the total entitlement.

Once you type an amount, the percentage of the entitlement amount is calculated for you. Remember: these funds are not part of the campus allocation.

3. If another activity will be conducted with reserved funds that is not listed, describe the activity in the space provided.

> **Note**: If the **Entitlement Amount** is greater than $500,000, you must reserve at least 1% of funds for Districtwide Parent Involvement Activities.
>
> **Note**: If your ***district*** has been identified for School Improvement, you must reserve at least 10% of funds for professional development.

Total

These boxes show the total reserved funds and the percentage of reserved funds you have allotted to Title I, Part A, activities.

If the total reservations exceed 30% of the entitlement, TEA will contact you for justification of this reservation.

> **Note**: The **Total Reserved Funds** cannot exceed the **Entitlement Amount**.

Use of Funds to Meet Teacher Quality and Paraprofessional Qualifications

Follow these instructions to ensure that your organization meets the teacher quality and paraprofessional qualifications:

1. If this box is enabled, type the estimated percent of the Title I, Part A, current-year entitlement that the LEA will use to provide professional development activities to ensure that Title I, Part A, teachers and paraprofessionals meet the requirements of 34 Code of Federal Regulations (CFR) 200.56 and 200.58. The LEA must use at least 5% of its current-year entitlement unless a lesser amount is sufficient to ensure that its teachers and paraprofessionals meet the requirements.

> **Note**: If you wish to type an amount in this field and it is not enabled, you checked the **NA** box for line **#e** above. Uncheck the box to enable the field.

If you type a percentage greater than 5, the following two buttons are disabled.

2. If you indicated that less than 5% of the entitlement will be used for professional development in the line above, you must click one of the two buttons to indicate why a lesser amount is required.

Part 3: Parental Involvement Consultation and Evaluation

You are required to provide materials to parents in an understandable format and, to the extent practicable, in the parents' primary language. Parents must be included in evaluating the parental-involvement program activities on Title I, Part A, campuses, as well in the development of school-parent compacts.

1. Type the date that parents were involved in the evaluation of the Title I, Part A, Parent Involvement Program.

2. Type the date of the most recent consultation meeting with parents. (This date is only required if the LEA's current-year entitlement is greater than $500,000.)

Part 4: Strategic Planning for Use of Funds

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for strategic planning for use of funds.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for strategic planning for use of funds.

Activities

Check all activities to be conducted for strategic planning for use of funds.

Part 5: High School Completion and Dropout Prevention

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for high school completion and dropout prevention.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for high school completion and dropout prevention.

Activities

Check all activities to be conducted for high school completion and dropout prevention.

Part 6: Supplemental Educational Services (SES)

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for SES.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for SES.

Activities

Check all activities to be conducted for SES.

Part 7: High-Quality Professional Development

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for high-quality professional development.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for high-quality professional development.

Activities

Check all activities to be conducted for high-quality professional development.

Part 8: Activities Aligned to Reading First or Similarly Implemented Reading Programs

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for activities aligned to Reading First or similarly implemented reading programs.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for activities aligned with Reading First or similar reading programs.

Activities

Check all activities to be conducted for Reading First or other similar reading programs.

Part 9: Activities Aligned to Response to Intervention (RtI)

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for RtI.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for RtI.

Activities

Check all activities to be conducted for RtI.

Part 10: School Improvement

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for School Improvement.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for School Improvement.

Activities

Check all activities to be conducted for School Improvement.

Part 11: Technology

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for technology.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for technology.

Activities

Check all activities to be conducted for technology.

Part 12: Teacher Quality

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for teacher quality.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for teacher quality.

Activities

Check all activities to be conducted for teacher quality.

Part 13: Activities Aligned to STEM Education

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for STEM education.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for activities aligned to STEM education.

Activities

Check all activities to be conducted for STEM education.

Part 14: Early Childhood

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for early childhood education.

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for early childhood education.

Activities

Check all activities to be conducted for early childhood education.

Part 15: Perkins/Career and Technology Education

Estimated Expenditures

Use this part to estimate expenditures and indicate the activities to be conducted for Perkins or Career and Technology (CTE).

1. Type the estimated expenditures for the districtwide initiative for all Title I, Part A, campuses.
2. Type the estimated expenditures for activities to be funded from Title I campus allocations.

Total

This field shows the total estimated expenditures for Perkins or CTE.

Activities

Check all activities to be conducted for Perkins or CTE.

Total

This box shows the total estimated expenditures for the activities listed in Parts 4–15. This total should not exceed the entitlement amount.

Part 16: Job Creation/Retention

1. Type the number of new jobs to be created with the Title I, Part A, stimulus funds.
2. Type the number of jobs that will be saved because of Title I, Part A, stimulus funds.

Part 17: Additional Information (optional)

If your organization decides to provide additional information, space is provided for your convenience.

Reference Material

The following documents or websites contain additional information to assist with program requirements and compliance questions.

- Program Appendices: http://ritter.tea.state.tx.us/nclb/nclbaa/appendix.html

PS3251—Consolidated Program Activities

Complete this schedule if you are an applicant for the NCLB Consolidate Stimulus grant, to assure that stimulus funds were incorporated into the planning process for the Consolidated NCLB Application for Federal Funding.

1. For each program schedule listed, check the box to assure that stimulus funds were incorporated into the planning process for the Consolidated NCLB Application for Federal Funding as described in that schedule.

2. If you are unable to make that assurance, describe how the stimulus funds will be used differently than described in the program schedule.

PS3400—Equitable Access and Participation

In accordance with the *General Education Provisions Act* (GEPA), Section 427, applicants must develop and describe the procedures to ensure equitable access to and equitable participation in this grant program. The barriers to such participation should be identified for all participants and potential participants during the needs assessment phase of the program planning and development.

You must address the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation, including those based on gender, race, color, national origin, disability, and age.

To assist you in this effort, TEA has identified common barriers that may prevent students, teachers, and other beneficiaries from full and equitable participation as well as strategies that may assist in eliminating the barriers.

If this schedule is active, this application is not eligible to be considered for funding without this information.

For shared services arrangements, submit one composite schedule for all members of the SSA, as applicable.

> **Note**: Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. Some of these fields are calculation totals—data pulled from sources outside the application—and some of these fields are populated with information you entered elsewhere. You cannot type in these fields.
>
> Areas shaded in a dark gray are fields that are not required for this grant

Barriers and Strategies

This line in the form may be inactive. If it is allowed and if no barriers to equitable access and participation were identified or there are none for a specific group, do the following:

1. Select the box titled **The applicant assures that no barriers exist to equitable access and participation for**.
2. Check **All** or the specific groups for whom no barriers were identified. If you select **All**, leave the rest of the schedule blank.

For each barrier identified during the comprehensive needs assessment, do the following:

1. Check the appropriate participants who would be affected by the listed strategies.
2. Select the strategies proposed to ensure equitable access to and equitable participation in this program, its projects, and activities. To select a strategy, check the box or boxes to the right that indicate the intended focuses of the strategy —Students, Teachers, and Others.
3. If a proposed strategy is not listed, type a description of it in **Other** for the appropriate barrier.

4. If a type of barrier is not listed, enter a description of it and of the proposed strategy in subsection Z99 on the last page of the form. Select the focuses of the strategy.

BS6001—Program Budget Summary

The budgeted amounts for program costs for each appropriate class/object code are summarized on this schedule. Request only funds that 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 they must meet the following:

- be incurred specifically for the grant
- benefit the grant and other work
- be 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 by the terms of the grant award.

In assigning budgeted items to proper class/object codes, you are strongly encouraged to consult with your business or accounting office before submitting the application. Advance coordination will expedite negotiation and application processing.

If you receive a grant, you must comply with the Federal cost principles in expending grant funds. Refer to "Cost Principles" (Reference Material) and to Guidelines Related to Specific Costs for additional information. All encumbrances and expenditure of funds approved shall occur on or after the effective date of this application—upon certification or submission of the grant application or the first day of the grant availability period, whichever is later.

Request grant funds on the appropriate supporting budget schedules, as included in the eGrants Application. Refer to the specific instructions for each supporting budget schedule for more detailed instructions:

- Payroll Costs (6101)
- Title III, Part A (6234)
- Debt Service (6501)
- Capital Outlay (6601)

If you need to add a fund source after the original application has been submitted, the superintendent or executive director must submit a written request to the Senior Director of the Division of NCLB Program Coordination. The written request must include the following:

- a statement to void the original application (SAS-NCLBAA10 or NCLBST10)
- a statement of understanding that the SAS-NCLBAA10 (or SAS-NCLBST10) will be voided, therefore losing the original date of submission
- a statement of understanding that resubmission must be on or before September 1, 2009, to receive funding.

  The application will receive a new effective date (the date it is submitted to TEA). Your written request will *not* be accepted if your organization has made a cash draw-down through ER.

Note: Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. Some of these fields are calculation totals—data pulled from sources outside the application—and some of these fields are populated with information you entered elsewhere. You cannot type in these fields.

Areas shaded in a dark gray are fields that are not required for this grant.

Reasonable and Necessary Costs

Costs must be reasonable and necessary for operation of the program. 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.

In accordance with the Federal cost principles, 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 or 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 be included as costs 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 following is met:

- 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 or state laws and regulations, and grant-award terms and conditions.
- Individuals acted with prudence in the circumstances of responsibility to the organization, its members, employees, clients, the public, and the Federal government.
- There are no significant deviations from established practices of the organization that may unjustifiably increase grant costs.

Shared Services Arrangements

If this application is for a shared services arrangement (SSA), the **Program Budget Summary** is a composite of all amounts requested by the fiscal agent and its member districts. Amounts are shown by class/object code for all member districts and the fiscal agent

> **Note:** Member districts must report expenditures to the fiscal agent by object code of expenditure. The fiscal agent will submit composite expenditures by class/object code for all member districts and the fiscal agent.

A footnote for **Payments to Member Districts (6493)** is provided to indicate the total amount anticipated to be paid to member districts. This represents the amount of funds that will *not* be retained by the fiscal agent for SSA purposes.

Viewing the List of SSA Members

A report has been provided to allow the fiscal agent to view a list of members for each fund source and their individual planning amounts.

> **Note:** This report can be pulled periodically to ensure that all members have completed their ADC forms.

To view and print the report, click **View List of SSA Members**. A report using Adobe Acrobat (.pdf) will be generated.

Click on the printer button from the Adobe Reader toolbar to print the report.

> **Important**: Do *not* print using the printer button from the Internet browser toolbar.

Part 1: Available Funding

The fields in the following rows are prefilled based on your response to the ADC form and your planning amounts or entitlement information. It is not possible for you to alter the information that appears in these prefilled fields.

- NOGA ID Number
- Current FY Planning Amount
- Maximum Entitlement (when available)
- Actual Roll Forward (when available)
- Reallocation Funds (if applicable)
- Total Funds Available
- Prior-Year Project, if applicable (A check indicates that there was a prior-year project.)

Complete this part as follows:

1. Type the estimated roll-forward amount for each applicable funding source. These amounts are funds that will be carried over from the previous fiscal year into the current application. These amounts are replaced in the application by the actual roll forward once the final expenditure reports are submitted.

2. For each applicable fund source, indicate whether or not you are requesting consolidation of administrative funds.

Part 2: Funding Status

- Fund sources for which you have joined an SSA have been marked **SSA**.
- Fund sources for which you are *not eligible* or are not applying have been marked **NP** for nonparticipant.

Part 3: Budgeted Costs

Instructions for Budgeted Costs Table

For each applicable fund source included in the application, type the amounts budgeted by class/object code.

6100 Payroll Costs

Use this line item to budget for personnel. All items requested must be allowable under the authorizing program statutes, regulations, and rules. If money is budgeted in **6100**, then the **BS6101** must be completed.

6200 Professional and Contracted Services

Use this line item to request professional or contracted services that 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.

Unallowable Costs

You shall not use or pay any consultant in the conduct of this application if the services to be rendered by such consultant could have been rendered by your employees.

Grant funds may not be used for the following:

- training or technical assistance on grant writing or obtaining grant funds
- fundraising activities

Written Agreements and Contracts

You must maintain a contract administration system to ensure that contractors or consultants perform in accordance with the terms, conditions, and specifications of their contracts and 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 or procedure for selecting a particular contractor.
- For contracts or agreements in excess of $10,000, describe conditions under which the contract may be terminated, include the basis for settlement.
- If the contract is to develop materials, concepts, or products, ensure that the agreement or contract contains provisions that protect and 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 or consultants possessing the ability to perform successfully under the terms and conditions of the proposed contract or procurement.
- Select consultants based on demonstrated competence, qualifications, experience, and reasonableness of costs. Consideration must be given to contractor integrity, compliance with public policy, past performance, and financial and technical resources.
- Contract only with persons not employed by your organization.
- Do not participate in selection or award of a contract if a conflict of interest is involved.
- Maintain records on services performed—date of service, purpose of service—ensuring that services are consistent and satisfactory as described in the signed contract or purchase order.
- Make payment only after the service is performed and not before, according to state and federal law.
- For procurement contracts under which a contracted person will have critical influence or substantive control over the transaction, only contract with persons not debarred or suspended from receiving financial assistance under federal programs.

6300 Supplies and Materials

Use this line item to request allowable funding for program supplies or materials, shipping and handling costs, and hardware or 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 necessary to fulfill your project objectives.

Competitive Bid

You must comply with competitive bidding requirements outlined in the Texas Education Code, Section 44.031 and its implementing rules, where applicable.

Unallowable Costs

Unallowable costs are the following:

- costs associated with awards banquets, ceremonies, celebrations, and social events
- calendaring systems to manage personal calendars—personal digital assistant (PDA) devices, palm pilots, electronic or 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

6400 Other Operating Costs

Use this line item to request other operating costs. Items requested must be allowed under the authorizing program statutes, regulations, and rules.

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

Unallowable Costs

Costs that are not allowed are those related to training or technical assistance on grant writing or obtaining funds. Costs related to fundraising are not allowable.

6500 Debt Service

Use this line item to budget for debt service costs. All debt service requires specific approval. If money is budgeted in **6500**, then the **BS6501** must be completed.

6600 Capital Outlay

The line for 6600 includes all capital outlay items regardless of unit cost. It includes all capital outlay and repair costs that may have been itemized on Schedule **BS6601** as well as capital outlay costs that are less than $5000. See the instructions on the Schedule **BS6601** for more information.

8911 Operating Transfers Out

If you choose to budget funds from any fund source for your Title I schoolwide campuses under 8911, you are *not* required to reflect the 8911 amount on the budget schedules for that fund source. However, you must submit all applicable program schedules. Remember that **8911** is a Schoolwide code that does not include any personnel, reservations, or purchases to be made at the district level. Refer to **Appendix 10** (see the References list) for information concerning the use of funds on schoolwide campuses.

Indirect Costs

If you wish to include indirect costs as a line item in the Budget Summary, type the indirect cost under each applicable fund source.

- Indirect costs are claimed on *actual expenditures* through the expenditure reporting system and are based on your TEA-approved indirect cost rate or 8%, whichever is less, minus exclusions. See **Appendix 6** (see the References list) for calculation of indirect costs. Any amount listed for indirect costs on the Budget Summary is an estimate *only* and will not be checked by TEA.
- Indirect costs may be claimed based on actual expenditures declared on the expenditure reporting system, regardless of whether you have included indirect costs on the Budget Summary in the original application or amendment.

Total Costs

Total Budgeted Costs

This row displays the total budgeted costs for each fund source.

Difference between Total Funds Available and Total Costs

Total Funds Available Minus Total Costs

This row shows the result of subtracting the total costs from the total funds available.

6493 Payments to Member Districts of SSA

If applicable, type the total amount of payments to SSA member districts. This amount may duplicate all or a portion of the above **Total Budgeted Costs**.

Amendments

If you need to amend the application to request authorization for: (1) other activities, (2) additions or changes of personnel, (3) change of equipment including additional units, (4) addition of a class/object code not previously budgeted, or (5) other increases or decreases in expenditure accounts, you must obtain approval by submitting an amendment before you encumber such funds or before such services are rendered.

A budget amendment is required when cumulative transfers among direct cost categories *exceed* or are expected to exceed 25% of the total approved budget. You may transfer funds among existing budgeted categories without submitting an amendment as long as the total amount of funds transferred is 25% or less of the total current approved budget. This provision does not allow for the purchase of additional units of equipment but may be used for previously approved items that cost more than budgeted amounts. The total expenditures for programs budgeted cannot exceed the total amount approved for each program budget.

Reference Material

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

- Appendix 1: General Guidelines Applicable to All Cost Principles: http://ritter.tea.state.tx.us/nclb/nclbaa/app1.pdf
- Appendix 2: Cost Principles: http://ritter.tea.state.tx.us/nclb/nclbaa/app2.pdf
- Appendix 5: Rules Governing Encumbrances and Expenditures: http://ritter.tea.state.tx.us/nclb/nclbaa/app5.pdf
- Appendix 6: Guidelines for Indirect Costs Calculations: http://ritter.tea.state.tx.us/nclb/nclbaa/app6.pdf
- Appendix 7: Frequently Asked Questions Related to Audits: http://ritter.tea.state.tx.us/nclb/nclbaa/app7.pdf
- Appendix 8: Rules Governing Supplement, Not Supplant: http://ritter.tea.state.tx.us/nclb/nclbaa/app8.pdf
- Appendix 10: Use of Funds for Title I, Part A, Schoolwide Programs: http://ritter.tea.state.tx.us/nclb/PDF/sasforms/tvirural/05/appendix/APPENDIX10Schoolwide.doc
- Appendix 15: Funding Formulas: http://ritter.tea.state.tx.us/nclb/nclbaa/app15.pdf
- Appendix 20: Special Instructions for Shared Services Arrangements: http://ritter.tea.state.tx.us/nclb/nclbaa/app20.pdf
- Financial Accounting and Reporting (FAR) Module: Financial Accountability System Resource Guide, Section 1.3.1.4: http://ritter.tea.state.tx.us/school.finance/audit/resguide13/index.html

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 for you to accomplish the objectives of the project. Your organization must comply with the applicable Federal cost principles in expending grant funds. See the last section of this appendix for a list of the Federal cost principles.

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

Advertisements

Advertisements are allowed for recruiting grant personnel only as long as the advertisement is *not* in color and not excessively large.

Advertisements are allowed for communication with the public and press when the costs are considered necessary as part of the outreach effort for the grant.

Alcoholic Beverages

Alcoholic beverages are not allowable under any circumstances.

Audit Fees

Audit fees are allowable in accordance with the following:

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

Awards for Recognition and Incentives for Participation

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

The following items may be donated by others but may not be purchased with grant funds:

- gifts or items that appear to be gifts
- souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains
- "door prizes," movie tickets, gift certificates, passes to amusement parks, and so on
- food of any kind (snacks, beverages, refreshments, meals, and so on)

Calendars and Calendaring Systems

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

Cellular Telephones for Personal Use

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

Ceremonies, Banquets, or Celebrations

Costs associated with ceremonies, banquets, or celebrations are not allowable.

Conflict of Interest

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

Construction, Remodeling, or Renovation

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

Consultants

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

Employee Service Awards

Employee service awards cannot be paid from grant funds.

Employer Contributions to Voluntary Retirement Plan

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

Entertainment, Recreation, Social Events

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

Field Trips

If specified in the grant program, *educational* field trips are allowable under certain circumstances if allowed in the grant program. Educational field trips are approved, planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. These field trips should provide hands-on activities that encourage students to experiment and ask questions. The field trip must support Texas Essential Knowledge and Skills (TEKS), must be reasonable in cost, and must be necessary to accomplish the objectives of the grant program.

The field trip must also appear as a part of the teacher's lesson plans, which should include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned from the trip.

Costs for the field trip must be reasonable. Any entrance fees and transportation costs must be reasonable in comparison to the intended objectives of the trip.

For audit purposes, your organization must maintain documentation of the field trip and must provide clear evidence of how the expense ties back to an instructional objective. Documentation should include the following:

- destination of each field trip
- costs associated with each field trip
- objectives to be accomplished from conducting the field trip
- teacher's lesson plan and follow-up activities

If the supplement-not-supplant requirement applies to the grant program in question, documentation must demonstrate the supplementary nature of the field trip as well.

Examples of Appropriate Educational Field Trips

Examples of appropriate educational field trips include the following:

- curricular academic activities focused on math, science, and technology, such as service learning, internships, UIL competitions (robotics, math), or science and technology fairs
- laboratory and field investigation instruction, used to improve students' understanding of science TEKS objectives
- trips to a river, archaeological site, or nature preserve that might include contracting with local science centers, museums, zoos, and horticultural centers for visits and programs
- trips to the local library to increase access to high-interest reading materials
- visits to colleges and universities to encourage interest in the pursuit of higher education

Unallowable Costs Related to Field Trips

The following costs are not allowable:

- field trips for social, entertainment, or recreational purposes
- field trips that supplant and do not supplement local or state expenditures or activities
- field trips that are not part of a teacher's lesson plan or that do not meet the instructional objectives of the grant program
- field trips that are not reasonable in cost or are not necessary to accomplish the objectives of the grant program
- field trips that are not properly documented (as described above)

Food and Beverage Costs

Expenditures on food must be *reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program*. If TEA determines that you expended grant funds on food costs that are not reasonable or necessary to meet the intent and objectives of the grant, TEA reserves the right to restrict you from expending any funds on food costs or to disallow expenditures on food costs.

Food Costs for Participant Meetings/Training

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

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

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

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

Allowable Food Costs for Parents and/or Students

The following food costs are allowable for parents or students:

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

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

Unallowable Food Costs

The following costs are not allowable:

- refreshments of any kind, including beverages, breaks, and snack foods except as necessary for parent involvement activities to encourage attendance
- refreshments or meals at an awards banquet or functions
- any food costs that is not necessary to accomplish the objectives of the grant program
- any food cost associated with an event in which a guest speaker or other individual conducts a presentation

- breakfast

Fund-Raising Activities

Costs of organized fund raising, including solicitation of gifts and bequests, endowment drives, financial campaigns, and similar expenses incurred to raise capital or obtain contributions are not allowable. Costs associated with training on fund-raising are not allowable.

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 statute and specifically approved by TEA in the grant application.

Legal Fees

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

Membership in Civic and Social Organizations or Lobbying Organizations

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

Personal Calendaring Systems

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

Printing Costs

Printing costs are allowable when documentation demonstrates that they are reasonable and necessary. Any multi-color printing must be reasonable in cost and must be necessary to carry out the objectives of the grant program. Documentation must be maintained demonstrating that any such costs are reasonable and necessary.

Professional or Individual Liability Insurance

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

Promotional Items, Memorabilia, or Souvenirs

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

Renovation, Remodeling, or Construction

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

Social Events

The costs associated with social events of any kind are not allowable.

Substitute Pay for Private Nonprofit Schools

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

Training or Technical Assistance on Grant Writing

Funds may not be used for training or technical assistance on grant writing or for costs associated with obtaining funds from another grant.

Transportation Costs

The cost of transporting students (or parents, if appropriate for the particular grant program) to or from extracurricular grant activities is an allowable expenditure. You may not charge the grant for costs incurred in transporting students to and from the *regular* school day.

Travel Costs

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

Travel generally means a destination outside the city or town in which the individual works (i.e., duty point). Travel can also mean transportation from one duty point to another within the same city or town, such as with an itinerant teacher or counselor who visits multiple campuses in the same work day.

Travel allowances, in which the per diem is paid to the employee regardless of the amount actually expended, are not allowable.

Travel Costs for Executive Director, Superintendent, or Board Members

Travel costs for executive directors, superintendents, or board members or directors are allowed only when they are specifically related to carrying out the objectives of the grant project and only with specific TEA approval.

Allowable Travel Expenses

The following travel expenses are allowable:

- *Mileage reimbursement* is allowable for travel necessary to carry out the objectives of the grant project. When an employee is on travel for the purposes of the grant, mileage reimbursement cannot exceed the rate established by the Texas Comptroller. (Effective January 1, 2009, reimbursement for mileage is not to exceed 55.0 cents per mile. Between July 1, 2008, and December 31, 2008,

reimbursement is not to exceed 58.5 cents per mile.) If local organization policy reimburses at a lower rate, you must claim that lower rate.

- *Airfare* is allowable at the lowest fare available and must be documented with a *receipt*. First-class airfare is not allowable.
- *Car rental fee* (at destination) is not allowable unless other transportation such as taxi or shuttle is not available for performing official business or unless you document that car rental is more cost effective than alternate modes of travel. (The car rental must be documented with a *receipt*.)
- Airport *parking* is allowable.
- **In-State Per Diem (meals and lodging)** *for overnight travel in Texas* is reimbursed at ***actual cost*** not to exceed the maximum amount allowed by State law, *or local policy*, whichever is *less*. *Beginning September 1, 2005,* the maximum allowable lodging is *$85.00 per night, not including taxes*. Meals are allowable at *actual cost not to exceed $36.00 per day*. If local school policy requires reimbursement at a *lower* rate, you must use the *lower* rate. (Lodging must be documented with a *receipt*.) *Any amount over the allowable amount must be paid from local funds. Tips for meals cannot be reimbursed.*

  Out-Of-State Per diem (meals and lodging) is reimbursed at *actual* cost not to exceed the maximum amount allowed by the Federal government, *or local policy*, whichever is *less*. All other guidelines apply. Out-of-state meal and lodging rates are available on the comptroller's website at: https://fmx.cpa.state.tx.us/fm/index.php. Select **State of Texas Travel Information** under the **Travel** heading. Select **Out-of-State Meal and Lodging Rates** under the **Resources** heading. Select the **Domestic Maximum Per Diem Rates** link, then select the state to which you will be traveling.

- Taxi fares for official business are allowable. Tips cannot be reimbursed.
- Itemized miscellaneous business expenses (such as business phone calls, printing, or materials) for carrying out official business of the meeting, conference, or workshop are allowable.
- Registration fees to attend workshops or conferences are allowable. Social events or recreational events available at a cost above the basic registration fee may not be paid from grant funds.

Unallowable Travel Expenses

The following travel expenses are not allowable:

- first-class airfare
- per diem (meals and lodging) for meeting, conference, or workshop participants who live in the same city where the event is held. (Automobile mileage is allowable.)
- tips or gratuities (including service charges) of any kind
- alcoholic beverages
- entertainment, recreation, or social events
- *any* expense for other persons
- automobile mileage or taxi fares for other than official business
- personal accident insurance or personal effects coverage for rental cars
- rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop
- travel allowances (i.e., per diem paid regardless of participant's actual expenses)
- noninstructional field trips (see guidance under "Field Trips")

Travel Documentation

Travel costs must be properly documented to be reimbursable. The employee must document travel costs with a travel voucher or other comparable documentation. Documentation must include the following at a minimum:

- name of the individual claiming travel reimbursement
- destination and purpose of the trip, including how it was necessary to accomplish the objectives of the grant project
- dates of travel
- actual mileage (not to exceed reimbursement at the maximum allowable rate)
- actual amount expended on lodging per day, with a receipt attached (may not exceed the maximum allowable)
- actual amount expended on meals per day (may not exceed the maximum allowable; tips; gratuities are not reimbursable)
- actual amount expended on public transportation, such as taxis and shuttles
- actual amount expended on a rental car, with receipt attached and justification for why a rental car was necessary and how it was more cost effective than alternate transportation
- actual amount expended on incidentals, such as hotel taxes, copying of materials, and other costs associated with the travel
- total amount reimbursed to the employee

Tuition

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

Federal Cost Principles

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

Type of Entity	Application Cost Principles
• Public School • Regional Education Service Centers (ESCs) • Open-enrollment charter schools operated by a government entity • Local governments (e.g., cities, counties)	OMB Circular A-87, Cost Principles for State and Local, and Indian Tribal Governments http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
• Open-enrollment charter schools operated by a nonprofit organization • Nonprofit organizations, including community-based and faith-based organizations	OMB Circular A-122, Cost Principles for Nonprofit Organizations http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html
• Open-enrollment charter schools operated by an institution of higher education (i.e., college or university) • Institutions of higher education	OMB Circular A-21, Cost Principles for Educational Institutions http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html

To see the cost principles in side-by-side view, click the following link:

http://maverick.tea.state.tx.us:8080/guidelines/Reference Materials/CostPrinciples_sidebyside.pdf

BS6101—Payroll Costs

This support schedule is required if funds are budgeted for payroll costs or substitute pay, extra-duty pay, or employee benefits. Do *not* submit this schedule if all funds are budgeted in the 8911 fund source.

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 costs for people who are not employees (consultants or contractors).

If you have not budgeted for payroll, check **No Payroll Costs Budgeted** and save the form. Otherwise, complete it as instructed below.

> **Note**: Areas shaded in a light gray are populated automatically by the eGrants system, when applicable. Some of these fields are calculation totals—data pulled from sources outside the application—and some of these fields are populated with information you entered elsewhere. You cannot type in these fields.
>
> Areas shaded in a dark gray are fields that are not required for this grant.

Part 1: Number of Positions

The most common types of employee positions appear on this schedule. If you require a position title that is not represented, the system permits you to add titles.

Remember to include positions funded from payments to SSA member districts. An amendment to add a position is effective only as of the date of receipt of the amendment by TEA.

1. For each fund source budgeted, type the number of positions being requested. Use whole numbers, regardless of whether positions are full time or part time, for summer school or the regular school year. For example, if you wanted to fund two half-time instructional aides from the same funding source, you would type 2.

2. If the position you wish to fund is not listed, type a title for the position under **Other Position**. When describing a generic position such as "Specialist," include the type of specialist to document that the program from which the position is funded supports it. Continue completing the position request as follows:

   - Type the number of positions requested.
   - Select the fund source from the menu.
   - Type a justification for the position, including a brief description of the job and its responsibilities.

Adding Another Position

To add another position, click **Add Other**.

Deleting a Position

You can only delete positions labeled **Other**. To delete a position, follow these instructions:

1. Check the box next to the position you wish to delete.

2. Click **Delete Other**.

TEA will either approve or not approve other positions after reviewing the job description and responsibilities. Please check your application to see if your other positions have been approved or not.

Part 2: Substitutes, Extra Duty, Benefits

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

Examples of appropriate use of substitutes paid by these grants include the following:

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

Complete this section as follows:

1. Check an alternate funding source if some or all of the funds budgeted in 6100 of the **BS6001—Program Budget Summary** will be used for personnel on a schoolwide campus *not* coded to 8911.

   If you select a checkbox on **For Schoolwide Personnel not coded 8911,** Schedule **SC5000—Title I, Part A Campus Selection** must reflect at least one campus being served as a Schoolwide program.

2. Check a funding source to indicate that some or all of the funds budgeted in 6100 of the **BS6001—Program Budget Summary** will be used for extra-duty pay for support personnel or pay beyond normal working hours for professional personnel for positions *not* indicated in **Part 1**. (See FAR for 6119 and 6121.)

3. Check a funding source to indicate that some or all of the funds budgeted in 6100 of the **BS6001—Program Budget Summary** will be used for substitute pay for positions *not* included in **Part 1**.

   For example: Provide substitutes to allow public and charter school teachers to participate in staff development activities.

   Substitute pay for private school teachers (teachers who are employed by the private school) is *not* an allowable expense.

Reference Material

The following documents or websites contain additional information to assist with program requirements and compliance questions.

- Appendix 3: Documentation Required for Charges to Payroll: http://ritter.tea.state.tx.us/nclb/nclbaa/app3.pdf
- Appendix 4: Description of PEIMS Codes: http://ritter.tea.state.tx.us/nclb/nclbaa/app4.pdf
- Appendix 12: Rules Governing Education Flexibility Partnership Act (Ed-Flex): http://ritter.tea.state.tx.us/nclb/nclbaa/app12.pdf

BS6501—Debt Service

This support schedule is used to request debt service costs. All debt service requires specific approval. 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 that are necessary to fulfill your project objectives.

If you have not budgeted for debt service, check **No Debt Services Budgeted** and save the form. Otherwise, complete it as instructed below.

Part 1: Capital Lease-Purchase Principal and Interest

Use this part to budget funds for retiring the principal of long-term capital lease-purchases and for paying interest accrued on those purchases.

1. For each budgeted fund source, type the budgeted amount in whole dollars for the current year for the *principal* cost of long-term lease-purchases.

2. For each budgeted fund source, type the budgeted amount in whole dollars for the current year for *interest* on long-term lease-purchases.

Total Costs

The **Total Costs** rows show the total debt services costs for each fund source.

Part 2: Description of Property with Justification

Use this part to describe the property covered by the lease-purchases.

1. Type a brief description for each item to be lease-purchased (6512) with justification of why the item is necessary for the successful implementation of the program.

   You must provide the justification for all new lease-purchase agreements but do *not* need to resubmit it for previously approved contracts.

2. From the menu, select the applicable fund source.

3. Type the property value as the total principal cost reflected on the contract for all years (life) of the contract. Do *not* include interest.

4. Type the beginning and ending contract dates (mm/dd/yyyy) for the entire term of the lease-purchase contract.

5. Type the 9-digit county-district-campus number for the planned location of this building or equipment.

Adding a Property Description

To add an item to the **Property Description** list, click **Add Item**.

Deleting a Property Description

To delete an item from the Property Description list, follow these instructions:

1. Check the box next to the item you wish to delete.
2. Click **Delete Item**.

Reference Material

The following documents or websites contain additional information to assist with program requirements and compliance questions.

- Appendix 1: General Guidelines Applicable to All Cost Principles: http://ritter.tea.state.tx.us/nclb/nclbaa/app1.pdf
- Appendix 2: Cost Principles: http://ritter.tea.state.tx.us/nclb/nclbaa/app2.pdf
- Appendix 11: Rules Governing Disposition of Equipment and Buildings: http://ritter.tea.state.tx.us/nclb/nclbaa/app11.pdf

Access by the handicapped:

- Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Accessibility Guidelines: http://www.access-board.gov/adaag/html/adaag.htm
- 28 CFR Part 35—Nondiscrimination on Basis of Disability in State and Local Government Services: http://www.dol.gov/oasam/regs/cfr/28cfr/Part35/35toc.htm
- Uniform Federal Accessibility Standards required by the federal Architectural Barriers Act of 1968, as amended: http://www.access-board.gov/ufas/ufas-html/ufas.htm
- Texas Accessibility Standards (TAS) of the Texas Architectural Barriers Act, Article 9102, Texas Civil Statutes, promulgated by the Texas Department of Licensing and Regulation: http://www.license.state.tx.us/ab/abtas.htm

BS6601—Capital Outlay

This support schedule is used to request capitalized items, regardless of unit cost, or for improvements to equipment that materially increase their value or useful life.

Compliance

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

Specific Instructions

If you have not budgeted for capital outlay, check **No Capital Outlay Budgeted** and save the form. Otherwise, complete it as instructed below.

> **Note**: Each Title I, Part A, purchase listed on this budget schedule must be identified in the corresponding campus improvement plan (CIP) or district improvement plan (DIP).

Part 1: Furniture, Equipment, Vehicles, or Software—Regardless of Unit Cost

All capital outlay, regardless of cost, requires specific approval. Use this class/object code to itemize furniture, equipment, vehicles, or software, regardless of unit cost, having a useful life of more than one year, and an acquisition cost that equals or exceeds the capitalization level established by your organization or $5,000, whichever is less.

1. Type a *generic* description for each item of furniture, equipment, vehicle, or software, regardless of unit cost, and a useful life of more than one year, one per line. Do *not* use brand names.

2. Type the campus number for the location of each item.

> **Note**: Each district-level 6601 purchase must be coded to 999 or 000. Specific district program codes shall be maintained at the district level.

3. From the menu, select the applicable fund source.

4. Type the exact quantity and number of units for each item.

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

Adding a Capital Outlay Item

To add a capital outlay item, click **Add Item**.

Deleting a Capital Outlay Item

To delete a capital outlay item, follow these instructions:

1. Check the box next to the item you wish to delete.
2. Click **Delete Item**.

> **Note**: All items listed in Part 1 will require the LEA to justify the purchase by answering the appropriate program questions listed in the Program Guidelines.

Part 2: Library Books and Media

Complete this part to budget funds for library books and media capitalized and controlled by the library.

For each applicable fund source, type the amount of funds budgeted for library books and media. The amount cannot exceed the amount budgeted on the **BS6001—Program Budget Summary**.

For example, the LEA indicates $10,000 in 6600 Capital Outlay on the **BS6001—Program Budgeted Summary** under **Title I, Part A**, $2000 of which is for library books and media. Then on **Part 2** of the **BS6601—Capital Outlay**, the LEA would indicate $2,000 under **Title I, Part A**.

Part 3: Improvements Which Materially Increase the Value or Useful Life of Equipment or Other Capital Assets

Complete this part to budget funds for improvements that materially increase the value or useful life of equipment or other capital assets.

For each applicable fund source, type the amount of funds budgeted for improvements. The amount cannot exceed the amount budgeted on the **BS6001—Program Budget Summary**.

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.

- A *new item* is requested.
- The item *quantity increases*.

> **Note**: The amendment must be approved *before ordering or encumbering* additional units or new items.

Reference Material

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

- Appendix 1: General Guidelines Applicable to All Cost Principles: http://ritter.tea.state.tx.us/nclb/nclbaa/app1.pdf
- Appendix 2: Cost Principles: http://ritter.tea.state.tx.us/nclb/nclbaa/app2.pdf
- Appendix 11: Rules Governing Disposition of Equipment and Buildings: http://ritter.tea.state.tx.us/nclb/nclbaa/app11.pdf
- Texas Education Code: http://www.statutes.legis.state.tx.us/

WV4002—Waiver Request—Title II, Part D—Professional Development

This schedule must be submitted if you indicated on Schedule **PS3105—Title II, Part D Technology** that less than 25% of your organization's Title II, Part D, entitlement will be expended for professional development activities.

You must justify that your organization already provides ongoing, sustained, high-quality professional development to all teachers of the core academic subjects that is based on a review of relevant research in the integration of advanced technologies into curricula and instruction.

You must be able to determine through unduplicated counts that all core academic subject teachers receive ongoing, sustained, high-quality professional development in the integration of advanced technologies into curricula in instruction. Therefore, for this waiver to be approved, the number of teachers reported in **Part 1** must equal the number of teachers reported in **Part 2**, and ongoing professional development must be scheduled in **Part 3**.

Part 1: Number of Teachers (unduplicated count)

Type the number of teachers who taught core academic subjects in the district during the *previous* school year.

Part 2: Teachers Completing Activities in SY <year>

Type the number of teachers (unduplicated count) who taught core academic subjects in the district during the *previous* school year and received ongoing, sustained, high-quality professional development based on a review of relevant research in the integration of advanced technologies into curricula and instruction. This number must match the number entered in **Part 1**.

Part 3: Dates of Planned Activities for SY <year>

Type the dates that research-based professional-development activities in the integration of advanced technology into curricula and instruction will be conducted during the *current* school year. You must list at least three dates. Include only activities planned between July 1, 2009, and June 30, 2010.

> **Note**: Minor fluctuations (within a 30-day period) of the date the activity will be conducted do *not* require an amendment to this schedule.

CS7000—Provisions, Assurances, and Certifications

Legal provisions, assurances, and certification documents are provided for each grant program offered by TEA through the eGrants system. Carefully review all included provisions, assurances, and certification documents. If you deem a particular document as not applicable, identify it as such.

Required Approvals

Applications are not eligible to be funded until you certify the **CS7000—Provisions, Assurances, and Certifications** schedule by selecting all check boxes included on the schedule. Formal agreement is required by the legal representative or authorized official as follows:

- Public school district applications require Superintendent certification. Campus or campus charter schools must apply via their public school district.
- ESC applications require Executive Director certification.
- Open enrollment charter schools require Chief Operating Officer certification.
- Nonprofit organizations require Executive Director certification.

Certification is provided via the submission of the application. Certification signifies that the authorized official has read and agrees to comply with all terms outlined in the *Application Guidelines—Part 1: General and Fiscal Guidelines*, *Application Guidelines—Part 2: Program Guidelines*, application schedules and schedule instructions, and the provisions, assurances, and certifications as listed on Schedule **CS7000**.

Certification is required for any documents that appear on this schedule.

Required Provisions, Assurances, and Certification Documents

Agreement to the provisions, assurances, and certification documents is necessary in the situations listed below. Please note that *not all provisions, assurances, and certifications are applicable to all grant programs, and only those applicable to the specific grant program for which your organization is applying are included in this schedule*.

- General and Fiscal Guidelines applies to all programs administered by TEA.
- Program Guidelines are specific to each program.
- General Provisions and Assurances applies to all programs administer by TEA.
- NCLB Provisions and Assurances applies to programs funded under the No Child Left Behind Act (NCLB).
- Debarment and Suspension Certification applies to all federally-funded programs.
- Program-Specific Provisions and Assurances apply specifically to this program application.
- Lobbying Certification and its supporting Disclosure of Lobbying Activities apply to federally-funded programs in which the grant award exceeds $100,000. Complete the Disclosure of Lobbying Activities schedule only if disclosing lobbying activities.

- The Child Internet Protection Act applies to all districts receiving formula or discretionary funds from TEA under Title II Part D (Educational Technology).

To certify agreement:

1. Click on each button centered on the page above the certification statement, and review the document opened by the system.

2. To certify agreement with the document, click the check box next to each certification statement. By certifying a document, you are assuring that your authorized official has read and agreed to the provisions, assurances, and certifications listed.

For more information about each document, see individual sections below.

General and Fiscal Guidelines

This document always appears on the **CS7000** schedule and covers the general and fiscal guidelines applicable to every program type.

Certification of acceptance is required for submission of the application.

Program Guidelines

This document always appears on the **CS7000** schedule and covers the guidelines specific to the program.

Certification of acceptance is required for submission of the application.

General Provisions and Assurances

This document always appears on the **CS7000** schedule and covers the general provisions and assurances applicable to every program type:

- state-funded
- federally-funded
- discretionary
- formula

Certification of acceptance is required for submission of the application.

NCLB Provisions and Assurances

These provisions and assurances apply to all programs funded under the Elementary and Secondary Education Act, as amended by PL 107-110, No Child Left Behind Act of 2001. This document only appears when the grant program is federally funded under provisions of the NCLB Act.

By certifying your acceptance, you give assurance that your organization is in compliance with the provisions.

Debarment and Suspension Certification

Debarment and suspension certification is required for all federally-funded grants, regardless of dollar amount.

Your organization may not issue a contract or subgrant to an entity that is debarred or suspended. For all subgrants, regardless of dollar amount, and for procurement contracts of $25,000 or more, you must include the following Certification Statement in the solicitation for bid, contract, written agreement, or subgrant, as applicable:

> "The prospective lower-tier participant certifies by authorization and submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
>
> Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal."

By certifying, you are giving assurance that neither your organization nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.

Program-Specific Provisions and Assurances

This button only appears when there are provisions and assurances that are not covered by the General or NCLB provisions and assurances documents.

By certifying your acceptance, you are giving assurance that you have read and agreed to these provisions. If provided, this schedule is required for submission of the application.

Lobbying Certification

The Congress of the United States and the U. S. Department of Education require a lobbying certification schedule for federally-funded grants when the following conditions occur:

- The grant is in excess of $100,000.
- A subgrant or subcontract to another organization exceeds $100,000.

This schedule certifies that your organization does not use Federal funds to influence or attempt to influence a member of Congress, its employees, or Federal agency employees concerning making or awarding a Federal grant, either directly or through another person or organization.

- If you are using funds other than Federal in connection with this Federal grant to influence as described above, you must also complete a *Disclosure of Lobbying Activities*.
- You must incorporate certification language into awards and contract documents for subgrants or subcontracts. Subgrantees or subapplicants shall certify and disclose accordingly.

For each failure to obtain lobbying certification, your organization is subject to civil penalties of $10,000 to $100,000, according to Federal law. Any obligations established by your organization cannot be paid unless this schedule is submitted to TEA.

Disclosure of Lobbying Activities

Disclosure of lobbying activities is required for federally funded grants in excess of $100,000 when your organization pays or agrees to pay a lobbying entity to influence or attempt to influence a member of Congress, its employees, or a Federal agency employee. Refer to the *Lobbying Certification* document for additional criteria.

Submit this disclosure with your initial application and at the end of each calendar quarter after a material change occurred. Material change affects the accuracy of information contained within any disclosure previously filed, such as the following:

- A cumulative increase of $25,000 or more occurs in amount paid or expected to be paid.
- A change occurs in the organizations or individuals.
- A change occurs in the officers, employees, or members contacted.

For each failure to file disclosure, your organization is subject to civil penalties of $10,000 to $100,000 according to Federal law. Disclosures are reported to Congress semi-annually and are available for public inspection.

For the Lobbying Certification, complete the form online at the http://www.whitehouse.gov website as described on Schedule **CS7000** instructions.

You must read all application certification schedules and must acknowledge acceptance at the bottom of the schedule. You must select one of the following statements:

I certify that this organization does not spend Federal appropriated funds for lobbying activities and certify my acceptance and compliance with all Lobbying Certification requirements.

This organization spends non-Federal funds on lobbying activities and has attached the required OMB Disclosure of Lobbying Activities form, as described below.

Children's Internet Protection Act Certification

This certification applies to all districts receiving formula or discretionary funds from TEA under Title II Part D (Educational Technology). To certify for the following act, you must check one of the boxes indicating either that all applicable schools are complying, that some are not complying but that action is being taken, or that the requirements do not apply to the grant program.

Reference Material

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

- Definitions and Coverage sections of rules implementing Executive Order 12549: http://www.access.gpo.gov/nara/cfr/waisidx_02/34cfr85_02.html
- *Elementary and Secondary Education Act*, as amended by P. L. 107-110, *No Child Left Behind Act of 2001*: http://www.ed.gov/legislation/ESEA02/
- Title 31 U.S.C. Section 1352: http://www.access.gpo.gov/nara/cfr/waisidx_02/34cfr82_02.html