

GENERAL INSTRUCTIONS FOR SCHEDULE #7A—BUDGET SUMMARY
SCHEDULE #7A MUST BE COMPLETED AND INCLUDED WITH THE APPLICATION AND WITH ALL AMENDMENTS

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. Report whole dollar amounts only. Omit decimals. Totals from all budget support schedules must appear on this schedule. Indicate the amendment number on amendments only.
2. **ALLOWABILITY OF COSTS:** Budgeted expenditures will be shown by class/object code in this application. However, the applicant is required to maintain records on all expenditures by budget function, class/object code, and year of entitlement (appropriation), in accordance with the provisions of the Financial Accounting Manual, Texas Education Agency's Financial Accountability System Resource Guides: <http://www.tea.state.tx.us/school.finance/audit/resguide12/index.html>. Detail of *Schedule #7A—Budget Summary* will be shown on *Support Schedules #7B, #7C, #7D, #7E, #7F, and/or #7G* as appropriate. Do not enter zeroes (.00) or cents (.37) in the budget figures. Use whole dollar amounts only (e.g., \$1,970).

Funds must be expended for reasonable and necessary costs in conducting grant activities. "Reasonable" means a cost is consistent with prudent business practice and comparable to current market value. "Necessary" means the cost is essential to accomplish the objectives of the project. Subgrantees must comply with the applicable cost principles in expending grant funds. Always consult the original circular pertaining to cost principles (i.e., OMB Circular A-87, A-21, or A-122, whichever is applicable) for the full text.

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

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

In determining the reasonableness of a given cost, consideration shall be given to:

- (a) Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the grant.
- (b) The restraints or requirements imposed by such factors as generally accepted sound business practices, arms length bargaining, federal and state laws and regulations, and terms and conditions of the grant award.

- (c) Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, and clients, the public at large, and the federal government.
- (d) Significant deviations from the established practices of the organization that may unjustifiably increase the grant costs.

Allocable Costs:

A cost is allocable to a particular grant in accordance with the relative benefits received. A cost is allocable to a grant award if it is treated consistently with other costs incurred for the same purposes in like circumstances and if it:

- (a) Is incurred specifically for the grant.
- (b) Benefits both the grant and other work and can 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 federal awards to overcome funding deficiencies, or to avoid restrictions imposed by law or by the terms of the grant award.

3. LINES 01 – 10:

Line #01-06 – Enter on the line for the appropriate class/object code the total amount budgeted. The amounts budgeted on lines #01-06 must be the same as the amounts entered on the total line of each support schedule.

If this application is for a Shared Services Arrangement (SSA), this budget summary is a composite of all amounts requested/budgeted by the fiscal agent and the members. Enter composite amounts by class/object code for all member districts and the fiscal agent in lines 01-09. The corresponding support schedules must identify collectively the line items and amounts requested by the fiscal agent and members. 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.

Line #07 – Enter the total of all entries on lines #01-06. These are the total direct costs.

Line #08 – Enter the approved restricted indirect cost rate and the amount of indirect costs requested. Indirect costs are based on actual expenditures. Indirect costs may be claimed based on actual expenditures, through mid-year or final expenditure reports, whether or not indirect costs were budgeted in the application/amendment. In no case may indirect costs exceed the approved indirect cost rate minus the required exclusions.

Compute budgeted indirect costs by deducting from Line #08 the following costs: Tuition Services (622X), Nonemployee Stipends (6413), Food & Beverage Costs (6499), Debt Service (65XX), Capital Outlay (66XX), and Adaptation of Space (6629), and multiply the results by the **restricted** rate approved by your cognizant agency or **8%**, whichever is less. Round **down** to the nearest dollar. **Do not round up**. [NOTE: Detailed instructions for computing indirect cost are provided on the

TEXSHEP website (<http://www.utdanacenter.org/theo/>) in the TEXSHEP 2009-2012 Resources section.]

(The Texas Education Agency (TEA) approves the indirect cost rate for public school districts in Texas. Contact your local district business office to determine if an indirect cost rate has been approved for your district. Local business offices may contact TEA’s Office of Planning, Grants, and Evaluation at (512) 463-8992 for the approved indirect cost rate.)

(For applicant use only)
Indirect Cost Exclusions:

Tuition Services (622X) -----	\$ _____
Nonemployee Stipends (6413) -----	_____
Food and Beverage Costs (6499) ---	_____
Capital Outlay (66XX) -----	_____
Adaptation of Space (6629) -----	_____
Total Exclusions -----	\$ _____

Line #09 – Enter the total amount requested/budgeted for the grant (line #07 + 08).

Line #10 – This line serves as a footnote only to designate the total amount of payments to be made to member districts for shared services arrangements. The amount in line 10 will duplicate all or a portion of the funds budgeted/requested in lines 01-9. The costs included in this amount must also be identified by line item on the appropriate supporting budget schedules collectively for the fiscal agent and member districts.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7A.1—Amended Budget Summary
SUBMIT SCHEDULE #7A.1 ONLY WITH AMENDMENTS.

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

Schedule #7A.1 is used to amend the subgrantee’s most recently approved budget.

On Lines 01-10, as applicable, copy the amounts on the corresponding lines to the column titled “Most Recently Approved Budget (Current NOGA).”

In the column titled “Amount Deleted,” on Lines 01-07 and Lines 09 and 10 as applicable, indicate the amounts that will be deleted from each budget category as a result of this amendment. Leave Indirect Costs blank.

In the column titled “Amount Added,” on Lines 01-07 and Lines 09 and 10 as applicable, indicate the amounts that will be added to each budget category as a result of this amendment. Leave Indirect Costs blank.

On Lines 01-10, as applicable, indicate the new, correct amounts on the appropriate lines of the column titled “New Budget.” Be sure to compute the new indirect cost amount correctly; indirect costs may change depending on the types of expenses added or deleted.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7B—PAYROLL COSTS (6100)
SCHEDULE #7B MUST BE SUBMITTED IF REQUESTING PAYROLL COSTS OR WITH ANY AMENDMENT THAT CHANGES PAYROLL COSTS ACCORDING TO GUIDELINES ON PP. I-28—I-29.

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules.
2. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
3. Use lines 01-06 and lines 08 and 09 under the Description of Payroll Costs column to identify the type of position being requested (add lines or pages if necessary). Examples: Homeless Liaison, Project Director, Project Coordinator, Social Worker, Math Teacher, Reading Teacher, Tutors, Counselor, Instructional Aides, etc. For teachers, instructional aides, and tutors, provide the grade level(s) and subject area(s). **Only employees of the subgrantee organizations are to be listed on this schedule. Do not list non-employees (i.e., consultants, contractors) on this schedule.** Do not include positions funded from payments to member districts of an SSA.

On lines 08 and 09, be sure to briefly explain the purpose of the position.

For each type of position, indicate the number of positions to be charged to the grant. Use a separate line for each type of position. List full-time positions and part-time positions on separate lines, even if the position title is the same. If the same position title will be filled by staff working different percentages of time, create a separate line that represents a specific percentage of time spent on grant-funded duties. Additional information on this matter follows.

4. For lines 01-06, 08, and 09, under the “Related Objective(s)/Schedule(s)” column, write the number of the objective(s) or the number of the schedule(s) in which the position(s) appear(s). More than one item may be listed.
5. For lines 01-06, under the “Number of Full-time Positions” column, indicate the number of full-time staff members that will hold a particular full-time position. For example, if the project will fund two full-time social workers, the applicant should write “2” on the line corresponding to Social Workers. If the project will fund one full-time social worker and one full-time counselor, there should be two lines, one that says Social Worker and one that says Counselor, and each should have a “1” on the line corresponding to the position.
6. For lines 01-06, under the “Number of Part-time Positions” column, indicate the number of part-time staff members that will hold a particular half-time position. For example, if the project will fund two part-time social workers, one at 50% and one at 75%, the applicant should create two separate lines, each of which should say “Social Worker.” One line should show a social worker at 50% and the other line should show a social worker at 75%.
7. Under the “Total Payroll Costs” column, indicate the total amount of costs for positions listed on lines 01-06, 08, and 09. Include gross salaries and wages. Also ensure that the amount requested for each position (i.e., employee) includes all allowable fringe benefit costs; i.e., teacher retirement, unemployment insurance, etc. The full amount of the state’s contribution for teacher retirement may

be budgeted on a federal or private-funded application if provided for in the grant. (Note: This grant is a federal program.)

Subgrantees may charge the subgrant program only for the actual number of days worked and the actual percentage of time worked on the grant program based on time and effort documentation or a substitute system. Applicants must ensure federally funded grants bear their fair share of cost. Time-and-effort documentation for federally funded grants must conform to the federal cost principles applicable to the subgrantee organization. Refer to Appendix II, a summary of “Documentation Required for Charges to Payroll for Federally Funded Grants,” which is located on the THEO website. Consult the individual OMB Circulars, as applicable, for more detailed information.

8. On line 07, add the amounts listed on lines 01-06 to create a subtotal of payroll costs, including fringe benefits.
9. On line 08, Substitute Pay, indicate the amount of anticipated substitute pay and briefly explain the purpose. Pay for substitute teachers is allowable only for **public** school and open- enrollment charter school teachers and is not to exceed local district policy for payment. Substitute pay is allowable to replace grant-funded teachers in the classroom who are absent or to allow teachers to participate in professional development activities, planning, etc. Substitute pay for private, nonprofit school teachers is not allowable under any circumstance.

Sample Explanation: Substitutes to allow teachers to attend training.

10. On line 09, Extra-Duty Pay, indicate the total amount of extra-duty pay for employees and briefly explain the purpose of extra-duty pay. Extra-duty pay for school district employees to attend meetings/conferences/workshops on non-contract days (after hours, holidays, and weekends) is allowable not to exceed local district policy. Extra-duty pay is usually in lieu of travel expenses and not in addition to expenses. Extra-duty pay may not be paid during regular working hours of a contract day.

Sample Explanations: (1) Extra-duty pay for staff participating in Saturday or evening staff development activities. (2) Extra-duty pay for staff to participate in evening parent involvement activities.

11. Ensure that Line #10, Total Costs, is the same as the amount on Line #01 of *Schedule #7A—Budget Summary*.

**GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7C—PROFESSIONAL AND
CONTRACTED SERVICES (6200)**

*SUPPORT SCHEDULE #7C MUST BE SUBMITTED IF REQUESTING PROFESSIONAL AND
CONTRACTED SERVICES OR WITH ANY AMENDMENT THAT CHANGES PREVIOUSLY
APPROVED PROFESSIONAL AND CONTRACTED SERVICES ACCORDING TO GUIDELINES ON
PP. I-28—I-29.*

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules.
2. Use this support schedule to request professional services, including consultants; tuition services; services provided by regional educational service centers; contracted maintenance and repair services; utilities; and rentals/lease; etc. Include professional services funded from payments to member districts of SSA.
3. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
4. Under the Description of Expense Items column, identify the items being requested. Although some of the most common items have been preprinted for your convenience, you are not required to request these items in your budget. Use the blank lines to add items not preprinted, attaching additional pages if necessary.

Line 01: Briefly describe the types of any services to be provided by the regional education service center, such as staff development, evaluation services, curriculum development, etc., and enter the dollar amount.

Line 02: Enter the total amount for professional/consulting services. Include travel costs for consultants or materials to be provided by consultants in the budgeted amount. On *Schedule 7C.1*, include each consultant/contractor that will provide services during the grant period. The application will not be approved in the absence of this information.

Enter the total amount for professional/consulting services. It is not necessary to break out costs by individual consultant (except for contracted student/family services or management services as described below). All travel paid to consultants must be reasonable in cost and must be reimbursed at **actual** costs. To be eligible for reimbursement, appropriate travel documentation must be provided by the consultant, including purpose of travel, receipt for airfare, receipt for lodging, receipt for rental car, if applicable, and mileage. Reimbursement for mileage may not exceed current state-approved rates or local policy, whichever is less. If local policy dictates reimbursement rates for lodging and meals for consultants, local policy must prevail. In the absence of a policy, consultants must be reimbursed at reasonable actual costs. Texas Comptroller Mileage Guide may be found at <http://www.cpa.state.tx.us/comptrol/texastra.html>.

If this application is approved, the applicant shall not use or pay any consultant in the conduct of this application if the services to be rendered by such consultant could have been rendered by applicant's employees. Consultants must be selected based on demonstrated competence, qualifications, and experience and on the reasonableness of the proposed fee.

WRITTEN AGREEMENTS/CONTRACTS FOR SERVICES:

Subgrantees must maintain a contract administration system that ensures that all contractors, including consultants, perform in accordance with the terms, conditions, and specifications of their contracts/written agreements. The subgrantee must comply with the requirements in 34 CFR 80.36, Procurement, including:

- (1) maintaining a copy of a signed contract/agreement/purchase order for services to be performed and the rationale/procedure for selecting a particular contractor;
- (2) for all contracts in excess of \$10,000, describing in the contract/agreement conditions under which the contract may be terminated, including the basis for settlement;
- (3) if the purpose of the contract is to develop materials, concepts, or products, ensuring the written agreement/contract contains provisions that protect and retain ownership of such materials, concepts, or products by the Region 10 ESC, the Texas Education Agency, the State of Texas, and the federal government, if applicable, including copyright, patent, and/or trademark;
- (4) maintaining evidence that awards were made only to contractors/consultants possessing the ability to perform successfully under the terms and conditions of the proposed contract/procurement (i.e., consultants were selected based on demonstrated competence, qualifications, experience, and reasonableness of costs; and consideration was given to contractor integrity; compliance with public policy, record of past performance, and financial and technical resources in selecting contractors);
- (5) contracting only with persons not employed by the subgrantee;
- (6) not participating in the selection or award of a contract if a conflict of interest would be involved;
- (7) maintaining records on the services performed, including the date the service was performed and the purpose of the service, and ensuring that the services are consistent and satisfactory with that described in the signed contract/purchase order;
- (8) making payment only after the service was performed and not before (state and federal law); and
- (9) for any procurement contract equal to or greater than \$25,000, or for any procurement contract, regardless of the amount, under which that person will have a critical influence or substantive control over that transaction, contracts only with persons not debarred or suspended from receiving financial assistance under federal programs.
- (10) **Copyright/Ownership:** The subgrantee must ensure that Region 10 retains copyright and ownership of any and all materials/products conceived or developed under the grant by any and all employees or contractors. Subgrantee must ensure that such copyright/ownership is clearly stated in any and all written agreements/contracts for services. Refer to Section R on *Schedule #12A—Provisions and Assurances*.

Line 03: Enter the total amount requested for contracted maintenance and repair of equipment purchased with grant funds.

Line 04: Enter the total amount requested for utilities, including telephone, FAX charges, and telecommunication services. Utilities also includes water, electricity, and gas for heating/cooling facilities

for grant activities conducted before school, after school, or during the summer.

Line 05: Enter the total amount requested for rental or lease of equipment or building space. Specify the type and purpose.

Line 06: This is a **federal** grant, and if the following conditions are met, enter the total amount requested for **audit fees/expenses**: Audit costs are allowable only for federal grant programs audited in accordance with the requirements in OMB Circular A-133, Audits. **Audit fees/expenses may not be charged as a direct cost to the grant when such audit costs are part of the subgrantee organization's indirect cost pool.** Audit fees/expenses are not allowable for audits not conducted in accordance with OMB Circular A-133.

Lines 07 and 08: Enter amounts of other items as appropriate for this schedule.

Line 09: Enter the amount of tuition and fees related to tuition to be paid directly to the organization providing the services. Identify the purpose of the tuition. (If tuition is to be paid by the participant and then reimbursed upon completion of the course, this expenditure should be budgeted on *Support Schedule #7E—Other Operating Costs*). Explain the purpose of the use of funds.

Additional Guidance pertaining to Allowable/Unallowable Costs:

Training/Technical Assistance on Grant Writing or Obtaining Other Grant Funds: Funds may not be used for training/technical assistance on grant writing or obtaining grant funds. Funds may not be used for **fundraising** activities.

Contracted Student/Family Services or Management Services:

If the applicant is requesting to contract with an organization a) to provide all or part of the **direct services to students/families** or b) to **manage the project**, provide the name(s) of the contracted organization and attach a budget by cost category and line item to this schedule. The same cost principles for allowable costs apply to all contractors and the budget is subject to negotiation by Region 10 ESC.

Legal Fees/Expenses: Allowable only as necessary for the administration of the grant program. Retainer fees are not allowable costs.

Printing Costs: Multi-color printing is only allowable when reasonable and necessary to accomplish the objectives of the program.

“Honoraria” are not allowable expenditures in Texas. The applicant must use the term “fee” in lieu of “honorarium” in all accounting records and consultant agreements.

5. Ensure that Line #10, Total Costs, is the same as the amount on Line #02 of *Schedule #7A—Budget Summary*.
6. In the Related Objective(s) column, indicate the Objective number or Schedule number on which the item appears.

**GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7C.1—CONTRACTOR
INFORMATION [A SUPPLEMENT TO PROFESSIONAL AND CONTRACTED SERVICES
(6200)]**

*SUPPORT SCHEDULE #7C.1 MUST BE SUBMITTED IF REQUESTING
PROFESSIONAL/CONSULTING SERVICES OR WITH ANY AMENDMENT THAT CHANGES
PREVIOUSLY APPROVED PROFESSIONAL/CONSULTING SERVICES ACCORDING TO
GUIDELINES ON PP. I-28—I-29.*

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. Use this support schedule to describe any professional or consulting services included on Schedule 7C, line 02.
2. Under the “Description of Services” column, identify the services being requested.
3. In the “Total Costs” column, report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.

Enter the total amount for professional/consulting services. It is not necessary to break out costs by individual consultant (except for contracted student/family services or management services as described below). All travel paid to consultants must be reasonable in cost and must be reimbursed at **actual** costs. To be eligible for reimbursement, appropriate travel documentation must be provided by the consultant, including purpose of travel, receipt for airfare, receipt for lodging, receipt for rental car, if applicable, and mileage. Reimbursement for mileage may not exceed current state-approved rates or local policy, whichever is less. If local policy dictates reimbursement rates for lodging and meals for consultants, local policy must prevail. In the absence of a policy, consultants must be reimbursed at reasonable actual costs. Texas Comptroller Mileage Guide may be found at <http://www.cpa.state.tx.us/comptrol/texastra.html>.

Contracted Student/Family Services or Management Services:

If the applicant is requesting to contract with an organization a) to provide all or part of the **direct services to students/families** or b) to **manage the project**, provide the name(s) of the contracted organization and attach a budget by cost category and line item to Schedule #7C. The same cost principles for allowable costs apply to all contractors and the budget is subject to negotiation by Region 10 ESC.

**GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7D—SUPPLIES AND MATERIALS
(6300)**

*SUPPORT SCHEDULE #7D MUST BE SUBMITTED IF REQUESTING SUPPLIES AND MATERIALS
OR WITH ANY AMENDMENT THAT CHANGES PREVIOUSLY APPROVED SUPPLIES AND
MATERIALS ACCORDING TO GUIDELINES ON PP. I-28—I-29.*

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules. Subgrantees must comply with the requirements for competitive bidding outlined in Texas Education Code, Section 44.031 and its implementing rules, where applicable. See *Appendix D* for additional guidance.
2. Use this schedule to request instructional supplies and materials; office supplies, supplies and materials for maintenance and/or operations; general supplies such as paper, audio-visual aids, computer software, site licenses, testing materials, etc. Include supplies and materials funded from

payments to member districts of an SSA. Expenditures related to awards banquets/ceremonies are not allowable under any circumstance. All food costs must be budgeted on *Support Schedule 7E – Other Operating Expenses (6400)*.

3. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
4. Under the Description of Expense Items column, identify the items being requested. Although some of the most common items have been preprinted for your convenience, you are not required to request these items in your budget. Use the blank lines to add items not preprinted, attaching additional pages if necessary. All costs should include shipping and handling costs.

Line 01: Enter the amount requested for general supplies and materials, including consumable teaching and office supplies; workbooks; audio-visual aids, such as DVDS, videotapes, computer software; site licenses, and supplies for technology. Provide a general description of items to be purchased. It is not necessary to provide a complete cost breakdown.

Line 02: Enter the amount requested for student school supplies. These are supplies that will be given directly to students for use in class-related activities during the school year and during the summer and in before-and-after-school activities. Provide a general description of supplies to be provided; do not provide a cost breakdown.

Line 03: Enter the amount requested for textbooks and other reading materials, including textbooks and magazines, periodicals, newspapers and reference books placed in the classroom or in an office. Also include library books and media that are not capitalized and/or that have a useful life of one year or less. (If both of these conditions are met, the item is a consumable supply item. And if either of these conditions is met, the item is a consumable supply item.) Subscriptions for business, professional and technical periodicals are allowable when necessary to carry out the objectives of the grant program. Subscriptions must be in the name of the subgrantee organization and not in the name of an individual. Provide a general description of items to be purchased; do not provide a cost breakdown.

Line 04: Enter the amount requested for testing materials. This does not include the scoring of tests. Provide a general description of items to be purchased; do not provide a cost breakdown.

Line 05: Enter the amount requested for emergency clothing and shoes to be purchased to assist students in enrolling, attending and succeeding in school. Provide a general description of items to be purchased; do not provide a cost breakdown.

Line 07: Enter the amount requested for computer hardware not capitalized (where hardware is not capitalized according to the applicant's policy for capitalization).

- List the hardware requested and the estimated quantity for each type.
- Describe the use/purpose of the hardware in accomplishing the objectives of the project. Attach an additional page if necessary.
- An amendment is required if the use/purpose of the hardware changes, if the estimated quantity of an item increases by more than 20 percent, or if a new item is requested.

Line 08: Enter the amount requested for other equipment not capitalized (where equipment is not capitalized according to the applicant's policy for capitalization).

- List the equipment requested and the estimated quantity for each type.
- Describe the use/purpose of the equipment in accomplishing the objectives of the project.

- An amendment is required if the use/purpose of the equipment changes, if the estimated quantity of an item increases by more than 20 percent, or if a new item is requested.

Line 09: Enter the amount requested for supplies and materials for maintenance and/or operations, including gasoline/fuel for transportation, janitorial supplies, building maintenance supplies, and supplies for upkeep of equipment. Provide a general description of items to be purchased; do not provide a cost breakdown.

5. Ensure that Line #10, Total Costs, is the same as the amount on Line #03 of *Schedule #7A—Budget Summary*.
6. In the Related Objective(s) column, indicate the Objective number or Schedule number on which the item appears.

Amendment

If any of the following changes occur to this schedule once the application has been approved, *the subgrantee must* file an amendment to the application if:

- A new item of noncapitalized technology hardware is requested.
- The subgrantee adds a new line item that requires specific approval.

Refer to [*Schedule #5—Purpose of Amendment*](#) for further information.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7E—OTHER OPERATING EXPENSES (6400)

SUPPORT SCHEDULE #7E MUST BE SUBMITTED IF REQUESTING OTHER OPERATING COSTS OR WITH ANY AMENDMENT THAT CHANGES PREVIOUSLY APPROVED OTHER OPERATING COSTS ACCORDING TO GUIDELINES ON PP. I-28—I-29.

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules.
2. Use this support schedule to request travel for project staff and participants; stipends for non-employees; insurance; conference registration fees; membership dues, etc. Include other operating costs funded from payments to member districts of an SSA.
3. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
4. Under the Description of Expense Items column, identify the items being requested. Although some of the most common items have been preprinted for your convenience, you are not required to request these items in your budget. Use the blank lines to add items not preprinted, attaching additional pages if necessary.

Line 01: Enter the total amount requested for travel for employees, students, and non-employees. Do not split out the costs among sub-items. Travel expenses include the following:

- a. In-State Travel (overnight) expenses, which include lowest available airfare and actual cost for lodging and meals not to exceed established state rates or local policy, whichever is less. Reimbursement for mileage may not exceed those established in the General Appropriations Act for Texas or local policy, whichever is less. School districts are usually exempt from state sales tax on lodging but are not exempt from any city taxes or other taxes imposed for lodging. Employees may be reimbursed for applicable taxes. Rates may not exceed those established in the General Appropriations Act for Texas. Refer to travel guidelines below.

NOTE: Non-Overnight Travel: An employee may not be reimbursed for meal expenses for non-overnight travel.

- b. Out-of-State Travel expenses, which include lowest available airfare; actual cost of lodging and meals not to exceed maximum allowable federal government rates for the locale or local policy, whichever is less; and reimbursement for mileage which may not exceed the rate established by the Texas Comptroller or local policy, whichever is less. Refer to “Travel Guidelines” below. Out-of-State Meal and Lodging Rates are available on the Comptroller’s website at: <http://www.window.state.tx.us/comptrol/san/fm1.html>. Select “Travel” under the “Topics” heading; select “Out-of-State Meal and Lodging Rates” under the “Publications” heading; select the state to which you will be traveling.
- c. Conference/Seminar/Workshop Registration Fees for training necessary to carry out the objectives of the grant program.
- d. Training on Grant Writing: Funds may not be used for training on grant writing.

TRAVEL GUIDELINES:

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

a. Allowable Travel Expenses:

1. Automobile mileage from home or office to place of official business or duty point (meeting/conference/workshop). This mileage cannot exceed the rate established by the Texas Comptroller. If local district policy reimburses at a lower rate, the lower rate must be claimed. Except as otherwise restricted by this paragraph, an applicant may reimburse an employee who travels between the employee’s residence and the employee’s duty point for mileage. If the travel occurs during working hours, the reimbursement may not exceed the reimbursement that would be paid had the employee traveled between the employee’s place of employment and the duty point. If the travel occurs before working hours on a workday, the reimbursement may not exceed the reimbursement that would be paid had the employee traveled between the employee’s place of employment and the duty point. The starting time of travel determines whether travel occurs during working or non-working hours. Rates are available on the Comptroller’s website at: <http://www.window.state.tx.us/comptrol/san/fm1.html>. Under: “For State Agencies / Travel.”

2. Any automobile mileage incurred for official business. This mileage may be within headquarters, to or from an airport, to or from a place of business or residence as long as the shortest possible route is claimed and is incurred for official business.
3. Air fare at the lowest fare available. (Air fare must be documented with receipt.) If first class, a statement that only first class air fare was available must be attached to the required air fare receipt.
4. Car rental fee (at destination) is not allowed unless other transportation such as taxi or shuttle is not available for performing official business unless it is documented that it is more cost-effective to rent a car than it is to take alternate travel. (Rental car must be documented with receipt.)
5. Airport parking.
6. In-State Per diem (meals and lodging) for overnight travel is reimbursed at actual cost not to exceed the maximum amount allowed by state law or local policy, whichever is less. If local school policy requires reimbursement at a lower rate, the lower rate must be used. (Lodging must be documented with receipt.) Any amount over the allowable amount must be paid from local funds. Tips for meals cannot be reimbursed.
Out-Of-State Per diem (meals and lodging) is reimbursed at actual cost not to exceed the maximum amount allowed by the federal government or local policy, whichever is less. All other guidelines apply. Out-of-State Meal and Lodging Rates are available on the Comptroller's website at: <http://www.window.state.tx.us/comptrol/san/fm1.html>. Select "Travel" under the "Topics" heading; select "Out-of-State Meal and Lodging Rates" under the "Publications" heading; select the state to which you will be traveling. Rates may not exceed those established in the General Appropriations Act for Texas.
7. Taxi fares for official business. Tips cannot be reimbursed.
8. Itemized miscellaneous business expenses, i.e., business phone calls, printing, materials used in carrying out official business of the meeting/conference/workshop.
9. Registration fees to attend workshops/conferences.

b. Unallowable Travel Expenses:

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

Line 02: Enter the total amount requested for memberships in business, professional, or technical organizations related to the grant project. Memberships must be in the name of the subgrantee organization and not in the name of an individual. Memberships in organizations substantially engaged in lobbying or in social organizations are not allowable.

Line 03: Enter the total amount requested for awards/incentives for participation in project activities. Identify the types of awards/incentives to be provided, for example, certificates, instructional supplies, inexpensive books, etc. Minimal cost certificates, plaques, ribbons, small trophies, or instructionally related items to be used in the classroom such as pens/pencils are acceptable awards for participation in project activities. Gifts or items that appear to be gifts are not allowable.

Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, etc., are not allowable. “Door prizes,” movie tickets, gift certificates, passes to amusement parks, etc. may be donated by others but may not be purchased with grant funds. Food, snacks, beverages, refreshments, meals, etc. are not allowable incentives/awards. Identify types of awards or incentives to be provided.

Line 04: Enter the amount requested for insurance. Identify the purpose.

Line 06: Enter the total amount of funds that will flow through to member districts of shared services arrangements. Applicants that use this line must complete an accompanying Schedule 7E.1.

Line 07: Enter the amount requested for transportation costs other than those incurred for the purpose of transporting students to and from the regular school day. McKinney-Vento funds may be used to supplement the costs of transporting students to and from the school of origin but may not be used to cover the entire cost of such transportation. Funds may be used to transport students to supplemental, educational enrichment activities, such as museums, concerts, or plays. Explain purpose of transportation costs.

Line 08: Enter the amount requested for food and beverage costs (not provided by the district food service program) such as snacks, beverages, refreshments, etc. Explain the purpose of any food and beverage costs. Refer to the guidelines below for allowable and unallowable food costs.

Guidelines for Food and Beverage Costs:

<p>Light snacks, beverages, and/or refreshments for students and/or parents</p>	<p>Expenditures are allowable only for:</p> <ul style="list-style-type: none"> • Nutritional snacks for students in extended day (i.e., after-school) programs; • Nutritional snacks for children in child care while parents are participating in grant activities; • Food necessary to conduct <u>nutrition education</u> programs for parents; and • Parent involvement activities where refreshments are necessary to encourage participation/attendance by parents, such as in low-income areas, and thus meet program objectives. <p><u>Full meals are not allowable for these purposes under any circumstances.</u> Expenditures must be reasonable in cost, necessary to accomplish program objectives, <u>and an integral part of the instructional program.</u></p>
<p>Food and beverage costs <u>for any other purpose(s)</u> are <u>unallowable</u>, including, but not limited to: staff meetings or staff training, parties, receptions, award ceremonies and banquets, decorations, recreation, amusement, entertainment, parties, celebrations, social activities, etc.</p>	<p>UNALLOWABLE</p>

Line 09: Enter the amount of stipends requested for persons not employed by the applicant. Explain the purpose of stipends for non-employees.

5. Ensure that Line #10, Total Costs, is the same as the amount on Line #04 of *Schedule #7A—Budget Summary*.
6. In the Related Objective(s) column, indicate the Objective number or Schedule number on which the item appears.

Amendment

If any of the following changes occur to this budget item once the application has been approved, *the subgrantee must* file an amendment to the application:

- The subgrantee adds a new line item that requires specific approval.

Refer to [*Schedule #5—Purpose of Amendment*](#) for further information.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7E.1—FLOW-THROUGH FUNDS (6493) DESCRIPTION CHART

SUPPORT SCHEDULE #7E.1 MUST BE SUBMITTED IF REQUESTING FLOW-THROUGH FUNDS ON SCHEDULE #7E, LINE 06, OR WITH ANY AMENDMENT THAT CHANGES PREVIOUSLY APPROVED FLOW-THROUGH FUNDS ON SCHEDULE #7E, LINE 06.

Complete this schedule using 9 point Helvetica, Arial, or Verdana font.

The purpose of this schedule is to provide an overview of how flow-through funds will be distributed among members of Shared Services Arrangements (SSA).

In the column titled “District Name,” list the every member of the SSA. Use one line per member district. Add lines if necessary.

In the column titled “County-District Number,” list the County-District Number assigned by TEA to that member district.

In the column titled “Related Objectives,” list the identifying number of the objectives outlined in the application that include the member district in any way. Some of the objectives might include expenditure of funds while others may not. For example, if Terrific ISD is involved in three objectives, then this section might read as follows: Objectives 2.a.(1), 3.b.(4), and 5.c.

In the column titled “Amount of flow-through funds received,” state the amount of flow-through funds that each member district will receive, broken out by specific budget category. For example, if Merriweather ISD was going to receive \$2,300 for Personnel Costs, the applicant would write \$2,300 on the 6100 line corresponding to Merriweather ISD.

In the “Subtotal” column, add the totals of lines 6100, 6200, 6300, and 6400 for each member district and write it in the space provided. On the very last line of the chart, add all the subtotals together and write the sum in the space in the lower right-hand corner. The amount in this box should equal the amount on Line 06 on Schedule #7E.

Amendment

If any of the following changes occur to this part once the application has been approved, the subgrantee must file an amendment to this supporting schedule.

A new item of capital outlay is requested, regardless of cost. (This is a new policy.)

The item quantity increases for items greater than or equal to \$5,000.

Note: The amendment must be approved before ordering or encumbering any new item, regardless of cost, or before requesting or ordering any additional units costing \$5000 or more.

GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7F—

CAPITAL OUTLAY (6600/Exclusive of 6619 AND 6629)

SUPPORT SCHEDULE #7F MUST BE SUBMITTED IF REQUESTING CAPITAL OUTLAY COSTS OR WITH ANY AMENDMENT THAT CHANGES PREVIOUSLY APPROVED CAPITAL OUTLAY COSTS ACCORDING TO GUIDELINES ON PP. I-28—I-29.

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules.
2. Applicant must carefully evaluate the current use of capital outlay including equipment/furniture to determine the most cost-effective utilization. Funds may be used to purchase capital outlay only when necessary to accomplish the objectives of the project. Subgrantees must comply with the requirements for competitive bidding outlined in Texas Education Code, Section 44.031 and its implementing rules, where applicable.
3. Capital outlay means an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost that equals:
 - (a) the capitalization level established by the applicant for financial statement purposes, or
 - (b) \$5,000, whichever is less.

For open-enrollment public charter schools, funds to be used for capital assets should be requested on Support Schedule #7G. Refer to the Special Supplement to Financial Accounting and Reporting Nonprofit Charter School Chart of Accounts: A Module of the TEA Financial Accounting System Resource Guide for reporting expenditures for capital assets in PEIMS.

4. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
5. Line 01: List all equipment and furniture having a unit cost of \$5,000 or more. Do not list brand names. Use generic descriptions. Enter the cost of each item. All costs include shipping and handling costs. Explain the use/purpose of each item in accomplishing the objectives of the project. Equipment/furniture will not be approved in the absence of this information. Attach an additional page if necessary.

The applicant may **not** purchase more than the quantity approved in line 01 without an amendment. If more than the quantity approved is to be purchased, then an amendment must be submitted and approved prior to ordering/encumbering any additional units.

6. Line 02: List all fixed assets – district defined (i.e., equipment/furniture/software) costing less than \$5,000 that must be capitalized according to district policy and that have a useful life of more than one year. Consult with the district business office when in doubt. Enter the estimated quantity. Enter the total for items costing less than \$5,000 that must be capitalized and that have a useful life of more than one year. It is not necessary to include the cost of individual items. For each type of item requested, explain the use/purpose in accomplishing the objectives of the project. These items will not be approved in the absence of this information. Attach an additional page if necessary.

An amendment is required if the use/purpose of the equipment changes, if the estimated quantity of an item increases by more than 20 percent, or if a new item is requested.

7. Ensure that Line #03, Total Costs, is the same as the amount on Line #05 of *Schedule #7A—Budget Summary*.
8. In the Related Objective(s) column, indicate the Objective number or Schedule number on which the item appears.

**GENERAL INSTRUCTIONS FOR SUPPORT SCHEDULE #7G—
ADAPTATION OF SPACE 6629**

SUPPORT SCHEDULE #7G MUST BE SUBMITTED IN THE APPLICATION OF ANY GRANT YEAR IF REQUESTING ADAPTATION OF SPACE COSTS OR WITH ANY AMENDMENT THAT CHANGES PREVIOUSLY APPROVED ADAPTATION OF SPACE COSTS ACCORDING TO GUIDELINES ON PP. I-28—I-29.

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. Items requested on this support schedule must be allowable expenditures under the authorizing program statutes, regulations, and rules. **No more than \$5,000 total may be budgeted for this activity.**
2. Report whole dollar amounts only. Omit decimals. Indicate the amendment number on amendments only.
3. Purpose of Support Schedule: This support schedule is used to request approval of adaptation of space in nonschool facilities that materially increases building usefulness. Expenditures must be necessary to accomplish the objectives of the project/program. For example, it would be an appropriate use of funds to create a “reading corner” or homework center in a family or youth shelter.

Davis-Bacon Act:

When using federal funds for remodeling, renovation, or improvements and when any contract for labor (including any materials provided by the contractor) is expected to exceed \$2,000, the subgrantee must also comply with the requirements of the Davis-Bacon Act. Locally prevailing wage rates must be obtained from the U. S. Department of Labor prior to bid solicitation and contract award. Refer to additional guidance below pertaining to the Davis-Bacon Act.

4. On Line 01 – Adaptation of Space for Nonschool Facilities (6629), enter the budgeted amount for the grant period for the adaptation of space in a nonschool building. Include any associated fees,

including architect fees, building permit fees, etc. Ensure that the amount on Line #01 is the same as the amount on Line #06 of *Schedule #7A—Budget Summary*.

5. Project Justification:
 - A. Enter the name(s) of the facility(ies) where the adaptation of space will occur. If this is an SSA application, include the name of the member district where the adaptation of space will occur.
 - B. Enter estimated date of completion of adaptation of space. Completion date must be within the grant period.
 - C. Attach a statement explaining why this proposed adaptation of space is necessary to carry out the objectives of the project and how it will benefit children and youth in homeless situations. Identify the facility(ies) and describe the major components of the construction or remodeling/renovation project.

Davis-Bacon Requirements for Federally Funded Projects:

- A. Check “yes” or “no” to indicate whether funds are requested for cost of materials only. If funds are requested for materials only, these should be budgeted on *Support Schedule #7D*. Funds requested for capitalized equipment only should be requested on *Support Schedule #7F*.
- B. If the response to item A is yes, check “yes” or “no” to indicate whether all labor will be performed by employees of the subgrantee organization.

If the response is “yes” to both items A and B above, or if no contract for remodeling/renovation or construction will exceed \$2,000, the subgrantee is exempt from the requirements of the Davis-Bacon Act.

If the response to A is “no” and construction/remodeling costs are expected to exceed \$2,000, subgrantees must comply with the requirements of the Davis-Bacon Act and obtain federal wage determination rates from the U. S. Department of Labor for all applicable trades prior to bid solicitation and contract award.

To obtain Wage Determination Rates for building construction for Texas by county access on the Internet: <http://www.access.gpo.gov/davisbacon/>

If your county does **not** have a published wage determination rate for building construction on the above website, you will need to complete and submit Standard Form (SF) 308 to the U.S. Department of Labor to obtain an applicable wage determination. Standard Form 308 is available at: <http://www.wdol.gov/library.html>

For assistance with Standard Form 308 contact: U.S. Department of Labor, Wage and Hour Division, Request for Wage Determination, Dallas, Texas, 972-850-2634.
Also consult, this website: <http://www.wdol.gov/dba.aspx#0>

Additional Guidance:

Region 10 does not interpret or provide guidance related to the Davis-Bacon Act other than the basic information provided in these instructions. The subgrantee is responsible for adhering to the regulations and requirements related to the Davis-Bacon Act, including the payment to all construction, alteration, and repair contractors and their subcontractors of no less than the locally prevailing wage and fringe benefits not less often than once per week. Each bid solicitation and

contract exceeding \$2,000 must set forth the minimum wages to be paid to various classes of laborers and mechanics under the contract.

Subgrantees are also responsible for ensuring that all contracts for adaptation of space, including contracts for painting and decorating, shall contain the required clauses and provisions in 29 CFR 5.5: Contract Provisions and Related Matters

(http://www.access.gpo.gov/nara/cfr/waisidx_01/29cfr5_01.html), including payrolls and records, compliance with the Copeland Act, required subcontractor clauses, work hours, safety standards, etc. Subgrantees must also post the required notice (Davis-Bacon Poster WH-1321) at each work site in a prominent and accessible place where it may be easily seen by employees. The notice can be downloaded from the WH-1321 website below.

Subgrantees are strongly encouraged to access specific information related to the David-Bacon Act at:

U.S. Department of Labor, Wage & Hour Division: <http://www.dol.gov/esa/whd/>

Reference Material: www.access.gpo.gov/davisbacon/referencemat.html

What is the Davis-Bacon Act: <http://www.gpo.gov/davisbacon/referencemat.html>

Regulatory & Statutory Information / Code of Federal Regulations (CFRs):

<http://www.gpoaccess.gov/cfr/index.html>

Provisions Applicable to Contracts and Subcontracts:

http://www.dol.gov/dol/allcfr/esa/title_29/part_5/subpart_a.htm

Fringe Benefits Provisions: http://www.dol.gov/dol/allcfr/esa/title_29/part_5/subpart_b.htm

Procedures for Predetermination of Wage: http://www.dol.gov/dol/allcfr/esa/title_29/part_1/toc.htm

Contractors and Subcontractors: http://www.dol.gov/dol/allcfr/esa/title_29/part_3/toc.htm

WH-1321 Posted (must be posted by each employer):

<http://www.dol.gov/esa/programs/dbra/wh1321.htm>

WH-347 Payroll form: <http://www.dol.gov/esa/programs/dbra/wh347.htm>

6. In the Related Objective(s) column, indicate the Objective number or Schedule number on which the item appears.

GENERAL INSTRUCTIONS FOR SCHEDULE #8—CERTIFICATION FOR SHARED SERVICES ARRANGEMENTS

SUPPORT SCHEDULE #8 MUST BE SUBMITTED IF APPLICANT PLANS TO ESTABLISH A SHARED SERVICES ARRANGEMENT OR WITH ANY AMENDMENT THAT CHANGES PREVIOUSLY APPROVED SHARED SERVICES ARRANGEMENTS ACCORDING TO GUIDELINES ON PP. I-28—I-29.

Complete this schedule using 9 point Helvetica, Arial, or Verdana font.

LEAs that apply for funding directly through the TEXSHEP program are the fiscal agents for the proposed project once it is funded. LEAs may also be part of a Shared Services Agreement (SSA) with other LEAs either through another school district's application or an education service center's application. No LEA can be the fiscal agent for more than one project.

Example 1

Five school districts (District A, District B, District C, District D, and District E) in Large County, Texas, decide that they have sufficient needs in their districts to justify a homeless education program. Districts

A, B, C, and D decide that they can best use their resources if they apply together under a shared services arrangement, and that District A will be the applicant and fiscal agent for the project. District E decides that there are some services it can benefit from in this shared services arrangement, too, and so it becomes part of District A's application as well. But, District E sees some needs that will not be met in their district through this project, so they are also going to apply for a project on their own. If both applications are funded, Large County will be involved in two TEXSHEP projects. District E is part of both projects, but the fiscal agent for only one of them. Duplication of services in this type of arrangement between those provided by funds through District A's project under shared services with District E and those provided through funds by District E's project should be avoided.

Example 2

District P is a member of the regional Education Service Center 99. The service center wishes to apply for a TEXSHEP grant, and asks all of its member districts if they wish to participate in the grant project under a shared services arrangement. District P decides that it will receive benefits from being involved in this project, and agrees to be a part of the project, and signs the SSA. However, District P also believes that it has to address other needs for students experiencing homelessness that aren't addressed by the ESC 99 project. District P applies for its own TEXSHEP project. If both applications are funded, then ESC 99 will be part of two TEXSHEP projects, the one at ESC 99, and the one at District P. This is an allowable situation, since each LEA is the fiscal agent for only one TEXSHEP project. Again, duplication of services in this type of arrangement between those provided by funds through ESC 99's project under shared services with District P and those provided through funds by District P's project should be avoided.

1. A Shared Services Arrangement is an agreement between two or more school districts, open-enrollment charter schools, and/or education service centers that provides services for entities involved. Such entities may desire to enter into a Shared Services Arrangement (SSA) for the performance and administration of a project in order to maximize use of funds and services to be provided. Arrangements with other entities (such as colleges/universities, community-based organizations, councils of governments, etc.) to provide services are not considered Shared Services Arrangements. These other entities may contract with the fiscal agent/SSA to provide services or may enter into a collaborative partnership with the fiscal agent/SSA to conduct grant activities, but such contractors/partners will not be members of the SSA.

Each SSA must have a fiscal agent who is responsible for conducting various administrative duties. The fiscal agent is generally responsible for ensuring that funds are used in accordance with grant provisions. If the monies are not used in accordance with the grant provisions, the fiscal agent may be financially responsible for the consequences of instances of noncompliance. The fiscal agent may also be financially responsible if a member school district is unable to pay back its respective portion of questioned funds.

2. The fiscal agent of an SSA is the applicant/subgrantee and will complete and submit a composite application with input from, and on behalf of, the member districts. *Schedule #1—General Information* will be completed by the fiscal agent. *Schedule #8—Certification for Shared Services Arrangements* will be completed by the fiscal agent and the members of the SSA. An SSA fiscal agent that has its own project/activities will request funds in the same application as that one submitted for the SSA.
3. Complete the form as follows:
LINE 1 – Must be completed and signed by the designated fiscal agent. Enter the amount to be retained by or to benefit the fiscal agent.

LINES 2-19 – Complete information must be provided, including an authorized signature, for each member district and open-enrollment charter school in the shared services arrangement. Enter the amount requested on behalf of each member (i.e., the amount to flow through or to be expended on behalf of each member) in Column E.

LINE 20 – Enter the total amount requested for this SSA project (amount requested by the fiscal agent plus the amount requested on behalf of the members). This amount should equal the total costs of the grant on *Schedule #7A*, line 9.

This form may be duplicated to accommodate the names of all participating districts.

4. All financial and personnel records required for Region 10 shall be maintained for the SSA by the fiscal agent in accordance with the *Financial Accounting and Reporting (FAR) Module of the Financial Accountability System Resource Guide*.
5. Written Shared Services Agreement

According to section 1.3.1.4 of FAR, when one or more school districts and/or education service centers enter into a shared services arrangement, a **written agreement** must be developed to address the responsibilities of each member and the fiscal agent. The written agreement should address certain legal requirements as described below:

- Organization of the shared services arrangement
- Ownership of assets (including policies and procedures addressing the disposition of such assets if the SSA is terminated by one or all of the members)
- Liabilities (i.e., legal fees due to complaints, grievances, or litigation; refunds from on-site monitoring or audits, etc.)
- Basis for allocation of costs of the fiscal agent
- Uncontrollable costs that impact the fiscal agent
- Responsibilities of fiscal agent, including:
 - Services to be provided to member districts
 - Employment of personnel
 - Budgeting and accounting
 - Reporting
- Responsibilities of Member School Districts, including:
 - Employment of personnel
 - Budgeting and Accounting
 - Reporting

Refer to section 1.3.1.4 of FAR for more detailed information pertaining to these requirements. Applicants should also carefully review the certification statement on *Schedule #8* of the SAS. The fiscal agent, as well as all members of the shared services arrangement, agree to the conditions specified in the certification by signing *Schedule #8*.

6. By signing *Schedule #8*, the fiscal agent is assuring that such written agreement is on file.

GENERAL INSTRUCTIONS FOR SCHEDULE #9—EQUITABLE ACCESS AND PARTICIPATION (REQUIRED FOR PROGRAMS FUNDED BY THE US DEPARTMENT OF EDUCATION)

SUPPORT SCHEDULE #9 MUST BE SUBMITTED IN THE APPLICATION AND WITH ANY APPLICATION OR AMENDMENT THAT CHANGES THE PREVIOUSLY APPROVED SUPPORT SCHEDULE #9

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

1. In accordance with the General Education Provisions Act, Section 427, as amended by P. L. 103-382, Title II—Amendments to the General Education Provisions Act, the Secretary requires that each applicant for assistance under any program administered by the U.S. Department of Education develop and describe the steps that the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability, and age. Applications that do not include this schedule are ineligible for funding.
2. If applicable, submit a separate schedule for each member of shared services arrangements.
3. Part I contains a list of barriers that may prevent students, teachers, or other beneficiaries from having equitable access to and equitable participation in McKinney-Vento programs and activities. If one or more of those barriers exist for students, teachers, or other beneficiaries in the applicant's McKinney-Vento project, make a check in the box in front of that barrier. If there are barriers that exist that are not listed, add them to the list.
4. If the applicant did not check any boxes in Part I, then skip Part II and mark the schedule N/A. For every box that was checked in Part I, use the space in Part II to list the barrier, state the group(s) affected by it, and briefly describe the steps the applicant will use to ensure equitable access to and equitable participation in the McKinney-Vento project. If the applicant has already addressed the barrier elsewhere in the application, indicate the objective where such description can be found. The applicant should use additional sheets as needed.

Example:

- Barrier g. Students: Applicant provides bus tokens for high school students. Applicant has made arrangements with local service providers to offer transportation for elementary students.
- Barrier i. Students: Applicant ensures that students may remain in school of origin when feasible. See Objectives 1-8 in application.
- Barrier k. Parents: Applicant has set up opportunities for parent/teacher conferences in shelters and transitional living centers.

GENERAL INSTRUCTIONS FOR SCHEDULE #10—DISCLOSURE OF LOBBYING ACTIVITIES

SCHEDULE #10 SHOULD BE COMPLETED AND SUBMITTED ONLY IF THE APPLICANT HAS LOBBYING ACTIVITIES TO DISCLOSE. IF APPLICANT IS AWARDED FUNDS AND THE STATUS OF LOBBYING ACTIVITIES CHANGES, THEN THIS SCHEDULE MUST BE SUBMITTED IF APPLICABLE.

Complete this schedule using 10 point Helvetica, Arial, or Verdana font.

The filing of this form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

Each organization shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by such organization. An event that materially affects the accuracy of the information reported includes:

- (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
- (b) A change in the organization(s) or individual(s) influencing or attempting to influence a covered Federal action; or
- (c) A change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks “Subawardee”, then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., “RFP-DE-90-001.”
9. For a covered Federal action where there has been an award by the Federal agency, enter the Federal amount of the award for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

[Items 11-15 were removed from Disclosure Lobbying Certification form.]

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

(Approved by the Office of Management and Budget under control number 1880-0517)

(Authority 20 U.S.C. 3474; OMB Circular A-102)

[53 FR 8071 and 8087, Mar. 11, 1988, as amended at 53 FR 49143, Dec. 6, 1988]

GENERAL INSTRUCTIONS FOR SCHEDULE #11—GRANT REQUIREMENTS
SCHEDULE #11 MUST BE SUBMITTED WITH THE APPLICATION IN YEAR 1 ONLY.

This schedule summarizes the major program and fiscal requirements of this grant. Applicants should consult *Schedules #12 and #12A* for all provisions and assurances that apply to this grant—subgrantees must comply with all provisions and assurances contained within those schedules and stated throughout this RFA. Submit this schedule with the Year 1 application only. The authorized signature on *Schedule #1—General Information*, certifies that the applicant, if successful, agrees to adhere to all provisions set forth in this schedule through the duration of the three-year grant program. Most of the requirements in this schedule are referenced elsewhere in this application; applicants may contact the Texas Homeless Education Office for additional clarification.

Successful applicants should keep a copy of these grant requirements available for easy access.

GENERAL INSTRUCTIONS FOR SCHEDULES #12A-12D—PROVISIONS AND ASSURANCES
SCHEDULES #12A-12D SHOULD NOT BE SUBMITTED WITH THE APPLICATION. THE AUTHORIZED SIGNATURE ON SCHEDULE #1 INDICATES THAT THE APPLICANT AGREES TO COMPLY WITH ALL REQUIREMENTS LISTED ON THESE SCHEDULES.

1. Applicants should carefully read all Provisions and Assurances to ensure that they are willing and able to comply with all requirements stated therein. *Schedules #12A-12D* are posted on the Texas Homeless Education Office website at <http://www.utdanacenter.org/theo>

Part III: Application Submission Requirements Checklist

The following pages comprise the *Application Submission Requirements Checklist*. This checklist includes important elements of the application process that **must** be completed. This checklist is intended as a tool the applicant can use to make sure that each component of the application process is complete. However, the checklist **is not** a part of the application itself and is **not** to be submitted with the application.

Please review each of the items on the checklist and make a check on the appropriate line: *Yes*, *No*, or *N/A*. All items should be answered *Yes*, unless they are not applicable. If an applicant answers *No* to any item, then the applicant must do what is necessary to answer *Yes* to the question before submitting the application.

DO NOT SUBMIT THE APPLICATION SUBMISSION REQUIREMENTS CHECKLIST WITH THE APPLICATION.

DO NOT SUBMIT THIS PAGE WITH APPLICATION!
APPLICATION SUBMISSION REQUIREMENTS
FOR APPLICANTS APPLYING FOR YEAR 1 FUNDING

Please check your application for each of the following requirements:

IMPORTANT: The LEA must ensure compliance with the following four items before the application can be approved for funding:

- HOMELESS LIAISON**
- Yes: _____ No: _____ 1. The applicant has appointed its homeless liaison.
- Yes: _____ No: _____ 2. The homeless liaison is registered in the Texas Homeless Education Office Database.
- Yes: _____ No: _____ 3. The homeless liaison is listed on the district/ESC website.
- TITLE I SET-ASIDES**
- Yes: _____ No: _____ 4. The applicant has set aside funds from its Title I, Part A, allocation (if applicable) as required by the No Child Left Behind Act.

All items below should be answered *Yes*.

- Yes: _____ No: _____ 1. Applicant is eligible to apply for funding according to requirements set forth in the application.
- Yes: _____ No: _____ 2. Application is **NOT** bound or placed in a notebook or folder.
- Yes: _____ No: _____ 3. **NO** cover page or other divider pages are placed in the application.
- Yes: _____ No: _____ 4. *Schedule #1* is the first page of the application. Only pages entitled "*Schedule*" should be submitted, along with any attachments, appendices, or other supporting documentation.
- Yes: _____ No: _____ 5. Application is prepared using either Arial, Helvetica, or Verdana fonts in the sizes specified for particular schedules and is **NOT** handwritten. Hand-written submissions will receive a score of 0.
- Yes: _____ No: _____ 6. Six (6) copies of the completed application are enclosed.
- Yes: _____ No: _____ 7. At least one copy of the application has an **original** signature of the person authorized to bind the subgrantee in a contract signed in blue ink. The signed, original copy should be stamped or marked *Original*.
- Yes: _____ No: _____ 8. All schedules (in their entirety and as instructed in the RFA) have been completed and included.

- Yes: ___ No: ___ 9. All schedules conform to the specified format. (Schedules that do not conform to the specified format will not be reviewed and will receive a score of 0.)
- Yes: ___ No: ___ 10. All schedules adhere to the specified page limits set forth in the application.
- Yes: ___ No: ___ 11. The County-District number has been written on each schedule of the application.
- Yes: ___ No: ___ 12. The Provisions and Assurances contained in *Schedules #12A-12D* have been read carefully and the subgrantee understands that a signature on *Schedule #1* indicates the subgrantee will comply with all provisions and assurances.
- Yes: ___ No: ___ 13. For each budget schedule that requires a description or explanation for specific line items, the applicant has included such information.
- Yes: ___ No: ___ 14. Additional materials (anything that applies to the project) have been added as attachments. For example, letters of commitment from other entities that demonstrate collaboration in planning and in the provision of services are provided in the appendices. Do not submit videotapes, DVDs, CDs, or audiotapes.
- Yes: ___ No: ___ 15. All pages of the application are printed on one side and numbered, including any appendices or attachments, in a logical sequence. (It is permissible to hand-number any attachments that are not word-processed. The numbering of such documents should be legible and should follow the numbering system established by the applicant.)
- Yes: ___ No: ___ 16. Application is prepared, signed, and sent to Region 10 in time to arrive before the deadline stated in the RFA. No exceptions will be granted to applicants who fail to meet the established deadline.
- Yes: ___ No: ___ 17. Applicant ensures that it can and will fulfill all of the data collection and reporting requirements outlined in the application. Applicant has consulted with appropriate district staff regarding the data collection requirements in order to complete the data collection schedule (*Schedule #6F*).
- Yes: ___ No: ___ 18. Funding amount for which applicant is applying has been determined appropriately, according to instructions set forth for Schedule 7.

If the application is for a *Shared Services Arrangement*, the answer below should be *Yes*. If the application is not for a *Shared Services Arrangement*, the answer below should be *NA*.

- NA: ___ No: ___ 19. If *Schedule #8—Certification for Shared Services Arrangements* is included, the fiscal agent, as well as all members of the shared services arrangement, have signed this schedule.
- Yes: ___ No: ___