## REQUEST FOR APPLICATION

# General and Fiscal Guidelines

## applies to grants awarded *on or after* July 1, 2017

# Contents

**APPLICATION GUIDELINES—**

# Introduction to the Request for Application

Use the General and Fiscal Guidelines - New EDGAR with the Program Guidelines, the Standard Application System (SAS), and the instructions to each schedule in the SAS. For applicants selected for funding, all guidelines and instructions will be incorporated by reference into any Notice of Grant Award (NOGA) issued by the Texas Education Agency (TEA).

TEA, as the pass-through entity[1] (and

regarding the process to be used for distribution and management of grant funds. Always refer to the Program Guidelines for detailed information about the specific grant program. The Program Guidelines will, as necessary, refer the applicant back to the General and Fiscal Guidelines for general information.

## Program Guidelines

The Program Guidelines provide information about the specific program, including the purpose of the grant, eligibility criteria, program description, statutory and TEA program requirements, any specific application review criteria, and critical dates. The Program Guidelines also contain specific information regarding the allowability of certain types of costs as related to specific grant program.

Items requiring specific approval through the grant application, or a required attachment to the application, must be included in the application and approved. Expending funds for these items without including them in the grant application and receiving approval is unallowable and will result in questioned costs.

Program-specific information in the Program Guidelines supplements the more general and comprehensive grant-related information in the General and Fiscal Guidelines. Applicants are reminded to refer to the General and Fiscal Guidelines for guidance as they complete and prepare to submit their applications.

## Standard Application System (SAS) and Instructions

The SAS, either in paper-format or electronically in eGrants, contains the schedules that must be completed for the applicant to be eligible for grant funding. Included are schedules requiring input in response to the requirements defined for the program as well as budget schedules, hyperlinks to the provisions and assurances associated with the grant program, and hyperlinks to the instructions for each schedule.

Standard instructions may be accessed by selecting (clicking) each schedule title. These instructions contain general and comprehensive information necessary to complete the schedules. Additional detailed information is also provided, as applicable, that is specific to the particular grant program.

TEA does not have the resources to provide technical assistance to those who experience difficulty accessing and using these schedules. Currently, there is no electronic (email, fax, or other) submission for paper-format applications. Any eligible entity submitting a paper-format application is responsible for ensuring that the printed schedules maintain TEA's format.

# Provisions and Assurances

All the legal provisions and assurances that apply to the grant program are linked in Schedule #2—Required Attachments and Provisions and Assurances, Part 2, for paper grants and on Schedule CS7000—Provision, Assurances, and Certifications for eGrants. With its signature on Schedule #1 of the paper grant application or by certifying and submitting the eGrants application, thes

## General Provisions and Assurances

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# Terms of Subaward

In addition to the terms specified in the provisions and assurances, the following also apply to all subgrantees.

## Preparation and Submittal of Application

TEA will not be liable for any costs incurred in the preparation and submittal of the application.

 Per 2 CFR 200.460 proposal costs are the costs of preparing bids, proposals, or applications on potential federal and non-federal awards or projects, including the development of data necessary to support the non-federal entity's bids or proposals. Proposal costs should be treated as indirect costs and allocated currently to all activities of the non-federal entity. It is unallowable to charge the application development (proposal) costs to a prior year grant award.

The applicant shall furnish such additional information as TEA may reasonably require.

## Scope of Work

The applicant agrees to complete the scope of work described in the approved application at the subawarded funding amount.

## Rejection and Negotiation

TEA reserves the right to reject any and all applications and to negotiate portions thereof.

 For grant programs other than competitive grant programs, TEA will negotiate applications using a differentiated review process based on the fiscal risk status of the subgrantee. The risk status is determined by the agency's annual federal fiscal risk assessment process.

Subgrantees deemed medium or low risk for the fiscal year in which the grant is released will receive a less intensive application review and negotiation process. This differentiated review process will allow NOGAs to be issued more quickly to medium- and low-risk subgrantees.

## Selection of Applications

TEA reserves the right to select the applications containing the best offer considering the outcomes desired.

## Awarding of Funds

Project funding is based on appropriation by the authorized governmental body and on general budget approval by the commissioner of education, the state legislature, or US Congress, as applicable. It should be clearly understood that the applicant will not necessarily receive the amount requested if a lesser amount is determined to be appropriate.

## Right to Reduce Funding

TEA reserves the right to reduce funding if the initial funding projections are determined not to have been realistic based upon the number of actual applicants or other factors. Should additional funds become available for distribution, statute, the commissioner of education or his or her designee will determine how these funds will be distributed.

TEA, and/or the federal government for a federally funded project, shall hold the copyright and trademark to all materials, conceptions, and products created or conceived under this grant, unless the prior express written permission of the TEA Copyright Office is obtained. The subgrantee shall so bind all concerned through written agreements with subcontractors and consultants.

# Applicant Assistance

Applicants are responsible for periodically checking the TEA Grant Opportunities page for any postings of frequently asked questions (FAQs), additional/clarifying information, or errata notices that pertain to this application.

TEA assumes no responsibility and holds all applicants solely responsible for obtaining all information, errata notices, updates to this guidelines document, or changes to applications.

## Navigating the TEA Grant Opportunities Page

All materials related to the RFA are published on the web via the TEA Grant Opportunities page. To navigate to the page and locate materials there, follow these steps:

1. On the TEA Home Page, hover over Finance & Grants on the top menu.

2. In the Grants category, select Applying for a Grant.

3. In the Paper Applications bullet item, select TEA Grant Opportunities.

4. From the Application Name drop-down list, select the application name.

   - The grant start and end dates are listed in the Funding Information section.

   - The RFA and associated materials, such as frequently asked questions (FAQ) or errata notices are posted in the Application and Support Information section.

   - Due dates for progress reports, expenditure reports, and the last amendment due date are listed in the Critical Events section.

   - The names, telephone numbers, and email addresses of TEA program and funding contacts are listed in the Contact Information section.

## TEA Contacts

With questions about the content of the General and Fiscal Guidelines, email the Grants Administration Division at grants@tea.texas.gov.

With questions about any program-specific information contained in the Program Guidelines, contact the TEA program manager

responsibilities of its fiscal agent and of each SSA member. The responsibility for compliance belongs to the non-federal entity (fiscal agent) receiving the subgrant award. The SSA agreement must define the roles and responsibilities of the fiscal agent and the member districts, including the responsibility for the policies and procedures. At a minimum, this agreement contains the following information.

- ⭕ Legal requirements:
- Organization of the shared services arrangement
- Ownership of assets
- Policies and procedures addressing disposition of assets if the SSA is terminated by one or all members
- Policies and procedures addressing carryover funds if the SSA is terminated by one or all members
- Liabilities, including legal fees due to complaint, grievance, litigation, refund from onsite monitoring, audit, etc.
- Basis for allocation of costs of the fiscal agent
- Uncontrollable costs that impact the fiscal agent
- ⭕ Responsibilities of the designated fiscal agent:
- Services to be provided to SSA members
- Employment of personnel
- Budgeting and accounting
- Reporting
- ⭕ Responsibilities of each SSA member:
- Employment of personnel
- Budgeting and accounting
- Reporting

The written agreement must be on file by the fiscal agent for audit and monitoring purposes.

# eGrants Application Designation Form for Shared Services Arrangements

To facilitate the automation process, TEA has developed an "Applicant Designation and Certification" (ADC) form for use with most eGrants applications that permit an SSA. If an ADC is available, all applicants applying for a grant in eGrants that permits an SSA are required to complete the "Applicant Designation and Certification" form and submit it through eGrants before

binding for the entire project period. You are advised to complete the process of obtaining local board approval, as appropriate, before submitting this form.

If your organization is a prospective applicant applying for a grant permitting an SSA, please submit the electronic Applicant Designation form by the date specified in the Program Guidelines, Grant Timeline.

# Application Completion and Submission

This section describes the process of completing and submitting the application.

## Coordination with the Business Office

To ensure compliance with required accounting procedures, all applicants are strongly encouraged to consult with their business office about assignment of budgeted items to the proper class/object codes before submitting the application. Advance coordination with the business office will expedite negotiation and processing of the application and may assist in avoiding audit exceptions for the subgrantee.

## Supplement, Not Supplant

Unless otherwise specified in the Program Guidelines, Supplement, Not Supplant, funds for this program must be used to *supplement* (increase the level of services) and *not supplant* (replace) funds from federal, state, and local funds for similar activities. Any program activity required by state law, State Board of Education (SBOE) rules, or local board policy may not be paid for with these funds. State or local funds may not be decreased or diverted for other uses merely because of the availability of these funds. Subgrantees must maintain documentation that clearly demonstrates the supplementary nature of these funds.

## Submitting an eGrants Application

This section describes the process of completing and submitting an application online in eGrants.

Applicants for an application available on the TEA web-based eGrants system must use eGrants to apply for the funds. You must provide the requested information complete and according to the instructions. For competitive grants, applicants will not be permitted to add further information past the due date for submission. Incomplete applications will not be considered for funding.

All applications must include any requested attachments, in addition to contact information, program forms, budget forms and provisions, assurances and certifications.

### Grant Writer Designation Form (Competitive Campus/Site-Based Applications)

For online competitions only, this form identifies users who will have access to view and complete grant applications on behalf of your organization. Because of the competition among campuses or sites for some grants, users must be designated access to a campus or site grant application by the

superintendent or the organization's authorized official. Only the superintendent or the organization's authorized official may complete the Grant Writer Designation form. This form must designate up to three individuals who will be granted access to each campus or site grant application being submitted on behalf of the organization. The information submitted on this form is considered to be binding. Only the users identified on this form will have access to this grant application.

# Submitting a Paper Application

This section describes the process of completing and submitting a paper application.

## Completing the Competitive Application

All schedules must be complete, one side only, and included in the application submission. Competitive applications will be disqualified if required attachments are missing, required schedules are missing, or required schedules are blank. Also, no additions (including any required attachments) or replacements to the application will be accepted after the closing date for receiving the application. To be considered for funding, the required number of copies of the application must be received by 5:00 p.m. on the deadline date published in the Program Guidelines, Grant Timeline.

It is the applicant's responsibility to ensure that all copies of the application are complete, and printed one side only, before submitting the application to TEA. All schedules must be included and completed, and all required attachments must be appended to the back of each copy of the application at the time it is submitted.

TEA staff cannot make photocopies to complete an application. TEA does not provide facilities, equipment, or supplies for applicants to use in completing an application.

Other applicants are required to attach their audit report to the application. See the Required Fiscal-Related Attachments section for details.

## Open-Enrollment Charter Schools

Open-enrollment charter schools operated by a nonprofit organization must have the proper proof of nonprofit status on file with the TEA Charter School Administration Division.

Other nonprofit applicants are required to attach proof of their nonprofit stw.6(t)4.2( s)-2(t)-6.6(wc0.5( r/5e (E)1.9(A)

attachments must be attached to each required copy of the application for it to be eligible for funding. Applications that are missing any required attachments will not be eligible for competitive review and scoring.

See the Program Guidelines, Required Program-Related Attachments, for a description of any program-related documentation required to be submitted with the application for the grant program.

# Submitting the Application

The following sections describe the procedures related to proper submission of the application.

> Applicants may request extensions to application deadlines for formula grants and noncompetitive discretionary grants, and the requests will be considered by TEA on a case-by-case basis. However, applicants may not request extensions, nor will they be granted, to competitive grant application deadlines.

## eGrants Applications

The eGrants application must be certified and submitted by an individual who has been authorized by the applicant or subgrantee organization to enter the organization into a legally binding contractual agreement. The "Authorized Official" is the individual who will represent the applicant or subgrantee in the event any legal disputes arise. For school districts, this person is usually the superintendent. For education service centers (ESCs) and nonprofit organizations, this person is usually the executive director.

In establishing the time and date of receipt, the commissioner of education will rely solely on the date and time of the eGrants automated system. Competitive applications not submitted by 5:00 p.m. Central Time on the due date will not be accepted by TEA.

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

## Paper Applications

### Copies and Signature

> Per 2 CFR 200.335, for paper copies of the grant application, TEA requires one original copy of the application with an original signature, and two copies of the application.

> All applications must be printed on one side only. Applications submitted by ISDs must be signed by the superintendent of the ISD or a designee. Applications submitted by regional ESCs must be signed by the executive director or a designee.

Applications submitted by open-enrollment charter schools must be signed by the chief operating officer of the school or a designee.

Campuses and campus charter schools must apply through their ISD, and the application must be signed by the superintendent or a designee.

In all cases, the signature must be that of a person authorized to bind the applicant to a contractual agreement.

For applications submitted in response to a competitive RFA, failure to meet these submission requirements will result in disqualification and the application will not be forwarded for competitive review.

# Eligibility for Funding

To qualify for grant funding, the applicant must meet all eligibility criteria defined in the Program Guidelines, Eligible Applicants. The following requirements also apply.

## Submitting the Annual Audit

The applicant must be in compliance with submitting the annual audit to TEA, as described in the Audit Report Requirements section.

## High-Risk Subgrantee Identification

TEA reserves the right not to award a grant to a district or charter school that is identified by TEA as a high-risk subgrantee. Moreover, TEA reserves the right not to award a federal competitive grant (including a continuation grant that was originally competitive) to a subgrantee that is identified by
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- Certified educators

- Substitute teachers

- Employees of an LEA or campus who hold a certification other than a teaching certificate

- Noncertified employees of an LEA or campus

- Employees of an SSA, if the employee's duties are performed on school property or at another location where students are regularly present

- All the above-named employees of a campus or LEA should, before beginning employment, already be in compliance with the fingerprinting requirement, regardless of whether the campus or LEA is a recipient of grant funds administered by TEA.

## As Applicable to LEA or SSA Contractors

In addition, per TEC 22.0834, any person who is offered employment by an entity that contracts with an LEA or SSA, or any subcontractor to that entity, is subject to the same fingerprinting requirement, as long as the person meets both the following conditions:

- The employee or applicant has or will have continuing duties related to the contracted services.

- The employee or applicant has, will have, or may potentially have direct contact with students on school property or at another location where students are regularly present

LEAs and SSAs should refer to the Instructions for Contractors document, posted under the

they offer different benefits to the intended beneficiaries of the grant. The grant application must specify what type of computing devices are planned to be purchased and must demonstrate how the planned purchase aligns with the purpose and goals of the grant.

After grant funds are awarded, they must be expended in accordance with the approved budget. For instance, if the subgrantee budgeted for laptops and decides that tablet computers would be a more cost-effective means of serving the same need, the subgrantee must submit an amendment to the application, which must be approved before tablet computers may be purchased using grant funds.

## Personal Use of Computing Devices

Effective December 26, 2014, the uniform grants guidance consolidated the following OMB circulars:  A-21, A-50, A-87, A-89, A-122, A-102, A-110, A-133.

Below is a list of entities that now follow 2 CFR 200, Subpart E – Cost Principles:

| Type of Entity |
| --- |
| O  Public school districts |
| O  Regional education service centers (ESCs) |
| O  All open-enrollment charter schools |
| O  Local governments (e.g., cities, counties) |
| O  Nonprofit organizations, including community-based organizations and faith-based organizations |
| O  IHEs |

# Application Review and Selection

## Reviewer Assurances: Conflict of Interest and Nondisclosure

All grant reviewers are required to sign a legally binding form certifying that they have no basis for any conflict of interest in the grants they are assigned to review. In addition, reviewers agree not to disclose the contents of any grant application they review to anyone but TEA's competitive review unit.

A reviewer who violates either of these assurances faces the following potential consequences:

- Nullification of the entire grant competition
- Disqualification of the reviewer's organization from the specific grant competition
- Ineligibility of the reviewer's organization to apply for any TEA grant competition for up to 12 months
- Naming of the reviewer's organization in all official TEA announcements as the reason why a competition must be run again and why any grants awarded under the competition must be canceled/voided

## Standard Review Criteria

The following standard review criteria are used in scoring the application. Please note that more specific, detailed review criteria customized for the grant program may be used in combination with the standard review criteria.

Each competitive application is reviewed to determine the capability of the applicant to implement its proposed program. In reviewing the information submitted and in recommending competitive applications for funding, reviewers consider the following ratings: Clearly Outstanding, Exceeds Expectations, Meets Standard, Needs Improvement, or Not Addressed. When scoring each indicator, reviewers select a rating which has an appropriate point value assigned.

## Quality of the Program Plan

For this indicator, 20 points are possible.

- Strategies and activities are of sufficient quality and scope to ensure equitable access and participation among all eligible program participants. (5 points)
- Strategies and activities are of sufficient quality and depth to ensure accomplishment of the goals and objectives of the program according to the relevant statute. (5 points)

## Additional Possible Points

In addition, reviewers will consider the ability of the applicant to follow written directions, as follows:

- Application is organized and completed according to instructions. (5 points possible)

## Total Possible Points

For each application, a total of 105 points is possible.

## Specific Review Criteria

For some grants, the standard review criteria do not fully address all fundamental aspects of the program the applicant is expected to design and describe in the application. In those cases, additional specific review criteria may be defined so that in addition to the indicators addressed by the standard review criteria, those other fundamental aspects may also be evaluated, reviewed, and scored by the grant reviewers. Any specific review criteria defined for the grant program will be listed in the Program Guidelines, Specific Review Criteria, along with the point value that corresponds to each criterion.

# Priorities for Funding

In some grant programs, points are available to applicants that meet certain priorities for funding defined in statute or by TEA. These points are beyond those available through either the standard or specific review criteria. In general, applicants must receive 70% of points available through the standard and specific review criteria, before priority points will be awarded. Any priorities for funding (priority points) defined for the program will be listed in the Program Guidelines, Priorities for Funding. If used for the grant, priority points are assigned by TEA program staff.

# Oral Interviews for Funding

In limited circumstances, the applicants receiving the most favorable ratings in the application review may be asked to send a representative to Austin, Texas, or conduct an electronic meeting or conference call, at a time and place to be arranged, for an oral presentation of the application. Applications may be rated again and re-ranked following the oral presentations. Points are designated and awarded by TEA program staff.

# Selection for Funding

Applications for competitive grants are considered and selected on the basis of total points scored during review and, if applicable, as the result of any oral interviews, but awards are contingent upon availability of funds. In some cases, only applications that receive at least 70 percent or another minimum percentage of points established by TEA, will be considered for funding. Grant awards are generally made starting with the highest-scoring application and continuing to the next highest-scoring application until funds are exhausted or until the applications with the minimum percentage score or higher are funded, whichever is the case.

It is important that a diverse group of students and districts be represented in the operation of grant programs. Therefore, after all applications have received a final score, some additional factors may be considered before grant recipients are selected. The order in which applications are ranked may be changed to fund projects that represent a greater diversity of students and districts. In general, projects are selected to establish programs that accomplish the following:

- Meet the intent and purposes of the authorizing statute
- Are cost-effective (i.e., the total grant amount divided by the total number of students served equals the cost per student)
- May be replicated in districts with similar demographics
- Are diverse with respect to size of districts (include districts with small, medium, and large enrollment)
- Are diverse with respect to geographic location in Texas (include different ESC regions or quadrants of the state)
- Demonstrate greatest need
-

subgrantee can request payment for expenditures even though they were incurred before the grant beginning date.

Review the program guidelines for the grant to determine whether pre-award costs are permitted and to learn the period during which they are allowable.

## Requesting Pre-Award Costs

In order for the subgrantee to be reimbursed for pre-award costs, pre-award costs must generally be requested in the originally approved grant application (including adding the request during negotiations of the original application). If an applicant did not request pre-award costs in the originally approved grant application, the applicant 4.2gJ-0.0T7nni.5(g)-11 o4.3( die(t)-5(s)TJ0 Tc3.761 3.826 0 Td( )Tj-0.002 Tc 0.307.5(wo).2894014r2l

- For contracts or agreements in excess of $10,000, describe conditions under which the contract may be terminated for cause or for convenience and include the basis for settlement.

- 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

**For charter schools**: The FASRG requirements are not applicable to charter schools unless the commissioner approved otherwise in the individual contract for charter.  Generally, TEC Section 12.1053 provisions do not significantly limit the contracting and purchasing activities of open-enrollment charter schools. The federal EDGAR requirements will; therefore, be more restrictive where FASRG does not apply and must in such instances be followed for all procurements under federal awards.

For more information on Procurement Standards 2 CFR 200.318 - 200.326 and FASRG please refer to EDGAR/FASRG side by side.

# Financial Management Standards

Fiscal control and accounting procedures must permit the tracing of funds to a level of expenditure adequate to establish that funds have been used in accordance with the approved grant application. The applicant must maintain effective control over and accountability for all funds, property, and other assets.

Subgrantees must follow the criteria per the code of federal regulations 2 CFR 200.302:

- Identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received.
- Accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the reporting requirements set forth in 2 CFR 200.327 Financial reporting and 2 CFR 200.328 Monitoring and reporting program performance.
- Records that identify adequately the source and application of funds for federally-funded activities.
- Effective control over, and accountability for, all funds, property, and other assets.
- Comparison of expenditures with budget amounts for each federal award.
- Written procedures to implement the requirements of 2 CFR 200.305 Payment.
- Written procedures for determining the allowability of costs in accordance with Subpart E – Cost Principles of this part and the terms and conditions of EMC /LBody ʞTw 0.283 T 1 T7-1.697 0 Td(f)Tj-0

of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements for direct program or project costs and the proportionate share of any allowable indirect costs.

Subgrantees must have written procedures and internal controls for cash management to ensure that only the actual amount of cash needed from federal grant funds will be requested, and that the cash received will be paid out. Procedures should show that the subgrantee plans carefully for cash flows for grant projects and reviews cash requirements before each request for payment. Cash

## Noncompliance with Cash Management Requirements

Pursuant to the provisions of 2 CFR 200.338, subgrantees that fail to comply with cash management requirements, including the repayment of interest earned, may be subject to additional award conditions and remedies for noncompliance being imposed as described in the High-Risk Status, Specific Conditions, and Remedies for Noncompliance section below.

## Requesting Payment through the Expenditure Reporting (ER) System

Subgrantees in good standing are required to use the expenditure reporting (ER) system to record expenditures and request payment. Subgrantees may generally enter total, by class/object code, expenditures into the ER system up to 30 days following the ending date of the grant.

## Accessing ER

To access ER, all individuals reporting and certifying expenditures are required to have an individual TEASE username and password. For security purposes, the TEASE username and password are **not** to be shared with any other user. The ER system is designed to accommodate a segregation of duties between the staff member who enters the drawdown into the ER system and the authorized official who certifies and submits the request. Failure to have such segregation of duties could be a sign of insufficient internal controls indicating risk of inadequate fund management. TEA strongly recommends the segregation of duties and may impose additional specific conditions on subgrant awards when risk is identified.

Each user will have a unique username and password. If you have not yet applied for a TEASE username and password, you can access the application form and instructions. The username and password will be emailed to you.

**APPLICATION GUIDELINES—**

## Private Nonprofit School Consultation

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

The applicant must consult with private nonprofit school officials before making any decision that affects the opportunities of their teachers or students to participate in the program, and this consultation shall continue throughout the implementation and assessment of the grant project. The o6.6(hes)-1-(t(f27ody(ou.3(Th2.6(i)2.67(c)-2deTjEM5 /P (ude)10m0 TL)13.5(.00.007dDC /CC20cs 0  s2.631he )68

# Maintenance of Effort

If the authorizing statute requires, a maintenance of effort (MOE) requirement shall apply to the federally-funded grant program.

In order for TEA to determine if the subgrantee is maintaining the appropriate fiscal effort, it verifies each LEA's MOE using PEIMS data available and notifies the subgrantee if fiscal effort has not been maintained.

Refer to the following pages of the TEA website for links to additional information and guidance regarding the MOE requirement for the ESSA and IDEA-B grant programs:

- IDEA Fiscal Compliance
- ESSA Fiscal Compliance

# Reporting

By submitting the application, the applicant agrees to comply with any reporting requirements established by TEA and to submit the reports in the timeline and format requested by TEA.

## Required Programmatic Reports

This section describes the required programmatic reports.

### Activity, Progress, and Evaluation Reports

The applicant agrees to submit all required written activity/progress reports during the project in the format specified by TEA. Each activity/progress report is generally due to TEA within 15 days after the close of the reporting period. TEA uses these reports to determine if modifications or adjustments to the program are indicated. Refer to the TEA Grant Opportunities page for due dates.

Final Evaluation

objective is not to be involved in any manner with the provision of program services or activities. Otherwise, the evaluator is, at least in part, evaluating its own services.

In addition, TEA is aware that some grant writers develop and design the grant program, write the entire grant application, and then wish to evaluate the grant program. TEA also believes that this scenario poses a conflict of interest for the evaluator, in that the evaluator is evaluating the grant program that he or she designed, developed, and wrote. Again, it is not possible for the evaluator to function independently and objectively if the evaluator performed in this capacity. It is certainly acceptable for the grant writer to receive some information from a potential evaluator to include in the evaluation section of the grant application with regard to an appropriate evaluation plan or design, but communication between the grant writer and evaluator should be limited to that specific topic.

Applicants should make every effort to ensure that contracted evaluators are independent and objective.

# Expenditure Reporting

See the Requesting Payment through the Expenditure Reporting (ER) System section for more information on using ER for expenditure reporting.

Subgrantees in good standing may report expenditures at any time to receive payment, (see the Cash Management section above.ee8.9( c)a6.6(h)10.5dD-17-6(an)1-6.6(ec6(an)1ee)dog
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is reimbursed only for that portion or percentage of grant funds that meets cost share or match requirements.

Failure to meet reporting deadlines may result in loss of funds and could cause the subgrantee to be identified as "high risk." If a subgrantee fails to comply with the requirement to submit a final expenditure report within 30 days after the ending date of the grant, the last interim expenditure report filed will be the basis of the final expenditure report. (See the Request to Extend Reporting Deadline section below.) In the event that no interim or final expenditure reports have been submitted, TEA staff will enter the final expenditures as $0 total expenditures to allow for the grant closeout process. Depending on the specific grant, the subgrantee may or may not be able to access the funds as carryover.

# Request to Extend Reporting Deadline

An LEA that misses the deadline for a final or revised final expenditure report has 30 days to request an extension of the deadline. If there is no opportunity for a revised final expenditure report, the LEA has 10 days after the final expenditure reporting deadline to submit the request for an extension. All requests for extensions to expenditure reporting deadlines must be submitted using the Request to Extend Expenditure Reporting Deadline form. The form is posted on the Request to Extend Expenditure Reporting Deadline page of the TEA website.

To access the page:

Click on Finance and Grants

Click on Administering a Grant

On right side menu bar under Grants, click on Request to Extend Expenditure Report

Requests for expenditure deadline extensions are not granted automatically. TEA staff will evaluate each request on a case-by-case basis, with the decision to extend a deadline remaining completely within TEA's discretion. Requests are considered by weighing a number of factors related to ture Rep--p7.7(ed)

Beginning in fiscal year 2016, subrecipients of federal discretionary and federal discretionary continuation grants from TEA that are nonprofit organizations (other than charter schools) and

# High-Risk Status, Specific Conditions, and Remedies for Noncompliance

## Notice of Agency Policy

TEA conducts federal fiscal grant subrecipient monitoring and compliance reviews, and implements related remedies for noncompliance, in accordance with its established policies and procedures. These policies and procedures incorporate best practices and standards that may be similar to common auditing standards, but the agency does not apply a specific set of external standards, such as the US Government Accountability Office's Generally Accepted Government Auditing Standards (Yellow Book), nor is it required to do so.

TEA reserves the right not to award a discretionary grant to a high-risk subgrantee or to a subgrantee that is materially noncompliant with the terms and conditions of another award. If a subgrantee is identified as high risk by TEA during the grant period, TEA reserves the right to begin procedures immediately to terminate the grant. The subgrantee will be reimbursed for allowable expenditures up through the date of notification of high-risk status.

## Specific Conditions

Pursuant to 2 CFR 200.207, if TEA identifies, in its sole determination, a

# Remedies for Noncompliance

If TEA determines that noncompliance cannot be corrected by imposing the specific conditions, TEA may take one or more of the following remedies for noncompliance actions, as appropriate in the circumstances. 1) temporarily withhold cash payments pending correction of the deficiency, 2) disallow all or part of an activity or action not in compliance, 3) wholly or partly suspend or terminate the grant award, 4) initiate suspension or disbarment proceedings under 2 CFR 180, 5) withhold further grant awards for the project, or 6) take other remedies that may be legally available pursuant to 2 CFR 200.338.

# Notification of Remedies for Noncompliance and Opportunity for Hearing

Upon taking any remedy for non-compliance, TEA must provide the subrecipient an opportunity to object and provide information and documentation challenging the suspension or termination action. (2 CFR 200.341) an oppo(i)2.62Td[f[Tw 23.989 0 Td( 5TJ-0.