



# Department of Contracts, Grants and Financial Administration Request for Approval of Participant Support Costs

Title 2 of the Code of Federal Regulations (2 CFR) 200.456 makes allowable the expenditure of federal grant funds on participant support costs. The purpose of this form is to provide required approval to all TEA grantees that expend any federal grant funds.

According to the definition provided in 2 CFR 200.75, "participant support costs" means the direct cost of providing training, including attendance of professional conferences, to grant program participants. Direct costs may include the cost of travel to the training and any registration fees.

This form is applicable to all TEA subrecipients and to any federal grant administered by TEA.

Name of Federal or State Grant

Name of Grantee  County-District #

## Description of Costs

Describe the planned participant support cost.

Describe the specific need, as identified in your comprehensive needs assessment, that this planned participant support cost addresses.

Explain how the planned participant support cost is reasonable and necessary, allocable to the federal or state grant program, and properly documented by the application. For a cost that is related to providing equitable services to eligible private nonprofit schools, check the box below and leave this section blank.

## Certification

Name and Title of Authorized Official

Signature of Authorized Official and Date \_\_\_\_\_

This form must be signed by the authorized official.

Email this signed form to TEA's Department of Contracts, Grants and Financial Administration (CGFA) at [GrantSupport@tea.texas.gov](mailto:GrantSupport@tea.texas.gov).

## For TEA Use

- Request for prior written approval is approved as requested.
- Request for prior written approval is approved with the following changes:

- Request for prior written approval is denied.

Signature of CGFA Associate Commissioner and Date