Don’t Take It For Granted!

Texas Conference on Ending Homelessness

September 26, 2018

Matt Lashlee
Federal Fiscal Compliance and Reporting Division
Agenda

- Welcome and Introductions
- Origin of Requirements
- New Focus
- Notice of Grant Award
- Allowable Costs
- Supplement, Not Supplant
- Policies and Procedures
- Expenditure Reporting

- Amendments
- Grant Resources
- Continuation Process
Where Do Requirements Come From?

- US Constitution
- Federal Statutes and EOs
- Authorizing Statutes
- EDGAR
- Agency-Wide Regulations
- Program Regulations
- Non-Regulatory Guidance
- NOGA
A New Focus: Performance and Compliance

- Auditors and Monitors:
  - Outcomes vs. Process
- Flexibility for Grantees
- Major emphasis on “strengthening accountability”
A New Focus: Streamlining the Granting Process

- Competitive process
  - Preliminary selection
  - Negotiation

- Application
  - Format
  - Content
# How to Read a NOGA

## Texas Education Agency

**NOGA ID:** 17500087118000

**Organizations:** Learns Alot ISD  
**County District:** 101300  
**Vendor ID:** 1123456789  
**Campus/School:** Learns Alot Campus  
**ESC Region:** 20  
**School Year:** 2017

## Notice of Grant Award

**SAS # A199-17**

<table>
<thead>
<tr>
<th>Name of Grant Program</th>
<th>FAR Fund Code</th>
<th>FAR Rev Code</th>
<th>Fed Aid # /CFDA #</th>
<th>Federal Aid Agency</th>
<th>TEA UIE Only</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Increase (Decrease)</th>
<th>Amount</th>
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<td>500001001000</td>
<td>01/01/2017</td>
<td>07/31/2019</td>
<td>$800,000.00</td>
<td>$800,000.00</td>
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An amount of $800,000 has been reserved for the Notice of Grant Award and will not be disbursed to the subgrantee until TEA has received the final expenditure report and final documents required under this grant.

Application and any amendment thereto identified above, received Date/Document Control Number/ Application ID: 701-15-101-003 as revised or negotiated by the Texas Education Agency (TEA), is hereby incorporated by reference and, therefore, made a part of this grant award. Also, incorporated by reference into this grant award are the Provisions and Assurances contained in the incorporated application, the Request for Application (if applicable), the instructions to completing the Standard Application System (SAS) any guidelines which accompany the application, including program and fiscal guidelines, and any and all attachments or appendices submitted by the applicant or included by TEA. This grant is made contingent upon the availability of funds from the funding entity to the Texas Education Agency for distribution to the subgrantee named above. If funding is not received, TEA assumes no liability for costs incurred by the grant recipient.

**Offer Accepted by Grantee**

The signature of the applicant's authorized officer contained on the applicant's application or amended application referred to above, is hereby incorporated by reference and made a part of this grant/award.

**Approval ID of the Commissioner of Education or Designate Texas Education Agency**

4/24/2017
General Principles: Allowable Costs

- Costs must meet the following criteria:
  - Reasonable, Necessary & Allocable
  - Not prohibited by state/local laws & regulations
    - Request for Application (RFA)
  - Treated consistently
  - In accordance with Generally Accepted Accountability Principles (GAAP)
Program Guidelines: Allowable Costs

- *Approved* field trips
- *Approved* out of state travel
- Program-related activities (p.14-15)
What Does “Reasonable” Mean?

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
Determining Reasonableness

- Could the costs be considered ordinary and necessary to carry out the grant program?
- What are the market prices for comparable goods and services?
- Did the individuals concerned act prudently?
What Does “Necessary” Mean?

- A cost is necessary when it is vital or required in order to meet the objectives of the grant or for the grant to be successful.
- It is not “nice to have”.
What are “Allocable” Costs?

- Costs must be allocated (or charged) to the grant program in accordance with the benefits received.
Direct Costs

- Costs that can be identified specifically with a particular cost objective.

- Examples:
  - Salaries of employees that carry out program activities
  - Supplies and materials
  - Equipment
  - Travel
Indirect Costs

- Costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

- Examples:
  - Budget & Accounting
  - IT Support
  - Human Resources
  - Admin and clerical staff
What Do We Need To Claim Indirect Costs?

- An indirect cost rate that is approved by your cognizant agency, i.e. TEA.
Consistent Treatment of Costs

- A cost may not be assigned to one source of funds as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to another source of funds as an indirect cost.
Federal funds must *supplement*—add to, enhance, expand, increase, extend—the programs and services offered with state and local funds.

Federal funds are not permitted to be used to *supplant*—take the place of, replace—the state and local funds used to offer those programs and services.

In general both the funding & activities must be supplemental.
How Do I Know If I Am Supplanting?

- If I didn’t have federal funds available to conduct this activity/service, would I still conduct it with other funds anyway?
  - If yes, you are supplanting because it isn’t a supplementary activity.
Is There A Penalty For Violating SNS?

- All federal funds involved in a supplanting situation would most likely have to be returned to the federal government.
How Do I Know If SNS Applies?

- Refer to the SNS section in the Program Guidelines
- Refer to Schedule #2 in the SAS/application
- SNS Handbook
Policies & Procedures

- Know them
- **Follow them**
  - Budgeting and accounting for federal grants
  - Accounting for items purchased with federal funds
    - Use of credit and debit cards
  - Maintenance and retention of records pertaining to federal grants
  - Monitoring and reporting program performance for federal grants
  - Time and Effort reporting requirements
  - Procurement of goods and services using federal grants
  - Travel reimbursement requirements applicable to federal grants
Expenditure Reporting
Expenditure Reporting

<table>
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<tr>
<th>Title</th>
<th>NOGA_ID</th>
<th>SchoolYear</th>
<th>Award Amount</th>
<th>Amount Paid</th>
<th>Remaining Amount</th>
<th>Amount Pending</th>
<th>Due Dates</th>
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<td>TITLE I, PART A - IMPROVING BASIC PROGRAMS</td>
<td>*17810101</td>
<td>2016-2017</td>
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<td>4,708,493.00</td>
<td>0.00</td>
<td>Final: 10/31/2017 Rev: 10/31/2017</td>
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<td>TITLE II, PART A-LEP</td>
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<td>0.00</td>
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<td>0.00</td>
<td>Final: 10/31/2017 Rev: 10/31/2017</td>
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<td>TITLE I, PART A-TEACHER &amp; PRINCIPAL TRAINING &amp; RECRUITING</td>
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<td>357,019.00</td>
<td>0.00</td>
<td>Final: 10/31/2017 Rev: 10/31/2017</td>
</tr>
</tbody>
</table>

NOTICE: There are other NOGAs with messages to be viewed. Click the "View all NOGA Messages" button.

Download to Excel: 1 - 4 of 4 NOGAs in list.
Amendments

Administering a Grant

Once you receive your grant funds, you begin the complex process of administering your grant. You must follow regulations that govern how to document changes you make to your program, how to report financial and expenditure trends, and how to meet the requirements outlined in your grant.

Amendment Submission Guidance

After TEA approves your grant application, you may need to change your approved program. In some cases, you must submit an amendment to the application, which TEA must approve. Refer to the following resource to determine what changes to the program must be documented and approved through the amendment process: When to Amend the Application (PDF), accompanied by a training presentation (PPT).

For details on ESSA requirements for the provision of equitable services to private nonprofit schools (PNPS), refer to the ESSA Private School Equitable Services page of the TEA website.

The New EDGAR

Refer to The New EDGAR page of the TEA website for details on new federal regulations, including their effective/applicability date, purpose, a list of the OMB circulars they replace, and links to related TEA grantee guidance.

Prior Approval, Disclosure, and Justification Forms under the New EDGAR

For details on ESSA requirements for the provision of equitable services to private nonprofit schools (PNPS), refer to the ESSA Private School Equitable Services page of the TEA website.

Related Content

Quick Links
- Entitlements
- General and Fiscal Guidelines
- Transition to ESSA
- ESSA Private School Equitable Services
- Substitute System of Time and Effort Reporting
- TEA Grant Opportunities
- Travel Information and Guidance
- The New EDGAR
- When to Amend the Application
Amendments (continued)

<table>
<thead>
<tr>
<th>#</th>
<th>Application Changes That May Require Amendment (Effective with the 2018–2019 School Year) Updated July 2018</th>
<th>Whether Amendment Is Required</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Add a class/object code not previously budgeted. NOTE: A minimal amount must have been budgeted in a class/object code in the originally approved application or subsequently approved amendment for the 25% amendment variance (#2 below) to apply.</td>
<td>YES</td>
</tr>
<tr>
<td>2.</td>
<td>Increase or decrease the amount of funds currently approved in a class/object code on the Program Budget Summary by more than 25% of the total budgeted amount. NOTE: Funds must be budgeted in the class/object code and items requiring specific approval (for programs not covered under the Ed-Flex waiver for class/object codes 6200, 6300, and 6400) are required to be budgeted in the originally approved application or added via an approved amendment before grant funds may be expended on the item.</td>
<td>YES</td>
</tr>
<tr>
<td>3.</td>
<td>Increase or decrease the amount of funds budgeted for a line item on any supporting budget schedule (i.e., within a class/object code) except Payroll Costs (6100), as long as the description of the line item does not change and as long as the current amount approved in that class/object code is not changed by more than 25% of the total budgeted amount. For increases to salaries approved on Payroll Costs (6100), see items 4 and 5 of this table.</td>
<td>NO</td>
</tr>
<tr>
<td>4.</td>
<td>Increase the salary amount of funds budgeted for a line item (i.e., a position type such as teacher, project director, or teacher’s aide) by 10% or less.</td>
<td>NO</td>
</tr>
<tr>
<td>5.</td>
<td>Increase the salary amount of funds budgeted for a line item (i.e., a position type such as teacher, project director, or teacher’s aide) by more than 10%.</td>
<td>NO</td>
</tr>
</tbody>
</table>
### Amendements (continued)

**Part 1: Submitting an Amendment**

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NGA). Do not submit this schedule with the original grant application. Refer to the instructions in this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail or by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address:

Document Control Center, Grants Administration Division, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-8611 or (512) 463-7315.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

**Part 2: When an Amendment Is Required**

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the “When to Amend the Application” guidance posted in the Amendment Submission Guidance section of the Grants Administration Division's Administrators a Grant page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

### Revised Budget

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<tr>
<th>#</th>
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<th>B</th>
<th>C</th>
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<td>Schedule #9</td>
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<td>Total Costs</td>
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<td>$</td>
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Resources from the TEA Grants Page

- Applying for a Grant
- Administering a Grant
- Grants Awarded
- Training and Other Resources
- Contact Information
Locating the TEA Grants Page
TEA Grant Opportunities Page

This page is a central resource for all State and Federal grant opportunities administered by TEA. Grant management, administrative guidance, and other resources can be found at the Department of Contracts, Grants and Financial Administration's [Administrating a Grant](#) page. Questions pertaining to grants and grant funding can be sent to grants@tea.texas.gov.

**Search Options**
- **Application Name**: Selected
- **Program/Subject Area**: All
- **Funding Status**: All
- **Application Type**: All

**Search Results**
- **Available Grant Opportunities**

**Notes**
- Please note... This information is provided for planning purposes only. All dates are subject to change. Please monitor this website for current grant opportunities and specific grant announcements.

**Disclaimer**
- Statements indicate that the dates displayed are the projected dates of availability only. The deadline dates are subject to change until the Grant Application is finalized and available for distribution/publication. Prospective recipients are responsible for obtaining the most current information on this website.
TEA Grant Opportunities (continued)

Welcome to...

The Texas Education Agency’s Office for Grants and Federal Fiscal Compliance has updated its divisional email addresses. As such, questions pertaining to grants and grant funding should be sent to grants@tea.texas.gov. The Division of Grants Administration will be working to update its various sources of documentation to correct references to this new email address.

**TEA Grant Opportunities**

This site is a central resource for and link to all State and federal grant opportunities administered by TEA. Grant management, administrative guidance, and other resources can be found at Division of Grants Administration.

Search Options (Select options below to search for the available grant opportunities)

Select One
- 2017-2018 Career and Technical Education State Student Organizations Grant Application
- 2017-2018 Charter School Technical Assistance and Improvement Grant
- 2017-2018 Communities In Schools
- 2017-2018 Educator Excellence Innovation Program, Year 4
- 2017-2018 ESSA Consolidated Federal Grant Application
- 2017-2018 GEAR UP Grants to Districts
- 2017-2018 Innovative Academies Technical Assistance and Support
- 2017-2018 Special Education Consolidated Grant Application
- 2017-2018 T-STEM Innovations to Advance Blueprint Implementation
- 2017-2018 Texas 21st Century Community Learning Centers, Cycle 6, Year 5
- 2017-2018 Texas 21st Century Community Learning Centers, Cycle 9, Year 2
- 2017-2018 Title 1, Part B Carl D Perkins Institutions Grant Application
- 2017-2018 Title 1, Part C Carl D Perkins Career and Technical Education Act Grant Application
- 2017-2019 Expanding Access to Advanced Academics
- 2017-2019 School Redesign Grant, Pilot Cycle
- 2017-19 System of Great Schools: Advisor Pool Management Grant
- 2017-2019 Teacher Externship Grant
- 2016-2017 Academic Decathlon
- 2016-2017 Amechi - Continuation
- 2016-2017 Career and Technical Education - Educational Excellence Statewide Leadership Project
- 2016-2017 Career and Technical Education State Student Organizations Grant Application
- 2016-2017 Career and Technical Education, Education Service Center Consolidated Application
- 2016-2017 Carl D. Perkins Community and Technical Colleges Consolidated Grant Application
- 2016-2017 Communities in Schools
- 2016-2017 Early Childhood School Readiness Program - Continuation
- 2016-2017 Educator Excellence Innovation Program, Year 3
- 2016-2017 ESS Equity Plan Support Grant

**Please note**: This information is provided for reference. Updated applications are available on the TEA website.

Search Results – Available Grant Opportunities

No Grants Opportunities Found. Please modify Search Options

Status: “Tentative” indicates that the dates displayed are tentative and subject to change. Applicants are responsible for obtaining the most current information on this website.
### 2017-2019 Public Charter School Program Start-Up Grant

The 2017-2019 Public Charter School Program Start-Up Grant Program will be administered by the Division of Grants Administration via a paper application. The application must be downloaded, completed, and submitted in paper to the Division of Grants Administration. Applications may be mailed, hand-delivered, or sent via courier but must in all cases be received by TEA by the established deadline time and date. TEA will post the application and supporting information on this page upon release of the grant.

#### Program Information

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<thead>
<tr>
<th>Program Description</th>
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<tbody>
<tr>
<td>The purpose of this project is to provide financial assistance for the planning, program design, and initial implementation of charter schools and expand the number of high-quality charter schools available to students.</td>
</tr>
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#### Application and Support Information

**FAQ**

#### General and Fiscal Guidelines

#### Contact Information

<table>
<thead>
<tr>
<th>Program Contact:</th>
<th>Funding Contact:</th>
<th>Program Evaluation Contact:</th>
<th>Contact for Electronic Access Issues:</th>
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<tbody>
<tr>
<td>Arnoldo Alaniz</td>
<td>Audrey Hukari</td>
<td>N/A</td>
<td>N/A</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Arnoldo Alaniz</td>
<td><a href="mailto:Arnoldo.Alaniz@tea.state.tx.us">Arnoldo.Alaniz@tea.state.tx.us</a></td>
<td>(512) 453-5975</td>
</tr>
<tr>
<td>Audrey Hukari</td>
<td><a href="mailto:Audrey.Hukari@tea.state.tx.us">Audrey.Hukari@tea.state.tx.us</a></td>
<td>(512) 453-6525</td>
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<th>General and Fiscal Guidelines</th>
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<td>of</td>
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#### Statutory

**Public Law**

<table>
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<tr>
<td>Public</td>
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### Appendix 3

**Applicants’ Conference**

[ TEA FISCAL COMPLIANCE & REPORTING DIVISION ]
Grants Awarded

Grants Awarded Data

TEA publishes two types of information about awarded grants:

- Current fiscal information about grants that have already been awarded
- Applications that have been selected for a competitive grant award

Current Grant Balances by Recipient

TEA advises grantees to monitor their grant balances regularly to avoid lapsing funds. Grantees should also draw down funds regularly through the expenditure reporting (ER) system to avoid creating the impression that they are not implementing their approved grant program. TEA provides online reports for 2014-2015 through 2016-2017 state and federal programs to help grantees monitor grant balances. These reports, updated monthly, include total grant award amount remaining, and percentage remaining.

- State Grant Awards by Grantee for School Years 2014-2015, 2015-2016, and 2016-2017 (Excel)
- State Grant Awards by Grantee for School Years 2014-2015, 2015-2016, and 2016-2017 (PDF)
- Federal Grant Awards by Grantee for School Years 2014-2015, 2015-2016, and 2016-2017 (PDF)

Competitive Grant Recipients

The Division of Grants Administration administers multiple competitive grant programs. The division publishes a list of applicants for each competitive grant program after the applicants have been selected for funding. The division also publishes the competitive grant applications that are selected for funding.

Use the links below to search for information about specific competitive grants.

2017-2019
2017-2018 Public Charter School Program Start-Up Grant

2016-2020
2016-2020 Texas Title I Priority Schools (TIPS) Cycle 5

2016-2018
2016-2018 INDUSTRY CLUSTER NAME Innovative Academy—the Next Generation of ECHS

Related Content

Quick Links
- Entitlements
- General and Fiscal Guidelines
- Transition to PISA
- ESSA, Private School Equitable Services
- Substitute System of Time and Effort Reporting
- TEA Grant Opportunities
- Travel Information and Guidance
- The New EDGAR
- When to Amend the Application

Contact Information

Grants Administration Division
Phone: (512) 463-8525
Fax: (512) 463-9064
eGrants fax: (512) 463-9911
grants@tea.texas.gov

Competitive Review Unit
Phone: (512) 463-8525
Fax: (512) 463-9064
competitivereview@tea.texas.gov (email)
Application Past and Future

2018-2019 Texas Education Agency Standard Application System (SAS)


Grant Period: September 1, 2018, to August 31, 2019

Application deadline: 5:00 p.m. Central Time, April 3, 2018

Submittal Information: Applicants must submit one original copy of the application with an original signature, and two copies of the application, printed on one side only and signed by a person authorized to bind the applicant to a contractual agreement, must be received no later than the aforementioned date and time at this address.

Document Control Center Grants Administration Division
Texas Education Agency
1701 North Congress Ave
Austin, TX 78701-1494

Contact information
Call Larry: Homeless dispositon@tea.state.tx.us (512) 463-6416

Schedule #1 – General Information

Part 1: Applicant Information

Organization name: County District #:
Address:
City:
State:
ZIP Code:
Telephone:
Fax:
Email:

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized the person in whose name this application is being submitted to execute all contractual agreements. I further certify that any clauses of the agreement will be consistent in accordance with applicable federal and state laws and regulations, as well as any guidelines and restrictions, as well as any agreements and regulations, thus conforming to the requirements, both formal and informal, written and oral agreements, that this organization has accepted as applicable. I understand that by the application this organization constitutes an offer and, if accepted by the Agency, is subject to the Agency's acceptance and, if accepted, will form a binding agreement.
Questions?!?!
Contact Information

James Connolly, Senior Division Director
Federal Fiscal Compliance and Reporting Division

Matt Lashlee, Competitive Grant Manager
Federal Fiscal Compliance and Reporting Division

Deanna Taylor, Competitive Grant Manager
Federal Fiscal Compliance and Reporting Division

Competitive Review Unit
Federal Fiscal Compliance and Reporting Division

CompetitiveReview@tea.texas.gov
512-463-9127
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