Grants Administration Division Frequently Asked Questions (FAQs)

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FAQ Section Topics

- General Questions
- PDF Application Questions
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General Questions

1. **How can I find out about TEA grant opportunities?**

    Refer to TEA Grant Opportunities to find a list of available grants and eligibility requirements. Select the **Application Name** from the drop-down menu or enter a keyword(s) in the **Keyword(s) in Application Name** field to help you locate a grant.

    You may also Sign up for Updates, TEA's email bulletins. Select **Grants (formerly GAFPC)** as the subscription topic.

2. **How can I determine if I am eligible for a grant?**

    To determine if your LEA is eligible for a grant, visit TEA Grant Opportunities. Search for the **Application Name**. Once the grant information loads, the eligible applicants are listed under Eligibility in the Program Information section**.**

3. **How can I obtain a scholarship for my child?**

    TEA awards grants to non-federal entities such as local educational agencies (LEAs), including school districts, charter schools, and education service centers (ESCs), and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs), but does not make grants available to individuals.

    The College for All Texans website hosted by the Texas Higher Education Coordinating Board has a section of its site dedicated to financial assistance, grants, scholarships, and loans. A local school counselor or librarian may also be able to help.

4. **I am a contractor. How do I get a grant from TEA?**

   TEA awards grants to non-federal entities such as local educational agencies (LEAs), including school districts, charter schools, and education service centers (ESCs), and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs), but does not make grants available to individuals or contractors.

5. **Where do I submit my grants?**

   eGrants applications must be submitted through the eGrants system. For PDF applications, refer to the submission instructions in Part 1 of the application. PDF applications are generally submitted as follows:

   Noncompetitive applications: GrantApplications@tea.texas.gov
   Letter of Interest (LOI) applications: LOIApplications@tea.texas.gov
   Competitive applications: CompetitiveApplications@tea.texas.gov

6. **Who is my grant negotiator?**

   You may obtain a list of grant negotiators for some of the major grant programs on the Grants Administration Division Contacts page. If the grant is not listed on the Contacts page, you may contact the Grants Administration Division at grants@tea.texas.gov or 512-463-8525 for assistance.

7. **Who can submit grants?**

   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.

   TEA requires the PDF application for noncompetitive grants to be signed, with a digital ID or by hand, by a person authorized to bind the applicant to a contractual agreement:
   - 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.

   PDF applications may be submitted/emailed to TEA by any person(s) designated by your LEA to submit the applications as long as the applications have been **signed** by the person authorized to bind your agency into a contractual agreement.

8. **How can I add an authorized official to submit PDF applications?**

   To add a person as an authorized official to submit PDF applications, the Superintendent should submit a letter by email to the Grants Administration Division notifying us that the person has the legal authority to submit the grants. The letter may be sent to grants@tea.texas.gov.

9. **Where can I find the TEA justification forms for out of state travel, field trips, and hosting conferences?**

   The forms are located on the [Forms for Prior Approval Disclosure and Justification](#) page.

10. **Our district no longer needs equipment purchased with grant funds, where can I find the equipment disposition form?**

    The inventory disposition form is submitted electronically through Smartsheet. Visit the [Forms for Prior Approval Disclosure and Justification](#) page of the Grants Administration website for more information.

11. **What is a Shared Services Arrangement?**

    A shared services arrangement (SSA) is an agreement between two or more school districts, open-enrollment charter schools, and/or ESCs. The SSA provides services for all of the entities involved. Such entities may desire to enter into an SSA for the performance and administration of a program in order to maximize the use of funds and services to be provided. In every SSA, a fiscal agent is designated to be ultimately responsible for compliance with grant requirements and conducting administrative duties. Refer to the [General and Fiscal Guidelines](#) on the TEA website for more information on shared services arrangements.

12. **What is a Unique Entity Identifier (UEI)?**

    A Unique Entity Identifier (UEI) is a unique alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. Refer to the [U.S. General Services Administration](#) for more detailed information.

13. **What are administrative costs?**

    Administrative costs are costs incurred to support the functioning of a grant program or grant-funded activity, but which may not be directly related to the grant. Administrative costs include both direct and indirect administrative costs. Examples of costs that may be considered administrative are salaries and benefits of secretarial staff, salaries and benefits of staff who supervise activities of program staff, accounting and fiscal responsibilities, reporting, evaluation,

monitoring, and auditing. Please refer to the [General and Fiscal Guidelines](#) on the TEA website for more information on administrative costs.

14. **What is supplement, not supplant?**

Supplement means to add to, expand, or increase. Supplant means to take the place of or replace with something else. When the supplant not supplant provision applies, the language will be included in the authorizing program statute, an amendment to the statute, or in the Program Guidelines that are published as part of the Request for Application. When the Supplement Not Supplant Provision applies to a grant program, funds for the program must be used to supplement, not supplant, federal, state, or local funds being used for similar activities. Any program activity required by state law, SBOE rules, or local policies may not be paid with these grant funds. Other funds, such as state or local funds, may not be diverted or decreased for other uses merely because of the availability of these grant funds. Grantees must maintain documentation which clearly demonstrates the supplemental nature of grant activities. For more information on supplement, not supplant, refer to the Supplement, Not Supplant Handbook under [Training and Other Resources](#) or the [General and Fiscal Guidelines](#) on the TEA website.

15. **What are indirect costs?**

Per 2 CFR 200.1, indirect costs are those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Refer to the [General and Fiscal Guidelines](#) on the TEA website for more information on indirect costs.

The US Department of Education (USDE) has given TEA authority to issue indirect cost rates for independent school districts (districts), open-enrollment charter schools, and certain other government entities. To recover any indirect costs, these grantees must request and receive a new indirect cost rate for every school year. Grantees that receive their indirect cost rates from TEA use the rates to recover their organization-wide administrative costs of managing federal, and state, grants such as costs related to accounting, budgeting, purchasing, auditing, and payroll processing.

16. **We forgot to include indirect costs in our grant budget. Do we need to submit an amendment to add them?**

Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. An amendment is not necessary solely for the purpose of claiming indirect costs.

17. **What is the definition of equipment?**

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement

purposes, or $5,000. For more information on equipment, refer to the [Budgeting Costs Guidance Handbook](#).

18. **Where can I find my entitlement amount?**

    Formula grant entitlements may be found on the [Entitlements](#) page of the TEA website. Award amounts for other grants may be found on the [TEA Grant Opportunities](#) page in the Application and Support Information section.

19. **What is a capitalization threshold?**

    The capitalization threshold is the threshold or minimum amount above which an entity capitalizes its assets.

20. **What are some examples of Costs That Do Not Require Specific Approval**

    Costs That Do Not Require Specific Approval vary for each Class/Object Code. Examples include utilities, maintenance and repair of equipment purchased with grant funds, janitorial supplies, textbooks and other reading materials, and in-state travel for employees. For more information on Costs That Do Not Require Specific Approval, refer to the [Budgeting Costs Guidance Handbook](#).

21. **Where can I find a copy of the Program Guidelines for my grant?**

    The Program Guidelines may be found on the [TEA Grant Opportunities](#) page. From the TEA homepage, click on Grant Opportunities in the Popular Application ribbon at the top of the page. Then search for the application name in the drop-down list or by keyword search. Once you have located the name of the application click on the view icon next to the application name. The program guidelines will be listed under the Application and Support Information Section**.**

PDF Application Questions

1. **What is the status of my current PDF application?**

    To find out the status of your PDF application, you may contact the Grants Administration Division at grants@tea.texas.gov or 512-463-8525.

2. **Where can I find a copy of my PDF grant NOGA?**

    Awarded NOGAs and Supplement to NOGAs for PDF grant applications can be viewed and printed from the Expenditure Reporting System (ER) in TEAL.

3. **What forms are required for noncompetitive PDF grant applications?**

    The noncompetitive PDF application consists of two parts, Application Part 1 (PDF) and Application Part 2 (Excel).

Application Part 1 (PDF) contains the application cover page, statutory/program assurances, other sections as applicable to the grant, and amendment description and purpose page. Application Part 2 (Excel) is the budget document. Both parts are required to be submitted. Refer to the Application and Support Information section for the grant on the [TEA Grant Opportunities](#) page to access the application documents. If any attachments are required to be submitted with the grant, they will be identified in the Program Guidelines on the [TEA Grant Opportunities](#).

It is the applicant's responsibility to ensure that all parts of the application are complete before submitting the application to TEA. All sections should be completed, and all required attachments must be included with the application at the time it is submitted. Do not include unsolicited attachments.

4. **What forms are required for amendments to noncompetitive PDF applications?**

   For noncompetitive PDF grants, the following pages/sections are required to be submitted for amendments:
   - Application Part 1 (PDF): Applicant Information page with up-to-date contact information and current authorized official's signature and date
   - Application Part 1 (PDF): Amendment Description and Purpose page with changes identified and briefly described, excluding any calculations or dollar amounts
   - Application Part 2 (Excel): Budget Summary
   - All updated pages/sections of Application Part 1 (PDF) and/or Application Part 2 (Excel) affected by the change(s) identified on Application Part 1 (PDF): Amendment Description and Purpose page

5. **Where do I send changes to my PDF grant applications when changes are requested by my grant negotiator?**

   When changes to a PDF application are requested by a grant negotiator, send the updated or corrected pages directly to the grant negotiator. There is no need to copy the grant applications mailbox. Also, do not submit changes as an amendment. Changes requested by a grant negotiator are part of the application negotiation process and is not considered an amendment. Amendments should be submitted after the subgrantee receives a notice of grant award (NOGA).

eGrants Application Questions

1. **How do I get access to eGrants?**

   To access eGrants, you must first obtain access to the TEA Login system known as [TEAL](#). After you obtain access to TEAL, log in to TEAL and request access to eGrants. Once in TEAL, go to My Application Accounts, then my Accounts, select Request New Account and choose eGrants as the application.

2. **What eGrants role do I need to submit a grant?**

The eGrants role needed for a staff member depends on the responsibilities of the position and the actions the staff member needs to complete. Refer to eGrants Roles on the Grant Resources page for a table that describes the capabilities associated with each role in eGrants. If additional assistance is needed, you may contact your grant negotiator listed on the Grants Administration Division Contacts page.

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. Therefore, the authorized official should have the Grantee Official role to submit an eGrants application.

3. **I can enter information on my eGrants application, but I am unable to submit the grant.**

Verify that you have the correct eGrants role. The eGrants role identifies the capabilities you have in the eGrants system. The grantee official role is the only role that can submit original versions of grant applications and amendments that have not been negotiated. Refer to the eGrants Roles document on the Grants Administration Grant Resources webpage.

4. **How can I find the program guidelines for my eGrants application?**

A link to the Program Guidelines associated with your grant can be found by going through eGrants. Log into eGrants, enter your county district number, and you will see a link to the program guidelines on the landing page near the bottom under the Grant Opportunities heading. Simply click on the name of the grant program and it will take you to the TEA Grant Opportunities page for that grant application. The program guidelines will be listed under the Application and Support Information Section.

You may also access the program guidelines without logging in to eGrants. From the TEA homepage, click on Grant Opportunities in the Popular Application ribbon at the top of the page. Then search for the application name in the drop-down list or by keyword search. Once you have located the name of the application click on the view icon next to the application name. The program guidelines will be listed under the Application and Support Information Section.

5. **Where can I find my entitlement amount?**

If the grant is a formula grant, entitlements may be found on the Entitlements page; otherwise, the funding amount may be found on the TEA Grant Opportunities page. In TEA Grant Opportunities search for the grant application by name or keyword and select the view icon. Allocation amounts will be listed under the Application and Support Information Section.

6. **What is the status of my eGrants application?**

   To determine the status of your eGrants application, log in to eGrants and enter your county district number. Under the Grants tab, select one of the available options.

   Grants in Process lists all grants that are currently in process. The status of your grant will be located under the Status field.

   Apply for Eligible Grants lists grants for which an LEA is eligible but has not yet applied.

   Draft Grants are grants that have not been submitted to TEA.

   Grants in Negotiation lists grants that TEA has returned to the LEA for corrections or additional information.

   Submitted Grants are grants that have been submitted to TEA.

   Awarded Grants are grants where the Notice of Grant Award has been issued.

7. **How do I change the contact information for my LEA in eGrants?**

   Log in to eGrants, enter county district number, then go to the Contacts tab. Check the box next to the name you want to edit or remove and then select the edit or remove button as appropriate. Contact information may be updated in eGrants at any time.

8. **Where can I find a common list of barriers while completing the SC5003?**

   A list of sample barriers may be found in eGrants under the Special Collections tab. From the Special Collections tab, select the SC5003 Formula Grants Consolidated Schedule and click either the Help button or Instructions button for a short list of sample barriers.

9. **Where can I find a copy of my eGrants Notice of Grant Award (NOGA)**

   For eGrants applications, you can access the NOGA in the eGrants Document Library. Once in eGrants, click on the Document Library tab, then select the school year, grant name, and NOGA as the document type.

10. **How do I submit an eGrants amendment?**

    After your grant is awarded, you may need to make changes, this is referred to as an amendment. Refer to TEA's [When to Amend the Application](#) guidelines to determine if an amendment is needed. If you need to amend an eGrants application, you will log in to eGrants, enter your county district number, and go to the Grants tab. In the Grants tab select Awarded Grants and select the grant from the list provided then select the Amend button near the title of the grant.

11. **When is an eGrants amendment required?**

To determine whether a change to the grant program requires an amendment to the application, please refer to TEA's [When to Amend the Application](#) guidelines.

12. **I submitted my eGrants application. It is currently in process, and I need to make a change. How do I go about changing it?**

If your eGrants application is in process and you need to make a change, please contact your negotiator to determine if the application may be returned to you.

13. **How can I add an Authorized Official to eGrants?**

To add an authorized official to eGrants, log in to TEAL to access the eGrants application. Go to My Application Accounts. From My Application Accounts, choose Request New Account. Under Application ID, choose eGrants as the Application. Enter the requested information. Be sure to choose the role of Grantee Official. If the individual already has an account, do not request a new account. Choose Modify Access if their access needs to be changed or submit a Helpdesk ticket using the link on the TEA Homepage if they are experiencing technical difficulties.