

Instructions: Schedule #10—Other Operating Costs (6400)

IMPORTANT NOTE: If any dollar amount was entered for class/object code 6400 on Schedule #6—Program Budget Summary, then this schedule must be completed and included in the submitted application. ***For competitive grants, if any dollar amount was entered for class/object code 6400 on Schedule #6—Program Budget Summary, and Schedule #10—Other Operating Costs (6400) is either blank or missing from the application, the application will be disqualified.***

Complete this schedule to budget other operating costs. All budgeted funds must be entered in whole dollar amounts. **Do not enter any cents.**

Example: Enter \$10,036, **not** \$10,035.75; \$5,073, **not** \$5,073.21.

The following information is provided in the Allowable Cost and Budgeting Guidance section of the Division of Grants Administration [Administering a Grant](#) page:

- Costs that do not require specific approval
- Unallowable costs

For information on amending this schedule, refer to the instructions for Schedule #4—Request for Amendment.

Definition of Pre-Award Costs

In some cases, when authorized by TEA, grantees may be permitted to make certain program-related expenditures before the grant beginning date (i.e., pre-award). The Pre-Award column will be greyed out on budget schedules #6-11 if pre-award costs are not allowable for the grant.

For instance, the beginning date of a program might be September 1. During the summer, however, a conference is being held that would be of substantial benefit to program participants. TEA authorizes pre-award costs for the grant to allow program participants to attend the conference. The grantee can request reimbursement for expenditures even though they were incurred before the grant beginning date.

Requesting Pre-Award Costs

In order for the grantee 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 may subsequently request pre-award costs through an amendment if the grantee provides additional justification and documentation that explains why the request was not submitted in the original grant application.

Pre-award costs are part of, and not in addition to, the total grant award.

Budgeting Pre-Award Costs

All the budget schedules (Schedules #6-11) include a Pre-Award column. If pre-award costs are allowable, budget all pre-award costs in the Pre-Award column. The total pre-award costs budgeted on each of the supporting budget scheduled must match the pre-award amount entered on the corresponding line of Schedule #6—Program Budget Summary.

Costs Requiring Specific Approval

Expenditures for the items preprinted on this schedule require specific approval. If you plan expenditures for these items, you must budget them here. If no items are preprinted, refer to the Division of Grants Administration [Administering a Grant](#) page for guidance on unallowable costs and costs that do not require specific approval.

Costs Requiring Specific Approval

Expenditure on the items preprinted on this schedule requires specific approval. If you plan expenditures on these items, you must budget them here.

For each item requiring specific approval, enter the purpose of the budget item and any other information requested.

6411: Out-of-State Travel for Employees (If Applicable)

The grantee must have a written travel reimbursement policy in order to claim travel reimbursement from these grant funds. Applicant must attach Out-of-State Travel Justification Form. To access the Out-of-State Travel Justification Form, refer to the [Administering a Grant](#) page.

Out-of-state travel expenses always require specific approval and are limited to the following:

- Lowest available airfare
- Actual cost of lodging and meals, not to exceed maximum allowable federal government rates for locale or local policy, whichever is less. If local policy reimburses at a lesser amount, you must comply with local policy. If local policy reimburses at a greater amount, you must pay the difference from local or state funds (i.e., and not from grant funds).

Out-of-state travel is not allowed where the same type and quality of training is available in-state.

In-state travel for employees does *not* require specific approval. Include in-state travel costs for employees on the “Remaining 6400 Other Operating Costs that do not require specific approval” line.

For more detailed information regarding allowable travel expenses, consult the TEA Guidelines Related to Specific Costs, posted in the Allowable Cost and Budgeting Guidance section of the Division of Grants Administration [Administering a Grant](#) page.

6412: Travel for Students (If Applicable)

Travel for students includes any overnight travel or travel requiring air fare (in-state and out-of-state). It does not include a field trip that takes place during a single day. Travel for students is allowable only if the applicant has written authorization in statute or from the federal awarding agency (normally the US Department of Education). The grantee must maintain this written approval locally and provide such documentation to TEA upon request.

Specify the purpose of the travel.

6412/6494: Educational Field Trip(s) (If Applicable)

Use this line to request educational field trips for students. Field trips must be allowable per the Program Guidelines. If you budget funds for field trips, you must complete and attach the

Educational Field Trip Justification Form. To access the Educational Field Trip(s) Justification Form, refer to the [Administering a Grant](#) page.

6413: Stipends for Non-employees (If Applicable)

Use this line to request stipends (sometimes referred to as “participant support costs”) paid to individuals not employed by the grantee organization for allowances related to or for participation in grant activities.

6419: Non-employee Costs for Conferences (If Applicable)

Use this line to request in-state or out-of-state travel for individuals not employed by the grantee organization. Non-employee costs for conferences or training are allowable only if the applicant has written authorization in statute or from the federal awarding agency (normally the US Department of Education). The grantee must maintain this written approval locally and provide such documentation to TEA upon request.

Specify the purpose of the non-employee costs.

6411/6419: Travel Costs for Officials (If Applicable)

Use this line to request travel costs for executive directors, superintendents, or board members. Specific approval is required for all travel by executives. Such travel must be specifically related to and necessary for carrying out the objectives of the grant program. Travel costs for officials must be allowable per the Program Guidelines. Attach Out-of-State Travel Justification Form, if necessary. To access the Out-of-State Travel Justification Form, refer to the [Administering a Grant](#) page.

6495: Membership Dues in Civic or Community Organizations (If Applicable)

Membership in professional and technical organizations does not require specific approval but must be directly related to the grant program. Membership in a civic or community organization *does* require specific approval. All memberships must be in the name of your organization, not in that of an individual. Memberships must be necessary to carry out the objectives of the grant.

Specify the name and purpose of the organization.

64XX: Hosting Conferences for Non-Employees (If Applicable)

Use this line to request costs for hosting or conducting conferences, meetings, or retreats for nono-employees. Hosting conferences for non-employees must be allowable per the Program Guidelines. Applicant must attach Hosting Conference Justsification Form. To access Hosting Conferences for Non-Employees Justification Form, refer to the [Administering a Grant](#) page.

64XX: Program-Specific Costs (If Applicable)

TEA may determine that certain operating costs need specific approval for the grant program. If so, those operating costs are listed here. Enter a brief description of the purpose for budgeting these items, and enter the amount budgeted.

Subtotal Other Operating Costs Requiring Specific Approval

Add the amounts budgeted for each line item of other operating costs requiring specific approval. Enter the total on the “Subtotal other operating costs requiring specific approval” line.

Remaining 6400—Costs That Do Not Require Specific Approval

Enter the total amount of funds budgeted for items that do not require specific approval. Refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for a list of items in class/object code 6400 that do not require specific approval.

Grand Total

Add the amounts entered in the “Subtotal other operating costs requiring specific approval” (if applicable) and “Remaining 6400—Other operating costs that do not require specific approval” lines and enter the amount in the space provided for “Grand total”. The Grand total must match the Total Budget amount entered for 6400—Other Operating Costs on Schedule #6—Program Budget Summary.