



# Department of Grant Compliance and Administration Request for Approval of Participant Support Costs: Private School Equitable Services

The purpose of this form is to provide required approval to all TEA grantees that expend any federal grant funds on the provision of equitable services to private nonprofit schools (PNPs), in accordance with the requirements of the Every Student Succeeds Act (ESSA). Equitable services to PNPs that are required, and therefore allowable, under federal program statute include registration and travel costs for PNP staff participating in allowable professional development activities.

Title 2 of the Code of Federal Regulations (2 CFR) 200.456 makes allowable the expenditure of federal grant funds on participant support costs. 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.

A private nonpublic staff member who travels for an approved professional development opportunity, may be reimbursed for the actual cost of lodging and meals. However, the reimbursements out of grant funds may not exceed the maximum meals and lodging rates based on federal travel regulations that are issued by the Texas Comptroller of Public Accounts. 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 and not from grant funds. A summary of current Texas travel guidelines is available on the TEA website at [https://tea.texas.gov/Finance\\_and\\_Grants/Grants/Travel\\_Information\\_and\\_Guidance](https://tea.texas.gov/Finance_and_Grants/Grants/Travel_Information_and_Guidance).

This form is applicable to all TEA subrecipients and to any federal grant administered by TEA in which equitable services to PNPs are required and therefore allowable.

## Instructions

1. Complete the school year and county-district number fields of this form, below.
2. Print a copy of the completed form.
3. Maintain the printed copy as documentation of the required approval for expenditure of federal grant funds on participant support costs. This documentation must be provided to auditors and monitors upon request.

## School Year and Grantee Information

School Year  County-District

## Description of Costs Planned for Provision of Equitable Services

In order to provide equitable services to PNPs, the grantee must expend federal grant funds on the following participant support costs, which are required and therefore allowable under the grant.

The required/allowable participant support costs are registration and travel costs for PNP staff participating in allowable professional development activities.

## How Costs are Reasonable and Necessary, Allocable, and Properly Documented

These activities are required, and therefore allowable, under specific program statute. Failure to provide these activities may be considered noncompliance with federal statute.

Participant support costs are related to providing equitable services to eligible private nonprofit schools.

## For TEA Use

Request for prior written approval is approved as requested.

Please note: This activity is approved to the start of the individual subrecipient's federal grant as documented on the Notice of Grant Award (NOGA) for federal programs requiring/allowing equitable services to private nonprofit schools.

Signature of Associate Commissioner