

Grants Administration Division Frequently Asked Questions (FAQs)

Updated 07-15-2022

FAQ Section Topics

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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

4. I am a contractor

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

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.

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 vi

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

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

The eGrants role needed for a staff member depends on the respon

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 StatG(t)4D 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

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](#)