



State of Arizona Department of Education

Grants Management Prior Approval Request Form

The Arizona Department of Education (ADE) may grant prior approval, in certain cases, to consider **pre-award costs (PACs)** for LEAs and to allow **participant support costs (PSCs)** of \$5,000 or less per participant per event (12/8/2022 guidance letter from United States Office of Elementary and Secondary Education).

Please note that this prior approval does not mean that a particular PAC or PSC is deemed an allowable cost under an applicable program. Expenditures for PACs or PSCs must meet all applicable requirements of a program (e.g., statutes and regulations and the requirements set out in Subpart E of 2 CFR Part 200 with regard to expenditures being reasonable, necessary, allocable, and properly documented).

This authority applies to the following formula grant programs:

- Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part B – State Assessment Formula Grants
- Title I, Part C – Education of Migratory Children
- Title I, Part D – Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- Title II, Part A – Supporting Effective Instruction
- Title III, Part A – English Language Acquisition, Language Enhancement, and Academic Achievement
- Title IV, Part A – Student Support and Academic Enrichment Grants
- Title IV, Part B – 21st Century Community Learning Centers
- Title V, Part B, Subpart 2 – Rural and Low-Income School Program
- McKinney-Vento Education for Homeless Children and Youth Program

CTDS: LEA Name:

Contact: Title:

Grant Name:

Requesting: Pre-Award Costs (PAC) Participant Support Costs (PSC)

PRE-AWARD COSTS REQUEST:

Per 2 CFR § 200.458, prior approval may only be considered for any Pre-Award Costs (PACs) incurred on or after the date that ADE received the Federal award (typically July 1). *PACs maybe applicable when an LEA does not obtain substantial approval by the beginning of the project period due to an emergency or extenuating circumstances.* ADE may permit an LEA to charge PACs, so long as they are necessary and reasonable for carrying out the program, consistent with all applicable statute and regulations, **and are for obligations incurred during the period of availability of the grant.**

1. Reason Pre-Award Costs are needed:
2. Description of Pre-Award Costs and amount requested:
3. What steps have been instituted to ensure that in future years Pre-Award Cost Requests will not be needed:

PARTICIPANT SUPPORT COSTS REQUEST:

Participant Support Costs (PSCs) are “direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with **conferences or training projects.**” ADE may only consider prior approval of PSCs that does not exceed a total cost of \$5,000 per individual participant or trainee, per conference, training, or event.

Please note that the rule regarding PSCs **does not include employees of the LEA.** Rather, PSCs would typically apply if, for example, an LEA provides opportunities to parents to attend a program-related conference or training, or private school teachers as part of equitable services to attend a training or conference. PSCs would also apply if, for example, an LEA used Federal funds to pay for students’ expenses for travel to a program-related conference or training.

PSCs are allowable costs if they are necessary and reasonable for the performance of the award and prior approval has been granted. (2 CFR §§ 200.403 and 200.456.)

I assure PSC is only requested for parents, students or private school teachers and will not be used for employees.

1. Reason Participant Support Costs are needed:

2. Description of Participant Support Costs including who will be attending:

3. Amount requested per participant and dates of conference/training:

I assure all PAC and PSC expenditures were in accordance with applicable Federal Uniform Grant Guidance, as well as specific guidance related to the grant indicated on this form.

I assure all PAC and PSC obligations will be during the period of availability of the grant.

Signature of Entity Business Manager or Higher

Date

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LEA DIRECTIONS:

- A Prior Approval Request Form must be submitted for each grant where prior approval for PACs or PSCs is being sought.
- LEA must have an approved General Statement of Assurances (GSA) for the fiscal year the LEA is requesting prior approval.
- LEA must have submitted the application for the grant in which the LEA is requesting prior approval.
- LEA submits a History Log comment in the applicable grant indicating the LEA is requesting prior approval.
- A Prior Approval Request Form can be found in the Grants Management Resource Library in GME.
- LEA submits the Prior Approval Request Form online via a Grants Management service request at <https://helpdeskexternal.azed.gov/>
- ADE Grants Management and applicable grant program area will review the request. ADE may request additional information or documentation in consideration of this request.