



# Division of Grants Administration

## Request to Add Program Income to Federal or State Grant Award and Expand Delivery of Programmatic Services

Per 2 CFR 200.307, you must report to TEA any program income you earn from products or activities funded from the federal or state grant award. 2 CFR 200.307 permits you to request TEA's approval to add program income to your federal or state grant award. Unless specifically authorized, you must use program income to pay current program costs.

Use this form to request approval to add your program income to your federal or state grant award. Limit one request per form.

Name of Federal or State Grant

Name of Grantee  County-District #  Date

### Description of Program Income

Describe in detail how you earned or plan to earn program income using the federal or state grant funds you were awarded to administer the federal or state grant program.

Describe how you will use the program income to pay current costs that are reasonable, necessary, and allocable under the federal or state grant program.

### Certification

Name and Title of Authorized Official

Signature of Authorized Official \_\_\_\_\_ Date

This form must be signed by the authorized official.

Email this signed form to TEA's chief grants administrator at [grants@tea.texas.gov](mailto:grants@tea.texas.gov).

### For TEA Use

Request to add program income is approved as requested.

Request to add program income is approved with the following changes:

Request to add program income is denied.

Signature of Chief Grants Administrator \_\_\_\_\_ Date