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| **Texas Education Agency**    **APPLICATION FOR DISASTER AID ASSISTANCE**  Texas Education Code (TEC), §42.2524, Texas Administrative Code (TAC) §61.1013  Applies to a school district or charter school located in an area declared a disaster area by the governor under Chapter 418, Government Code, and that incurs disaster remediation costs as a result of the disaster. During the two-year period following the date of the governor’s initial proclamation or executive order declaring a state of disaster, an eligible district or charter school may submit an application for disaster aid assistance in remediation of costs paid by the district or charter school. Any relief payment made by TEA will be offset by any payments received or expected to be received by the district or charter school from federal, other state, or other sources for those costs. |
| **General Guidance**  **Eligibility**:  1. All or part of the school district or charter school must be located in an area declared a disaster by the governor under Texas Government Code, Chapter 418, in accordance with TEC, §42.2524(a).  2. The school district or charter school must have incurred and paid disaster remediation costs during the two-year period following the date of the governor's initial proclamation or executive order declaring a state of disaster that the school district or charter school does not anticipate recovering through insurance proceeds, federal disaster relief payments, or another similar source for reimbursement, in accordance with TEC, §42.2524(b).  3. The school district or charter school must apply for reimbursement during the two-year period following the date of the governor's initial proclamation or executive order declaring a state of disaster. The school district or charter school must submit a completed application by the application deadline. A school district or charter school that submits an incomplete application or submits an application after the application deadline may be deemed ineligible for funds, in accordance with TEC, §42.2524(b).  **Definitions**:  **Disaster Remediation Costs** are costs incurred by a school district or charter school for replacing facilities, equipment, and supplies needed to provide instruction as a location where students eligible for FSP funding regularly attend classes.  **Paid Disaster Remediation Costs** are costs that are paid or remitted resulting in an outflow of cash in exchange for goods or services evidenced by an invoice, receipt, voucher, or other such document, and in accordance with standards found in the Financial Accountability System Resource Guide adopted by reference in §109.41 of this title (relating to Financial Accountability System Resource Guide) and TEC, §42.2524(b), (e), and (h), that the school district or charter school does not anticipate recovering through insurance proceeds, federal disaster relief payment, or another similar source of reimbursement in accordance with TEC, §42.2524(b), and that were paid during the two-year period following the governor's initial proclamation or executive order declaring a state of disaster.  **Application Process**  A school district or charter school must submit a new application each time funds are made available under §61.1013 (a) on a form prescribed by the Texas Education Agency (TEA). The application shall contain, at a minimum, the following:  1.The identification of the governor's initial proclamation or executive order declaring a state of disaster and evidence that all or part of the school district or charter school is in the area declared a disaster.  2. The total dollar amount of paid disaster remediation costs.  3. The total dollar amount of paid disaster remediation costs paid during the two-year period following the governor's proclamation or executive order declaring a state of disaster that the school district or charter school anticipates to be reimbursed from insurance proceeds, federal disaster relief payments, or another similar source of reimbursement.  4. The total difference between the amounts of paid disaster remediation costs and, of the total difference, the specific paid disaster remediation costs for which the school district or charter school is seeking reimbursement as part of the grant program.  5. An explanation as to why the school district or charter school does not anticipate to be reimbursed from insurance proceeds, federal disaster relief payments, or another similar source of reimbursement for each specific paid disaster remediation cost identified in 4 above for which the school district or charter school is seeking reimbursement as part of the grant program.  **Finalization of Award**  Awards of assistance will be made based only on paid disaster remediation costs. Prior to making an award, TEA may request additional documentation. A school district or charter school is not entitled to any requested reimbursement, and a decision by the commissioner is final and may not be appealed.  **Deadlines**  The commissioner will announce a deadline for grant applications in conjunction with making a determination of the amount of funds available for the grant program cycle. All applications received by the announced deadline will be reviewed. Applications will be funded if sufficient funds are available to fully fund each application. If sufficient funds are not available to fully fund each application, funding will be allocated in accordance with TAC, §61.1013 (g).  **Prioritization of awards**  Upon close of the application cycle, all eligible applications will be awarded priority status in accordance with the criteria outlined below. All applications within Priority 1 will be fully funded before funds are allocated to Priority 2.  Priority 1 - Applications from school districts and charter schools that are not subject to the provisions of TEC, Chapter 41. If insufficient funds are available to fully fund Priority 1 eligible applications, award amounts will be reduced proportionately.  Priority 2 - Applications from school districts or charter schools that are subject to the provisions of TEC, Chapter 41. If sufficient funds are not available to fully fund Priority 2 eligible applications, award amounts will be reduced proportionately. Only expenses that were not reimbursed under the TEC, §41.0931 (Disaster Remediation Costs), are eligible to be reimbursed.  **Reporting Requirement**  Annually after the date of the award under this grant program, the school district or charter school board and school district superintendent or charter school chief executive officer shall provide a certified report on a form prescribed by the TEA until all insurance proceeds, federal disaster relief, or other similar sources of reimbursements related to the disaster are finalized. On the report, the school district or charter school shall identify any insurance proceeds, federal disaster relief payments, or other similar sources of reimbursement that the school district or charter school received for which the school district or charter school previously received payment from TEA under §61.1013 (g). TEA will adjust funding for any overpayments made to the school district or charter school based on the final report out of the school district's or charter school's future FSP payments or will require a refund. |
| CDN  District  Address  City/  County  Contact  Email |
| **Complete and Submit Spreadsheet Provided with Supporting Documentation**  [Cost Associated with Disaster Relief Application](file:///\\Tea4dpfs2\acsfc\StateFunding\1_School%20Finance%20Unit\State%20Funding\FSP%20Operations\Chapter%2041%20Recapture\2016-2017\Cost%20Associated%20with%20Disaster%20Relief%20Application%20Spreadsheet.xlsx)  Costs that are paid or remitted resulting in an outflow of cash in exchange for goods or services evidenced by an **invoice, receipt, voucher, or other such document**, and in accordance with standards in the Financial Accountability System Resource Guide adopted by reference in §109.41 of this title (relating to Financial Accountability System Resource Guide) and TEC, §42.2524(b), (e), and (h), that the school district or charter school does not anticipate recovering through insurance proceeds, federal disaster relief payment, or another similar source of reimbursement in accordance with TEC, §42.2524(b), and that were paid during the two-year period following the governor's initial proclamation or executive order declaring a state of disaster.  **Distribution of Funds**  Funds will be allocated through the FSP and will appear on the school district or charter school payment ledger. Funds will be delivered as soon as practicable after awards have been made. |
| **Certification**  I acknowledge that all paid disaster remediation costs for which the school district or charter school is seeking reimbursement qualifies as paid disaster remediation costs and that the school district or charter school does not anticipate recovering these payments through insurance proceeds, federal disaster relief payments, or another similar source of reimbursement, and will continue to make efforts to seek reimbursement as allowable or appropriate. I also acknowledge that the school district or charter school shall maintain all documents supporting the information supplied in this application for the purpose of any future inquires or audits, and that the school district or charter school is subject to an audit by the TEA until two years after the school district or charter school certifies to the TEA in writing that the disaster is finalized and closed.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of President, Board of Trustee Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Secretary, Board of Trustee Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Superintendent Date  **Remit by email to** [**sfinance@tea.texas.gov**](mailto:sfinance@tea.texas.gov)  **Submit a separate appliction, spreadsheet, invoices, receipts, vouchers, or other such documents for each disaster** |