**Purpose**: Specific allowable uses of federal grants may require prior approval from the awarding agency. This form will be used by LEAs to request approval from GaDOE, when applicable. This form may also be used for other purposes where it is determined that pre-approval is needed.

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| **Citations** | |
| **CFR 200.439(b)(2**), capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the program manager of the federal program whose funds will be used for this purchase.  **CFR 200.462**, costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs. Special arrangements and alterations costs incurred specifically for a Federal award are allowable as a direct cost with the prior approval of the Federal awarding agency or pass-through entity.  **CFR 200.313**, Equipment (c) (1) Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the non-Federal entity must not encumber the property without prior approval of the Federal awarding agency. The Federal awarding agency may require the submission of the applicable common form for equipment. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority: (i) Activities under a Federal award from the Federal awarding agency which funded the original program or project, then (ii) Activities under Federal awards from other Federal awarding agencies. This includes consolidated equipment for information technology systems.  **CFR 200.441**, Fines, penalties, damages, and other settlements. Costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the Federal award, or with prior written approval of the Federal awarding agency**.** | |
| **Directions** | |
| Complete this form and email it to the federal program manager/specialist to request approval. After approval is granted, attach this form to the general attachments tab in the consolidated application on the MyGaDOE portal. | |
| **General Information** | |
| LEA Name |  |
| Contact Name |  |
| Position |  |
| Email Address |  |
| Phone Number |  |
| If Applicable Location of Asset |  |
| Intended Length of Service |  |
| Public or Private School |  |
| **Fiscal Information** | |
| Fiscal Year |  |
| Budget |  |
| Funding Source |  |
| If split funded/braided, list programs and percentage per program |  |
| Function/Object Code |  |
| If Applicable, Total Single Item Cost of Equipment excluding installation/shipping, additional costs (installation/shipping, etc.) |  |
| Full description of item to be purchased, including intended use |  |
| Intent and Purpose:  Describe goals/objectives/intended outcomes |  |
| Provide the evidence-based documentation to support the purchase (if required) |  |
| Describe monitoring and/or measures of effectiveness to be used |  |

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| **Reminders:**   * Approved capital expenditures are budgeted using any of the 700 series object codes. * Capital equipment cannot be claimed as Indirect Costs. Therefore, if the LEA claims indirect costs, all capital expenditures must be subtracted from the program's allocation prior to applying the restricted indirect cost rate. * If private schools are using equipment, the equipment must remain on the LEAs inventory log. |

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| **GaDOE Use Only** | |
| Approved | Not Approved |
| Program Manager/Designee Signature: | Date: |
| If Braided/Split Funded:  Program Manager/Designee Signature:  Program Manager/Designee Signature: | Date:  Date: |
| Once signed by program manager/specialist, form will be returned to the LEA contact to attach to the general attachment tab in the consolidated application on the MyGaDOE portal. | |

Note: Use of this form does not take the place of required procurement procedures. All procurement procedures outlined in the [Federal Programs Handbook](https://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Federal-Programs-Handbook.aspx) must be followed, as applicable.