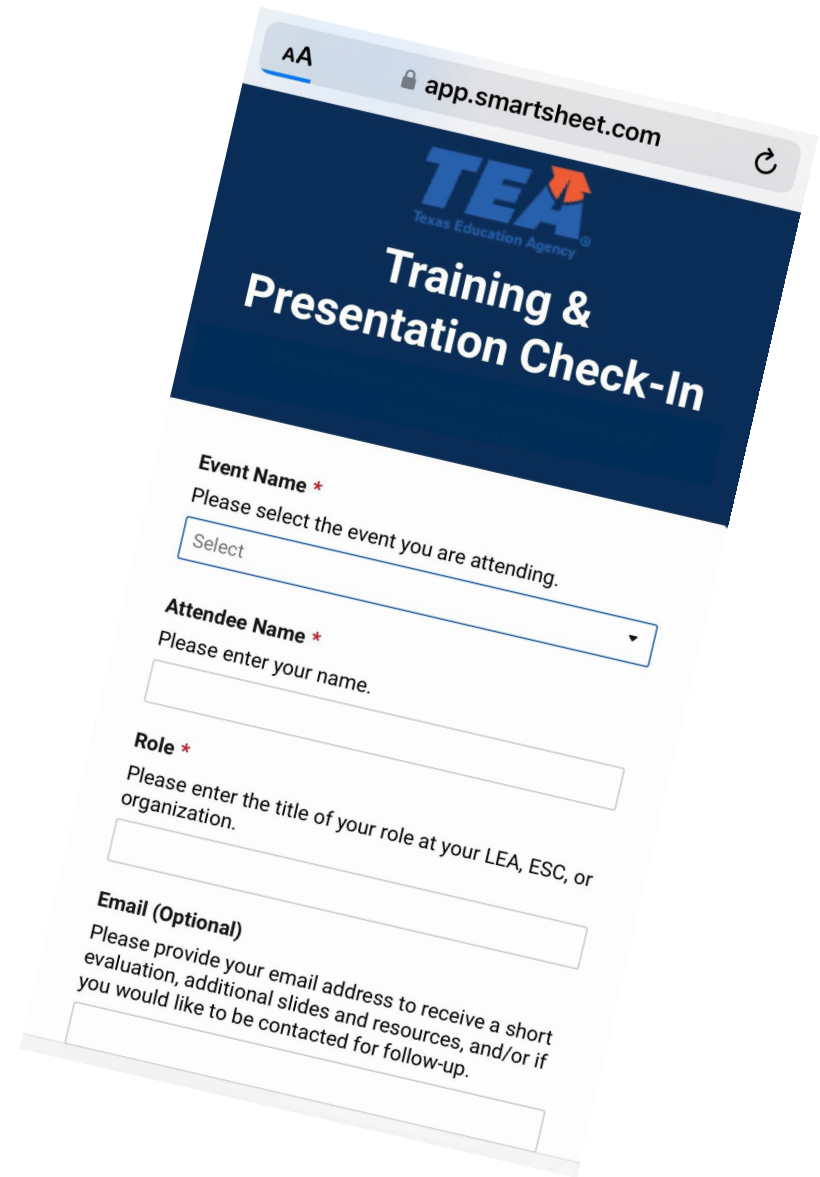
A photograph of a teacher with short dark hair and glasses, wearing a white t-shirt, sitting on the floor and reading a book to a group of young students. The students are also sitting on the floor, looking at the book. The background shows a classroom setting with bookshelves filled with books and colorful educational materials.

**District Request for School Year 2025–2026 Indirect Cost Rates: Completing the Indirect Cost Rate Proposal (ICRP) Additional Costs Workbook (ACW) and Certifying the ICRP**

**Federal Fiscal Compliance and Reporting Division**

# Check-In



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**TEA**  
Texas Education Agency

## Training & Presentation Check-In

**Event Name \***  
Please select the event you are attending.  
Select

**Attendee Name \***  
Please enter your name.

**Role \***  
Please enter the title of your role at your LEA, ESC, or organization.

**Email (Optional)**  
Please provide your email address to receive a short evaluation, additional slides and resources, and/or if you would like to be contacted for follow-up.

# Disclaimer

1. This presentation is intended solely to provide general information and guidance to Texas LEAs, ESCs, non-profit subgrantees, and participating Private Schools receiving equitable services. The content in this presentation reflects the Texas Education Agency's current understanding of statute and applicable federal guidance.
2. The content of this presentation is subject to change as a result of future guidance and or other updates provided by federal agencies with regulatory oversight of these programs.
3. This presentation does not constitute legal advice, and entities are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting upon the information provided.

# Agenda

- Role of the United States Department of Education
- ICRP and ICRP ACW Overview
- Timeline
- Completing and submitting the ICRP ACW
- ICRP Next Steps
- Reviewing and Certifying the ICRP

## ICRP Additional Costs Workbook (ACW) and Instruction Manual

The district ICRP and ACW have been updated. To assist districts, TEA has developed a data collection methodology that populates PEIMS data into an ICRP. However, a small amount of the required ICRP data cannot be obtained through PEIMS. Therefore, districts are asked to provide a small amount of additional costs data to TEA through the submission of an ICRP ACW. Districts can easily obtain the additional costs data by running simple queries within their financial accounting systems. Districts will not be required to analyze or classify any costs in the ICRP ACW.

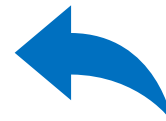
- [ICRP Additional Costs Workbook \(Excel\)](#)
- [ICRP Additional Costs Workbook \(PDF\) not for completion](#)
- [ICRP Additional Costs Workbook Instruction Manual \(PDF\)](#)
- [ICRP Additional Costs Workbook Frequently Asked Questions \(FAQs\)](#)



## Training Module

TEA has developed a PowerPoint training module explaining the process and instructions for completing the ICRP ACW which may be accessed here:

- [ICRP Additional Costs Workbook PowerPoint Training \(PP\)](#)
- [ICRP Additional Costs Workbook PowerPoint Training \(PDF\)](#)



## Submission Deadline

# USDE Methodology Overview

- Indirect cost rate calculation methodology is dictated by federal statutes, regulations, and United States Department of Education (USDE) guidance
- USDE designates TEA as the cognizant agency for indirect costs for local educational agencies (LEAs) and education service centers (ESCs)
- USDE/TEA Delegation Agreement for calculating indirect cost rates changed as of school year (SY) 2018–2019
- Current Delegation Agreement received 11/29/19 in effect for five years, and now extended through 2025–2026

# USDE Delegation Agreement Overview

- For school year 2020–2021 and beyond, TEA received a new Delegation Agreement from USDE that specifies the approved indirect cost rate calculation methodology.
  - Re-affirms and clarifies current procedures in the LEA Plan
  - Prohibited indirect cost rates extensions
  - Rescinded all current indirect cost rates extensions
  - Required that rates be requested by independent school districts (districts) every year
  - Required that TEA calculates rates every year
  - Required 3 years of financial data to calculate the one-year rates

# Indirect Cost Rate Types

TEA issues two indirect cost rates to LEAs, an unrestricted rate and a restricted rate.

- **Restricted Rates**

Restricted rates are used for grant programs where the supplement, not supplant (SNS) requirement applies.

Most of the grants that TEA administers are subject to supplement, not supplant, and the restricted indirect cost rate is applied to them.

- **Unrestricted Rates**

Unrestricted rates are applied to grants not subject to SNS.



# Indirect Cost Rate Proposal Overview

- Indirect cost rate proposal (ICRP) updated to accommodate three years of financial data
- Districts no longer complete the ICRP – instead, complete the ICRP Additional Costs Workbook (ACW) or ICRP ACW
- TEA will prepopulate an ICRP for each district that requests indirect cost rates through submission of the ICRP ACW

# ICRP ACW

- SY 2025–2026 ICRP ACW uses the same streamlined format that was used for SY 2024–2025
- Districts must complete and submit the ICRP ACW to request an indirect cost rate for the upcoming school year.
- To receive rates for SY 2025–2026, districts must submit the ICRP ACW is **January 17, 2025**

# ICRP and Prepopulated Data

- TEA will prepopulate the ICRP with the following data:
  - 10%\* will be prepopulated from the ICRP ACW submitted by the district
  - 90%\* will be prepopulated from PEIMS data
- Districts will review and certify the complete ICRPs

\*Percentages are approximate

# Indirect Cost Rates Timeline

Date	Action
October 31, 2024	ICRP ACW is made available via the <a href="#">Indirect Cost Rates</a> webpage and the secure GFFC Reports and Data Collections application, accessible through <a href="#">TEAL</a> .
January 17, 2025	Due date for districts to submit the ICRP ACW requesting indirect cost rates.
January – April 2025	TEA reviews all submitted ICRP ACWs and requests clarification and/or re-submissions, as needed.
April 17, 2025	TEA provides complete ICRPs to districts for review and certification.
May 16, 2025	Due date for districts to submit ICRP Certification in GFFC Reports and Data Collections
July 1, 2025	Notification Letter - Indirect Cost Rate posted in GFFC Reports and Data Collections, accessible through <a href="#">TEAL</a> . <b>Rates become effective.</b>

# Completing the ICRP ACW (1)

## Additional Costs Worksheet(s)

- **Additional Costs Worksheet(s)**

If your district received indirect cost rates for SY 2024–2025 and is requesting again for SY 2025–2026, you will have to submit only one (1) Additional Costs Worksheet for FY 2024 (SY 2023–2024 data), because TEA has retained the data you've already submitted for the previous two (2) years (FY 2022/SY 2021–2022 and FY 2023/2022–2023).

# Completing the ICRP ACW (Continued 2)

## Additional Costs Worksheet(s)

- The first year a district requests indirect cost rates is the only year it is required to submit three years' worth of additional costs data
  - In subsequent years, the district will be required to provide data only for the year(s) not previously-submitted
- Districts should run accounting system queries to retrieve most of the requested information

# Completing the ICRP ACW (Continued 3)

## Additional Costs Worksheet(s)

- A staff member familiar with accounting system queries should complete the workbook
- Indicate \$0.00 if there are no expenditures (it will show as “\$ -” in Excel); do NOT leave sections blank

## LEA Information Worksheet

### Indirect Cost Rate Proposal (ICRP) Additional Costs Workbook

To Establish an Indirect Cost Rate for  
School Year 2025-2026 (FY '26)

#### LEA Information and Certification of Additional Costs

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and that to the best of my knowledge and belief:

1. As per 2 CFR §200.334 Retention requirements for records - All records and documentation supporting the indirect cost allocation plan will be retained for a period of three years after the last day of the fiscal year (school year) to which the proposal applies or until audited, whichever occurs sooner.
2. The LEA's accounting records are maintained in accordance with Module 1, Financial Accounting and Reporting, of TEA's Financial Accountability System Resource Guide, and I have included all costs identified as governmental funds and food service enterprise funds, if applicable.

I declare that the foregoing is true and correct to the best of my knowledge:

Name of LEA:

County District Number:

Name of Primary Contact  
Completing Worksheet:

Title:

Phone Number:

Email:

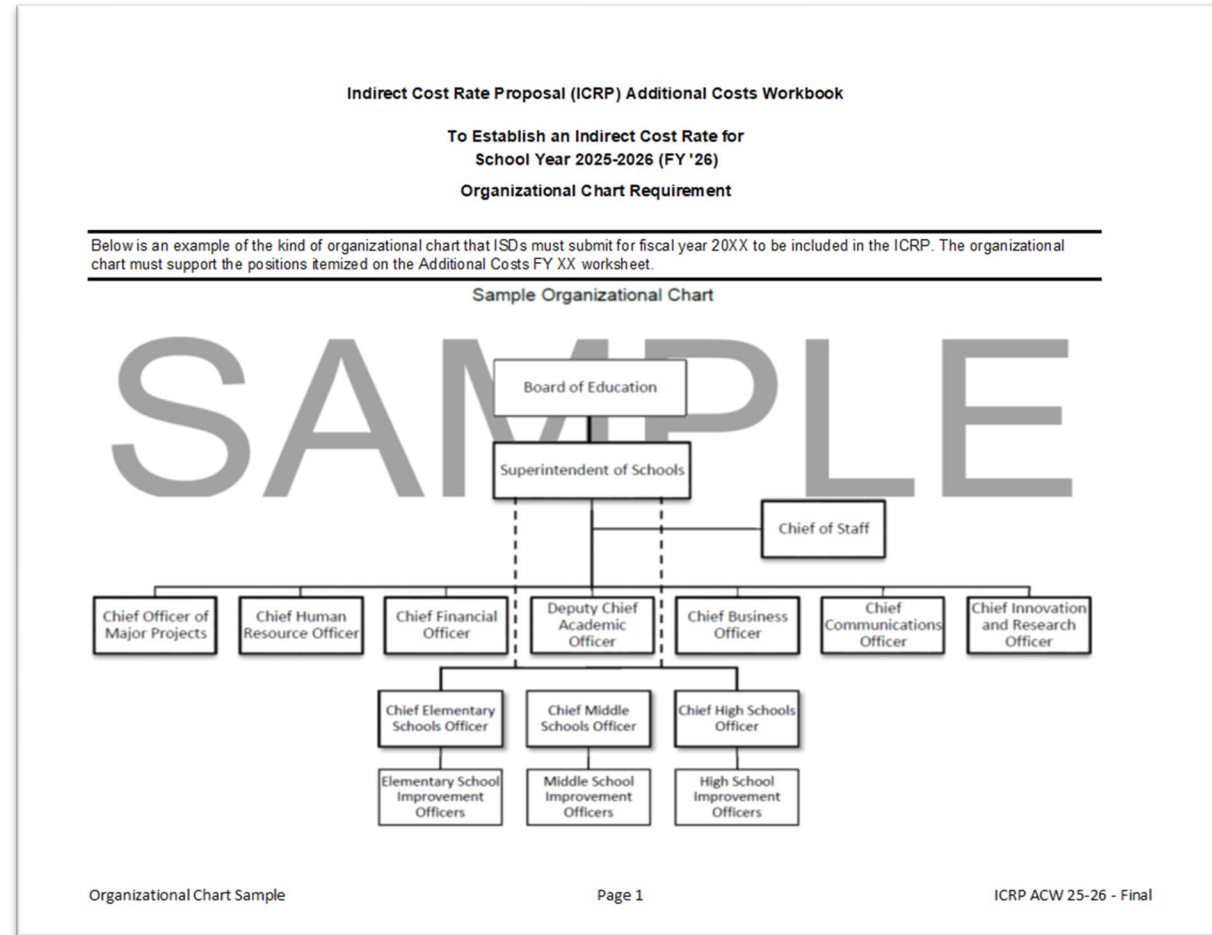
Date:



## Checklist to Assist LEAs

CHECKLIST
<b>Tab 1: LEA Information and Certification of Additional Costs</b>
<input type="checkbox"/> LEA Tab Completed Name of LEA - Select from pull-down menu County-District Number (CDN) - Will auto-populate Name of Primary Contact (person completing the worksheet) Title Phone Number Email Date of completion/submission
<b>Tab 2: Organizational Chart Sample</b>
The Organizational Chart Sample tab contains an example of the kind of organizational (org) chart that LEAs must submit.
<b>Tab 3: Organizational Chart</b>
<input type="checkbox"/> Inserted Org Chart for the Current Fiscal Year (FY 2026) The Org Chart tab is where LEAs will insert their org chart for the fiscal year for which financial data is submitted.
<b>Tab 4: Additional Costs Worksheet</b> <i>**Your district might not have amounts to report in some of the sections.</i>
The sections to be completed by the LEA in Tab 4 of the ICRP ACW include the following:
<input type="checkbox"/> Function 41 Expenditures Entered In this section, enter the expenditures for Org codes 702, 708, and 720 – by fund, function, and object code as requested here in the worksheet.
<input type="checkbox"/> IRS On-Behalf Payments and/or Medicare Part D Payments Enter the expenditures for all IRS On-Behalf Payments and/or Medicare Part D Payments made during the applicable fiscal year by the appropriate fund, function, and object (6344) code as requested in the worksheet.
<input type="checkbox"/> Food and Milk Costs of Food Service Program Entered Enter all Food and Milk expenditures in a Food Service Program made during the applicable fiscal year by the appropriate fund, function, and object (6341) code as requested in the worksheet.
<input type="checkbox"/> Depreciation Expense Amount Entered Enter the total depreciation expenses charged to governmental activities for buildings/improvements and furniture/equipment/vehicles. This information can be found in the "Notes to the Financial Statements" section of the LEA's Annual Financial and Compliance Report (AFR), under "Capital Assets" or "Capital Asset Activity" and under "Notes Payments to Fiscal Agents/Member Districts of Shared Services Arrangements (SSAs) Entered"
<input type="checkbox"/> Payments to Fiscal Agents/Member Districts of Shared Services Arrangements (SSAs) Entered Please note the question is asking about payments from federal grant funds. Please include the ALN #, the begin and end dates. If there is no ALN #, then the payment was not likely made from federal funds reported here.
<input type="checkbox"/> Federal Subsequent Items - Payments Entered Enter all Federal Subsequent and/or Other Federal Grant Pass-Through Funds by selecting the fund, function, and object codes under which the payment was made, and then entering the Payee name, a description, the ALN #, the begin and end dates, and then finally the amount.
<input type="checkbox"/> Contingency Funds Amount Entered These are funds set-aside for possible future expenses, such as lawsuit settlements or refunds to TEA (example: a monetary judgment against the LEA) and are excluded costs in the indirect cost rate calculation, and object code from the pull-down lists and enter a description and the amount of the contingency.
<input type="checkbox"/> Chief Executive Officer (CEO), (position), Function Code Selected, Position Title, Salary Amount and Staff Count Entered Enter all expenditures for CEOs and their immediate support person(s) – state/fiscal salaries and fixed costs by function and position name, include the superintendent, administrative assistant to the superintendent, other CEOs (such as assistant superintendents), and the administrative assistant(s) to the CEOs. CEOs oversee a component of the district and make decisions regarding the component, which affects the entire district – all aspects of the district, not a certain area or focus point. These components are not readily assigned to one area or program. These CEOs oversee areas such as: • Superintendent's Office • Finance • Technology • Curriculum • Maintenance and Operations • Human Resources/Personnel Locations which oversee a campus or focus population are not considered CEOs.

## Organizational Chart Sample Worksheet



# Completing the ICRP ACW – Organization Chart

## Organizational Chart Worksheet

- The process for submitting the Org Chart is the same as last year. Districts can insert their org chart into this worksheet/tab.
- Districts will not submit a separate document in GFFC Reports and Data Collections.

Indirect Cost Rate Proposal (ICRP) Additional Costs Workbook

To Establish an Indirect Cost Rate for  
School Year 2025-2026 (FY '26)  
Organizational Chart Requirement

Please insert/paste ISD's organizational chart for fiscal year 2024 (school year 2023-2024) below the line. Note: If your org chart is a PDF, open the PDF> Save As> Save as type: JPEG. Then from this Excel tab, go to Insert (next to Home)> Pictures> Select org chart JPEG file you just saved. You may also use the Snipping Tool to snip and paste the org chart here.

Organizational Chart

Page 1

ICRP ACW 25-26 - Final

# Completing the ICRP ACW – Function 41

## Function 41 - General Governance and Direct Costs

- Enter expenditures for org codes 702, 703, and 720 – by fund, function, and object code

Function 41 - General Governance and Direct Costs							
Organization Code:				702	703	720	TOTAL
Fund	Function	Obj	Description	School Board	Tax Office Costs	Direct Costs	
100	41	6100	Payroll Costs <i>(exclude obj 6144)</i>				\$ -
100	41	6200	Prof/Contract Services				\$ -
100	41	6300	Supplies/Materials				\$ -
100	41	6400	Other Operating				\$ -
200	41	6100	Payroll Costs <i>(exclude obj 6144)</i>				\$ -
200	41	6200	Prof/Contract Services				\$ -
200	41	6300	Supplies/Materials				\$ -
200	41	6400	Other Operating				\$ -
300	41	6100	Payroll Costs <i>(exclude obj 6144)</i>				\$ -
300	41	6200	Prof/Contract Services				\$ -
300	41	6300	Supplies/Materials				\$ -
300	41	6400	Other Operating				\$ -
400	41	6100	Payroll Costs <i>(exclude obj 6144)</i>				\$ -
400	41	6200	Prof/Contract Services				\$ -
400	41	6300	Supplies/Materials				\$ -
400	41	6400	Other Operating				\$ -
<b>ALL</b>	<b>41</b>	<b>ALL</b>	<b>Totals:</b>	\$ -	\$ -	\$ -	\$ -

# Completing the ICRP ACW – TRS

## TRS On-Behalf Payments/ Medicare Part D Payments

- Enter expenditures by the appropriate fund, function, and object (6144) code

TRS On-Behalf payments AND/OR Medicare Part D Payments									
Fund	Obj	Fund Description	Function 1X	Function 2X	Function 3X	Function 4X	Function 5X	Function 6X	TOTAL
100	6144	General Funds							\$ -
200	6144	Special Revenue Funds							\$ -
300	6144	Special Revenue Funds							\$ -
400	6144	Special Revenue Funds							\$ -
ALL	6144	Totals:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Completing the ICRP ACW – Food and Milk

## Food and Milk Costs of Food Service Program

- Enter expenditures by the appropriate fund, function, and object (6341) code

<b>Food and Milk Costs of Food Service Program</b>				
Fund	Obj	Fund Description	Function 3X	TOTAL
100	6341	General Funds		\$ -
200	6341	Special Revenue Funds		\$ -
300	6341	Special Revenue Funds		\$ -
400	6341	Special Revenue Funds		\$ -
N/A	6341	Food Service Enterprise Fund		
<b>ALL</b>	<b>6341</b>	<b>Totals:</b>	<b>\$ -</b>	<b>\$ -</b>

# Completing the ICRP ACW – Depreciation

## Depreciation Expense Amounts

- The information needed to complete the Depreciation Expense Amounts section can be found in the *Notes to the Financial Statements* section of your district's AFR, under "Capital Assets" or "Capital Asset Activity"

<b>Depreciation Expense Amounts</b>			
Enter the depreciation amounts as listed			AMOUNT
Total Depreciation charged to Governmental Funds			

Capital asset activity for the year ended August 31, 2021, was as follows:

	Balance 8/31/2020	Additions	Disposals	Balance 8/31/2021
<b>Governmental activities:</b>				
Land and improvements	\$ 269,588			\$ 269,588
Buildings and improvements	4,550,199			4,550,199
Furniture and equipment	652,006	126,415		778,421
Infrastructure	2,418,368			2,418,368
<b>Totals</b>	<b>7,890,161</b>	<b>126,415</b>		<b>8,016,576</b>
<b>Less accumulated depreciation for:</b>				
Buildings and improvements	1,362,876	91,003		1,453,879
Furniture and equipment	423,969	60,142		484,111
Infrastructure	793,966	112,827		906,793
<b>Total accumulated depreciation</b>	<b>2,580,811</b>	<b>263,972</b>		<b>2,844,783</b>
<b>Governmental activities capital assets, net</b>	<b>\$ 5,309,350</b>	<b>\$ (137,557)</b>		<b>\$ 5,171,793</b>


Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental activities:</b>	
11 - Instruction	\$ 55,393
12 - Instructional resources and media services	217
23 - School leadership	4,912
31 - Guidance, counseling and evaluation services	893
33 - Health services	54
34 - Student (pupil) transportation	22,786
35 - Food services	8,043
36 - Extracurricular activities	147,908
41 - General administration	7,727
51 - Facilities maintenance and operations	11,431
52 - Security and monitoring services	163
53 - Data processing services	4,445
<b>Total depreciation expense - governmental activities</b>	<b>\$ 263,972</b>

# Completing the ICRP ACW – Payments to Fiscal Agent

## Payments to Fiscal Agent/Member Districts of Shared Services Arrangements (SSAs) (report only federal funds)

- Enter full payment amount made with federal funds

Payments to Fiscal Agent/Member Districts of Shared Services Arrangements (SSAs)							
<b>REQUIRED QUESTION</b> Did the LEA make payments to a fiscal agent and/or member district of an SSA funded with federal grant funds from FN 93? <i>Select answer from pull-down list ↓</i>							
Payments to Fiscal Agents/Member Districts of SSAs							
Fund	Function	Object	Name of SSA	ALN # 	Begin Date	End Date	Amount
<i>Paid with Federal Funds</i>							
	93	649X					
	93	649X					
	93	649X					
	93	649X					
	93	649X					
							<b>Total:</b> \$ -
<small>The ALN # is REQUIRED - This number is the Assistance Listing Number and identifies the Federal Grant which funds the SSA. If there is not a ALN #, the item is not funded with a federal grant.</small>							



# Completing the ICRP ACW – Federal Subrecipient Items

## Federal Subrecipient Items - Federal Subgrants and Federal Grant Pass-Through Funds (report only federal funds)

- Do not include subgrants or subcontracts that are less than \$25,000, and do not include the first \$25,000 of payments in subgrants or subcontracts that are greater than \$25,000

Federal Subrecipient Items - Federal Subgrants and Federal grant pass-through funds (report only federal funds)								
<b>REQUIRED QUESTION</b> Did the school district distribute federal grant funds as a subgrant or as federal grant pass-through funds?						<i>If YES - Complete this section, detail the items below.</i>		
						Select answer from pull-down list ↓		
Federal Subgrants								
Fund	Function	Obj	Payee	Description	ALN #	Begin Date	End Date	Amount
Select	Select	Select						
Select	Select	Select						
Select	Select	Select						
Select	Select	Select						
Select	Select	Select						
Other Federal Grant Pass-Through Funds								
Fund	Function	Obj	Payee	Description	ALN #	Begin Date	End Date	Amount
Select	Select	Select						
Select	Select	Select						
Select	Select	Select						
Select	Select	Select						
Select	Select	Select						

The ALN # - (formerly CFDA) is REQUIRED - This number is the Assistance Listing Number and identifies the Federal Grant which funds the subrecipient item.

# Completing the ICRP ACW – Contingencies

## Contingencies

- Select the fund, function, and object codes from the pull-down lists
- Enter a description and the amount of the contingency

<i>Contingencies</i>				
Fund	Function	Obj	Description	Amount
Select	Select	Select	Monetary judgements against district/school (legal judgements dictated by a court of law)	
Select	Select	Select	Enter Description of Cost	
Select	Select	Select	Enter Description of Cost	
Select	Select	Select	Enter Description of Cost	
Select	Select	Select	Enter Description of Cost	
Select	Select	Select	Enter Description of Cost	

# Completing the ICRP ACW – CEO Information

## Chief Executive Officer Information

- Enter all expenditures for Chief Executive Officers and their immediate support person(s) – state/local salaries and fixed costs by function and position name. These positions should correspond to the organizational chart that you will be inserting/pasting within the ICRP ACW Organizational Chart tab.

<b>Chief Executive Officer Information</b> (report only general funds)						
<b>NOTE: Do not duplicate costs - All column items must be completed</b>						
Fund	Function (Select from pull-down list)	Position Title	State/Local Salary Amount  Object Codes 611X-612X	State/Local Fixed Cost  Object Codes 613X-614X ***	Enter Number of Position**  (do not duplicate counts)	***do not include obj code 6144
1XX - 199	Select					
1XX - 199	Select					
1XX - 199	Select					
1XX - 199	Select					
1XX - 199	Select					
1XX - 199	Select					
1XX - 199	Select					
1XX - 199	Select					

# Completing the ICRP ACW – Terminal Leave

## Terminal leave

- Terminal leave payments are amounts paid to departing employees outside of normal routine payments for either the accumulation of vacation leave or as part of an employment contract.

Terminal Leave							
REQUIRED QUESTION		Did the LEA make payments to one or more departing employees for terminal leave?				If YES - Complete this section, detail the items below.	
		Select answer from pull-down list ↓					
Fund	Function	Object	Location of Employee	Job Title of Employee	Name of Employee	Nature of Employee (Direct or Indirect)	Amount of Payment
Select	Select	Select				Select	
Select	Select	Select				Select	
Select	Select	Select				Select	
Select	Select	Select				Select	
Select	Select	Select				Select	
Select	Select	Select				Select	
Select	Select	Select				Select	
Select	Select	Select				Select	
Select	Select	Select				Select	
Select	Select	Select				Select	

# Common Mistakes

- Depreciation Expense- Blank or wrong amount reported

<b>Depreciation Expense Amounts</b>	
Enter the depreciation amounts as listed	AMOUNT
Total Depreciation charged to Governmental Funds	



- Payments to Fiscal Agent/Member Districts of Shared Services Arrangements (SSAs)- Incomplete data

<b>Payments to Fiscal Agent/Member Districts of Shared Services Arrangements (SSAs)</b>							
<b>REQUIRED QUESTION</b>		Did the LEA make payments to a fiscal agent and/or member district of an SSA funded with federal grant funds from FN 93?					
		Select answer from pull-down list ↓					
<b>Payments to Fiscal Agents/Member Districts of SSAs</b>							
Fund	Function	Object	Name of SSA	ALN #	Begin Date	End Date	Amount
<i>Paid with Federal Funds</i>							
	93	649X	ABC SSA				
	93	649X					
	93	649X					
	93	649X					
	93	649X					
	93	649X					
<b>Total:</b>							<b>\$ -</b>
<small>The ALN # is REQUIRED - This number is the Assistance Listing Number and identifies the Federal Grant which funds the SSA. If there is not a ALN #, the item is not funded with a federal grant.</small>							



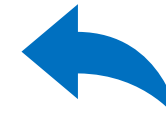
# Common Mistakes (Continued)

- Federal Subrecipient Items - Federal Subgrants and Federal grant pass-through funds - Incomplete data and no selection from pull-down list

**Federal Subrecipient Items - Federal Subgrants and Federal grant pass-through funds** (report only federal funds)

**REQUIRED QUESTION** Did the school district distribute federal grant funds as a subgrant or as federal grant pass-through funds? **If YES - Complete this section, detail the items below.**  
*Select answer from pull-down list.*

Federal Subgrants									
Fund	Function	Obj	Payee	Description	ALN #	Begin Date	End Date	Amount	
Select	Select	Select		ABC					The ALN # - (formerly CFDA) is REQUIRED - This number is the Assistance Listing Number and identifies the Federal Grant which funds the subrecipient item.
Select	Select	Select							
Select	Select	Select							
Select	Select	Select							
Select	Select	Select							
Other Federal Grant Pass-Through Funds									
Fund	Function	Obj	Payee	Description	ALN #	Begin Date	End Date	Amount	
Select	Select	Select		ABC					
Select	Select	Select							
Select	Select	Select							
Select	Select	Select							



- Contingencies – No selection from pull-down list

Contingencies				
Fund	Function	Obj	Description	Amount
Select	Select	Select	Monetary judgements against district/school (legal judgements dictated by a court of law)	
Select	Select	Select	Payment to ABC	
Select	Select	Select	Enter Description of Cost	
Select	Select	Select	Enter Description of Cost	
Select	Select	Select	Enter Description of Cost	
Select	Select	Select	Enter Description of Cost	



# Common Mistakes (Continued 2)

- Chief Executive Officer Information - No selection from pull-down list, number of position(s), positions listed that should NOT be under CEO section (see #s 10 & 11 in the [FAQ](#))

**Chief Executive Officer Information** (report only general funds)

**NOTE: Do not duplicate costs - All column items must be completed**

Fund	Function (Select from pull-down list)	Position Title	State/Local Salary Amount Object Codes 611X-612X	State/Local Fixed Cost Object Codes 613X-614X ***	Enter Number of Position** (do not duplicate counts)	***do not include obj code 6144
1XX - 199	Select	Superintendent				
1XX - 199	Select	CEO				
1XX - 199	Select	CFO				
1XX - 199	Select					
1XX - 199	Select					
1XX - 199	Select					

## Some examples of positions that should NOT be listed:

- Campus Principals
- Special Education Programs
- Federal Programs
- Transportation Programs
- Food Service Programs
- Art Programs
- Board of Trustees

# Submitting the ICRP ACW

- Log on to the [TEA Login, \(TEAL\)](#)
- Select **GFFC Reports and Data Collections**
- Select **Upload Response Documents**
- Select **ICRP Additional Costs Workbook** from the “Response Template Title” pulldown menu
  - Workbook must be submitted in Excel format



# Submitting the ICRP ACW (continued)

- Select **Response Document** from the “Response Doc Type” pulldown menu
- Select the school year for which you are requesting indirect cost rates from the “School Year” pulldown menu (if you are submitting in the fall of 2024 or spring of 2025, select the **2025–2026** school year)
- Select **Upload Document**

# ICRP Next Steps

- Districts that require an indirect cost rate for SY 2025–2026 must submit the ICRP ACW by **January 17, 2025**
- For those districts that submit the ICRP ACW, TEA will collect PEIMS data in the spring 2025 when SY 2023–2024 certified financial data is available
- TEA will merge district-submitted ICRP ACW data with PEIMS data to create/prepopulate the complete ICRP

# ICRP Next Steps (continued)

- TEA will post the complete ICRPs in GFFC Reports for district review
- Districts will be required to review and certify acceptance of the resulting indirect cost rates
- New rates will become effective **July 1, 2025**

# Reviewing the ICRP – Financial Worksheets (1)

The pages of the ICRP are labeled at the bottom of each page. The specific data contained within the worksheets is summarized below:

- **U-1 All Years** (pages 2-3) Summary of the unrestricted rate's data average for all 3 years
- **R-1 All Years** (pages 5-6) Summary of the restricted rate's data average for all 3 years

LEA Indirect Cost Rate Proposal  
To Establish an Indirect Cost Rate for  
School Year 2025-2026 (State Fiscal Year '26)  
U-1: Unrestricted Rate Calculation - 3 Year Average

FUN	OBJ	DESCRIPTION	3 Year Average			
			Total Costs	Excluded Costs (includes 702 & 703 governance costs)	Modified Total Direct Cost (MTRC) Base	
					Direct Costs/ Unallowable Costs	Indirect Costs (includes state retirement and CEO salary salaries and indirect fixed costs)
<b>Instruction and Instructional-Related Services</b>						
Function 10 (Direct Costs)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	
<b>Instructional and School Leadership</b>						
Function 20 (Direct Costs)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	
<b>Student Support Services - Student Based</b>						
Function 30 (Direct Costs)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	
<b>General Administration (School Board and Tax Office are also classified as Excluded Costs)</b>						
Functions 40 (Exclude Costs - Final All)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	
<b>Support Services - Non-Student Based</b>						
Function 50 (Direct Exclude Costs)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	
<b>Auxiliary Services</b>						
Function 60 (Direct Costs)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	
<b>Debt Services</b>						
Function 70 (Exclude Costs)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	

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LEA Indirect Cost Rate Proposal  
To Establish an Indirect Cost Rate for  
School Year 2025-2026 (State Fiscal Year '26)  
U-1: Unrestricted Rate Calculation - 3 Year Average

FUN	OBJ	DESCRIPTION	3 Year Average			
			Total Costs	Excluded Costs (includes 702 & 703 governance costs)	Modified Total Direct Cost (MTRC) Base	
					Direct Costs/ Unallowable Costs	Indirect Costs (includes state retirement and CEO salary salaries and indirect fixed costs)
<b>Capital Outlay</b>						
Function 80 (Exclude Costs)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	
<b>Intergovernmental Charges</b>						
Function 90 (Exclude Costs)	8100	Payroll Costs	\$	\$	\$	\$
	8200	Prof/Contract Services	\$	\$	\$	\$
	8300	Supplies/Materials	\$	\$	\$	\$
	8400	Other Operating	\$	\$	\$	\$
	8500	Debt Service	\$	\$	\$	\$
8600	Capital Outlay	\$	\$	\$	\$	
Total costs of all functions						
Subrecipient item adjustment for func 93 and funds 800-700			\$	\$	\$	\$
Total costs of all functions with adjustments			\$	\$	\$	\$
<b>ADDITIONAL COSTS</b>						
Depreciation - the net depreciation from the capital asset activity in annual financial report						
Depreciation	Governmental Depreciation charged to state/local governmental funds		\$	\$	\$	\$
			\$	\$	\$	\$
			Modified Total Direct Cost (MTRC) Base	Indirect Cost Pool		
Unrestricted Indirect Cost Rate						
A	B	C				
Indirect Cost Pool	MTRC Base	Reduction of Discount Factor (10%)				
A / B - C			Rate			
			90%			

U-1 - All Years Page 2 ICRP - ISD 25-26

# Reviewing the ICRP – Financial Worksheets (Continued 2)

## Restricted Rate Adj All

- Summary of the restricted rate adjustment average for all 3 years (page 4)

LEA Indirect Cost Rate Proposal To Establish an Indirect Cost Rate for School Year 2025-2026 (State Fiscal Year '26) Restricted Rate Adjustments to 3 Year Average Financial Information				
<b>Section I: Staff Count Allocation</b>				
This section determines the average percentage of indirect staff considered CEO's from the total indirect staff. The actual percentage yielded per FY is applied respectively to the total indirect costs in each function and object for that FY to determine the associated costs for the CEO's and their immediate support staff.				
1	Total Indirect Staff (From FD tab)			0
2	Number of Positions listed on ACW (the Superintendent, Chief Executive Officers (CEO's) of Components, and their immediate support staff)			0
3	Average Percentage of Indirect Staff which are Chief Executive Officers/Support Staff			
<b>Sections II, III, &amp; IV: Costs Moved from Indirect Cost Pool to Modified Total Direct Cost Base</b>				
<b>Section II: Position Detail by Function</b>				
This section summarizes the Chief Executive Officers/Support Staff positions' salaries and fixed costs amounts by function code. These costs must be classified as indirect costs on the U-1 and reclassified as direct costs on the R-1.				
Object	Function	Description	Salaries & Fixed Cost	
6100	10	INSTR & REL SVC	\$	-
6100	20	INSTR & SCH LDR	\$	-
6100	30	SUPPORT SVCS PUPIL	\$	-
6100	40	ADMINISTRATION	\$	-
6100	50	SUPPORT SVCS NONSTU	\$	-
6100	60	ANCLLARY SVCS	\$	-
<b>Total Amounts:</b>			\$	-
<b>Section III: Indirect (Business and Administrative) Costs</b>				
On each FY, this section calculates the indirect (business and administrative) costs as associated with the Chief Executive Officers/Support Staff positions by applying the percentage calculated in Section I to the functions reporting indirect costs in the indirect cost column of the U-1 tab. In order to average the expenditures here, the calculated data from each 3 FY is added together then divided by 3. The resulting amount from each function are moved from the indirect cost pool to the MTDC base on the R-1 Tab.				
			Percentage applied:	
			Amount classified on U-1 as indirect	Costs Moved from ICP to MTDC
<b>Function 40 - General Administration</b>				
Object	Description			
6200	Prof/Contract Services		\$	-
6300	Supplies/Materials		\$	-
6400	Other Operating		\$	-
<b>Function 50 - Support Services - Non-Student Based</b>				
Object	Description			
6200	Prof/Contract Services			
6300	Supplies/Materials			
6400	Other Operating			
<b>Section IV: Summary of Costs Moved from the Indirect Cost Pool to the Modified Total Direct Cost Base</b>				
This section summarizes the Chief Executive Officers/Support Staff positions' salaries and fixed costs amounts determined in sections II and the positions' associated costs determined in Section III. These costs must be classified as direct costs on the R-1.				
Object	Function	Description	Amount classified on U-1 as indirect	Amount being moved from indirect to direct
6100	10	INSTR & REL SVC - Payroll Costs	\$	-
6100	20	INSTR & SCH LDR - Payroll Costs	\$	-
6100	30	SUPPORT SVCS PUPIL - Payroll Costs	\$	-
6100	40	ADMINISTRATION - Payroll Costs	\$	-
6200	40	ADMINISTRATION - Prof/Contract Services	\$	-
6300	40	ADMINISTRATION - Supplies/Materials	\$	-
6400	40	ADMINISTRATION - Other Operating	\$	-
6100	50	SUPPORT SVCS NONSTUDENT - Payroll Costs		\$
6200	50	SUPPORT SVCS NONSTUDENT - Prof/Contract Services		
6300	50	SUPPORT SVCS NONSTUDENT - Supplies/Materials		
6400	50	SUPPORT SVCS NONSTUDENT - Other Operating		
6100	60	ANCLLARY SVCS - Payroll Costs	\$	-
<b>Total Amounts:</b>			\$	\$
<b>Depreciation</b>			Governmental Depreciation charged to state/focal governmental funds	\$
				\$
<b>Grand Total Amounts:</b>				
Total amount moved from Indirect Cost Pool to Modified Total Direct Cost Base includes indirect salaries, indirect fixed costs, any associated indirect facilities & administrative costs, and depreciation costs.				
Restricted Rate Adj All		Page 1	ICRP - ISD 25-26	



# Filling Out the ICRP Certification

- District's certification of the information contained within the proposal (page 1)
- The certification must be signed by the school district's superintendent, chief executive officer (CEO), or chief financial officer (CFO)
- Certification must be for the correct school year (2025–2026)

**LEA Indirect Cost Rate Proposal**  
**To Establish an Indirect Cost Rate for**  
**School Year 2025-2026 (State Fiscal Year '26)**  
**Certification of Indirect Costs**

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This is to certify that I have reviewed the indirect cost rate proposal (ICRP) submitted herewith and that to the best of my knowledge and belief:

1. All costs included in this proposal to establish indirect cost rates are allowable in accordance with the requirements of the federal award(s) to which they apply and the provisions of Title 2 of the Code of Federal Regulations (2 CFR) Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals. Disallowed costs have been adjusted for in allocating costs as indicated in the indirect cost proposal and in accordance with my LEA's accounting or cost policies.
2. All costs included in this proposal are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been classified as indirect costs have not been classified as direct costs. Similar types of costs have been classified consistently and the federal government will be notified of any accounting changes that would affect the predetermined rate.
3. As per 2 CFR §200.334 Retention requirements for records - All records and documentation supporting the indirect cost allocation plan will be retained for a period of three years after the last day of the fiscal year (school year) to which the proposal applies or until audited, whichever occurs sooner.
4. The school district's accounting records are maintained in accordance with Module 1, Financial Accounting and Reporting, of TEA's Financial Accountability System Resource Guide, and I have included all costs identified as governmental funds and food service enterprise funds, if applicable.

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I declare that the most recent ICRP uploaded by TEA into GFFC Reports and Data Collections is true and correct to the best of my knowledge.

Name of LEA: \_\_\_\_\_

County District Number: \_\_\_\_\_

Name of Official: \_\_\_\_\_

Title of Official: \_\_\_\_\_

Signature of Official: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

Capitalization Threshold: \_\_\_\_\_

Unrestricted Rate: \_\_\_\_\_ Restricted Rate: \_\_\_\_\_

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*The shaded areas are for the LEA to enter information. This form must be printed, completed, signed, scanned, and uploaded to GFFC Reports and Data Collections.*

Certification Page 1 ICRP - ISD 25-26

# Filling Out the ICRP Certification (continued)

To complete the certification:

- Print the certification page
- Enter the required information
- Have the Superintendent, CEO, or CFO sign and date the printed page
- Scan the signed and dated page
- Upload the scanned certification into GFFC Reports as **“ICRP Certification”**



# Submitting the ICRP Certification

Complete the following steps to submit your school district's completed ICRP Certification:

- Log on to the [TEA Login, \(TEAL\)](#)
- Select **GFFC Reports and Data Collections**
- Select **Upload Response Documents**
- Select **ICRP Certification** from the “Response Template Title” pulldown menu
- Select **Response Document** from the “Response Doc Type” pulldown menu
- Select the school year **2025–2026** from the “School Year” pulldown menu
- Select **Upload Document**

# Questions



**Federal Fiscal Compliance and Reporting Division**

**[compliance@tea.texas.gov](mailto:compliance@tea.texas.gov)**

# Presentation Feedback – How Did We Do?



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