



**2019-2020 Title IV ESC Capacity Building State Initiative**  
**Letter of Interest (LOI) Application Due 5:00 p.m. CT, January 17th, 2019**

NOGA ID

Authorizing legislation

**ESEA as amended by P.L. 114-95, ESSA Title IV, Part A, Section 4104(b)(1)(3)(A)**

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto:loiapplications@tea.texas.gov).

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **5:00 p.m. CT, January 17th, 2020**.

Application stamp-in date and time

Grant period from

**January 31, 2020 - September 30, 2020**

Pre-award costs permitted from

**The date of the award announcement**

**Required Attachments**

- Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

**Amendment Number**

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

**Applicant Information**

Organization  CDN  Campus  ESC  DUNS

Address  City  ZIP  Vendor ID

Primary Contact  Email  Phone

Secondary Contact  Email  Phone

**Certification and Incorporation**

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- General and application-specific Provisions and Assurances
- ESSA Provisions and Assurances requirements
- Debarment and Suspension Certification
- Lobbying Certification

Authorized Official Name  Title

Email  Phone

Signature  Date

**Shared Services Arrangements**

Shared services arrangements (SSAs) are permitted for this grant.

**Statutory/Program Assurances**

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2019-2020 Title IV ESC Capacity Building State Initiative Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as negotiated in the 2019-2020 Title IV ESC Capacity Building State Initiative Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. The applicant provides assurance that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements.
- 6. The grantee provides assurance that they will develop training materials, to include but not limited to, PowerPoint presentations with speaker notes, relevant resource lists, and voice-over recorded training slides as requested by TEA.
- 7. The applicant provides assurance that they will develop programmatic resources such as guidance documents, FAQ documents, side-by-side comparisons of requirements, and other resources to be approved by the TEA program office.
- 8. The applicant provides assurance that they will become the content area specialist on the Title IV, Part A program and build the capacity knowledge of the other ESCs.
- 9. The applicant provides assurance that they will build and maintain a program web site to provide all initiative resources to the 20 ESCs for delivery to the LEAs within their respective regions.
- 10. The applicant provides assurance that they will provide resources and trainings directly to LEAs through regional and statewide conferences and trainings as approved by the TEA program office.
- 11. The applicant provides assurance that they will contract for and provide meeting space on behalf of TEA for up to four TEA-ESC Title IV, Part A meetings per year.
- 12. The applicant provides assurance that they will coordinate the TEA-ESC Title IV meetings, logistics and agenda with the TEA program office.
- 13. The applicant provides assurance that they will create and maintain email distribution lists and share weekly programmatic information with other ESC Title IV staff.
- 14. The applicant provides assurance that they will translate all required documents that will be distributed to parents into Spanish, and translate those requested by TEA program office into Vietnamese.
- 15. The applicant provides assurance that they will fund and co-direct the work of an intern position, located at the TEA program office, who will work with both the grantee and TEA program staff.
- 16. The applicant provides assurance that initiative staff will meet monthly with TEA program staff, primarily by ZOOM or other technology, with some face-to-face meetings as requested by TEA program staff.

**Statutory/Program Assurances continued**

- 17. The applicant provides assurance that they will provide statewide leadership to other ESCs to foster safe, healthy, supportive, and drug-free environments that support student academic achievement including, but not limited to, school safety, bullying, mental health awareness, and crisis management including safe de-escalation of situations including suicide prevention, drug-use prevention, violence prevention, and other allowable uses of Title IV, Part A, Section 4108 funds.
- 18. The applicant provides assurance that they will perform other activities as requested either by the initiative staff and approved by the TEA program office or requested by the TEA program office.

## Summary of Program

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

Texas students face incredible odds that have driven school districts to a crisis point. From bullying to suicide, mental illness to mass shootings, schools today encounter unprecedented challenges never faced before in the education setting. To address these needs, Region 14 suggests a three-pronged approach: to provide guidance, to build a website for communication and resource acquisition, and to develop Trainer of Trainers (TOT) at Regional Education Service Centers (ESCs) to turn around training. The mission of the project will be to use this three-pronged model to align the state regional service centers while allowing TEA to provide guidance in a unified and collaborative manner to all districts (LEAs).

**Guidance:** School districts need guidance in two areas in order to use Title IV funds effectively in order to more efficiently address the present school safety crisis. First, districts need guidance on the proper use and intent of federal funds. School districts struggle to understand what needs can and cannot be addressed with federal funds; what needs assessments, planning, and documentation need to be done in order to plan, use, and document programs and activities; and best practice use of these funds. Creating guidance and providing models will allow ESCs and districts to choose from ready-made activities or model their own project creation utilizing provided guidance and models to meet their individual district and regional needs. Second, understanding state laws, training, and requirements in the area of school safety and mental health can overwhelm districts. A number of school safety laws have passed in recent years with little guidance on requirements and implementation. Providing LEAs with meaningful guidance would allow them to present trainings to help central office personnel and principals effectively meet these requirements. Adequate training would allow school districts to comply with state law and service centers could stress the importance of these laws while making them better understood, thus meeting the intent for which the legislation was enacted.

**Website:** Review best practice from websites showing Title 1 State initiatives and incorporate them into a website for Title IV safety initiatives. Districts must understand, organize, disseminate, and gain usable access to information and guidance in order to meet the intent of state safety legislation. This website would allow ESCs to select ready-made, TEA approved materials which would both minimize questions and increase ESC confidence in providing regional guidance to districts. A central website would provide uniformity in the delivery of information from TEA. When Region 14 housed the state initiative for bullying, this website created by Rod Pruitt at Region 14 supplied materials to be distributed statewide and linked districts to national, state, and local resources of which they would not have otherwise been aware. Using this approach as a template, linking information from TEA, Texas School Safety Center, the Texas Department of State Health Services, the Department of Education, and other resources will create a synergistic flow of information.

**TOT:** In the early 2000s, the former Title IV program under the leadership of TEA used a very effective quarterly meeting system for ESC Title IV consultants. Each quarterly meeting lasted three days, the first of which consisted of direct information from TEA to consultants on program and law interpretation, guidance, and resources. Day 2 involved collaboration with other state agencies and region centers, such as the Texas School Safety Center or Homeland Security, and the Department of State Health Services. Day 3 included a trainer of trainer opportunity on issues such as suicide prevention, NOVA grief debriefs, or National Incident Management System (NIMS) training. The format of these meetings allowed all ESCs to receive the same information on the same timeline, share resources, and then turn that information around to the districts within each region. This created a spirit of collaboration among all 20 ESCs and served the students of Texas well. Utilizing this type of process would take a successful model and utilize it to better train service centers on school safety. A similar model could be employed by service centers when turning around training to districts.

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**Qualifications and Experience for Key Personnel**

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
<p>Proposed State Initiative Coordinator responsible for the creation, implementation and dissemination of all Title IV, Part A school safety training in Texas.</p>	<p>Experience in school safety and/or mental health; experience working with schools; an understanding of emergency operation plans; experience and/or training assisting with trauma and grief; experience in emergency prevention, mitigation, response and recovery; and experience in training adult learners.</p>



## Performance and Evaluation Measures

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

Hit counts on websites created or updated and documents or resources utilized will show a degree of use by districts and service centers. Successful turnaround of TOTs by region service centers, as documented on collected attendance rosters and post evaluations will demonstrate that the training occurred and show the extent of new knowledge acquired. Presentations at required trainings as indicated by TEA, such as ACET or the Statewide Parent Conference, can be documented by presentations listed on conference agendas and post evaluations. Attendance at four regional Title IV meetings held, preferably by Zoom or other remote technological means, captured by hard-copy or electronic attendance rosters. Ultimately, of course, safer, more informed schools will demonstrate the success of this initiative.

**Budget Narrative**

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

To meet the needs of this grant; to provide guidance, create website resources, and train trainers at service centers; funds from the grant will provide for one full-time Consultant at Region 14 to create and implement the initiative. One full-time Secretary/Assistant will assist in the creation of training materials, assist in the creation and maintenance of websites, help set up Zoom meetings, etc. Region 14 will hire one upper level undergraduate or graduate student intern who will office at TEA and work with both TEA and Region 14 to work a maximum of 20 hours per week at a maximum of \$20 per hour. The service center will provide meeting space as needed for regional and other trainings or funding will rent meeting space at regional locations as decided by TEA and Region 14. Funding will pay the cost of website generation to post resources for access across the state. For training not conducted face-to-face, cost may be incurred to set up video conferencing meetings. Region 14 network access fees and building use fees will be required to carry out mandatory training requirements of the grant. Resources must also cover the cost of Spanish and Vietnamese translation as required by TEA. Other consulting services will be employed. Examples of consultant services that the service center might need include publishing professional grade informational and training materials, installing presentation equipment at conferences, designing websites not designed by Region 14 staff, etc. Region 14 staff will attend and present at conferences as required by TEA. Travel cost must be covered for this. Photocopying and other supplies for training related to this grant must come from grant funds. Region 14 also requests an indirect cost rate of 5.137% as previously approved by TEA. Once this initiative is fully implemented, the state will have access to school safety resources through the established website and its linked resources created with funding from this grant. Service centers will have staff on hand to turn around school safety training to their LEA constituents going forward. Updates to the website and training will have to occur as new legislation passes or other circumstances require resource revisions. Attrition at service centers and a need for refresher courses for existing trainers could necessitate additional training. The first roll-out of grant funding provided by this specific grant application will begin the process toward full implementation.

**TEA Program Requirements**

1. Describe your plan to fund a minimum of 0.6 of a Full-Time Employee from initiative funds to coordinate the work of the initiative. Staff member must be approved by the TEA Associate Commissioner for Grant Compliance and Administration and be the primary subject matter expert of the initiative and primary contact with the TEA program office, with a total minimum of 1 full FTE funded and working on initiative responsibilities and activities, more than 1 FTE may be proposed and funded.

Region staff hired or reallocated to oversee this grant initiative will develop TOT versions of all pertinent safety training and make those options available either face to face or electronically. Resources tied to training information will be developed and, once approved, posted to websites deemed appropriate by TEA. Grant-funded staff will plan and implement conference trainings as needed and required by TEA. This individual will develop video resources when print resources do not suffice or additional enhancement proves beneficial. Resources developed will be guided by issues deemed most important to state school safety or which cause the most concern at the district level, so resources and training could possibly depend on the most up-to-date information on school safety and mental health challenges, requiring sometimes urgent development. Issues targeted for training will included Threat Assessment, Suicide Prevention, Emergency Operations Planning (EOP)/NIMS, School Mental Health and other topics as dictated by need or TEA direction.



**TEA Program Requirements continued**

2. List examples of trainings and resource documents the initiative could develop to provide to ESCs and LEAs.

Region 14 proposes to locate effective websites and trainings like Region 14's Safe and Effective School Services site as an example. Region 14 staff developed the trainings and resources presented at the Title IV Parent Engagement Conference over David's Law for Parents 2017 and for the Learning for a Change Statewide Summit XII in 2018, which demonstrates the ability of Region 14 staff to develop and provide effective safety training at the state level. Several ESCs across the state have utilized the Region 14 Administrator, Counselor, Teacher, & Staff Grief Guide and NOVA Debrief as a resource for providing effective grief management to schools across Texas. Region 14 staff will also utilize the TxSSC website and build upon the good work begun there. As mentioned above, the primary impetus for training and resources will follow a Trainer of Trainers (TOT) model so that all Region Service Centers will have the tools to support and train the LEAs in their regions in the fastest and most efficient manner, in essence building resource experts who will offer required threat assessment trainings, Suicide Prevention Trainings, and Trauma/Grief Informed Care Training as required and needed in Texas. The website established and built as a result of this grant will provide a clearinghouse for locating and communicating resources for school safety, such as FBI updates, Texas Department of State Health Services communications as well as recently developed resources from TEA in Mental/Behavioral Health, Counseling and Mental Health Services, Mental Health Matters, and School Guidance and Counseling.

**Equitable Access and Participation**

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

**Appendix I: Amendment Description and Purpose** (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

*You may duplicate this page*

**Amended Section**

**Reason for Amendment**


**Application Part 2:**

**20XX-20XX Grant Title**

**Authorized by: Statutory Reference**

**IMPORTANT NOTICE: Application Part 2 (these budget pages) is not compatible with Google Docs.**

**Complete the supporting budget worksheets first**, i.e., 6100, 6200, 6300.... The Program Budget Summary worksheet is linked to and will auto-populate with the amounts you entered on the respective supporting budget worksheets. All budgeted amounts must be entered in whole dollar amounts. **Do not enter any cents.**

On each supporting budget worksheet, complete the Total Program Costs and Total Direct Admin Costs lines. Together these lines must equal the Grand Total otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

If pre-award costs are allowable, budget all pre-award costs in the Pre-Award Cost column on the appropriate supporting budget worksheet(s).

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**Payroll 6100**

Complete this worksheet to request payroll costs. Do not request funds for consultants or contractors on this worksheet; those funds should be requested on the Professional and Contracted Services 6200 worksheet.

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**Professional and Contracted Services 6200**

Complete this worksheet to request professional services, consulting services, and contracted services.

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**Supplies and Materials 6300**

Complete this worksheet to request supplies and materials.

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**Other Operating Costs 6400**

Complete this worksheet to request other operating costs. Be sure to comply with documentation requirements, where applicable.

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**Capital Outlay 6600**

Complete this worksheet to request capital outlay costs.

Capital outlay means funds budgeted or expended to purchase capital assets, such as equipment, or expenditures for the acquisition cost of capital assets. Capital assets are tangible or intangible assets having a useful life of more than one year, which are valued at \$5,000 or greater per unit, or the applicant's capitalization level, whichever is less. Capital outlay may include expenditures to make improvements to capital assets that materially increase their value or useful life.

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**Program Budget Summary**

This worksheet auto-populates from the supporting budget worksheets for Program Costs, Direct Admin Costs, and Pre-award Costs, if applicable. There are only a few fields that may require input from the grantee, if applicable, such as indicating *Consolidate Administrative Funds*, *Indirect Costs*, *Shared Services Arrangement*, or the *Administrative Cost Calculation*.

*Consolidate Administrative Funds* - If applicable, click on the cell, then click on the arrow that appears. Select "Yes, No or N/A" from the drop down selection.

*Indirect Costs* - Enter the current, approved restricted or unrestricted indirect cost rate in the percentage field on line 7. Refer to the Maximum Indirect Cost Handbook to calculate the maximum indirect costs that may be claimed for the grant and enter the amount of indirect costs budgeted for this grant on line 7 under the Admin Cost column.

[Maximum Indirect Cost Workbook link.](#)

*Shared Services Arrangement* - If applicable, enter amount of payments to member districts on line 9.

*Administrative Cost Calculation* - Enter the Total Grant Amount Requested on line 10 to determine the maximum amount allowable for administrative costs, including indirect costs.

For further guidance, refer to the [Budgeting Costs Guidance Handbook](#).

Application Part 2:

2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE

Authorized by: Every Student Succeeds Act (ESSA) Title IV, Part A, Section 4104(b)(1)(3)(A)

County District Number or vendor ID:				Amendment #		
Grant Period:	January 31, 2020 to September 30, 2020			Fund Code: 429		
Program Budget Summary						
Description and Purpose	Source of Funds					Pre-Award Costs
	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost		
1 Payroll Costs	6100	\$ -	\$ -	\$ -		
2 Professional and Contracted Services	6200	\$ 247,861	\$ -	\$ 247,861		
3 Supplies and Materials	6300	\$ 12,481	\$ -	\$ 12,481		
4 Other Operating Costs	6400	\$ 25,000	\$ -	\$ 25,000		
5 Capital Outlay - <b>NOT ALLOWED</b>	6600	\$ -	\$ -	\$ -		
Consolidate Administrative Funds			N/A			
6	<b>Total Direct Costs:</b>		\$ 285,342	\$ -	\$ 285,342	0
7	<a href="#">Enter Percentage (%) of Indirect Costs:</a>	5.137	N/A	\$ 14,658	\$ 14,658	
8	<b>Grand Total of Budgeted Costs :</b>		\$ 285,342	\$ 14,658	\$ 300,000	0
Administrative Cost Calculation						
10	Total Grant Amount Requested:			\$ 300,000		
11	Percentage limit on administrative costs established for the program (15%)					
12	Maximum amount allowable for administrative costs, including indirect costs:			\$ -		

**FOR TEA USE ONLY**

Changes on this page have been confirmed with:	On this date:	
Via telephone/fax/email (circle as appropriate)	By TEA staff person:	



**Application Part 2:**

**2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE**

**Authorized by: Every Student Succeeds Act (ESSA) Title IV, Part A, Section 4104(b)(1)(3)(A)**

County District Number or Vendor ID:		221-950	Amendment # (for amendments only):		
<b>Payroll Costs (6100)</b>					
Employee Position Title		Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Grant Amount Budgeted	Pre-Award
<b>Academic/Instructional</b>					
1	Teacher			\$ -	
2	Educational Aide			\$ -	
3	Tutor			\$ -	
<b>Program Management and Administration</b>					
4	Project Director			\$ -	
5	Project Coordinator			\$ -	
6	Teacher Facilitator			\$ -	
7	Teacher Supervisor			\$ -	
8	Secretary/Admin Assistant			\$ -	
9	Data Entry Clerk			\$ -	
10	Grant Accountant/Bookkeeper			\$ -	
11	Evaluator/Evaluation Specialist			\$ -	
<b>Auxiliary</b>					
12	Counselor			\$ -	
13	Social Worker			\$ -	
14	Community Liaison/Parent Coordinator			\$ -	
<b>Education Service Center (to be completed by ESC only when ESC is the applicant)</b>					
15	ESC Specialist/Consultant			\$ -	
16	ESC Coordinator/Manager/Supervisor			\$ -	
17	ESC Support Staff			\$ -	
18	ESC Other: (Enter position title here)			\$ -	
19	ESC Other: (Enter position title here)			\$ -	
20	ESC Other: (Enter position title here)			\$ -	
<b>Other Employee Positions</b>					
21	(Enter position title here)			\$ -	
22	(Enter position title here)			\$ -	
23	<b>Subtotal Employee Costs:</b>			\$ -	0
<b>Substitute, Extra-Duty Pay, Benefits Costs</b>					
24	6112 - Substitute Pay			\$ -	
25	6119 - Professional Staff Extra-Duty Pay			\$ -	
26	6121 - Support Staff Extra-Duty Pay			\$ -	
27	6140 - Employee Benefits			\$ -	
28	61XX - Tuition Remission (IHEs only)			\$ -	
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>			\$ -	0
30	<b>Grand Total:</b>			\$ -	0
31	<b>Total Program Costs*:</b>			\$ -	0
32	<b>Total Direct Admin Costs*:</b>			\$ -	
<p><b>*Complete the Total Program Costs (line 31) and Total Direct Admin Costs (line 32) lines. The sum of these lines must equal the Grand Total (line 30) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</b></p>					

[For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.](#)

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**Application Part 2:**

**2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE**

**Authorized by: Every Student Succeeds Act (ESSA) Title IV, Part A, Section 4104(b)(1)(3)(A)**

County District Number or Vendor ID:		Amendment #:	0
<b>Professional and Contracted Services (6200)</b>			
<p><b>NOTE:</b> Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.</p>			
<b>Description of Service and Purpose</b>		<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>
1	6269 - Rental or lease of buildings, space in buildings, or land	\$ -	
2	Service: Specify purpose:	\$ -	
3	Service: Specify purpose:	\$ -	
4	Service: Specify purpose:	\$ -	
5	Service: Specify purpose:	\$ -	
6	Service: Specify purpose:	\$ -	
7	Service: Specify purpose:	\$ -	
8	Service: Specify purpose:	\$ -	
9	<b>Subtotal of professional and contracted services requiring specific approval:</b>	\$ -	0
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ 247,861	
11	<b>Grand Total:</b>	<b>\$ 247,861</b>	0
12	<b>Total Program Costs*:</b>	\$ 247,861	
13	<b>Total Direct Admin Costs*:</b>	\$ -	

**\*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.**

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**Application Part 2:**

**2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE**

**Authorized by: Every Student Succeeds Act (ESSA) Title IV, Part A, Section 4104(b)(1)(3)(A)**


**Application Part 2:**

**2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE**

**Authorized by: Every Student Succeeds Act (ESSA) Title IV, Part A, Section 4104(b)(1)(3)(A)**

County District Number or Vendor ID:		Amendment #: 0	
<b>Supplies and Materials (6300)</b>			
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ 12,481	
2	<b>Grand Total:</b>	<b>\$ 12,481</b>	0
3	<b>Total Program Costs*:</b>	<b>\$ 12,481</b>	
4	<b>Total Direct Admin Costs*:</b>	<b>\$ -</b>	
<p><b>*Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum of these lines must equal the Grand Total (line 2) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</b></p>			

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Application Part 2:

2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE

Authorized by: Every Student Succeeds Act (ESSA) Title IV, Part A, Section 4104(b)(1)(3)(A)

County District Number or Vendor ID:		Amendment #:	0
<b>Other Operating Costs (6400)</b>			
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>
1	<del>6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.</del>	\$ -	
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. Specify name and purpose of conference:	\$ -	
3	<del>6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.</del>		
4	6413 - Stipends for non-employees other than those included in 6419.	\$ -	
5	<del>6419 - Non-employee costs for conferences. Requires pre-authorization in writing.</del>	\$ -	
6	<del>6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.</del>	\$ -	
7	<del>6495 - Cost of membership in civic or community organizations. Specify name and purpose of organization:</del>	\$ -	
8	<del>64XX - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.</del>		
9	<b>Subtotal of other operating costs (6400) requiring specific approval:</b>	<b>\$ -</b>	<b>0</b>
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 25,000	
11	<b>Grand Total:</b>	<b>\$ 25,000</b>	<b>0</b>
12	<b>Total Program Costs*:</b>	\$ 25,000	
13	<b>Total Direct Admin Costs*:</b>	\$ -	
<p><b>*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</b></p>			

In-state travel for employees does not require specific approval.

<b>FOR TEA USE ONLY</b>		
Changes on this page have been confirmed with:	On this date:	
Via telephone/fax/email (circle as appropriate)	By TEA staff person	



Application Part 2:

2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE

Authorized by: Every Student Succeeds Act (ESSA) Title IV, Part A, Section 4104(b)(1)(3)(A)

County District Number or Vendor ID:				Amendment #:	
<b>Capital Outlay (6600)</b>					
<b>Description and Purpose</b>		<b>Quantity</b>	<b>Unit Cost</b>	<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>
<b>6669 - Library Books and Media (capitalized and controlled by library)</b>					
1	<b>NOT ALLOWED</b>	N/A	N/A	\$ -	
<b>66XX - Computing Devices, capitalized</b>					
2	(Enter description and brief purpose)		\$ -	\$ -	
3			\$ -	\$ -	
4			\$ -	\$ -	
5	<b>NOT ALLOWED</b>		\$ -	\$ -	
6			\$ -	\$ -	
7			\$ -	\$ -	
8			\$ -	\$ -	
9			\$ -	\$ -	
<b>66XX - Software, capitalized</b>					
10	(Enter description and brief purpose)		\$ -	\$ -	
11	<b>NOT ALLOWED</b>		\$ -	\$ -	
12			\$ -	\$ -	
<b>66XX - Equipment, furniture, or vehicles</b>					
13	(Enter description and brief purpose)		\$ -	\$ -	
14	<b>NOT ALLOWED</b>		\$ -	\$ -	
15			\$ -	\$ -	
<b>66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)</b>					
16	(Enter description and brief purpose)				
17	<b>Grand Total (sum of all lines):</b>				
18	<b>Total Program Costs*:</b>				
19	<b>Total Direct Admin Costs*:</b>				
<p><b>*Complete the Total Program Costs (line 18) and Total Direct Admin Costs (line 19) lines. The sum of these lines must equal the Grand Total (line 17) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</b></p>					

<b>FOR TEA USE ONLY</b>		
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Via telephone/fax/email (circle as appropriate)		By TEA staff person:

Application Part 2:

2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE

Authorized by: Every Student Succeeds Act (ESSA) Title IV, Part A, Section 4104(b)(1)(3)(A)

County District Number or vendor ID:	221-950	Amendment #	0
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**SUBMITTING AN AMENDMENT**

This worksheet is used to amend the budget of a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). Refer to the amendment instructions (orange tab) located on this Excel workbook for information about when to submit an amendment and the documents required.

**AMENDED BUDGET REQUEST**

Description	Class/ Object Code	A. Grand Total from Previously Approved Budget	B. Amount Deleted	C. Amount Added	D. New Grand Total
1 Payroll Costs	6100				\$ -
2 Professional and Contracted Services	6200				\$ -
3 Supplies and Materials	6300				\$ -
4 Other Operating Costs	6400				\$ -
5 Capital Outlay	6600				\$ -
6	<b>Total Direct Costs:</b>	\$ -	\$ -	\$ -	\$ -
7	<b>Indirect Costs:</b>				\$ -
8	<b>Total Costs:</b>	\$ -	\$ -	\$ -	\$ -

**Shared Services Arrangement**

9	6493	Payments to member districts of shared	\$ -	\$ -	\$ -	\$ -
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**FOR TEA USE ONLY**

Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

### **Instructions: Request for Amendment**

After the original application is approved and the grantee has received the Notice of Grant Award (NOGA), the grantee may need to make changes to the budget or the planned program. Most grantees are permitted to make some changes to the budget or program without notifying or getting approval from TEA. (Some grantees are required to notify and get approval from TEA for all changes to their budget or programs.) In other cases, however, the grantee is required to submit formal notice to TEA of the desire or intent to change the budget or program.

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the “When to Amend the Application” document posted in the Amendment Submission Guidance section of the Grants Administration Division's Administering a Grant page to determine when an amendment is required for this grant. [https://tea.texas.gov/Finance\\_and\\_Grants/Administering\\_a\\_Grant.aspx](https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx). “When to Amend the Application” provides details on which grantees are and are not required to submit amendments and when amendments are required. Also refer to the General and Fiscal Guidelines, Amending the Application, for more detailed information about amendments.

Regardless of how a grantee amends the application to distribute funds among the class/object codes, the grantee is still responsible for carrying out the scope and objectives of the grant as described in the approved application.

*TEA reserves the right to reject unnecessary amendments without reviewing and approving them.*

### **Submitting an Amendment**

An amendment must be submitted when the program plan or budget is altered for the reasons described in the “When to Amend the Application” guidance posted in the Amendment Submission Guidance section of the Administering a Grant page of the TEA website.

### **How to Submit an Amendment**

An amendment may be submitted by email. Amendments submitted via mail or fax will not be accepted.

[loiapplications@tea.texas.gov](mailto:loiapplications@tea.texas.gov)

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

## Pages to Include with an Amendment

Required for **all** amendment requests

1. Page one of the application with up-to-date contact information and current authorized official's signature and date
2. Appendix I: Amendment Description and Purpose

Required for budget amendment requests

3. Amended Budget Request from the Excel budget workbook
4. Updated Program Budget Summary from the Excel budget workbook
5. Updated supporting budget pages from the Excel budget workbook

## Assembling the Amendment

Follow these steps to complete all schedules required to be submitted:

### 1. Complete page 1

- a. Complete the box in the upper right corner of the schedule by indicating the number of the amendment. The first amendment you submit for the grant is #1; if that amendment is approved, the next amendment becomes #2.
- b. Ensure all applicant information is current and correct.
- c. Ensure the authorized official information is current and correct. The authorized official must sign and date with the date that the amendment is being submitted.

### 2. Complete Appendix I: Amendment Description and Purpose

- a. Choose the section you wish to amend from the drop down menu
- b. Describe the changes you are making and the reason for the changes. Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.  
(example) Payroll 6300 —Reduce amount for extra-duty pay—Staff was able to complete training during regular working hours.

### 3. If you are requesting a budget change, complete the Amended Budget Request page from the Excel budget workbook

- a. In column A, enter the grand total for each class/object code in the most recently approved application or amendment.
- b. In column B, enter the amount being deleted from each class/object code.
- c. In column C, enter the amount being added to each class/object code.
- d. Column D and the total direct cost line will automatically calculate your changes

### 4. If you are requesting a budget change, complete the Program Budget Summary page and the corresponding supporting budget page with the new amounts.

### 5. Do not resubmit any attachments required in the original application.