



**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 [Redacted]

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): [Redacted]

**Applicant Information**

Organization **Education Service Center, Region 20** CDN **015-950** Campus [Redacted] ESC **20** DUNS **074605890**

Address **1314 Hines Avenue** City **San Antonio** ZIP **78208** Vendor ID **1741587461**

Primary Contact **Mandy Tyler** Email **Mandy.Tyler@esc20.net** Phone **210-370-5493**

Secondary Contact **Nicole Smith** Email **Nicole.Smith@esc20.net** Phone **210 370-5741**

**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
- ESSA Provisions and Assurances requirements
- General and application-specific Provisions and Assurances
- Debarment and Suspension Certification
- Lobbying Certification

Authorized Official Name **Jeff Goldhorn** Title **Executive Director**

Email **Jeff.Goldhorn@esc20.net** Phone **210-370-5600**

Signature  Date **6/1/2020**

**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.

During this time of increased needs related to school safety, the mission of the ESC-20 Title IV Capacity Building Program is to develop resources and trainings for use statewide by ESCs and LEAs to increase knowledge, enhance awareness, and foster safe, healthy, and drug-free school environments that support student academic achievement. The three main objectives of the program during the first year of the grant include: the creation of programmatic resources, the development of a school safety website, and the provision of consistent communication with ESCs and LEAs across the state through a school safety e-mail distribution list and professional development.

The first step ESC-20 will take toward the program's mission is the hiring of a Title IV Capacity Building Project Manager who will be housed at ESC-20 and work in collaboration with the Texas Education Agency (TEA), the TEA Program Office Intern, and the Texas School Safety Center. The ESC-20 Project Manager will be responsible for coordinating all grant activities and deliverables. The ESC-20 Project Manager will work closely with ESC-20 content experts in the development of program resources, such as: guidance documents, frequently asked questions (FAQ) documents, and side-by-side comparison resources. ESC-20 will contract with an established translation service to ensure all resources developed are available in Spanish and Vietnamese as requested.

The ESC-20 Title IV Capacity Building Project Manager will also work during the first grant year to develop an e-mail distribution list, which will allow for the immediate dissemination of school-safety related information to individuals across the state. When creating the distribution list the roles of individuals desiring to receive updates will be collected. Separate distribution lists will be kept based upon role (i.e. ESC staff, school resource office, safety director, administrator, counselor, parent), which will allow for streamlining communication to the correct individuals.

An important aspect of the ESC-20 Title IV Capacity Building Project Manager will be facilitating the development of relationships at the state level that can have a beneficial impact on school safety. The ESC-20 Project Manager will contact the seven Fusion Centers located throughout Texas to assist with connecting the Fusion Center with ESCs and LEAs within their service areas. Similar connections will be established with Regional Emergency Management Centers, Local Mental Health Authorities, and State and Local Law Enforcement Agencies. To truly have an impact on school safety, it is crucial to have a clear understanding of the resources available in each community and to establish both regional and statewide relationships focused on improving the safety of our schools.

The school safety website created through the ESC-20 Title IV Capacity Building Program, will be used as a means of sharing timely, accurate, and reliable information related to program initiatives and school safety. ESC-20 will contract with a web design team to construct the website layout and maintain the functionality of the site. The website will be created with the intent of being a resource to assist all individuals who play a role in the safety of our schools (i.e. school resource officers, LEA administrators, counselors, school nurses, teachers, auxiliary staff, bus drivers, students, and parents). Specific topics to be included on the website include: threat assessment, multi-hazard emergency operation plans, drug-free environments, bullying, mental health awareness, crisis management, suicide prevention, violence prevention, human trafficking, and weather-related assistance. The website will include a section focused on state-wide best practices and useful school safety resources/links. The website will also be utilized as a means for signing up for e-mail communication and collecting data on resource usage. Website metrics will be collected and evaluated as a performance measure and used to assist with determining the impact of the website.

A core focus of the ESC-20 Title IV Capacity Building Program is the dissemination of resources and trainings directly to LEAs and ESCs through regional and statewide conferences. The existing ESC-20 registration system, Connect20, will be utilized for all workshop registrations related to the program. Program trainings will be offered in multiple formats, including, but not limited to: face-to-face sessions, interactive online Zoom meetings, online training modules, and recorded sessions for later viewing. The ESC-20 Title IV Capacity Building Project Manager will be responsible for ensuring all training material developed is in compliance with TEA standards and meets the needs of all stakeholders. ESC-20 will track the number of workshop offerings during the grant period, the number of workshop participants, the number of participants by region, and also the number of student participants as a performance measure for the grant. In addition to those trainings offered directly by ESC-20, the program recognizes the need to track the participants trained through the Texas School Safety Center and regional education service centers on specific school safety related mandated topics (i.e. threat assessment). A key role of the ESC-20 Title IV Capacity Building Project Manager will be to coordinate with the Texas School Safety Center and ESC School Safety Contacts to identify the number of participants trained on specific topics identified.

The ESC-20 Title IV Capacity Building program is dedicated to our mission of fostering safe, healthy, and drug-free school environments that support student academic achievement. We believe the TEA Title IV Capacity Building Grant will provide the support needed to develop resources and training that will truly impact the safety of our schools in the state of Texas.

**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>ESC-20 Title IV Capacity Building Project Manager                      Coordinate all work of the program initiatives.                      Serve as the primary subject matter expert.                      Serve as the liaison between other ESCs, LEAs, the Texas School Safety Center, and TEA.                      Lead workshops for ESCs and LEAs related to program materials.                      Develop an email communication network.                      Assist with development/maintenance of website.</p>	<p>Job Description Provided                      Master's Degree or Proven Record of Success                      Experience in School Safety and Mental Health                      Experience Training Adults</p>
<p>ESC-20 School Safety Consultant                       Serve as School Safety Subject Matter Expert.                      Assist with leading program trainings.                      Assist with developing resources.</p>	<p>Resume Provided                      Master's Degree or Proven Record of Success                      Three years relevant experience In school safety                      Experience providing professional development to adult learners                      Experience in grant writing                      Ability to update websites with relevant information for clients</p>
<p>ESC-20 Social, Emotional, Learning Counselor                       Serve as Mental Health Subject Matter Expert.                      Assist with leading program trainings.                      Assist with developing resources.</p>	<p>Job Description Provided                      Master's Degree Required                      Professional license/certificate in school mental health ore related field                      Certified Trainer in Youth Mental Health First Aid                      Certified Trainer in Psychological First Aid for Schools                      Texas Teaching Certificate Required                      Three years experience assessing and providing mental health counseling/ intervention services.                      Knowledge of mental health in school setting, SEL, Trauma-Informed Care, PBIS</p>
<p>ESC-20, Coordinated School Health Coordinator                       Supervise all program staff                      Manage program budget                      Assist with leading statewide trainings</p>	<p>Resume Provided                      Master's Degree Required                      Five years of relevant experience                      Demonstrated competence in educational leadership and management                      Experience managing budgets                      Demonstrated experience in grant management                      Ability to analyze data and make improvements to program design</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.

For the grant period that runs February 1 - September 30, 2020, performance measures will focus on the three main objectives of the program: 1) the development of programmatic resources, 2) the establishment of a school safety website, and 3) the provision of consistent communication with ESCs and LEAs across the state through a school safety e-mail distribution list and professional development sessions.

In line with the first objective, development of programmatic resources, the following performance measures will be tracked: number of resources requested by TEA and developed by program staff; number of resources requested by ESCs, LEAs, or program stakeholders and developed by program staff; number of resources posted to program website.

For the second program objective, establishment of a school safety website, a timeline will first be established with TEA for the desired implementation date of the website. Once the website is developed, fully implemented, and available for public access, the following website analytics will be tracked: total number of visits to the website, total number of unique website visitors, the number of interactions per visit, the website's bounce rate, the most frequently visited pages on the website, and the number of resource downloads.

For the third program objective, provision of consistent communication through an e-mail distribution list and professional development sessions, the following performance measures will be tracked: the total number of members on the e-mail distribution list, the number of members on the e-mail distribution list by ESC Region, the number of professional development sessions offered, the attendance at each professional development session (tracking both in-person and online sessions), the number of participants by ESC Region, the role of staff members attending sessions (i.e. school resource officer, administrator, counselor, nurse, parent), the number of student sessions offered, and the number of student participants in sessions by grade level. In addition to those trainings offered directly by ESC-20, the program will track the participants trained through the Texas School Safety Center and regional education service centers on specific school safety related mandated topics.

**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.

For the grant period that runs February 1 - September 30, 2020, the ESC-20 program budget is based on the hiring of one FTE (Project Manager) and the partial funding of existing program staff to include the School Safety Consultant (25% funded from program), the SEL Counselor (10% funded from program), and the Coordinated School Health Coordinator (5% funded from program). Additionally, funds have been allocated to include the TEA Program Intern located at the agency. In order to accomplish grant activities, contracted services will include website design and maintenance (including SOB compliance, purchasing of domain name, and graphic design work), translation services for all resources created (English to Spanish and Vietnamese as requested), and online course development. The cost estimates for the completion of these projects are based on the work previously done by ESC-20 for similar grants received through state and federal agencies.

Funds from the grant have been designated to support the travel of project staff to attend ESC-TEA Title IV meetings as well as to lead conferences and trainings across the state (funds for mileage, hotels, and per diem). Grant funds have also been allocated for facility usage (workshop rooms), supplies and materials, print, communication expenses, and indirect costs.

Currently ESC-20 holds the Title IV, Part A – ESC Technical Assistance grant. The funds from this grant are designated towards the partial funding of our ESC-20 School Safety Consultant and for the provision of workshops and technical assistance for regional LEAs on school-safety related matters.

The fiscal health of the grant will be reviewed on an ongoing basis by the Coordinator and Project Manager to ensure the budget is being expended as expected. Any unanticipated expenses will be thoroughly evaluated in regards to need for accomplishing grant initiatives. Deviations from the anticipated annual expenditures will be discussed with the Fiscal Coordinator at ESC-20 in order to ensure the budget is fully expended during the grant year. Adjustments will be made as needed throughout the year to the program budget to ensure all planned project outcomes are achieved.

ESC-20 has an extensive history of managing federal and state discretionary grants for student academic achievement, comprehensive school health, and technology. Currently, ESC-20 manages over 100 programs that are fully or partially funded by state and federal funds and has demonstrated the capacity to manage those funds and abide by guidelines. The Business and Human Resource Services division will assist in employee processes, and provide the framework for general financial services. External audit reports for the past three years have produced unqualified opinions and found no discrepancies in internal controls or compliance measures.

ESC-20 utilizes an online budget system for managing all budgetary allocations. The budget system uses separate Organization codes for each grant so that all expenditure can be tracked accordingly. Every step of the process, beginning with the initial budget set-up up to the final expenditure report goes through an internal approval process. Prior to any expenses being incurred during the grant year, the item is reviewed to ensure it is an allowable expense under the grant guidelines.

The ESC-20 Business and Human Resource Services (BRHS) division is fully integrated in the grant administration process and will maintain financial responsibility for all grant activities and provide the framework for general financial services. BHRS will maintain all accounting data, request funds through an automated payment system, prepare/submit all expenditure reports in coordination with key grant personnel, and report accounting transactions properly.

**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.

Through the program funds, ESC-20 will hire a full-time ESC-20 Title IV Capacity Building Project Manager. This individual will be responsible for coordinating all work of the program initiatives and will serve as the primary subject matter expert for the Title IV Capacity Building Project. The ESC-20 Project Manager will serve as the liaison between other ESCs, LEAs, TEA, and the Texas School Safety Center to design, develop, and implement new trainings and resources in anticipation of emerging school safety needs. This individual will work closely with TEA, the TEA Project Intern, and the Texas School Safety Center to incorporate all new and revised guidance from TEA into training material and resources and develop an email communication network to quickly disseminate this information across the state. The ESC-20 Project Manager will assist with the development and maintenance of the initiative's website and ensure all content is available on the site in a timely manner. In addition, this individual will participate in all program meetings scheduled by TEA and lead workshops for ESCs and LEAs related to program materials. The job description for this position is included with the grant application. In addition to the Project Manager, ESC-20 will partially fund our existing School Safety Consultant and our new Social, Emotional, Learning Counselor (SEL Counselor) positions from the program funds. These individuals will assist in providing content knowledge and expertise, as well as facilitate trainings pertaining to the grant. The ESC-20 Coordinator who currently supervises the ESC-20 School Safety Program, will oversee the grant budget, ensure all deliverables are accomplished according to expected timelines, and supervise all program staff.

The current ESC-20 School Safety Consultant has worked at the ESC for 9 years and is a recognized leader in the state in matters related to school safety. The Safety Consultant helped to establish the Handle with Care Program in San Antonio, which provides a true trauma-informed approach, allowing area law enforcement officers to directly notify school districts if they encounter a child during a police call. The Safety Consultant facilitates numerous school safety workshops at ESC-20 and holds regular District Chiefs of Police and District Safety Directors meetings, allowing district staff to discuss school safety concerns and share best practices. The School Safety Consultant is part of the San Antonio Fusion Threat Assessment Team and many other safety-related committees. The Safety Consultant was recognized by the Texas School Safety Center in 2019 as a recipient of the "School Safety Spotlight" honor. The Safety Consultant's expertise in all aspects of school safety will be of great benefit in the Title IV Building Capacity Program Initiatives.

The ESC-20 SEL Counselor is a new position to ESC-20, which was added due to the recognized need for providing LEAs with additional support in all areas surrounding mental health, trauma informed care, and SEL. This individual is trained as an instructor in Youth Mental Health First Aid, Psychological First Aid for Schools, and Adverse Childhood Events (ACEs) and is responsible for delivering these trainings at the ESC, at regional LEAs, and across the community. This position also oversees the ESC-20 Crisis Counseling Clusters, working closely with LEAs to provide training, templates, and resources to support schools in times of need. The SEL Counselor provides professional development on the implementation of Positive Behavioral Interventions and Supports and works with districts to meet the needs of at-risk youth.

The current ESC-20 Coordinated School Health Coordinator has worked at the ESC 10 years supporting school health and safety. The Coordinator has experience managing grants at both the federal and state level, including: the Readiness and Emergency Management for Schools (REMS) grant, the Texas Education for Homeless Children and Youth (TEHCY) grant, the Texas Department of Agriculture ESC Contract, and the Department of State Health Service's Texas School Health Network Grant. In addition, the Coordinator manages ESC-20's School Health and Safety Cooperative, which currently supports 50 LEA members. The Coordinator also serves as a leader in the community in supporting safe and healthy schools. The Coordinator currently serves on the Steering Committee of the South Texas Trauma Informed Care Consortium (STTIC), the Tri-Chair of the PK-12 Education Workgroup of the STTIC Consortium, the Vice Chair of the South Alamo Regional Alliance for Homelessness Youth Homeless Taskforce, a member of the Texas School Health Advisory Council, and the Chair of the San Antonio Mayor's Fitness Council.

The combined work experience and knowledge of the ESC-20 Title IV Capacity Building Program team will serve as an asset to ensure all program initiatives are skillfully completed and disseminated across the state to increase awareness and support of all aspects of school safety.



**TEA Program Requirements continued**

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

The mission of the ESC-20 Title IV Capacity Building Program is to develop resources and trainings for use statewide by ESCs and LEAs to increase knowledge, enhance awareness, and foster safe, healthy, and drug-free school environments that support student academic achievement. In order to achieve this mission, the project will take a multi-faceted approach to resource development focusing on the needs of the entire school community. It is recognized that all members of the school community play a role in the safety of our schools and the perceived school climate, thus resources and trainings need to be developed to meet the unique needs of each group (i.e. school resource officers, LEA administrators, social emotional counselors, school nurses, teachers, auxiliary staff, bus drivers, students, and parents).

Given the wide breadth of topics school safety encompasses, when developing resources and trainings it will be necessary to get feedback on specific areas of need from key stakeholders. To accomplish this, the Project Manager will disseminate a survey requesting feedback on training needs in the following areas: threat assessment, campus hardening, digital threat assessment, safety drills, standard response protocol, emergency operations planning, human trafficking, bullying, mental health awareness, crisis management, suicide prevention, weather-related incidents, safe de-escalation, violence prevention, safe campus climate assessment, and drug use prevention. The feedback collected from this survey will be critical to ensuring resources and trainings developed meet the identified school safety needs across the state.

One of the top priorities the ESC-20 program has identified as a need is the development of a document that serves as a crosswalk between legislative mandates, the Texas Education Code, and implementation strategies at the district and campus level (i.e. what must be implemented, by when, who needs to be involved, and resources needed). Given the numerous school safety related bills that came out of the B6th legislative session, the program feels the crosswalk will be instrumental in assisting LEAs with understanding the legislative requirements and identifying strategies on how to achieve them.

A second priority the ESC-20 program has identified as being necessary are school safety related online modules that can be used for staff training. LEAs need a reliable, easily-accessible, free resource they can utilize to train staff on important topics related to school safety. The program recognizes the most efficient way to accomplish this, while ensuring a consistent message is delivered, is through the development of online modules. ESC-20 has the expertise on staff to develop state-of-the-art online modules; the intent of the program is to utilize grant funds to assist with development of these training resources. Once created, the modules will be housed on the school safety website for use by LEAs. In future grant years, the program will continue to expand the online modules to include trainings for students and parents.

Finally, the program recognizes the need to create a template or online resource LEAs can use to track all school safety mandates and preventative measures taken to support the safety of their campuses. This resource will assist LEAs not only with remaining in compliance with school safety requirements, but also allow them to identify gaps or areas needing further strengthening to improve the safety of their schools.

The ideas listed above are just the starting point for addressing the vast need for resources related to school safety. Through the survey, immediate needs will be identified, and a plan of action for resource and training development will be discussed with TEA and established to meet these needs in a timely manner.

**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**

Amended Section	Reason for Amendment
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

**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).

**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.

**Professional and Contracted Services 6200**

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

**Supplies and Materials 6300**

Complete this worksheet to request supplies and materials.

**Other Operating Costs 6400**

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

**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.

**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.

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:		015-950		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 Project Manager			\$ 110,726	
19	ESC Other: (Enter position title here)			\$ -	
20	ESC Other: (Enter position title here)			\$ -	
<b>Other Employee Positions</b>					
21	TEA Program Office Intern			\$ 20,000	
22	(Enter position title here)			\$ -	
23	<b>Subtotal Employee Costs:</b>			\$ 130,726	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>			\$ 130,726	0
31	<b>Total Program Costs*:</b>			\$ 130,726	0
32	<b>Total Direct Admin Costs*:</b>			\$ -	
<p>*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.</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: 015-950		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 Specify Purpose: 6265 Meeting Rooms (in-house)	\$ 2,000	
2	Service: School Safety Consultant (25%) Specify purpose: Serve as subject matter expert, assist with grant deliverables	\$ 32,430	
3	Service: Social Emotional Learning Counselor (10%) Specify purpose: Serve as subject matter expert, assist with grant deliverables	\$ 12,972	
4	Service: Coordinator (5%) Specify purpose: Manage budget, Supervise staff, Assist with grant deliverables	\$ 7,730	
5	Service: 6255 Communications Specify purpose: Phone calls, Technology Services	\$ 1,000	
6	Service: 6299 Contracted Services Specify purpose: Print for Resources and Workshop Materials	\$ 4,000	
7	Service: 6219 Other Professional Services Specify purpose: Website Design, Translation Services, Online Module Development	\$ 78,000	
8	Service: Specify purpose:	\$ -	
9	<b>Subtotal of professional and contracted services requiring specific approval:</b>	<b>\$ 138,132</b>	<b>0</b>
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	
11	<b>Grand Total:</b>	<b>\$ 138,132</b>	<b>0</b>
12	<b>Total Program Costs*:</b>	<b>\$ 138,132</b>	
13	<b>Total Direct Admin Costs*:</b>	<b>\$ -</b>	
<p>*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.</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: 015-950		Amendment #: 0	
<b>Supplies and Materials (6300)</b>			
Expense Item Description		Grant Amount Budgeted	Pre-Award
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ 9,356	
2	Grand Total:	\$ 9,356	0
3	Total Program Costs*:	\$ 9,356	
4	Total Direct Admin Costs*:	\$ -	

\*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.

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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: 015-950		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	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ -	
6	<del>6414/6419 - 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.	\$ 7,500	
11	<b>Grand Total:</b>	<b>\$ 7,500</b>	<b>0</b>
12	<b>Total Program Costs*:</b>	<b>\$ 7,500</b>	
13	<b>Total Direct Admin Costs*:</b>	<b>\$ -</b>	
<p>*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.</p>			

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

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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: 015-950			Amendment #:	
<b>Capital Outlay (6600)</b>				
Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted	Pre-Award
<b>6669 - Library Books and Media (capitalized and controlled by library)</b>				
1	NOT ALLOWED	N/A	N/A	\$ -
<b>66XX - Computing Devices, capitalized</b>				
2	(Enter description and brief purpose)		\$ -	\$ -
3			\$ -	\$ -
4			\$ -	\$ -
5	NOT ALLOWED		\$ -	\$ -
6			\$ -	\$ -
7			\$ -	\$ -
8			\$ -	\$ -
9			\$ -	\$ -
<b>66XX - Software, capitalized</b>				
10	(Enter description and brief purpose)		\$ -	\$ -
11	NOT ALLOWED		\$ -	\$ -
12			\$ -	\$ -
<b>66XX - Equipment, furniture, or vehicles</b>				
13	(Enter description and brief purpose)		\$ -	\$ -
14	NOT ALLOWED		\$ -	\$ -
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>*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.</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: 015-950				Amendment #		
Grant Period:	January 31, 2020 to September 30, 2020			Fund Code: 429		
Program Budget Summary						
Description and Purpose	Source of Funds					
	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost	Pre- Award Costs	
1 Payroll Costs	6100	\$ 130,726	\$ -	\$ 130,726		
2 Professional and Contracted Services	6200	\$ 138,132	\$ -	\$ 138,132		
3 Supplies and Materials	6300	\$ 9,356	\$ -	\$ 9,356		
4 Other Operating Costs	6400	\$ 7,500	\$ -	\$ 7,500		
5 Capital Outlay - NOT ALLOWED	6600	\$ -	\$ -	\$ -		
Consolidate Administrative Funds			N/A			
6	Total Direct Costs:		\$ 285,714	\$ -	\$ 285,714	0
7	Enter Percentage (%) of Indirect Costs:	5	N/A	\$ 14,286	\$ 14,286	
8	Grand Total of Budgeted Costs :		\$ 285,714	\$ 14,286	\$ 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:
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**2019-2020 Title IV ESC Capacity Building State Initiative  
ESC-20 Letter of Interest Application  
Attachments**

**Job Description: Project Manager, Title IV Capacity Building**

**Resume: Lawrence Rodriguez, ESC-20 School Safety Consultant**

**Job Description: Consultant, Counseling Social Emotional Learning**

**Resume: Amanda Tyler, ESC-20 Coordinator**

## EXEMPT

### JOB DESCRIPTION

**JOB TITLE:** Project Manager, Title IV Capacity Building

**RESPONSIBLE TO:** Designated Administrator

**JOB SUMMARY:** Serve as the statewide project manager and subject matter expert for the Title IV Capacity Building Program administered by the Texas Education Agency (TEA). Serve as the liaison between other ESCs, LEAs, TEA, and the Texas School Safety Center to design, develop, and implement new training and resources in anticipation of emerging school safety needs. Provide leadership, direction, and management for the design, development, enhancement and quality of training material, and resources, as they relate to state-requested projects. Coordinate activities related to project details and timelines. Provide leadership and organization to ensure the effective support and implementation of the Title IV Program and school safety requirements in LEAs across the state.

### POSITION REQUIREMENTS:

#### JOB KNOWLEDGE

Master's degree required or a proven record of success.

Designs, implements and ensures the delivery of products or services.

Experience and knowledge in school safety and mental health.

Three years of experience training adults.

Demonstrated ability to formulate program plans and to ensure their implementation.

Strong organizational and editing skills with the ability to meet short deadlines.

Demonstrate effective job-related skills that model the integration of technology resources and tools.

Demonstrate competence with assisting others to appropriately integrate technology into the curriculum.

Demonstrate leadership skills.

Proficiency with standard functions within electronic applications such as MS Office (e.g., word processing, electronic spreadsheets) and e-mail.

Proficiency with computers (PCs and/or MACs) to include desktop management, file management and operations, and working in a network environment.

Exceptions to these requirements will be considered based on exemplary skills, training, and record of success.

#### PRODUCTS/OUTCOMES:

Establish and maintain internal protocols for documenting the status of all projects, including details and timelines.

Ensure quality completion of all products/projects.

Maintain the integrity and accuracy of TEA required resource content.

Incorporate all new and revised guidance from TEA into training material and resources in a timely manner.

Coordinate the development of training materials and resources on a timely basis across all training media, including printed materials, visual aids, presentations, and handouts.

Attend required state staff meetings scheduled by TEA.

Attend and participate in special committees and workgroups as directed by TEA.

Coordinate and Implement staff training and instructional activities at the local, state and regional levels.

Work collaboratively with other state subject matter experts to strengthen statewide delivery of effective training.

Serve as a liaison between LEAs, ESCs, and state and federal agencies.

Ensure that all required reports are completed and submitted prior to expected deadlines.

Recommend appropriate use of resources to achieve program goals.

Exercise strategic, comprehensive program planning based on identified program priorities.

Identify and integrate technology that supports instructional programs.

Provide technical assistance of the administration of program operations at central and individual entity levels as directed by the Texas Education Agency.

Direct the development of program services that support the implementation of Title IV and related school safety mandates.

Gather information relevant to improving the quality of the food and service delivered to participants through the National School Lunch Program and Child and Adult Care Food Program by participation in professional growth activities including self-directed studies.

Identify emerging trends in nutrition and adult learning strategies.

**INITIATIVE**

Exhibit a high level of energy to coordinate/facilitate program.

Maintain awareness of staff and program needs and suggest methods of improvement.

Maintain required content and adult-trainer expertise via education and teaching courses at regional and state workshops.

Update nutrition education, nutrition programs information, and teaching skills in order to be effective.

Analyze existing procedures for assessing and meeting the needs of nutrition education and compliance regulation services to CEs.

Participate in professional development opportunities that enhances self and program.

Manage time and schedule to fulfill all responsibilities and commitments.

**COMMUNICATION/HUMAN RELATIONS**

Serve as the liaison between TDA and other stakeholders to represent the Center.

Coordinate communication and collaboration between program staff, center staff, client groups, state and federal agencies.

Handle concerns with tact and diplomacy.

Communicate regularly with staff through meetings and written communication.

Demonstrate effective oral and written communications skills.

May handle material of confidential nature.

Maintain open lines of communication within the work group and other Center staff.

**SUPERVISION AND ORGANIZATION OF STAFF**

None

**BUDGET MANAGEMENT**

None

**ADDITIONAL REQUIREMENTS**

Function within policies and administrative procedures of ESC, Region 20.

Accept other responsibilities as assigned.

Travel to TEA , ESCs and LEAs as required by program.

Travel independently to fulfill the responsibilities of the position.

Manage time and schedule to fulfill all responsibilities and commitments.

Comply with the requirements of the ESC-20 Quality Management Systems (QMS) as detailed in the ESC-20 Quality Manual, Quality Procedures, and Work Instructions.

Dress and groom appropriately for the ESC-20 work setting.

Attend all meetings and staff development training, as required.

Serve at the will of the Executive Director.

**APPROVED:**

**ACCEPTED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINTED OR TYPED NAME:** \_\_\_\_\_

**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	\$ 130,726	\$ -	\$ 130,726		
2 Professional and Contracted Services	6200	\$ 138,132	\$ -	\$ 138,132		
3 Supplies and Materials	6300	\$ 9,356	\$ -	\$ 9,356		
4 Other Operating Costs	6400	\$ 7,500	\$ -	\$ 7,500		
5 Capital Outlay - <b>NOT ALLOWED</b>	6600	\$ -	\$ -	\$ -		
Consolidate Administrative Funds			N/A			
6	<b>Total Direct Costs:</b>		\$ 285,714	\$ -	\$ 285,714	0
7	<a href="#">Enter Percentage (%) of Indirect Costs:</a> 5	N/A	\$ 14,286	\$ 14,286		
8	<b>Grand Total of Budgeted Costs :</b>		\$ 285,714	\$ 14,286	\$ 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:			\$ -		

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2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE

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County District Number or Vendor ID:		015-950	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 Project Manager			\$ 110,726	
19	ESC Other: (Enter position title here)			\$ -	
20	ESC Other: (Enter position title here)			\$ -	
<b>Other Employee Positions</b>					
21	TEA Program Office Intern			\$ 20,000	
22	(Enter position title here)			\$ -	
23	<b>Subtotal Employee Costs:</b>			\$ 130,726	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>			\$ 130,726	0
31	<b>Total Program Costs*:</b>			\$ 130,726	0
32	<b>Total Direct Admin Costs*:</b>			\$ -	
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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 Specify Purpose: 6265 Meeting Rooms (in-house)	\$ 2,000	
2	Service: School Safety Consultant (25%) Specify purpose: Serve as subject matter expert, assist with grant deliverables	\$ 32,430	
3	Service: Social Emotional Learning Counselor (10%) Specify purpose: Serve as subject matter expert, assist with grant deliverables	\$ 12,972	
4	Service: Coordinator (5%) Specify purpose: Manage budget, Supervise staff, Assist with grant deliverables	\$ 7,730	
5	Service: 6255 Communications Specify purpose: Phone calls, Technology Services	\$ 1,000	
6	Service: 6299 Contracted Services Specify purpose: Print for Resources and Workshop Materials	\$ 4,000	
7	Service: 6219 Other Professional Services Specify purpose: Website Design, Translation Services, Online Module Development	\$ 78,000	
8	Service: Specify purpose:	\$ -	
9	<b>Subtotal of professional and contracted services requiring specific approval:</b>	<b>\$ 138,132</b>	<b>0</b>
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	
11	<b>Grand Total:</b>	<b>\$ 138,132</b>	<b>0</b>
12	<b>Total Program Costs*:</b>	<b>\$ 138,132</b>	
13	<b>Total Direct Admin Costs*:</b>	<b>\$ -</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:	\$ 9,356	
2	<b>Grand Total:</b>	<b>\$ 9,356</b>	0
3	<b>Total Program Costs*:</b>	<b>\$ 9,356</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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2020 TITLE IV ESC CAPACITY BUILDING STATE INITIATIVE

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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	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.	\$ -	
7	<del>6495 - Cost of membership in civic or community organizations.</del> Specify name and purpose of organization:	\$ -	
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>	\$ -	0
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 7,500	
11	<b>Grand Total:</b>	<b>\$ 7,500</b>	<b>0</b>
12	<b>Total Program Costs*:</b>	\$ 7,500	
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>					

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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:	015-950	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**

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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.