



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.

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

1. 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):

- | | |
|--|---|
| <input checked="" type="checkbox"/> LOI application, guidelines, and instructions | <input checked="" type="checkbox"/> ESSA Provisions and Assurances requirements |
| <input checked="" type="checkbox"/> General and application-specific Provisions and Assurances | <input checked="" type="checkbox"/> Debarment and Suspension Certification |
| | <input checked="" type="checkbox"/> Lobbying Certification |

Authorized Official Name Title

Email Phone

Signature Digitally signed by Gordon D. Taylor, Ed.D.
Date: 2020.01.17 10:14:42 -06'00' 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.

Increasing student achievement for all students through an "ALL children, Whole child" collaborative approach is a priority for Region 10 ESC. The program we would develop would focus on collective responsibility, clear communication and collaboration throughout various departments both at the district and campus levels as well as throughout Education Service Centers. We will specifically focus on how student academic achievement is connected to the implementation of school safety protocols that include, but are not limited to, bullying, crisis management, mental health awareness and suicide prevention within the multi-tiered systems of support infrastructures within an LEA.

It would include professional learning opportunities, guidance documents, and documents. Furthermore, the mission of Region 10 is to be a trusted, student-focused partner that serves the learning community through responsive, innovative educational solutions. As our mission statement and priority focus already authentically aligns with this grant, being the recipient of this grant award will allow Region 10 to carry out this mission and priority by utilizing each service area's expertise to build the capacity of all statewide stakeholders through various professional learning modalities, guidance documents and resources.

In order to fulfill our program goals, a core team from various service areas including Digital Learning and Resources, Administrative Services, Special Populations, and Teaching and Learning will be involved in the implementation of this grant. We will meet biweekly to discuss the following:

- Region 10 ESC team will conduct an internal needs assessment to identify additional expertise that is needed to meet all program requirements. If needed, we will review and vet any other internal consultants or outside contractors that may bring additional value to the team.
- The Region 10 ESC team will draft project activities and timelines for TEA prior to launching the design and implementation of the professional development opportunities, resources and guidance documents.
- The Region 10 ESC team will conduct a review of grant deliverables and ensure that the goals and project activities are assigned specific categories and/or phases. This will allow the Region 10 ESC team to identify key staff members whose skills and talents align with the design and development of specific activities and appropriate time lines.
- The Region 10 ESC team will collaborate with the TEA staff to review and make adjustments to the plan as needed. This approach will ensure that the TEA has the opportunity to review the plan and make recommendations and/or revisions as appropriate.
- The Region 10 ESC team will ensure that a project tool is utilized to track and monitor the progress of the plan. This approach will be comprehensive to ensure that project team members produce deliverables in a timely fashion with clear, established lines of communication.
- The Region 10 ESC team will ensure that there is ongoing communication with the TEA so that the Region 10 ESC team is meeting the goals of the grant.
- The Region 10 ESC team will work collaboratively with outside agencies, such as the Texas School Safety Center, for the purposes of research and planning to facilitate the creation of resources. The outside agencies will help to ensure all stakeholders are identified and will have a collective voice in the needs of our LEAs statewide.

Our collective experiences and expertise will ensure all areas of Title IV are considered with the utmost care and attention when creating the deliverables outlined in this grant.

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>Title IV Capacity Building Coordinator- (1FTE) position will be responsible for coordinating all efforts across the service center, being the face of the Initiative and Statewide for the other ESCs, and will attend meetings and PD to continue to learn and cultivate resources for dissemination.</p>	<ul style="list-style-type: none"> • Master’s Degree in education-related field preferred • Lead the creation and delivery of quality professional learning opportunities that address both compliance and the leveraging of available funding sources to maximize the benefit provided to students. • Create and provide professional learning experiences that utilize a variety of delivery methods and that are enhanced by the appropriate use of technology. • Plan and facilitate/coordinate institutes, conferences, and other events to benefit LEA personnel. • Excellent organizational, communication. and interpersonal skills
<p>Program Area Consultants - (3-4 <.5 FTE) - staff will lend their expertise to the Core team to help create and facilitate trainings. Attend meetings and collaborate on creation of resource and guidance documents.</p>	<ul style="list-style-type: none"> • Master’s Degree in education-related field preferred • Experience with designing, leading and providing professional development offerings • Instructional Coaching experience preferred • Knowledge of innovative instructional practices • Ability to work with individuals of ranging abilities and skills sets in a one-on-one, small or large group setting • Excellent organizational, communication. and interpersonal skills
<p>Support Staff (2 <.5 FTE) - Support staff will help coordinate/plan meetings and help with bookkeeping responsibilities required for this grant. This will include one administrative assistant and student intern.</p>	<ul style="list-style-type: none"> • Organization skills • Ability to work on and enhance a team • Maintain punctuality in daily work times, appointments, and meetings • Maintain a positive, customer friendly, and professional tone in all communication • Ability to multi-task • Ability to use Microsoft Office Suite • High School Diploma or equivalent required
<p>School Safety and Security Coordinator - (1<.5 FTE) - Coordinate and help plan efficient and effective programming related to safety and security practices as it applies to supporting LEAs.</p>	<ul style="list-style-type: none"> • At least 5 years in a safety and security role • Presentation skills • Master's Degree preferred • Knowledge of general safety and security requirements for LEAs • Ability to work with school safety centers and other stakeholders

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.

Our collective experiences and expertise will ensure all areas of Title IV are considered with the utmost care and attention when creating the deliverables outlined in this grant.

- We will conduct a statewide ESC meeting to develop a baseline stakeholder needs assessment for tool creation and resource warehouse.
- We will ask for additional stakeholder climate surveys, including parents and students.
- We will utilize Qualtrics to analyze baseline data submitted through climate surveys, PD evaluations and stakeholder feedback. We will compare this baseline data to mid grant year data to identify additional areas of need or concern as well as where we are successful in increasing student achievement.
- We will utilize Qualtrics and dashboards to find correlation between the regional surveys and the data points, such as,
 - o DAEP placements
 - o Out of School Suspension
 - o Failure rates
 - o Graduation Rates
 - o Military Enlistments
 - o College enrollment
 - o Career Certifications
 - o STAAR/EOC Student Achievement
- Collect impact data on professional development, resources, and guidance documents.
- We will utilize the Whole Child and SEL modules of BrightBytes to capture perceptions about safety, engagement, and overall conditions for learning and use those results to personalize analysis for LEAs to focus their resources where needed.

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.

The Region 10 ESC currently oversees a variety of local, state, and federal project budgets. The team will coordinate and collaborate on the management of the budget to ensure the appropriate use of funds for the grant activities and deliverables. We believe a high-quality performance and a commitment to excellence are achieved by collaborative work and structures/processes for ensuring that program goals are met.

The Region10 ESC team will set timelines for development, review, and discussion with the TEA team. Frequent program updates and periodic reviews of goals, objectives, and timelines will communicate the progress of the project deliverables.

The Region 10 ESC core team will meet bi-weekly to discuss goals, activities, and updates. The team will monitor their progress by utilizing a project management plan. The proposed program budget will ensure program goals are met.

It is estimated that 70% of the budget will be allocated to the salaries of the professional and support staff that will be integral in the success of the grant program. This payroll includes the part-time intern that will be housed at TEA to help support the grant program.

The remaining budget will be used to purchase supplies and materials to help facilitate trainings and create resource materials necessary to fulfill the requirements of the grant and meet the needs of the other ESCs and TEA.

Staff will also travel statewide to provide training to the other ESCs and for required meetings with TEA and other identified stakeholders. Travel also be needed for staff to continue their professional development in their area of expertise. Region 10 has vetted and currently uses Qualtrics as a premier survey creation and data analysis tool. We plan to purchase an additional user license to ensure we are meeting our performance measures and creating valuable tools for data analysis.

Region 10 have already been working to implement and design trainings and resource documents for our LEAs in keeping with the latest legislative updates and requirements in the last few years. As we started working on this grant opportunity, we realized just how many of our service areas were already working on Title IV-related activities with state, local and federal funding sources. The Administrative Services area has allocated funding and been the main team working with the safety and security requirements for our LEAs by creating School Safety conferences, roundtables, and other safety and security programming that has been well-received within our Region and our neighboring regions. The Special Populations service area has also been working on school safety programming by creating a crisis team to help assist the LEAs in our region at a moments notice. The crisis team is trained in the TOT model of NOVA that we plan to expand with these funds to help ESCs become certified if they do not already have their own team. The funding for the crisis team has been funded through federal grant funds, however the expansion of this program will require additional funding from other sources.

The Region 10 Special Revenue team, which is under the Digital Learning and Resources service area also serves as the fiscal agent for the Title IV Shared Services Arrangement, which allows the team to work on compliance trainings for both program and fiscal guidelines. Funding has been allocated to the team to help build resources and travel throughout the region presenting and conducting site visits to ensure program and fiscal compliance. Within the DLR service area, funds have been allocated to create a Digital Fluency Institute to help LEAs with digital citizenship and online safety and security. The Teaching and Learning service area houses counselors and consultants that work on the multi-tiered systems of support that has a direct alignment to school safety through mental health awareness and SEL programming.

The success and overall need of several of the trainings created and facilitated by Region 10 has necessitated the hiring of a School Safety and Security Coordinator to help develop more offerings and create an innovative package of services for our LEAs. We plan to use this grant to help supplement the work the coordinator will be doing as well as help create more resources for the capacity building initiative.

Region 10 will use a needs assessment to ensure the proper level of funding is allocated to continue to support the Title IV initiatives and guarantee success in the implementation of the program.

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.

The Region 10 ESC is committed to meeting the mission and goals of this program. Our plan is to use the Capacity Building grant to fund:

- One full FTE who will be the coordinator of the program and will be responsible for working with TEA as well as the core group of staff who will help to build and implement the program with fidelity.
- A percentage of up to three consultants and one coordinator from the areas of Teaching and Learning, Digital Learning and Resources, Administrative Services, and Special Populations that will lend their expertise to the Capacity Building Coordinator to ensure we are maximizing our knowledge base in all areas covered under the Title IV program.
- A percentage of an accountant to ensure grant funds are being spent in a timely manner with in compliance with EDGAR and other financial regulations.
- A percentage of an administrative assistant to help coordinate meetings internally and with TEA and other stakeholders; lastly we will fund
- A part-time student intern to be the liaison between TEA and Region 10.

The creation of this core group along with a full-time coordinator will help Region 10 to stay abreast of the latest information and help create a high-quality program that will be invaluable across the state and allow Texas to be at the forefront of Title IV implementation nationwide.

TEA Program Requirements continued

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

When we create professional learning opportunities, we will be utilizing Region 10’s Professional Learning Model. We will offer professional development training through one or more of the following modalities:

- o Facilitated Learning: Professional Learning Communities, Coaching, Cohorts and Academies
- o Discovery Learning: Project Based Learning and Portfolios
- o Authentic Learning: Modeling, Simulations and Demonstrations
- o E-Learning: Webinars and On-line Learning
- o Social Learning: Hangouts, Networking and Meetups
- Create Title IV Program and Financial Compliance Training Template
- Create trainings and resources to support implementation of the Texas Comprehensive Counseling Model. The target audience would be teachers, administrators, counselors, and district personnel.
- Trainings in school safety coordinated with the Texas School Safety Center, U.S. Secret Service, U.S. Homeland Security, Local Mental Health Authorities, and other organizations that offer training free of charge.
- Create trainings and resources to support implementation and sustainability of Restorative Practices
- Create trainings and resources to support implementation and sustainability of SEL Practices for both students and staff
- Create trainings and resources to support implementation and results reviews of Climate Surveys and systems changes based on those results.
- Create trainings and resources to support understanding on the Impact of Poverty on student achievement.
- Create training template, resources, and guidance documents for Digital Citizenship
- Create resources and guidance documents for de-escalation of situations, such as Suicide Prevention, Trauma, Drug-Use Prevention, Violence Prevention and Suicidal Outcries
 - Parents
 - Teachers
 - Administrators
 - Safety and security audits as required by statute.
- o Provide audit findings to the school board and meet with District Safety Committee to review the audit findings and recommendations.
- o Review and evaluate district or campus Multi-hazard Emergency Operation Plans and meet with school team discuss recommended changes/improvements.
- o Provide a team of knowledgeable people to be present during a safety drill at a campus to evaluate the effectiveness of the procedures and execution of the drill.
 - MTSS Framework (Systems) Audits
- o Systems of Communication
- o Systems of Professional Development
- o Systems of Parent Engagement
- o Systems of Implementation of Special Populations Plans
 - Best Practices Warehouse/Clearinghouse to house all outside resources in one place for easy access
 - Digital Learning
- o Title IV Podcast
- o Digital Learning Radio
- o Digital Fluency Initiative

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).

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.

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:		057-950	Amendment # (for amendments only):		
Payroll Costs (6100)					
Employee Position Title		Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Grant Amount Budgeted	Pre-Award
Academic/Instructional					
1	Teacher			\$ -	
2	Educational Aide			\$ -	
3	Tutor			\$ -	
Program Management and Administration					
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			\$ -	
Auxiliary					
12	Counselor			\$ -	
13	Social Worker			\$ -	
14	Community Liaison/Parent Coordinator			\$ -	
Education Service Center (to be completed by ESC only when ESC is the applicant)					
15	ESC Specialist/Consultant		3	\$ 48,000	
16	ESC Coordinator/Manager/Supervisor	1	2	\$ 120,000	
17	ESC Support Staff		2	\$ 18,000	
18	ESC Other: (Enter position title here)			\$ -	
19	ESC Other: (Enter position title here)			\$ -	
20	ESC Other: (Enter position title here)			\$ -	
Other Employee Positions					
21	(Enter position title here)			\$ -	
22	(Enter position title here)			\$ -	
23	Subtotal Employee Costs:			\$ 186,000	0
Substitute, Extra-Duty Pay, Benefits Costs					
24	6112 - Substitute Pay			\$ -	
25	6119 - Professional Staff Extra-Duty Pay			\$ -	
26	6121 - Support Staff Extra-Duty Pay			\$ -	
27	6140 - Employee Benefits			\$ 35,498	
28	61XX - Tuition Remission (IHEs only)			\$ -	
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ 35,498	0
30	Grand Total:			\$ 221,498	0
31	Total Program Costs*:			\$ 221,498	0
32	Total Direct Admin Costs*:				
<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.](#)

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:				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	\$ 221,498	\$ -	\$ 221,498		
2 Professional and Contracted Services	6200	\$ 33,000	\$ -	\$ 33,000		
3 Supplies and Materials	6300	\$ 11,692	\$ -	\$ 11,692		
4 Other Operating Costs	6400	\$ 15,000	\$ -	\$ 15,000		
5 Capital Outlay - NOT ALLOWED	6600	\$ -	\$ -	\$ -		
Consolidate Administrative Funds			N/A			
6	Total Direct Costs:		\$ 281,190	\$ -	\$ 281,190	0
7	Enter Percentage (%) of Indirect Costs:	6.980	N/A	\$ 18,810	\$ 18,810	
8	Grand Total of Budgeted Costs :		\$ 281,190	\$ 18,810	\$ 300,000	0
Administrative Cost Calculation						
10	Total Grant Amount Requested:					
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

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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:		Amendment #:	0
Professional and Contracted Services (6200)			
<p>NOTE: 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>			
Description of Service and Purpose		Grant Amount Budgeted	Pre-Award
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	Subtotal of professional and contracted services requiring specific approval:	\$ -	0
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ 33,000	
11	Grand Total:	\$ 33,000	0
12	Total Program Costs*:	\$ 33,000	
13	Total Direct Admin Costs*:	\$ -	

***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.**

FOR TEA USE ONLY

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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)

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	
Supplies and Materials (6300)			
Expense Item Description		Grant Amount Budgeted	Pre-Award
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ 11,692	
2	Grand Total:	\$ 11,692	0
3	Total Program Costs*:	\$ 11,692	
4	Total Direct Admin Costs*:	\$ -	
<p>*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.</p>			

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:		Amendment #:	0
Other Operating Costs (6400)			
Expense Item Description		Grant Amount Budgeted	Pre-Award
1	6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. Specify name and purpose of conference:	\$ -	
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.		
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	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	6495 - Cost of membership in civic or community organizations. Specify name and purpose of organization:	\$ -	
8	64XX - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.		
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ -	0
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 15,000	
11	Grand Total:	\$ 15,000	0
12	Total Program Costs*:	\$ 15,000	
13	Total Direct Admin Costs*:	\$ -	
<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:				Amendment #:	
Capital Outlay (6600)					
Description and Purpose		Quantity	Unit Cost	Grant Amount Budgeted	Pre-Award
6669 - Library Books and Media (capitalized and controlled by library)					
1	NOT ALLOWED	N/A	N/A	\$ -	
66XX - Computing Devices, capitalized					
2	(Enter description and brief purpose)		\$ -	\$ -	
3			\$ -	\$ -	
4			\$ -	\$ -	
5	NOT ALLOWED		\$ -	\$ -	
6			\$ -	\$ -	
7			\$ -	\$ -	
8			\$ -	\$ -	
9			\$ -	\$ -	
66XX - Software, capitalized					
10	(Enter description and brief purpose)		\$ -	\$ -	
11	NOT ALLOWED		\$ -	\$ -	
12			\$ -	\$ -	
66XX - Equipment, furniture, or vehicles					
13	(Enter description and brief purpose)		\$ -	\$ -	
14	NOT ALLOWED		\$ -	\$ -	
15			\$ -	\$ -	
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
16	(Enter description and brief purpose)				
17	Grand Total (sum of all lines):				
18	Total Program Costs*:				
19	Total Direct Admin Costs*:				
<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:	057-950	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	Total Direct Costs:	\$ -	\$ -	\$ -	\$ -
7	Indirect Costs:				\$ -
8	Total Costs:	\$ -	\$ -	\$ -	\$ -

Shared Services Arrangement

9	6493	Payments to member districts of shared	\$ -	\$ -	\$ -	\$ -
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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. “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

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.