2022-2023 Effective Advising Implementation
Letter of Interest (LOI) Application Due 11:59 p.m. CT, June 17, 2022

NOGA ID [ ]

Authorizing legislation [ ]

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 **11:59 p.m. CT, June 17, 2022**.

	Application stamp-in date and time

Grant period from | **August 1, 2022 - August 31, 2023**

Pre-award costs permitted from | **Pre-Award Costs Are Not Permitted**

Required Attachments (linked along with this form on the TEA Grants Opportunities page)
Excel workbook with the grant's budget schedules
Attachment 1: Program Agreement

Amendment Number

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

Applicant Information

Organization	Everman ISD	CDN	220904	Campus		ESC	11	DUNS	

Address	1520 Everman Parkway	City	Fort Worth	ZIP	76140	Vendor ID	

Primary Contact	Susan Amara	Email	samara@eisd.org	Phone	8175683500

Secondary Contact	Angela Johnson	Email	ajohnson@eisd.org	Phone	8175683500

Certification and Incorporation

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

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

☒ LOI application, guidelines, and instructions

☒ General and application-specific Provisions and Assurances

☒ Debarment and Suspension Certification

☒ Lobbying Certification

Authorized Official Name	Felicia Donaldson	Title	Superintendent

Email	fdonaldson@eisd.org	Phone	8175683500

Signature _Felicia Donaldson_ Date 6/7/2022

Shared Services Arrangements

☐ Shared services arrangements (SSAs) are **NOT** permitted for this grant. **Check the box below if applying as fiscal agent.**

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 2022-2023 Effective Advising Implementation Grant Program Guidelines.

☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the xxx Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.

☒ 5. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Program Requirements

1. Summary of Program: Provide an overview of the program to be implemented with grant funds.

Everman ISD is committed to providing Effective Advising to all of our students. Receiving this grant will help us start with our younger students to ensure they have a clear understanding of the choices they have as they move up through the grade levels. Providing students with knowledge will help provide a strong foundation as they enter Jr. High and High school and eventually graduate and enter the workforce, attend College or serve in the Military. Counselors will need to be provided with professional development. This will allow them to truly understand how and why effective advising is so important to the development of the whole child. Effective advising encompasses all stakeholders and all staff members. Another way that EISD would utilize the funds would be to bring in Colleges, Community members, Trade schools, and Industry Partners during the districts planned College and Career days. Everman will be developing parent nights that will speak about the transition from 5th grade to 6th grade, 8th grade to 9th grade and 12th into College or Workforce.

Everman ISD is committed to developing strong partnerships with all stakeholders. In order to continue to provide opportunities, we would set aside a portion of the grant money to train new staff members as they join the Everman family. With effective advising being the top priority.

Over the past several years we have had monthly counselor meetings that focused on professional development and updates on the counseling framework. As we continue to expand our vision our meetings will also include the Community in Schools staff and the TCU College Corps Advisor in order to ensure all are utilizing the Effective Advising Framework.

Program Requirements, cont'd.

2. **Project Leadership:** a) **EAF Coach** - Who is the EAF Coach and what are their qualifications? What is the process the partner ESC undertook in identifying them and ensuring they have the appropriate time and capacity to provide the necessary support? What percentage of their time will be allocated specifically to your district to support implementation? b) **Project Lead** - Who is the Project Lead and what are their qualifications? What is the process the district undertook to identify them and ensure they have the appropriate time and capacity to provide the necessary support? What percentage of their time is allocated to this project? In addition, please include the district's strategy for supporting the Project Lead in obtaining the necessary support from the steering committee and all stakeholders to effectively lead this project. c) **District Commitment** - Outline the district's commitment to this project. Consider the district commitments of the EAF 2.0 in your response. Describe district leadership's involvement in the planning year and the evidence of support shown for this initiative. In addition, how will the district communicate this initiative to necessary stakeholders in this grant project to ensure buy-in and foster an internal culture of advising?

A.) Region 11 will provide an EAF coach. This person will have been trained through TEA. This person will also have extensive knowledge of CTE and CCMR. Utilizing the coach, we anticipate that they will spend approximately 20% of their time guiding us through the process.

B.) The project lead for EISD will be Social Emotional Coordinator (Angela Johnson). Ms. Johnson is a former counselor and currently is the SEL Coordinator for the district. Ms. Johnson will work closely with Mrs. Amara, the CCMR Coordinator, to ensure that all of the necessary areas are covered and that Ms. Johnson will have the support that she needs to ensure the grant is being supported. We feel that each one of these positions will spend about 20% of their time on the implementation of the EAF grant. Everman will provide the necessary support to the EAF grant Lead when required. Angela was chosen by Region 11 for the pilot grant and was endorsed by our Superintendent. The following positions will assist in implementing the grant: At-Risk Coordinator, SEL Specialist, Family Engagement Specialist, CCMR/Marketing Specialist, Elementary Counselor, 2 Secondary Counselors and the Alternative by Choice Counselor.

C.) Everman ISD is committed to providing all students with advising 5th through 12th-Grade. Students entering 5th grade will be introduced to the choices they have for Jr. High and our Programs of Study that are offered at the High School. The district has five elementary schools that house our 5th grade students. Providing career and college exploration to all schools would be costly. Therefore, we are looking into utilizing one of our retired buses to create a mobile Go Center.

We have been able to open a Jr. High STEM academy and have limited enrollment, therefore we will have our Jr. High counselors work closely with elementary counselors to provide advising on Jr. High options.

As the student moves to the Jr. High we offer courses that help explain in more detail the Programs of Study that are offered at the high school. We also plan to create College/Career/Trade Schools and Military bulletin boards showing the different avenues after graduation. EISD has a wonderful public relations department and a family engagement specialist. Our vision is to work together to ensure all stakeholders have information.

Program Requirements, cont'd.

3. **Grade-Level Expectations** : What is the summary for implementation of the grade-level intervention for **a) academic development**, for **b) career development**, for **c) personal and social development**, and for **d) financial literacy?** Please include the following in your response for each intervention: the intervention identified to be implemented, the targeted grade-level, number of students, the metrics to be monitored throughout implementation, the EAF levers or essential actions identified to support fidelity of implementation, the key staff (leadership, school counselors or advisors, internal partners, external partners) who will support implementation, the quality tools and resources that will be utilized to support implementation, and the expected student outcomes. Only interventions for students in grades 5-12 will be accepted for this grant application. At least one intervention per area of development should be identified to implement with grant funds.

Students need to know at an early age the options that they have after high school graduation. Receiving this grant will allow Everman ISD to start advising and showing students what is available to them. We are forming an EAF committee (SEL Coordinator, CCMR Coordinator, At-Risk Coordinator, SEL Specialist, Family Engagement Specialist, CCMR/Marketing Specialist, Elementary Counselor, 2 Secondary Counselors and the Alternative by Choice Counselor), to provide the following information to students in grades 5 -12: academic development, career development personal & social development and financial literacy.

A.) Academic Development
Grades 5-6: Individual advising begins. Students will receive information on the two Jr. High schools we have that focus on Leadership and STEM. As STEM careers become overwhelming popular EISD has opened a STEM academy, with this a focus of the district we need to start showing our younger students what STEM offers. Providing the students with academic advising will allow students to choose early which Jr. High the student wants to pursue. This will also allow them to begin to think about their high school career and how these early courses will impact their future.

Grades 7-8: Individual advising continues. Students will take courses that focus on career exploration. The high schools programs of study will be introduced in 7th graded and then focused on through out their 8th grade year with a deep dive into each of them. This will allow the students to make an informed decision when completing their Personal Graduation Plan.

Grade 9-12: Individual advising continues. Students will meet with counselors yearly to ensure they are staying on track for graduation and completion of endorsements.

B.) Career Development
Grades 5-8: Students will participate in College & Career days twice a year. We also have access to a Job Shadowing platform that allows students to view real people working in jobs that interest them.

Grades 9-12: As students enter into their programs of study the TEKS have written in career exploration that our curriculum depart has written into our LAFA lesson plans. High school students also have access to Xello and Virtual Job Shadowing.

C.) Personal and Social Development
All students are provided Social Emotional Learning (SEL) lessons through their school counselor. EISD also has a department dedicated to providing support to our students and staff. That is our Social & Emotional Department that now has 2 full time employees.

D.) Financial Literacy
Financial literacy is very important across all grade levels and students are provided an opportunity to learn age appropriate skills starting in 5th grade and ending their senior year. Our elementary students (5th graders) participate in a PBIS system that allows them to earn points "money" to spend at the store. Teachers explain to students how if you save your points then you could buy something real cool later. Our 5th grade students will also be provided Junior Achievement (JA) Days, this program focuses on Financial Literacy.
As the students enter Jr. High and High school their financial literacy becomes more concrete and about how to live and provide for themselves after graduating high school. Junior Achievement is continued at the secondary level, they are also provided the opportunity to complete Reality Check Online.

Program Requirements, cont'd.

3. Grade-Level Expectations cont'd.

Program Requirements, cont'd.

4. **Intervention Strategy:** Describe the strategy for monitoring student progress toward outcomes throughout the grant project for each intervention. Include the following in your response: **a)** the process for monitoring all students participating in the intervention, **b)** the communication strategy amongst all stakeholders, **c)** the tier 2 intervention strategy for students in need of targeted supports, and **d)** the tier 3 intervention strategy for students in need of intensive supports.

A.) Monitoring will be done using the EAF diagnostic 2.0 and this will be completed/update no less than 3 times per year. We will also have brief check ins during our monthly counselor meetings.

B.) EISD plans on utilizing our public relations department to post on the web. Our family engagement specialist will work with the campuses to provide information to the families 3 - 4 times per year.

C.) TIER 2 students would be given extra one on one time as needed to ensure they have a clear understanding and are able to develop personal goals. These goals will be communicated to the teacher and parents who will help the student meet their goals.

D.) TIER 3 students will have the assistance of the counselor, transition specialist if applicable, intervention teacher, behavioral specialist and mentors. These students will also have time set aside for weekly check ins by the counselor to ensure they are getting their needs met. Staff will be encouraged to reach out to parents to provide them with extra support if needed.

5. **Budget:** How will the proposed budget meet the goals of the proposed program? Include details related to how funds align to the implementation of the identified grade-level expectations. Organize the proposed budget breakdown into the following categories: funds for leadership and planning, school counselors and advisors, internal partners, external partners, and high-quality tools and resources.

In order to implement this plan with fidelity we are going to need the assistance of many people from several different departments. Funds will be used to provide opportunities to students, families and the community. We will have several events that are conducted during & after school, all stakeholders are welcomed at any of our events.

All grade levels will benefit from the daytime events as they are scheduled on each campus. Evening events are open to the public and will be advertised on the districts social media accounts and website.

Leadership: $37,500, which will include project director, coordinator and admin secretary.
Counselors/Family Engagement: $40,000
Internal Partners: $20,000 which includes the At-Risk Coordinator and CCMR/Marketing Specialist
External Partners: $25,000 Region 11 EAF Coach

Creating a Mobile Go Center is one of the things that we are looking into, if the grant allows, then we will use part of the funds to refurbish a retired school bus.

We have decided not to ask for money to purchase Xello and Eduthings as CTE funds already pay for these programs.

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		Barrier	
Group		Barrier	
Group		Barrier	
Group		Barrier	

PNP Equitable Services

Are any private nonprofit schools located within the applicant's boundaries?

○ Yes ⦿ No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.
Are any private nonprofit schools participating in the program?

○ Yes ○ No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

5A: Assurances

☒ The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.

☒ The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

5B: Equitable Services Calculation

1. LEA's student enrollment	5,541
2. Enrollment of all participating private schools	0
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	5,541
4. Total current-year program allocation	25,000
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	17,500
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	
LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)	

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**

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, P.L. 116-6, Perkins Reserve: SEC. 113 (c)

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* .

22-23 Effective Advising Implementation Grant Agreement

This agreement is written by and between:

Region 11, hereinafter referred to as "ESC", and

Everman Independent School District, hereinafter referred to as "District",

regarding the 2022-2023 Effective Advising Implementation Grant.

This agreement provides the core functions required of the ESC and District within the Effective Advising Implementation Grant. By signing this document, the identified organization(s) commit to the roles and responsibilities as outlined below. This agreement will go into effect on the start date of the grant and will terminate at the end of the grant period.

Purpose of this grant program:

The Effective Advising Framework (EAF) supports implementation of an individual student planning system within the context of a comprehensive school counseling program so that students' academic, career, personal, and social developmental needs are met. This grant project supports school districts who successfully completed all requirements of the 2021-2022 Effective Advising Planning Pilot in the implementation of strategically identified grade-level benchmarks with support provided by an Effective Advising Framework Implementation Coach (EAF Coach). The EAF Coach will monitor and coach the district to support implementation of grade-level benchmarks aligned to the Effective Advising Framework. The intended outcome of this program is to improve the district's individual student planning system and to measure the impact of individual student planning when implemented with fidelity.

Effective Advising Implementation Grant Roles and Responsibilities

The ESC agrees to the following key functions:

1. Identify an EAF Implementation Coach to serve the school district as a coach and technical service provider through the grant project; and
2. Provide the identified EAF Implementation Coach with the necessary time and supports to successfully accomplish all grant deliverables.

EAF Implementation Coach agrees to the following key functions:

1. Support the district's effective advising implementation and seek out opportunities to develop or connect districts to tools, resources, services, and programs as defined in the program guidelines;
2. Support the district in all identified interventions by encouraging key practices aligned to the EAF; and
3. Provide technical assistance and coaching to the district's Project Lead to ensure they are equipped to successfully complete grant deliverables.

The District agrees to the following key functions:

1. Identify a school counselor or administrator staff person to serve as the Project Lead throughout the grant period who will be responsible for submission of grant deliverables;
2. Provide the Project Lead with the necessary capacity, support, and authority to convene and lead an Effective Advising Steering Committee; and
3. Foster an internal culture of advising and buy-in to support implementation of the grant project.

The Project Lead agrees to the following key functions:

1. Serve as the district's representative for effective advising in the context of the district's comprehensive school counseling program;
2. Convene and coordinate the work of an Effective Advising Steering Committee;
3. Coordinate with, and receive coaching from, the EAF Implementation Coach; and
4. Oversee, monitor, and track results of the implementation of identified grade-level interventions and completion of all required grant deliverables.

Effective Advising Planning Grant Staff Contact Sheet

ESC Information:

Name of ESC	Region 11
Name of Authorized Representative	Lisa Harrison
Authorized Representative Title	Administrator Coach for CCMR & CTE
Authorized Representative Email	lharrison@esc11.net
Authorized Representative Phone Number	817.740.7684
Name of EAF Coach	Lisa Harrison
EAF Coach Title	Administrator Coach for CCMR & CTE
EAF Coach Email	lharrison@esc11.net
EAF Coach Phone Number	817.470.7684

District Information:

Name of District	Everman Independent School District
Name of Authorized Representative	Felicia Donaldson
Authorized Representative Title	Superintendent
Authorized Representative Email	fdonaldson@eisd.org
Authorized Representative Phone Number	817.568.3500
Name of Project Lead	Angela Johnson
Project Lead Title	SEL Coordinator
Project Lead Email	ajohnson@eisd.org
Project Lead Phone Number	817.568.3500

By signing this agreement, the identified party agrees to the roles and responsibilities that are outlined on page 2 and understand the importance of their roles and responsibilities in the success of this grant project. If either party chooses to terminate this agreement prior to the end of the grant period, a written notice which meets the requirements set forth by the Texas Education Agency (TEA) must be provided with a minimum 30-day notice. If any staff person named on page 3 of this agreement changes, written notice will be provided to the other party with a minimum 30-day notice.

ESC Signatures

ESC Authorized Representative

Name Clyde Steelman   ESC 11   Title Executive Director

Signature _Clyde Steelman (Jun 10, 2022 11:09 CDT)_   Date Jun 10, 2022

EAF Coach

Name Lisa Harrison   ESC 11   Title Administrator Coach CCMR & CTE

Signature _Lisa Harrison / Jun 6, 2022 10:21 CDT)_   Date 06/06/2022

District Signatures

District Authorized Representative

Name Felicia Donaldson   Title Superintendent

Signature _Felicia Donaldson_   Date 06/07/2022

Project Lead

Name Angela Johnson   Title SEL + Crisis Support Coordinator

Signature _Angela Joh_   Date 6/6/22

Application Part 2:   **2022-2023 Effective Advising Implementation**

Authorized by: **Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)**

County District Number or Vendor ID: 220904   Amendment # (for amendments only):

Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Grant Amount Budgeted
Payroll Costs (6100)			
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			
16 ESC Coordinator/Manager/Supervisor			
17 ESC Support Staff			$ -
18 ESC Other: (Enter position title here)			$ -
19 ESC Other: (Enter position title here)			$ -
20 ESC Other: (Enter position title here)			$ -
Other Employee Positions			
21			
22			
23	Subtotal Employee Costs:		$ -
Substitute, Extra-Duty Pay, Benefits Costs			
24 6112 - Substitute Pay			$ -
25 6119 - Professional Staff Extra-Duty Pay			$ 130,000
26 6121 - Support Staff Extra-Duty Pay			$ 32,500
27 6140 - Employee Benefits			$ -
28 61XX - Tuition Remission (IHEs only)			$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		$ 162,500
30	Grand Total:		$ 162,500
31	Total Program Costs*:		$ 162,500
32	Total Direct Admin Costs*:		$ -

*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.

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

County District Number or Vendor ID:		Amendment #:	0

Professional and Contracted Services (6200)

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.

	Description of Service and Purpose	Grant Amount Budgeted
1	6269 - Rental or lease of buildings, space in buildings, or land	$ -
2	ESC Coach Coaching for EAF grant	$ 25,000
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:**	$ 25,000
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	$ -
11	**Grand Total:**	$ 25,000
12	**Total Program Costs*:**	$ 25,000
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		
Changes on this page have been confirmed with:	On this date:	
Via telephone/fax/email (circle as appropriate)	By TEA staff person:	

RFA# 701-22-110; SAS #620-22

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID:		Amendment #:	0
Supplies and Materials (6300)			
	Expense Item Description	**Grant Amount Budgeted**	
1	Remaining 6300 - Supplies and materials that do not require specific approval:	$	59,150
2	Grand Total:	$	**59,150**
3	Total <u>Program Costs</u>*:	$	59,150
4	Total <u>Direct Admin Costs</u>*:	$	-

*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.

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:

RFA# 701-22-110; SAS #529-22

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID:		Amendment #:	0

	Other Operating Costs (6400)	
	Expense Item Description	**Grant Amount Budgeted**
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.	$ 45,000
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:**	$ 45,000
10	Remaining 6400 - Other operating costs that do not require specific approval.	$ -
11	**Grand Total:**	$ 45,000
12	**Total Program Costs*:**	$ 45,000
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.

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

RFA# 701-22-110; SAS #629-22

Application Part 2:   **2022-2023 Effective Advising Implementation**

  Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

Via telephone/fax/email (circle as appropriate)	By TEA staff person:

County District Number or Vendor ID:			Amendment #:	0

Capital Outlay (6600)

	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
	6669 - Library Books and Media (capitalized and controlled by library)			
1		N/A	N/A	$ -
	66XX - Computing Devices, capitalized			
2	Surface Pro; allows for student use in the Go Center to complete applications	10	$ 1,700	$ 17,000
3	Case for Surface Pro	10	$ 35	$ 350
4			$ -	$ -
5			$ -	$ -
6			$ -	$ -
7			$ -	$ -
8			$ -	$ -
9			$ -	$ -
	66XX - Software, capitalized			
10	Virtual Job Shadowing; allows for 5th grade students information on careers. Also, gives insight as to what each career requires beyond High School.	1	$ 11,000	$ 11,000
11				$ -
12				$ -
	66XX - Equipment, furniture, or vehicles			
13	Touch screen wall monitor; allows for student collaboration; for use in the Go Center for College & Career exploration	5	$ 6,000	$ 30,000
14			$ 8	$ -
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):	$ 58,350
18			Total <u>Program Costs</u>*:	$ 58,350
19			Total <u>Direct Admin Costs</u>*:	$ -

*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.

Application Part 2:   **2022-2023 Effective Advising Implementation**

   Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

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:   **2022-2023 Effective Advising Implementation**

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or vendor ID:		Amendment #	0
Grant Period:	August 1, 2022 - August 31, 2023	**Fund Code/ Shared Services Arrangement: 244**	

Program Budget Summary

	Description and Purpose	Class/ Object Code	Source of Funds		
			Program Cost	**Admin Cost**	**Total Budgeted Cost**
1	Payroll Costs	6100	$ 162,500	$ -	$ 162,500
2	Professional and Contracted Services	6200	$ 25,000	$ -	$ 25,000
3	Supplies and Materials	6300	$ 59,150	$ -	$ 59,150
4	Other Operating Costs	6400	$ 45,000	$ -	$ 45,000
5	Capital Outlay	6600	$ 58,350	$ -	$ 58,350
	Consolidate Administrative Funds			N/A	
6	**Total Direct Costs:**		$ 350,000	$ -	$ 350,000
7	Enter Percentage (%) of Indirect Costs:		N/A	$ -	$ -
8	**Grand Total of Budgeted Costs :**		$ 350,000	$ -	$ 350,000
	Shared Services Arrangement				
9	~~6493~~	~~Payments to member districts of shared services arrangements~~	$————	$————	$————
	Administrative Cost Calculation				
10	Total Grant Amount Budgeted:			$ 350,000	
11	Reasonable and necessary administrative costs established for the program:			0.05	
12	Maximum amount allowable for administrative costs, including indirect costs:			$ 17,500	

0

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:   **2022-2023 Effective Advising Implementation**

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or vendor ID:	220904	Amendment #	0

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	$ -	$ -	$ -	$ -

FOR TEA USE ONLY

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

Instructions: Request for Amendment

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

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" document posted in the Amendment Submission Guidance section of the Grants Administration Division's Administering a Grant page to determine when an amendment is required for this grant. https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx. "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 mail or by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is submitted by mail, send three copies of all schedules pertinent to the amendment (as described in the following section), with current signature of the authorized official, to the following address:

Document Control Center, Grants Administration Division
Texas Education Agency
1701 N. Congress Ave.
Austin, TX 78701

If the amendment is faxed, submit one copy of each pertinent schedule, with current signature of the authorized official, to either of the following fax numbers: (512) 463-9811 or (512) 463-9564.

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 corresponsding supporting budget page with the new amounts.

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