



2021-2023 Grow Your Own Grant Program, Cycle 4
Competitive Grant Application: Due 11:59 p.m. CT, November 5, 2020

NOGA ID

TEA will only accept application documents by email, including competitive grant applications and amendments. Submit grant applications and amendments as follows:

Competitive grant applications and amendments to competitivegrants@tea.texas.gov

Application stamp-in date and time

Authorizing legislation:

Grant period: **Pre-award costs:**

Required attachments:

Amendment Number

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

1. Applicant Information

Name of organization

Campus name CDN Vendor ID ESC DUNS

Address City ZIP Phone

Primary Contact Email Phone

Secondary Contact Email Phone

2. 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 grant application, as applicable, and that these documents are incorporated by reference as part of the grant application and Notice of Grant Award (NOGA):

- Grant application, guidelines, and instructions
- General Provisions and Assurances
- Application-Specific Provisions and Assurances
- Debarment and Suspension Certification
- Lobbying Certification
- ESSA Provisions and Assurances requirements

Authorized Official Name Title Email

Phone Signature Date

Grant Writer Name Signature Date

Grant writer is an employee of the applicant organization. Grant writer is **not** an employee of the applicant organization.

For TEA Use Only:
 Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

3. Shared Services Arrangements

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

The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter in a written SSA agreement describing fiscal agent and SSA member responsibilities. All participants understand that the written SSA agreement is subject to negotiation and must be approved before a NOGA can be issued.

4. Identify/Address Needs

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

Quantifiable Need	Plan for Addressing Need
Rocksprings ISD needs to employ Certified Teachers that will positively impact student academics. RISD currently has 10 teachers that are under the DOI plan. There is a teacher shortage in this rural community.	GYO will allow Rocksprings ISD to offer Paraprofessionals, Long-term subs, etc. a stipend that will enable them to continue pursuing their Bachelors and Teacher Cert. It will also monetarily help the DOI teachers join an Alt. Cert. Program and return to RISD as Certified Teachers.
Reduce the annual teacher turnover by 50% and mentor and retain qualified diverse teachers that represent the Rocksprings ISD student demographics. Turnover rate is 57.5 - State Academic rating is "C"	Implement an informed, systematic and targeted recruitment and selection process for Pathway 1 and Pathway 2. Offer stipends and professional development that will ensure a successful transition to full-time certified teachers whether its completion of coursework or alternative certification.
Meet the needs of students interested in an Education Career, Rocksprings ISD is currently not offering an Education and Training CTE Pathway. Grow teachers representative of the RISD student population.	Establish an Education and Training CTE Pathway for students interested in becoming teachers. Utilize a student interest inventory and nourish the desire to pursue a teaching career by beginning exploration at the Elementary and Junior High level and offering the sequence of courses including the practicum that leads to a Certification and/or transition to a post-secondary Education Career.

5. SMART Goal

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

Pathway 1 - By May of 2023, Rocksprings ISD will have implemented a successful CTE Education and Training Pathway and students will have completed their sequence of courses and received at least teacher aide certification. RISD will track these students in hopes of them returning as Certified Teachers.

Pathway 2 (a&b) - By May of 2023, 100% of the teacher candidates will have successfully completed their Bachelor's Degree or Alternative Certification Program and have passed the TeXes Certification Exam. Three will return to RISD as Certified Teacher in the Fall of 2022 and two in the Fall of 2023. RISD will also see an increase in student mastery of the Texas Essential Knowledge and Skills.

6. Measurable Progress

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

First-Quarter Benchmark

January through July 2021
 Pathway 1:
 1. Results of Student interest inventories given and number of students interested in Education and Training. Education and Training CTE Pathway offered in student course catalog. Lesson Plans
 2. One Teacher selected, classroom supplies ordered, CTSO membership established, teacher attends institute
 Pathway 2:
 1. Number of Teacher candidates finalized and MOUs signed with candidates and Texas Teachers of Tomorrow.
 2. GYO Leadership Team established

For TEA Use Only:

Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

8. Measurable Progress (Cont.)**Second-Quarter Benchmark**

August through December 2021:

Pathway 1:

1. Number of students enrolled in Ed. and Training Coursework - PEIMS Data, Lesson Plans
2. Graduation Plans updated

Pathway 2:

1. Documentation of enrollment in Alt. Cert. Program or Degree Plan showing completion date
2. Campus Site Meeting with Texas Teachers of Tomorrow to ensure adequate progress of candidates in program
3. Documentation of participation in the TEA hosted Zoom Meetings by Pathway 2 participants
4. Mentors assigned to candidates for additional support

Third-Quarter Benchmark

January through July 2022

Pathway 1:

1. PEIMS Data and Grades reflective of successful CTE Ed. and Training Coursework. # of students on track
2. Course Catalog showing Ed. and Training Course including the Internship, Lesson Plans
3. CTSO Event participation

Pathway 2:

1. Number of candidates returning to full time teaching position with Alternative Certification
2. Copies of Bachelor Degree plans/transcripts showing adequate progress(attendance/grades) towards completion by May of 2023
3. Minutes of GYO Leadership Team

7. Project Evaluation and Modification

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks or summative SMART goals do not show progress, describe how you will use evaluation data to modify your program for sustainability.

A Grow Your Own Leadership Team will be established for project evaluation and modification. The team will consist of veteran mentor teachers, counselor, administration, and a representative from Texas Teachers of Tomorrow. The team will meet periodically to evaluate the following data:
Informal assessments obtained through on going communication and collaboration with candidates and mentors.
Rocksprings ISD Coursework Catalog and student progress

Lesson Plans

PEIMS CTE report of student enrollment in Education and Training Courses

PEIM CTE Code Report to gather number of students completing Education and Training sequence of courses

Fees, Dues, and proof of participation in CTSO organization events

All items of CTE Ed. and Training Courses classroom inventoried and established

Student Interest Inventories

As the data is collected, the GYO Leadership Team will evaluate the program using the following progress questions at each benchmark to determine if modifications are needed:

1. Are the activities being performed as planned?
2. Is the project reaching the intended target population?
3. How satisfied are teacher candidates with their progress and are mentoring activities successful?
4. Are students participating in the courses and interested in pursuing a teaching career?
5. Are the Elementary and Junior High Campuses nurturing student interests

If a barrier is identified, a plan of action will be determined and implemented for sustainability of the Grow Your Own Program. Ex: student enrollment in Ed. & Training declines Plan: Teacher, Counselor & Student to discuss supports

For TEA Use Only:

Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

8. Statutory/Program Assurances

The following assurances apply to this grant program. In order to meet the requirements of the grant, the grantee 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 grant 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.

ALL PATHWAYS:

1. Participants and candidates must commit with a MOU to remain in the LEA for an agreed upon length of time in a full-time teaching role as a condition of receiving the stipend.

2. LEAs must commit to hiring/retaining candidates upon satisfactory completion of the program and/or job performance.

3. The applicant must submit quarterly reports on progress towards SMART goals and performance measures to TEA.

4. All grant-funded participants/candidates must be identified and submitted to TEA by May 14, 2021.

5. The applicant must file budget amendments within 30 days of notification that a participant or candidate is unable to continue with their degree or certification program.

6. The applicant must file budget amendments within 7 days of a request from TEA.

7. Applicants pre-selected for an award agree to amend number of candidates as requested by TEA on the basis of necessity and historical data as determined by TEA.

PATHWAY 1:

1. The applicant must assure that each high school campus within the participating LEA will implement at least the Instructional Practices and/or Practicum courses in the Education and Training course sequence in 2021-2022, and at least both stated courses in 2022-2023, with the teachers receiving the stipend as teachers of record for both or either courses.

2. Any participant receiving the \$10,000 stipend and holding a master's degree must be the teacher of record for at least one dual credit course section in 2020-2021 and two dual credit course sections in 2022-2023 within the Education and Training course sequence.

3. All LEA high schools must establish and/or grow a chapter of a CTSO that supports the Education and Training career cluster (TAFE or FCCLA) and participate in at least one competitive event per year each grant year.

4. All LEA high schools must participate in an initial TEA-led Teacher Institute on or around June 28-30, 2021, with participants including Education and Training course teachers, campus principals, and college/career counselors. Principals and counselors will only be required to attend the first day. Attendance by grant managers, IHE/EPP partners, and student ambassadors is recommended and optional.

For TEA Use Only:
Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

8. Statutory/Program Assurances Cont'd

PATHWAY 1 (Cont'd):

- 5. Each participant receiving a grant stipend must pilot the Education and Training curriculum if they are currently using a high-quality Education and Training curriculum. Participants may be asked to participate in focus groups and surveys to give input on the Education and Training Curriculum.
- 6. Each participant receiving a grant stipend must submit two original master lessons within the Education and Training curriculum to TEA per year for review and potential publication, following TEA guidelines for submission.
- 7. All LEA high schools must submit their plan for marketing and student recruitment to TEA each year.

PATHWAY 2:

- 1. LEAs must allow reasonable paid release time and schedule flexibility to candidates for class attendance and completion of course requirements.
- 2. The applicant must have a signed letter of commitment or MOU from an Accredited, Accredited-Not Rated, or Accredited-Warning EPP that will partner with the LEA(s) to award teacher certifications to participants. The letter of commitment or MOU will be presented to TEA for approval after the preliminary selection of grant awardees and no later than May 14, 2021.
- 3. All Pathway 2(a) certification-only candidates will be certified by the same partner EPP as a cohort managed collaboratively by the LEA and EPP.
- 4. Pathway 2(b) candidates receiving funding to earn a bachelor's degree and teacher certification must do so within two (2) years and serve as a teacher of record in the LEA by the 2023-2024 school year.

For TEA Use Only:
Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____

Program Requirements

1. Describe the sustainability plan for the Grow Your Own Program beyond the timeline of grant funding. The plan should address how a high-quality program will be maintained, including clear action steps beginning in the first year of grant funding and a demonstrated ability to leverage and coordinate resources that increase your capacity to strengthen the local educator pipeline and make progress on sustainability. This may include the use of other local, state, and/or federal resources. Consider also how the Grow Your Own Program may be integrated into, be supported by, and provide support for existing LEA or EPP initiatives and/or priorities.

If awarded the Grow Your Own Grant, Rocksprings ISD will have established a high quality program that will be maintained and sustained for years to follow. The Rocksprings ISD Board of Trustees is committed to supporting a program that will enable us to hire local qualified and certified teachers that will impact student academic and social success beyond High School. The Board of Trustees has a clear understanding of Teacher Shortage across the State but especially in small rural communities such as Rocksprings, Texas. Currently, RISD is a District of Innovation. This was the only way to fill teacher positions as we are faced with this recurring issue year after year. Rocksprings ISD has 10 teachers teaching under a District of Innovation Plan. We have identified the ones meeting the requirements for candidates under Pathways 2 and will continue to identify and support candidates beyond the grant period.

Action Steps:

Once the Education and Training Courses are established, RISD is committed to supporting and enriching the desire of students to pursue an Education Career that will bring them back to Rocksprings where they can offer their services to our students. While we do not have a teacher with a Master's Degree, RISD plans on supporting the teacher to get her degree and be able to offer dual credit courses that will place students closer to their degree and certification. Rocksprings ISD is committed to help students pay for those courses and the required instructional materials. RISD will host annual college and career fairs and will take students to visit colleges as we nourish the desire to pursue Education and Training Careers. Career Activities at the Elementary and Junior High Level will continue to be a priority as addressed in the Campus Improvement Plans.

The Pathway 2 Program will continue to be a priority to Rocksprings ISD. Paraprofessionals will be given the necessary time and flexibility to attend courses beyond the Grant Period Time. Candidates will have the opportunity to visit with Administration on their coursework progress, concerns, successes, etc. Administration will assist with support efforts to attend evening courses, TeXes study sessions, etc. Teachers hired under the District of Innovation Plan or with a Bachelor's Degree will be immediately introduced to the Texas Teachers of Tomorrow Alternative Certification Program. Continuous mentoring of teacher progress in the alternative certification program will be of priority to administration. The GYO Leadership will continue to meet to discuss benchmarks, progress, and sustainability. Local, state, and federal resources will be utilized for teacher mentor assignments/programs that fall under teachers recruitment and retainment. Rocksprings ISD will continue to partner with Texas Teachers of Tomorrow. The partnership will enable both parties to continue successful implementation and determine if interventions/modifications to activities will be necessary for continued success. Activities established during the grant period will continue to be implemented and supported for years to come.

The Grow Your Own Program Activities will also be integrated into the Campus' and District Improvement Plans as it will continue to be a priority to reach School Board Goals such as Teacher Recruitment and Retention and Student Academic Success. With the above mentioned activities in place, the Grow Your Own Program can only succeed for the betterment of Rocksprings ISD, its students, and the surrounding communities.

For TEA Use Only:
Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

Program Requirements (Cont.)

2. Describe the plan to recruit participants/candidates who are interested and eligible in participating in the program and receiving stipends. The plan must incorporate research based best practices in equitable recruitment and the process for identifying individuals with potential indicators including a demonstrated track record of success and/or achievement, involvement in student organizations and/or school activities, a desire and commitment to teach long term in the LEA and/or region, strong evaluation ratings (if applicable), and strong relationships with students (if applicable). The plan must also include strategies to recruit diverse individuals representative of the LEA student population.

Pathway 1 Teacher Recruitment Efforts:

Rocksprings ISD has already announced their intention to apply for the Grow Your Own Grant to its faculty and staff. A teacher will be recruited to teach the Education and Training CTE Pathway. Interested teachers will need to fill out an application that contains the following criteria and/or indicators:

1. Bachelor's Degree with a minimum of 3.0 GPA
2. Be an employee of the district
3. Have demonstrated measurable student achievement
4. Received at least proficient on teacher evaluation
5. Involved in various campus committees and student organizations
6. CTE Certified
7. Willing to work on Master's Degree in order to offer Dual Credit Courses in the future
8. Strong connection with English Learners and willing to influence students including minorities to develop an interest in the Education and Training CTE Pathway
9. 2 letters of recommendation
10. A commitment to stay with Rocksprings ISD at least 2 additional years

The teacher selected will sign an MOU stating they will meet all grant requirements and earn at least 12 credits in CTE Professional Development.

Pathway 2 Candidate Recruitment Efforts:

Rocksprings ISD has already identified possible candidates for both Pathway 2 A and B. These candidates have had the opportunity to meet with the Superintendent and ask questions about the different grant requirements and criteria. Even though preliminary efforts are underway, the following application process will take place:

GYO Leadership Team will offer training on the GYO program option available for becoming a certified teacher. Announce the program opportunity in the newspaper and school website.

Interested candidates pursuing a Bachelor's Degree and Teacher Certification: 1. Must have at least 75 credit hours. 2. Transcript must demonstrate evidence of coursework completing with minimum 3.0 GPA. 3. Be able to complete Degree and Teacher Certification in grant period. 4. Currently employed at Rocksprings ISD. 5. Have met expectation on evaluation. 6. Have participated in two community events within a school year. 7. Good rapport with colleagues, students, and parents. 8. Have met LEA's professional development requirements. 9. Willing to teach in hard to staff areas. 10. Two letters of recommendation.

Interested candidates pursuing an Alternative Certification Only: 1. Documentation of Bachelor's Degree 2. At least 1 years of experience and currently employed at RISD 3. Have received a met expectations evaluation 4. Have participated in at least two community events within the school year 5. Knowledge of community, established good rapport with colleagues, students, and parents 6. Have met required professional development 7. Willing to teach in hard to staff areas, and 8. 2 letters of recommendation.

If we have more than the allowable slots for the grant program, Minority Teacher Candidates meeting the above criteria will be given priority in an effort to increase the number of diverse teachers reflective of student population. Teacher candidates will sign an MOU that outlines terms of agreement such as contracts, employment, and stipend.

For TEA Use Only:

Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

Program Requirements (Cont.)

3. Describe how the LEA will equitably select quality, diverse candidates from the pool of eligible candidates who will participate in the program and receive stipends. Include the use of any interview questions, assessment of persistence, recommendations, rubrics, consideration of hard-to-staff areas, or other tools using research-based, equitable best practices.

For Pathway 1 -
 Once candidates have submitted their applications, RISD will use a rubric to score and rank the candidates based on the following:

1. Number of years teaching
2. CTE Certified
3. Community Involvement
4. Attendance
5. Student Academic Performance
6. Letters of recommendation
7. Working on Master's Degree

Priority points will be provided for candidates that help address teacher diversity in comparison to student population. Once narrowed down, an interview with administration will be conducted with questions regarding CTE Pathway Student Recruitment and Course Offerings, Student Academics, Participating in Student Organizations, etc.

For Pathway 2 -
 Once candidates have submitted their applications, RISD will again use a rubric to score and rank candidates based on: Experience assisting teachers or teaching, community involvement, commitment to coursework or alt. cert. program, and letters of recommendation. Once narrowed down, an interview with administration will be conducted with questions regarding hard to staff subject areas, addressing at risk populations, commitment to school district, professional development, etc.

4. Describe how the LEA will support participants and candidates that receive stipends in fulfilling responsibilities, persisting in the program, and excelling in their role. Name specific supports for potential career pathways, resource supports, and personnel supports.

Rocksprings ISD is committed to supporting all candidates receiving a stipend fulfill their responsibilities.

Pathway 1 -
 The Teacher of record will be allowed the time to collaborate with the Principal and Counselor that attend the institute with him/her in order to have coursework pathway and lesson plan template with resources ready for the beginning of the school year. The Teacher will also be allowed the time to participate in Webinars or Zoom Meetings provided by TEA throughout the grant period and relevant to Education and Training Coursework. Teacher will be encouraged to attend Professional Development Opportunities provided by the Region Center. Administration including the Counselor will assist in the establishment of classroom setup and supplies that might be needed for the coursework. Walk throughs by Principal with feedback and opportunity for discussion will be conducted. Follow up on CTSO Event Participation by Administration. Allowable time for Teacher to collaborate with Campus Teacher when offering practicum where students will need to go into classrooms for hands on experiences.

Pathway 2 -
 Teacher Candidates will be paired with a mentor for networking time, job shadowing, etc. Local funds will be used to pay Region Center mentors to come out and assist candidates by modeling classroom management, student intervention, etc. Administration will also meet with candidates once a month to ensure appropriate progress and support is being offered throughout the grant period. Administration will allow time for candidates to attend classes or test prep session. Texas Teachers of Tomorrow will be used as a resource for additional support.

For TEA Use Only:
Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

Program Requirements (Cont'd)

5. Describe the MOU in which the participants/candidates commit to remain in the LEA for an agreed upon length of time as a condition of receiving the stipend and the LEA commits to hiring/retaining candidates with satisfactory program completion/job performance.

Once the Candidates have been selected, Rocksprings ISD will generate an MOU outlining the grant requirements and commitment to stay in the district for 2 years after the grant period is over. Each candidate will be given the opportunity to review the MOU. The MOU will clearly state the condition for receiving the stipend. If a candidate decides not to continue with the program, then another candidate will be selected.

The MOU will also make mention the requirement of satisfactory program completion within the grant period and satisfactory job performance as part of the condition for receiving the stipend. Candidates will have a clear understanding of the program goals and objectives.

Pathway Selection and Participation

Complete the following section(s) to indicate your choice of pathway(s) and total request for funding. You may apply for Pathway 1, or Pathways 1 and 2 concurrently. Refer to the 2021-2023 Grow Your Own Grant Program, Cycle 4 Program Guidelines for more information about eligibility, maximum number of participants, and funding restrictions.

PATHWAY ONE

Check this box if you are applying for Pathway 1

Number of Pathway 1(a) teachers who are teaching Education and Training courses, but not for dual credit	<input type="text" value="1"/>	x \$5,500=	<input type="text" value="5,500"/>
Number of Pathway 1(b) teachers with M.Ed. who are teaching Education and Training courses for dual credit	<input type="text" value="0"/>	x \$11,000=	<input type="text" value="0"/>
Number of high schools with existing Education and Training courses in 2020-2021	<input type="text" value="0"/>	x \$8,000=	<input type="text" value="0"/>
Number of high schools without existing Education and Training courses in 2020-2021	<input type="text" value="1"/>	x \$10,000=	<input type="text" value="10,000"/>
Number of high schools offering dual credit Education and Training courses in 2021-2023	<input type="text" value="0"/>	x \$10,000=	<input type="text" value="0"/>
Total Request for Pathway 1			<input type="text" value="15,500"/>

PATHWAY TWO

Check this box if you are applying for Pathways 1 and 2

Number of Pathway 2(a) candidates pursuing a teacher certification only	<input type="text" value="3"/>	x \$8,000=	<input type="text" value="24,000"/>
Number of Pathway 2(b) candidates pursuing both a bachelor's degree and a teacher certification	<input type="text" value="2"/>	x \$19,000=	<input type="text" value="38,000"/>
Total Request for Pathways 1 and 2			<input type="text" value="77,500"/>

For TEA Use Only:
 Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

Request for Grant Funds

List all of the allowable grant-related activities for which you are requesting grant funds. Include the amounts budgeted for each activity. Group similar activities and costs together under the appropriate heading. During negotiation, you will be required to budget your planned expenditures on a separate attachment provided by TEA.

Payroll Costs

1.	Stipend for 1 Non Dual Credit Education and Training Teacher	\$5,000
2.	Stipend for 3 Certification Only Candidates	\$22,500
3.	Stipend for 2 Bachelor and Teacher Certification Candidates	\$36,000
4.		
5.		

Professional and Contracted Services

6.		
7.		
8.		
9.		
10.		

Supplies and Materials

11.	Education and Training Course Implementation Supplies, Materials, Curriculum	\$8,000
12.		
13.		
14.		

Other Operating Costs

15.	Travel, Hotel, Meals for Summer 2021 Teacher Institute	\$1,000
16.	CTSO Membership and Event Participation	\$1,000
17.		

Capital Outlay

18.		
19.		
20.		

Direct and indirect administrative costs:

TOTAL GRANT AWARD REQUESTED:

For TEA Use Only:

Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.

Appendix I: Negotiation and Amendments

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 of the TEA website and may be mailed OR faxed (not both). **To fax:** one copy of all sections pertinent to the amendment (including budget attachments), along with a completed and signed page 1, to either (512) 463-9811 or (512) 463-9564. **To mail:** three copies of all sections pertinent to the amendment (including budget attachments), along with a completed and signed page 1, to the address on page 1. More detailed amendment instructions can be found on the last page of the budget template.

You may duplicate this page.

For amendments, choose the section you wish to amend from the drop down menu on the left. In the text box on the right, describe the changes you are making and the reason for them.

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.

Section Being Negotiated or Amended	Negotiated Change or Amendment

For TEA Use Only:
Adjustments on this page have been confirmed with _____ by _____ of TEA by phone / fax / email on _____.