



**2024-2025 Texas Education for Homeless Children and Youth Technical Assistance  
Informal Discretionary Competition (IDC) Due 11:59 p.m. CT, December 12, 2024**

NOGA ID

Authorizing legislation

This IDC application must be submitted via email to **competitivegrants@tea.texas.gov**.

The IDC 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, December 12, 2024**.

Application stamp-in date and time

Grant period from

Pre-award costs permitted from

**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  UEI

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

- IDC application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name  Title

Email  Phone

Signature  Date

**Shared Services Arrangements**

Shared services arrangements (SSAs) are **NOT** 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 24-25 TEHCY TA Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 24-25 TEHCY TA 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 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.
- The applicant assures the list of required Program Specific Assurances detailed on pp.'s 11-14 of the 2024-2025 Texas Education for Homeless Children and Youth Technical Assistance Grant Program Guidelines have been thoroughly reviewed. The applicant further assures to adhere to the Program Specific Assurances in their entirety.

## 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. Provide narrative to detail why your ESC would be the best fit to implement the TEHCY Technical Assistance Support goals and objectives. What unique strengths or contributions would your ESC bring in addition to what has been described in the program guidelines.

### Region 3 ESC TEHCY Technical Assistance Mission Statement:

Region 3 ESC will efficiently and continually provide ESCs and LEAs with the necessary resources to facilitate the enrollment and academic success of children and youth experiencing homelessness by identifying the specific needs of the students based on the data received by the Technical Assistance Call Center. ESC-3 will serve as the premier first respondent and role model for all statewide technical assistance inquiries through multiple avenues of communication and cross-collaboration with other ESC-3 departments and stakeholders for comprehensive services and support. Doing so would improve the resources and support across the state of Texas.

Resources: Equip ESCs and LEAs with essential tools to ensure their McKinney-Vento students are receiving equal opportunities to achieve success academically, socially, and academically.

Technical Assistance: Serve as the initial point of contact for students, parents, LEAs, ESCs, and community organizations, providing tailored support and prompt resolutions to ensure the needs of each child are acknowledged and addressed.

Equality: Ensure that McKinney-Vento students receive equal access to free and suitable public education, comparable to that available to their peers.

Success: Support McKinney-Vento students from Pre-K-12, ensuring they receive a quality education and are prepared to transition into the next phase of their lives, whether that involves pursuing higher education, technical education, or entering the workforce directly.

Identification: Identify and remove barriers to increase the identification of McKinney-Vento students experiencing homelessness and increasing the number of students connecting with each regional McKinney-Vento Network.

### Overview of the program to address mission statement and needs:

Region 3 ESC is positioned to be the leading first responder and exemplary model for all statewide technical assistance requests, utilizing various communication channels such as a dedicated 1-800 number, email correspondence, and the regional McKinney-Vento Liaison network. ESC-3 will engage in collaborative efforts with other stakeholders to provide comprehensive services and support to the state of Texas. The Region 3 ESC Technical Assistance team will be responsible for the development, maintenance, and analysis of technical assistance support data and reports related to the TEHCY program across the 20 ESCs in Texas. Quarterly meetings consisting of a structured agenda will review Technical Assistance data and provide an opportunity to identify high frequency topics and generate training and resource to address identified topics.

### Region 3 ESC qualifications to be the best fit to implement the TEHCY Technical Assistance Support:

The Region 3 ESC Technical Assistance Team has a strong foundation of experience with more than 18 years in the McKinney-Vento domain overseeing 37 districts and approximately 52,590 students within the Region 3 service area. Region 3 ESC will hire additional staff to provide a well-rounded support system to McKinney-Vento liaisons and students. There will be a Region 3 ESC Technical Assistance Program Manager in place to provide oversight in planning, execution, and monitoring of the TEHCY Technical Assistance program. This will ensure all projects align with the overall strategic goals by coordinating efforts across the team, managing budgets, and tracking progress to achieve successful program outcomes. The existing Region 3 McKinney-Vento Liaison will serve as the primary staff support for the TEHCY Technical Assistance ticketing system, provide technical support, respond promptly within 24 hours via email and phone, and maintain documentation of each case report. The Region 3 ESC Technical Assistance team will be able to generate comprehensive data reports from the customer service experience for the state and provide resources and tools for statewide training for all Regional ESC McKinney-Vento liaisons in coordination with TEA.

### Additional strengths or contributions of ESC-3:

1. 24/7 Reporting system for Technical Assistance: Email/Call In inquiry. Creation of a QR Code and 1-800 number that is highlighted in all district campuses and Regional centers. Each inquiry will be issued a case # & time stamp to ensure the TA staff are following the 24-hour response procedure. Each inquiry will have the following documentation: Region, District and School/City if the requester feels comfortable to share, resources provided by the TA staff, and any special notes that would be beneficial for TA or TEA to be made aware of. After technical assistance, an automated survey with 3-5 questions asking the requester about the quality of service and have the option to input their contact info if desired. This will provide the opportunity to follow up and provide monthly check-ins and send newsletters with resources. This also creates the opportunity to flag cases as high risk and bring attention to these cases and ensure acknowledgment and recognition by their local regional McKinney-Vento Liaisons or support team.

2. Region 3 ESC Technical Assistance Reporting/Data: Survey and case reports following each request will provide TEA with data. This will provide regional data and allow the team to pinpoint high-risk areas and identify common questions across the state and regions.

3. Region 3 TA Team will provide monthly reports that are distributed during monthly regional meeting and newsletters distributed to ESCs, LEAs, and any Hotline requestor that provides their email.

## 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. Outline how your interviewing requirements will maintain and uphold professionalism in all manners (e.g., phone calls, email correspondences, and in person activities) related to activities of this technical assistance support grant. This includes, but not limited to communication to others that are kind, timely, and service oriented; approaches that are solution oriented, thorough, data-driven, and collaborative; and overall positive, supportive and through a problem-solving lens.

### 1. Required Qualifications for Positions:

**Technical Knowledge:** Ideal candidates will possess a strong understanding of the McKinney-Vento program, along with computer hardware, operating systems, and programming knowledge. (Reporting and documentation of each case).

**Problem Solving Skills:** Will possess the ability to identify and resolve technical issues, creativity, and decision making.

**Communication Skills:** Will demonstrate clear and concise communication and knowledge of active listening, empathy, and patience.

**Customer Service Skills:** Will have the ability to build rapport and trust with individuals to ensure all clients receive a positive support experience.

**Soft Skills:** Will have the ability to work under pressure, manage time, and be a team player.

**Adaptability:** Will have the ability to respond to changing circumstances, cope with stress and embrace innovation.

**Leadership:** For the Program Manager position, at least five years of experience leading a team and/or initiative.

**Additional skills:** Proficiency in Microsoft Office and Google Suite products, proven ability to manage multiple projects simultaneously, strong ability to collaborate with others to plan, implement, and finish high-quality projects, passion for social justice issues and desire to work toward the goal of ending homelessness, and ability to research technical documents and translate them into digestible information for partner agencies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES OF TEHCY TECHNICAL ASSISTANCE TEAM POSITIONS:

**Region 3 ESC Technical Assistance Program Manager (proposed position):**

Oversee the planning, execution, and monitoring of the TEHCY Technical Assistance program, ensuring all projects align with the overall strategic goals by coordinating efforts across the team, managing budgets, and tracking progress to achieve successful program outcomes.

Provide monthly reports in the Regional McKinney-Vento Liaison Meetings that include total case reports made each month, a highlight on the most frequently requested services. (this may vary seasonally and provide the team with insight on areas that need attention)

Create and distribute a newsletter to be distributed to all McKinney-Vento Liaisons, School Districts and every Case# may which opted-in to receive continued contact from the Region 3 ESC TEHCY Support Center.

Gather resources and programs available to McKinney-Vento students and ensure the Regional ESCs and School District are aware of the resources and provide the necessary support and care for students.

**Region 3 ESC Technical Assistance Specialist (existing position):**

Serve as primary staff support for the TEHCY Technical Assistance ticketing system.

Provide technical support and promptly respond within 24 hours, via email and phone.

Maintain documentation of each Case report from the moment the request comes into the first initial contact is made and if there is a need for follow-up.

### 2. INTERVIEW PROCESS

Region 3 ESC Interviewing Panel will consist of:

Region 3 McKinney-Vento Liaison

Three Region 3 Directors

Steps to used in Interviewing Process:

Advertise the job opening for a minimum of 10 Business Days on the Region 3 Employment Site

Establish the Interview panel.

Have the panel review the submitted applicants and select the top 3-5 candidates.

Conduct interviews and narrow it down to the top 3 candidates.

Contact the references for the top candidate then panel meets to choose proposed hire.

The panel will take the selected candidate before the Region 3 ESC Deputy Executive Director of Academic Services for approval.

Once the candidate has been approved, Region 3 ESC will reach out to the candidate to offer the position with the proposed salary and starting date.

Once the candidate has accepted the position Region 3 ESC, phone calls will be placed to remaining candidates to inform them the position has been filled, to urge them to apply for future posted positions, and to thank them for their time.

## Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? Please include a description for how the ESC will address providing support for ESC McKinney-Vento Liaisons to become more knowledgeable about their duties as described in the McKinney-Vento Homeless Education Assistance Act and state law, including use and implementation of TEHCY resources. a) Evaluate effectiveness, assess knowledge gains and ESC network changes, and provide opportunities for participant feedback for all technical assistance. b) Assist homeless liaisons, parents, or homeless or unaccompanied youth with the technical assistance process including the dispute resolution process. c) Provide strategies, best practices, and resources to ensure that homeless and unaccompanied youth receive quality technical assistance support across the state as it relates to educational services for which they are eligible for in accordance with statute. This can include but are not limited to the following areas: Immediate enrollment, even if the child or unaccompanied youth is unavailable to produce records normally required for enrollment; Nutrition; Transportation; Academic supports; and Community resources or services. d) Provide strategies, best practices, and resources to support coordination with Title I, Part A, Special Education, Emergent Bilinguals, Career and Technical Education (CTE), Gifted and Talented (GT), Foster Care, and other program areas.

### 1. GOALS AND OBJECTIVES OF THE REGION 3 TEHCY TECHNICAL SUPPORT TEAM:

\*\*Recognize and eliminate obstacles to enhance the identification of McKinney-Vento students.

\*\*Provide quality resources and programs available to McKinney-Vento students and ensure the Regional ESCs and School District are aware and are providing the necessary support and care for the McKinney-Vento students. \*\*Increasing identification of McKinney-Vento students while promoting soft conversations or verbiage to encourage students/families to accept assistance.

\*\*Effectively manage the TEHCY Technical Assistance Call Center and be clear, concise, and supportive when speaking with inquirers.

\*\*Offer follow-up support and have strong record retention for monthly, quarterly, and year end reports that will be distributed among the Regional ESCs and TEA.

\*\*Region 3 ESC Technical Assistance Staff will provide training sessions and resources to Region ESC McKinney-Vento Liaisons on specific topics identified through inquiries received via the call center and email.

### ACTIVITIES AND STRATEGIES TO MEET THE ABOVE GOALS:

\*\*24/7 Reporting system for Technical Assistance: QR and 1-800 number

\*\*Clear handling of each inquiry promptly and efficiently.

\*\*Automated survey with 3-5 questions asking the requestor about the quality of service Resources/Materials

\*\*Comprehensive McKinney Vento training, technical assistance, and follow-up for ESCs, school districts, and other stakeholders.

### REGION 3 ESC TECHNICAL SUPPORT TRAINING:

ESC-3 will provide training and support for ESC McKinney-Vento liaisons to become more knowledgeable about their duties as described in the McKinney-Vento Homeless Education Assistance Act and state law, including use and implementation of TEHCY resources.

A. Region 3 ESC Technical Assistance Staff will review survey reports following each Technical Assistance Case to ensure the requesters needs are being met use these cases as resources in the trainings. This will highlight hot topic areas and bring specific issues to light.

B. Region 3 ESC TA Staff will provide a training to McKinney-Vento Liaisons on the requirements of being a regional/district liaison and provide resources to fully equip them. Region 3 ESC TA Staff will provide a one pager to be distributed upon identification regarding students rights and the resources and how to seek a formal complaint.

C. Special focus in trainings will be on the goal of equipping McKinney-Vento students with the right tools to be successful after graduation, educating that SAT and ACT fees are waived for McKinney-Vento students, ensuring counselors provide advice and encouragement for students (including individualized counseling and assistance through college selection, application process, financial aid, and the availability of on campus support), and educating students on the FAFSA application and the submission process before graduation from High School.

D. Region 3 ESC will also incorporate its other Academic Services departments, such as Title I, Emergent Bilingual, Gifted and Talented, etc. to provide comprehensive training to ESC liaisons to ensure they have a vast understanding of all the services and support available to LEAs, students, and families.

**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.

**PERFORMANCE MEASURES:****MEASUREMENT 1:**

Reports on acquired data from the Technical Assistance Team will be provided to TEA staff, McKinney-Vento Liaisons, and School Districts detailing the activity in the Technical Assistance Platform. A detailed report will cover data collected from each Technical Assistance Request including: who the Technical Assistance was provided for (ESC, LEA, Family/Individuals, and School Districts), the topic of the Technical Assistance Request (This will be a drive indicator to highlight hot topics regionally or across the state of Texas and can potentially drive programs/resources to be developed to assist those areas.), what kind of turnaround rate did Technical Assistance requesters receive (Goal is to keep the response rate under 24 hours), and lastly what type of response/services provided to the requester to resolve the issue.

Tools: Technical Assistance Call Center Report Data, TA Case Reports

Benefit of Measurement: This report will be valuable to track the Technical Assistance Program and highlight the most commonly asked requests and services/programs that need to be developed or that need to be revised.

**MEASUREMENT 2:**

Detailed training records will be maintained for trainings provided to ESC Liaisons, LEAs, and other stakeholders. To ensure the McKinney-Vento children/youth are receiving equal access to educational programs and services and students are made aware that there is no stigma associated with identifying as a McKinney-Vento student, a 101 Training will be provided and each recipient will receive certification for attending. This will provide a strong foundation for McKinney-Vento liaisons to follow and utilize in future work. Additional training will be provided on new programs/initiatives/resources available along with using the TEHCY Technical Assistance Hotline., such as training from other ESC-3 Academic Service departments regarding Title 1, Emergent Bilingual, Special Education, etc services for McKinney-Vento students.

Tools: ESCWorks training logs, Technical Assistance Reports

Benefit of Measurement: Accurate record of all training opportunities

**MEASUREMENT 3:**

Surveys provided after each training will track information provided and measure effectiveness and include an option to submit topic requests for future training(s). Survey data will be shared with TEA Staff via monthly reports to TEA.

A year-end report will consist of the following:

-Technical Assistance Call Center Report provides a compilation of the requester, topics, services provided, and tracking of timing for services to be provided.

-A review of the training that was provided to Regional ESC McKinney-Vento Liaisons and LEAs and what the attendance rates looked like.

A newsletter with follow-up support to Technical Assistance requesters. Following every Technical Assistance Request, a survey asking the requestor about the quality of service and give the option to input their contact. Providing the Region 3 Technical Assistance Team the opportunity to follow up and provide monthly check-ins and send newsletters with additional resources will also flag cases as high risk and bring attention to requesters and ensure acknowledgment and recognition.

Tools: survey, survey data, collaboration with all Academic Services departments within Region 3

Benefit of Measurement: Ongoing progress monitoring of the TEHCY Technical Assistance processes and client support; opportunity to provide follow-up services and information

**Budget Narrative**

Describe the budget details as they align to the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include estimated allocation and justification of the activities to ensure the effectiveness of project objectives and strategies

\$170,000   Region 3 ESC Staff Payroll Costs:	
Description of Positions	
The existing Region 3 ESC McKinney-Vento Liaison will be the trainer of trainers for new staff.	
The new Technical Assistance Specialist will be on call 24/7 with the 1-800 hotline providing support for individuals.	
The new Region 3 ESC Program Manager will oversee the planning, execution, and monitoring of the TEHCY Technical Assistance program, ensuring all projects align with the overall strategic goals by coordinating efforts across the team, managing budgets, and tracking progress to achieve successful program outcomes.	
Breakdown of Allocations to Payroll:	
Region 3 ESC McKinney-Vento Liaison	\$25,000
Region 3 ESC Program Manager	\$100,000
Region 3 ESC Technical Assistance Specialist	\$45,000
**Region 3 ESC pays employees as contractors via Professional and Contracted Services 6200.	
\$ 6,567   Travel:	
Description: Region 3 ESC Technical Assistance Team will travel to provide and/or receive necessary training, provide technical assistance to LEAs, students, ESCs, and families, and to carry out the goals and objectives of this program.	
Fleet Travel	\$ 6,567
\$ 8,000   Supplies:	
Description: Allocated for training materials, informational pamphlets, etc. regarding McKinney-Vento.	
Supplies	\$8,000
\$ 9,000   Training:	
Description: Region 3 ESC Technical Assistance Team will attend trainings available to further their education to ensure up-to-date information regarding services and support for McKinney-Vento students and families, McKinney-Vento ESC Liaisons, and LEAs.	
	\$9,000
Indirect Costs	\$9,433

**Program Requirements**

1. Describe the approach to the development of a comprehensive program plan and required activities document (RAD) in collaboration and alignment with TEA. The document will provide alignment and clarity on program goals, objectives, requirements, key milestones, key activities, and program measures will be accomplished. a) The RAD will be finalized in collaboration with TEA 60 days from grant submission and will be used throughout the grant period to provide alignment and clarity, regarding the project throughout the grant period. b) Coordinate with TEA in the hiring of the technical assistance support team personnel. c) Provide consultative and administrative support to TEA to collaborate on establishing strong project management processes, procedures, and protocols for tracking the status of project deliverables, communication, and feedback to ensure successful project execution through completion.

**Phase 1: RAD Finalization | Contributors: Region 3 ESC staff and TEA staff.**  
 Region 3 ESC will approach the development and refinement of the Required Activities Document through the following steps: [1]Define the Scope and Objectives: Clearly outline the developed purpose, goals/objectives, and deliverables. This ensures all stakeholders have a shared understanding of the outcomes [2].Stakeholder Engagement: Involve key Region 3 and TEA stakeholders early in the planning process to gather input and align expectations. [3].Develop a Detailed Work Plan: Break down the program into phases, tasks, and timelines. Assign responsibilities and outline the required resources to ensure effective execution. [4] Include Quality Control Measures: Establish metrics and procedures for monitoring progress and ensuring quality throughout the program lifecycle [5] Integrate Financial and Risk Management: Plan for budgeting, resource allocation, and potential risks. Develop mitigation strategies to address challenges effectively and [6] Regular Updates and Communication: Ensure consistent updates to the document and maintain transparent communication with all stakeholders. Following this structured approach ensures the final Region 3 RAD is actionable, aligns with goals, and supports successful implementation.

December 12 Grant Submission/ January 14 Award Announcement/ February 10 RAD is finalized in collaboration with TEA.

**Phase 2: Hiring & Assembling the Region 3 ESC Technical Assistance Staff | Contributors: ESC-3 McKinney-Vento Liaison, 3 Region 3 Directors.**  
 In collaboration with TEA, Region 3 ESC will initiate hiring process upon awarding of the grant.  
 Goal: To have the team in place by March 2025.

**Phase 3: The Region 3 ESC Technical Assistance Program goes LIVE| Contributors: Region 3 ESC Technical Assistance Staff**  
 The goal is to have the TEHCY Technical Assistance Program active by April 2025 at the latest.  
 The program will be open to the Regional ESCs first to conduct a test run on the call center and email, followed by a full roll out 2 weeks later.  
 The following events will be conducted in Phase 3:  
 Technical Assistance Call Center Survey developed and put into action.  
 Dates for Training for McKinney-Vento Liaisons and LEAs will be disbursed.  
 Presentation will be created for McKinney-Vento 101 and submitted to TEA for review and feedback.  
 Invitation for McKinney-Vento 101 will be disbursed to McKinney-Vento Liaisons  
 Create and deploy a survey requesting McKinney-Vento Liaisons for topic suggestions for future trainings.  
 Develop Marketing Material and monthly newsletters based on data gathered through the Technical Assistance Call Center and McKinney-Vento training and disburse to McKinney-Vento Liaisons, LEAs, School Districts and Technical Assistance Requesters.

**Phase 4: Reporting | Contributors: Region 3 ESC Technical Assistance Staff: Region 3 ESC McKinney-Vento Liaison, Region 3 ESC Program Manager, Region 3 ESC Technical Assistance Specialist**  
 From reports conducted monthly, quarterly, and at year's-end, highlighted issues occurring frequently across the state can be reviewed and evaluated. Region 3 ESC staff will use data to track issues to look for reoccurring trends. These reports will help the Region 3 ESC staff and TEA be better equipped in the future allowing resolutions to be developed for specific topics. The reports will be made available to TEA staff, Regional ESCs and McKinney-Vento Liaisons. At the end of the Grant year, the Region 3 ESC Technical Assistance will undergo self-evaluation period where the services that are being provided will be reviewed and addressed if changes are necessary.



**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:**

**2024-2025 TEHCY Technical Assistance Grant**

**Authorized by: McKinney-Vento, Subtitle VII-B, reauthorized by Title IX, Part A, ESSA (42 U.S.C. 11431 et. seq.)**

**IMPORTANT NOTICE: Application Part 2 is not compatible with Google Docs.**

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

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

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

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**Payroll 6100**

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

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**Professional and Contracted Services 6200**

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

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**Supplies and Materials 6300**

Complete this worksheet to request supplies and materials.

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**Other Operating Costs 6400**

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

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**Debt Service 6500**

Complete this worksheet to request costs related to lease liabilities with terms greater than 12 months. Only request costs necessary to fulfill grant project objectives.

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**Capital Outlay 6600**

Complete this worksheet to request capital outlay costs.

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

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**Program Budget Summary**

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

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

*Indirect Costs* - Refer to the Maximum Indirect Costs Worksheet on the Grants Administration Division's [Grant Resources](#) webpage to calculate the maximum indirect costs that may be claimed for the grant. Enter the amount of indirect costs budgeted for this grant on line 8 under the Total Budgeted Cost column.

*Shared Services Arrangement* - If applicable, enter amount of payments to member districts on line 10.

*Direct Administrative Cost Calculation* - Enter the applicant's total award amount to determine the maximum amount allowable for direct administrative costs.

**For budgeting assistance, see the Budgeting Guidance and Related Forms section on the Grants Administration Division's [Grant Resources](#) webpage.**

**Application Part 2:**

**2024-2025 TEHCY Technical Assistance Grant**

**Authorized by: McKinney-Vento, Subtitle VII-B, reauthorized by Title IX, Part A, ESSA (42 U.S.C. 11431 et. seq.)**

County District Number or Vendor ID:		235950	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
<b>Academic/Instructional</b>					
1	Teacher			\$ -	\$ -
2	Educational Aide			\$ -	\$ -
3	Tutor			\$ -	\$ -
<b>Program Management and Administration</b>					
4	Project Director			\$ -	\$ -
5	Project Coordinator			\$ -	\$ -
6	Teacher Facilitator			\$ -	\$ -
7	Teacher Supervisor			\$ -	\$ -
8	Secretary/Admin Assistant			\$ -	\$ -
9	Data Entry Clerk			\$ -	\$ -
10	Grant Accountant/Bookkeeper			\$ -	\$ -
11	Evaluator/Evaluation Specialist			\$ -	\$ -
<b>Auxiliary</b>					
12	Counselor			\$ -	\$ -
13	Social Worker			\$ -	\$ -
14	Community Liaison/Parent Coordinator			\$ -	\$ -
<b>Education Service Center (to be completed by ESC only when ESC is the applicant)</b>					
15	ESC Specialist/Consultant			\$ -	\$ -
16	ESC Coordinator/Manager/Supervisor			\$ -	\$ -
17	ESC Support Staff			\$ -	\$ -
18	ESC Other: (Enter position title here)			\$ -	\$ -
19	ESC Other: (Enter position title here)			\$ -	\$ -
20	ESC Other: (Enter position title here)			\$ -	\$ -
<b>Other Employee Positions</b>					
21	(Enter position title here)			\$ -	\$ -
22	(Enter position title here)			\$ -	\$ -
23	Subtotal Employee Costs:			\$ -	\$ -
<b>Substitute, Extra-Duty Pay, Benefits Costs</b>					
24	6112 - Substitute Pay			\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ -
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ -
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ -
30	Grand Total:			\$ -	\$ -
31	Total Program Costs*:			\$ -	\$ -
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 to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.

For budgeting assistance, see the Budgeting Guidance and Related Forms section on the Grants Administration Division's [Grant Resources](#) webpage.

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Application Part 2:

2024-2025 TEHCY Technical Assistance Grant

Authorized by: McKinney-Vento, Subtitle VII-B, reauthorized by Title IX, Part A, ESSA (42 U.S.C. 11431 et. seq.)

County District Number or Vendor ID:	235950	Amendment #:	0
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**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	Pre-Award
1	6269 - Rental or lease of buildings, space in buildings, or land (Specify purpose here)	\$ -	\$ -
2	Service: Payroll ESC-3 Contracted Employee Payroll Costs	\$ 170,000	\$ -
3	Service: Fleet Travel necessary to meet grant requirements	\$ 6,567	\$ -
4	Service: Training Costs of registrations or trainings for Region 3 TA Team	\$ 9,000	\$ -
5	Service: (Specify purpose here)	\$ -	\$ -
6	Service: (Specify purpose here)	\$ -	\$ -
7	Service: (Specify purpose here)	\$ -	\$ -
8	Service: (Specify purpose here)	\$ -	\$ -
9	<b>Subtotal of professional and contracted services requiring specific approval:</b>	<b>\$ 185,567</b>	<b>\$ -</b>
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -
11	<b>Grand Total:</b>	<b>\$ 185,567</b>	<b>\$ -</b>
12	<b>Total Program Costs*:</b>	<b>\$ 185,567</b>	
13	<b>Total Direct Admin Costs*:</b>	<b>\$ -</b>	

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

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**2024-2025 TEHCY Technical Assistance Grant**

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County District Number or Vendor ID: 235950		Amendment #: 0	
<b>Supplies and Materials (6300)</b>			
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ 5,000	
2	<b>Grand Total:</b>	<b>\$ 5,000</b>	<b>\$ -</b>
3	<b>Total Program Costs*:</b>	<b>\$ 5,000</b>	
4	<b>Total Direct Admin Costs*:</b>		
<p><b>*Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum of these lines must equal the Grand Total (line 2); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</b></p>			

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2024-2025 TEHCY Technical Assistance Grant

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County District Number or Vendor ID:		235950	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.  (Enter 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.  (Enter 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	<b>Subtotal of other operating costs (6400) requiring specific approval:</b>	\$ -	\$ -		
10	Remaining 6400 - Other operating costs that do not require specific approval.		\$ -		
11	<b>Grand Total:</b>	\$ -	\$ -		
12	<b>Total Program Costs*:</b>				
13	<b>Total Direct Admin Costs*:</b>				
<p>*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p> <p>Forms to seek approval or document intent for applicable activities listed above are available on TEA's <a href="#">Forms for Prior Approval, Disclosure, and Justification</a> page.</p>					

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

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County District Number or Vendor ID:	235950	Amendment #:	0
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**Debt Service (6500)**

**NOTE:** Use this schedule to budget funds to retire debt principal on lease liabilities with terms greater than 12 months and to pay interest accrued on those leases. In Part 2, please provide a brief description of each item included in 6514/6512 (Principal Costs) and why it is necessary for successful implementation of the grant program.

Expense Item Description	Grant Amount Budgeted	Pre-Award
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**Part 1: Lease Liabilities with Terms Greater Than 12 Months**

1	6514 - Subscription-based Information Technology Arrangement Liability - Principal Costs	\$ -	\$ -
2	6526 - Subscription-based Information Technology Arrangement Liability - Interest Costs	\$ -	\$ -
3	6512 - Capital Lease Liability - Principal Costs	\$ -	\$ -
4	6522 - Capital Lease Liability - Interest Costs	\$ -	\$ -
5	6523 - Interest on Debt Costs	\$ -	\$ -
6	<b>Grand Total (sum of all lines):</b>	\$ -	\$ -
7	<b>Total Program Costs*:</b>	\$ -	
8	<b>Total Direct Admin Costs*:</b>	\$ -	

\*Complete the Total Program Costs (line 7) and Total Direct Admin Costs (line 8) lines. The sum of these lines must equal the Grand Total (line 6); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.

**Part 2: Description of Subscription or Property with Justification**

Subscription/Property and Justification	Contract Start Date (for full term of contract)	Contract End Date (for full term of contract)	Property Value (total Principal Cost for full term of contract)
9 (Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
10 (Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
11 (Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
12 (Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
13 align="right"> <b>Property Value Total (sum of all lines)**:</b>			\$ -

\*\*The sum of lines 9-12 must equal the sum of the principal costs in Part 1, including 6514 (Line 1) and 6512 (Line 3); otherwise, the field will change color to red to indicate an error. Contract dates must indicate a period greater than 12 months.

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County District Number or Vendor ID:		235950	Amendment #:		0
<b>Capital Outlay (6600)</b>					
Description and Purpose		Quantity	Unit Cost	Grant Amount Budgeted	Pre-Award
<b>6669 - Library Books and Media (capitalized and controlled by library)</b>					
1		N/A	N/A	\$ -	\$ -
<b>66XX - Computing Devices, capitalized</b>					
2	(Enter description and brief purpose)		\$ -	\$ -	\$ -
3			\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -
6			\$ -	\$ -	\$ -
7			\$ -	\$ -	\$ -
8			\$ -	\$ -	\$ -
<b>66XX - Software, capitalized</b>					
9	(Enter description and brief purpose)		\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -
<b>66XX - Equipment, furniture, or vehicles</b>					
11	(Enter description and brief purpose)		\$ -	\$ -	\$ -
12			\$ -	\$ -	\$ -
<b>66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)</b>					
13	(Enter description and brief purpose)			\$ -	\$ -
14	<b>Grand Total (sum of all lines):</b>			\$ -	\$ -
15	<b>Total Program Costs*:</b>			\$ -	
16	<b>Total Direct Admin Costs*:</b>			\$ -	
<p>*Complete the Total Program Costs (line 15) and Total Direct Admin Costs (line 16) lines. The sum of these lines must equal the Grand Total (line 14); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>					

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2024-2025 TEHCY Technical Assistance Grant

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County District Number or vendor ID: 235950		Amendment # 0	
Grant Period:	January 14, 2025 - August 31, 2026	Fund Code/ Shared Services Arrangement:	206

Budget Summary

Description and Purpose	Class/ Object Code	Source of Funds			Pre-Award Cost
		Program Cost	Direct Administrative Cost	Total Budgeted Cost	
1 Payroll Costs	6100	\$ -	\$ -	\$ -	\$ -
2 Professional and Contracted Services	6200	\$ 185,567	\$ -	\$ 185,567	\$ -
3 Supplies and Materials	6300	\$ 5,000	\$ -	\$ 5,000	\$ -
4 Other Operating Costs	6400	\$ -	\$ -	\$ -	\$ -
5 Debt Service	6500	\$ -	\$ -	\$ -	\$ -
6 Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -
7	<b>Total Direct Costs:</b>	<b>\$ 190,567</b>	<b>\$ -</b>	<b>\$ 190,567</b>	<b>\$ -</b>
8	* Indirect Costs:		<b>\$ 9,433</b>		<b>\$ -</b>
9	<b>Total of All Budgeted Costs :</b>	<b>\$ 190,567</b>	<b>\$ 9,433</b>	<b>\$ 200,000</b>	<b>\$ -</b>

Total Administrative Cost Calculation

10	Total Award Amount:	<b>\$ 200,000</b>	
11	Total Direct Administration Cap per Program Guidelines (XX%)		0.08
12	Maximum amount allowable for total Direct Administrative costs:	<b>\$ 16,000</b>	

\*For current year indirect cost rates, please visit the Federal Fiscal Compliance and Reporting [Indirect Cost Rates](#) page. Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. Indirect costs claimed are part of the total grant award amount, not in addition to the grant award amount. Do not submit an amendment solely for the purpose of budgeting indirect costs. To calculate maximum indirect costs, please use the Maximum Indirect Costs Worksheet available on the Grants Administration Division's [Grant Resources](#) webpage.

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