



2024-2025 Texas Test of Educator Proficiency (T-TEP) EPP Development Team Selection, Onboarding, and Training  
Informal Discretionary Competition (IDC) Due 11:59 p.m. CT, March 17, 2025

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, March 17, 2025**.

Application stamp-in date and time

Grant period from **May 5, 2025 - August 31, 2025**

Pre-award costs permitted from **Award Date**

### 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):

N/A

### Applicant Information

Organization **ESC Region 11** CDN **220950** Campus **N/A** ESC **11** UEI **HUPKFNH5JUF1**

Address **1451 S. Cherry Lane** City **White Settlement** ZIP **76108** Vendor ID **1751246000**

Primary Contact **Joi Wallace** Email **jwallace@esc11.net** Phone **817-740-7714**

Secondary Contact **Laura Weir** Email **lweir@esc11.net** Phone **817-740-3602**

### 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 **Clyde W. Steelman, Jr. EdD**

Title **Executive Director**

Email **clydes@esc11.net**

Phone **817-740-3630**

Signature **Clyde W. Steelman Jr.**  
Clyde Steelman (Mar 10, 2025 21:46 CDT)

Date **03/10/2025**

**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 2024-2025 Texas Test of Educator Proficiency (T-TEP) EPP Development Program Guidelines.
- ☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 Texas Test of Educator Proficiency (T-TEP) EPP Development 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.
- ☒ 7. The applicant agrees to adhere to all Program-Specific Assurances as listed on pp. 9-11 of the 2024-2025 Texas Test of Educator Proficiency (T-TEP) EPP Development Program Guidelines.

Summary of Program

Provide an overview of the program to be implemented with grant funds. Describe the educator preparation program's current use of performance-based assessments within curriculum coursework. How does the use of performance-based assessments influence program coursework, faculty practices, and candidate learning?

GoTeach11 is an educator preparation program (EPP) within Region 11. We aim to enhance educator preparation by integrating performance-based assessments throughout coursework and field experiences. Grant funds will support curriculum enhancements, faculty training, and technology resources to ensure candidates develop the necessary competencies for effective teaching. This grant aligns with TEA’s focus on data-driven instruction, evidence-based teaching strategies, and improved candidate readiness. GoTeach11 currently integrates performance-based assessments in coursework to evaluate candidates’ practical application of instructional strategies. Key components of our coursework include:

Lesson Planning & Delivery – Candidates design and implement standards-aligned lesson plans, which are evaluated using rubrics based on best teaching practices.

Video-Based Reflections – Candidates record and analyze their own teaching to assess areas of strength and improvement.

Classroom Observations – GoTeach11 teacher specialists and mentor teachers assess candidate performance using structured, in-person observation protocols.

Disaggregation of Data – Candidates engage in data evaluation and problem-solving to address student learning needs.

Performance based assessments (PBAs) have an important impact on coursework. PBAs encourage authentic, practice-based learning rather than theoretical knowledge alone. PBAs align coursework with real-world teaching competencies, preparing candidates for Texas certification and classroom effectiveness. PBAs enhance curriculum coherence, ensuring assessments build progressively on essential teaching skills.

The use of these assessments will help our GoTeach11 staff to incorporate more interactive and applied learning experiences, including lesson internalization, peer feedback, and real-world assessments. Our teacher specialists will use data from PBAs to refine instructional methods and identify areas where candidates need additional support. The GoTeach11 faculty will collaborate with local education agencies to align assessments with district expectations.

PBAs will provide ongoing feedback, helping candidates reflect and grow as educators. Our candidates will develop critical thinking and decision-making skills in real teaching situations. GoTeach11 candidates will improve their levels of confidence and preparedness by bridging theory and practice through hands-on application.

By strengthening the use of performance based assessments, GoTeach11 will ensure candidates receive meaningful, practice-based instruction that directly impacts student learning. Grant funding will allow for further innovation, including technology-enhanced assessments, EPP staff professional development, and expanded field-based experiences.

Qualifications and Experience for Key Personnel

Describe the process used to recruit and select the individual who will serve on the Texas-specific teacher performance assessment development team including. Describe the qualifications, experience, and expertise of the program's nomination for the individual who will serve on the Texas-specific Teacher Performance Assessment Development Team.

The process for recruiting and selecting the individual to serve on the Texas-Specific Teacher Performance Assessment (TPA) Development Team was designed to identify a highly qualified candidate with extensive experience in educator preparation, assessment design, and instructional best practices.

We considered internal employees from ESC Region 11 with expertise in teacher preparation and assessment. Final selection was based upon the nominee's background in teacher education, experience with performance-based assessments, and knowledge of Texas teaching standards.

The nominee for the Texas-Specific Teacher Performance Assessment Development Team from Region 11 is Lance Silva, an educator with extensive experience in teacher preparation and performance assessment. Mr. Silva holds Master of Education from the University of North Texas. He is a certified Texas educator with 14 years of classroom and teacher preparation experience. As a member of GoTeach11, Lance has vast expertise in teacher evaluation, assessment design, and educator preparation.

Mr. Silva has six years of experience as a faculty member of GoTeach11, the Educator Preparation Program at ESC Region 11. Mr. Silva has knowledge of Texas teaching standards, including the Texas Teacher Evaluation and Support System (T-TESS) and current certification requirements. He has experience with performance-based assessments, including rubric development, candidate evaluation, and instructional coaching. He has a strong background in data-driven instruction and curriculum alignment.

Our nominee, Lance Silva, is a highly qualified professional committed to ensuring Texas teacher candidates are prepared for the challenges of the classroom. His expertise in assessment design, educator training, and state certification standards will contribute significantly to the development of a rigorous and equitable Texas-specific teacher performance assessment.

Goals, Objectives, and Strategies

Identify current district partnerships and describe current district/LEA engagement practices. How does district/LEA engagement impact program decisions? How might the program's engagement with districts/LEAs influence the program's involvement in the development of the Texas-specific teacher performance assessment?

GoTeach11 has established strong partnerships with multiple school districts and Local Education Agencies (LEAs) across Texas to ensure that teacher candidates receive high-quality field experiences, mentorship, and practical training aligned with district needs. Current district partners include Ft. Worth ISD, Grapevine Colleyville ISD, Everman ISD, Arlington ISD, Northwest ISD, Hurst Euless Bedford ISD, as well as charter and private schools that contribute to the diverse training opportunities for candidates.

GoTeach11 maintains active engagement with districts and LEAs through our Certification Advisory Committee meeting. Members of the advisory committee include Region 11 school district representatives, current GoTeach11 candidates, university representatives, and local business members. The purpose of the advisory committee is to discuss the quality of GoTeach11, observe trends, make program decisions, and identify areas for improvement.

We collaborate with district leaders to place our teacher candidates in diverse, high-need classrooms for full time internships and field-based experiences. We provide training sessions for mentor teachers to ensure ongoing alignment in instructional support and performance assessments.

GoTeach11 provides workshops and coaching for local educators and current candidates, strengthening ties between our EPP and district instructional goals. (Example: Fundamental Five, Classroom Management, teaching workshops, lesson internalization, etc.)

GoTeach11 analyzes teacher candidate performance data through the annual ASEP report and district hiring trends to provide highly qualified candidates for our LEAs. Our EPP scored 97 for the 2023-2024 reporting year and surpassed the state standard in all seven reporting categories.

Region 11 will seek district engagement to ensure the TPA is rigorous, equitable, and aligned with the needs of Texas schools. We will recruit mentor teachers and district administrators to participate in the TPA development process.

By maintaining strong district and LEA partnerships, GoTeach11 ensures teacher candidates are well-prepared for the realities of the classroom. This collaboration benefits the development of a Texas-specific teacher performance assessment which will accurately reflect the demands of today’ s classrooms.

Performance and Evaluation Measures

Describe how the program will provide systems of support for the faculty/staff member selected to serve on the Texas Test of Educator Proficiency (T-TEP) Development Team.

To ensure Mr. Silva is fully supported in his role on the Texas Test of Educator Proficiency (T-TEP) Development Team, ESC Region 11 will implement a comprehensive support system that includes professional development, workload accommodations, collaborative opportunities, and administrative backing.

We will support his attendance at TEA workshops, meetings, and conferences related to the T-TEP initiative. Mr. Silva's workload will be adjusted to ensure he can dedicate sufficient time to T-TEP development without compromising other responsibilities.

Appropriate time will be given to create opportunities for collaboration with other educator preparation programs engaged in the T-TEP process.

ESC Region 11 will ensure institutional leadership support, including recognition of Mr. Silva's contributions to T-TEP development as part of his professional growth and evaluation.

Mr. Silva's supervisor will create regular check-ins to address challenges, ensure alignment with program goals, and maximize the impact of his contributions to the development of T-TEP.

According to the grant guidelines, a portion of awarded funds will be used for technology and data analysis tools to facilitate informed decision-making in designing the T-TEP.

By implementing these targeted support systems, ESC Region 11 ensures that Mr. Silva can meaningfully contribute to the T-TEP Development Team while maintaining a balanced workload and staying connected to our organizational priorities. This approach not only benefits Mr. Silva, but also strengthens our service center's role in shaping high-quality educator assessments for Texas.

**Budget Narrative**

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

The proposed budget (\$7K for SY 24-25; 50K for SY 25-26; 50K for SY 26-27) is designed to ensure the effective implementation and sustainability of the T-TEP grant. Financial resources will align with key priorities, including staffing, instructional resources, travel, and professional development.

1. \$5,000 stipend to support the staff member who oversees program implementation and assessment development. The stipend will allow Mr. Silva to participate in program-related activities, including curriculum design and candidate mentorship.
2. \$800 of the awarded \$7,000 in SY 2024-2025 will be used for technology and software (access to Wifi hot spot, Microsoft Office Suite, and an external hard drive. Office and classroom supplies needed for workshops, training sessions, and field-based experiences.
3. \$1200 will be used for staff travel to summer 2025 T-TEP development meetings. Funds will be used for meals, lodging, and materials.

To ensure continued alignment with program needs, the budget will be regularly reviewed and adjusted based on the design of T-TEP and input from Mr. Silva.

This budget ensures that ESC Region 11 remains financially sustainable, responsive to evolving needs, and aligned with TEA priorities. By allocating funds strategically and remaining flexible for future adjustments, the program can continue to support high-quality educator preparation and assessment implementation.

### 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	595,757
2. Enrollment of all participating private schools	0
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	595,757
4. Total current-year program allocation	
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	
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)	
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	



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
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**Application Part 2: 2024-2025 T-TEP EPP Development Team Selection , Onboarding, and Training**  
**Authorized by: SEA of 1965 as amended by P.L. 114-95, ESSA, Title II, Part A. Sec. 2101(c)(B)(v)(II)**

**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**

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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**

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

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**Supplies and Materials 6300**

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Complete this worksheet to request supplies and materials.

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**Other Operating Costs 6400**

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

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**Debt Service 6500**

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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**

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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**

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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.**

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County District Number or Vendor ID:		220950	Amendment # (for amendments only):		N/A
<b>Payroll Costs (6100)</b>					
<b>Employee Position Title</b>		<b>Estimated # of Positions 100% Grant Funded</b>	<b>Estimated # of Positions Less than 100% Grant Funded</b>	<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>
<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	<b>Subtotal Employee Costs:</b>			\$ -	\$ -
<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			\$ 5,000	\$ -
28	61XX - Tuition Remission (IHEs only)				\$ -
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>			\$ 5,000	\$ -
30	<b>Grand Total:</b>			\$ 5,000	\$ -
31	<b>Total Program Costs*:</b>			\$ 5,000	
32	<b>Total Direct Admin Costs*:</b>			\$ -	
<p><b>*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.</b></p> <p>For budgeting assistance, see the <i>Budgeting Guidance and Related Forms</i> section on the Grants Administration Division's <a href="#">Grant Resources</a> webpage.</p>					

<b>FOR TEA USE ONLY</b>	
Changes on this page have been confirmed with:	On this date:
Via telephone/email (list as appropriate):	By TEA staff person:

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County District Number or Vendor ID:		220950	Amendment #: N/A	
<b>Professional and Contracted Services (6200)</b>				
<b>NOTE:</b> Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.				
<b>Description of Service and Purpose</b>		<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>	
1	6269 - Rental or lease of buildings, space in buildings, or land	\$ -	\$ -	
	(Specify purpose here)			
2	Service:	\$ -	\$ -	
	(Specify purpose here)			
3	Service:	\$ -	\$ -	
	(Specify purpose here)			
4	Service:	\$ -	\$ -	
	(Specify purpose here)			
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>	\$ -	\$ -	
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	
11	<b>Grand Total:</b>	\$ -	\$ -	
12	<b>Total Program Costs*:</b>	\$ -		
13	<b>Total Direct Admin Costs*:</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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County District Number or Vendor ID: 220950		Amendment #: N/A	
<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:	\$ 800	
2	<b>Grand Total:</b>	<b>\$ 800</b>	<b>\$ -</b>
3	<b>Total Program Costs*:</b>	<b>\$ 800</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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County District Number or Vendor ID:		220950	Amendment #: N/A	
<b>Other Operating Costs (6400)</b>				
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>	
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.	\$ 1,200	\$ -	
11	<b>Grand Total:</b>	\$ 1,200	\$ -	
12	<b>Total Program Costs*:</b>	\$ 1,200		
13	<b>Total Direct Admin Costs*:</b>			
<p><b>*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</b></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: 220950		Amendment #: N/A	
<b>Debt Service (6500)</b>			
<b>NOTE:</b> 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.			
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>
<b>Part 1: Lease Liabilities with Terms Greater Than 12 Months</b>			
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.			
<b>Part 2: Description of Subscription or Property with Justification</b>			
<b>Subscription/Property and Justification</b>		<b>Contract Start Date (for full term of contract)</b>	<b>Contract End Date (for full term of contract)</b>
<b>Property Value (total Principal Cost for full term of contract)</b>			
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	<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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Changes on this page have been confirmed with:	On this date:
Via telephone/email (select as appropriate):	By TEA staff person:

**Application Part 2: 2024-2025 T-TEP EPP Development Team Selection , Onboarding, and Training**  
**Authorized by: SEA of 1965 as amended by P.L. 114-95, ESSA, Title II, Part A. Sec. 2101(c)(B)(v)(II)**

County District Number or Vendor ID:		220950	Amendment #:		N/A
<b>Capital Outlay (6600)</b>					
<b>Description and Purpose</b>		<b>Quantity</b>	<b>Unit Cost</b>	<b>Grant Amount Budgeted</b>	<b>Pre-Award</b>
<b>6669 - Library Books and Media (capitalized and controlled by library)</b>					
1		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>			\$ -	
*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.					

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**Application Part 2: 2024-2025 T-TEP EPP Development Team Selection , Onboarding, and Training**  
**Authorized by: SEA of 1965 as amended by P.L. 114-95, ESSA, Title II, Part A. Sec. 2101(c)(B)(v)(II)**

County District Number or vendor ID: 220950			Amendment # N/A	
Grant Period:	May 5, 2025 - August 31, 2025		Fund Code/ Shared Services Arrangement:	255

Budget Summary						
Description and Purpose		Source of Funds				
		Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost	Pre-Award Cost
1	Payroll Costs	6100	\$ 5,000	\$ -	\$ 5,000	\$ -
2	Professional and Contracted Services	6200	\$ -	\$ -	\$ -	\$ -
3	Supplies and Materials	6300	\$ 800	\$ -	\$ 800	\$ -
4	Other Operating Costs	6400	\$ 1,200	\$ -	\$ 1,200	\$ -
5	Debt Service	6500	\$ -	\$ -	\$ -	\$ -
6	Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -
7	Total Direct Costs:		\$ 7,000	\$ -	\$ 7,000	\$ -
8	* Indirect Costs:			\$ -		\$ -
9	Total of All Budgeted Costs :		\$ 7,000	\$ -	\$ 7,000	\$ -
Total Administrative Cost Calculation						
11	Total Award Amount:				\$ 7,000	
12	Total Administration Cap per Program Guidelines (XX%)				0.15	
13	Maximum amount allowable for total administrative costs:				\$ 1,050	

*\*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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County District Number or vendor ID:		0	Amendment #	0		
<b>SUBMITTING AN AMENDMENT</b>						
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.						
<b>AMENDED BUDGET REQUEST</b>						
	<b>Description</b>	<b>Class/ Object Code</b>	<b>A. Grand Total from Previously Approved Budget</b>	<b>B. Amount Deleted</b>	<b>C. Amount Added</b>	<b>D. New Grand Total</b>
1	Payroll Costs	6100				\$ -
2	Professional and Contracted Services	6200				\$ -
3	Supplies and Materials	6300				\$ -
4	Other Operating Costs	6400				\$ -
5	Debt Service	6500				\$ -
6	Capital Outlay	6600				\$ -
7	<b>Total Direct Costs:</b>		\$ -	\$ -	\$ -	\$ -
8	<b>Indirect Costs:</b>					\$ -
9	<b>Total Costs:</b>		\$ -	\$ -	\$ -	\$ -

<b>FOR TEA USE ONLY</b>	
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Via telephone/fax/email (circle as appropriate)	By TEA staff person:

### **Instructions: Request for Amendment**

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

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the “When to Amend the Application” document posted in the Amendment Submission Guidance section of the Grants Administration Division's Administering a Grant page to determine when an amendment is required for this grant. [https://tea.texas.gov/Finance\\_and\\_Grants/Administering\\_a\\_Grant.aspx](https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx). “When to Amend the Application” provides details on which grantees are and are not required to submit amendments and when amendments are required. Also refer to the General and Fiscal Guidelines, Amending the Application, for more detailed information about amendments.

Regardless of how a grantee amends the application to distribute funds among the class/object codes, the grantee is still responsible for carrying out the scope and objectives of the grant as described in the approved application.

*TEA reserves the right to reject unnecessary amendments without reviewing and approving them.*

### **Submitting an Amendment**

An amendment must be submitted when the program plan or budget is altered for the reasons described in the “When to Amend the Application” guidance posted in the Amendment Submission Guidance section of the Administering a Grant page of the TEA website.

### **How to Submit an Amendment**

An amendment should be submitted to [competitivegrants@tea.texas.gov](mailto:competitivegrants@tea.texas.gov).

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

### **Pages to Include with an Amendment**

*Required for **all** amendment requests*

1. Page one of the application with up-to-date contact information and current authorized official's signature and date
2. Appendix I: Amendment Description and Purpose

*Required for budget amendment requests*

3. Amended Budget Request from the Excel budget workbook
4. Updated Program Budget Summary from the Excel budget workbook
5. Updated supporting budget pages from the Excel budget workbook

### **Assembling the Amendment**

Follow these steps to complete all schedules required to be submitted:

#### **1. Complete page 1**

- a. Complete the box in the upper right corner of the schedule by indicating the number of the amendment. The first amendment you submit for the grant is #1; if that amendment is approved, the next amendment becomes #2.
- b. Ensure all applicant information is current and correct.
- c. Ensure the authorized official information is current and correct. The authorized official must sign and date with the date that the amendment is being submitted.

#### **2. Complete Appendix I: Amendment Description and Purpose**

- a. Choose the section you wish to amend from the drop down menu
- b. Describe the changes you are making and the reason for the changes. Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.  
(example) Payroll 6300 —Reduce amount for extra-duty pay—Staff was able to complete training during regular working hours.

#### **3. If you are requesting a budget change, complete the Amended Budget Request page from the Excel budget workbook**

- a. In column A, enter the grand total for each class/object code in the most recently approved application or amendment.
- b. In column B, enter the amount being deleted from each class/object code.
- c. In column C, enter the amount being added to each class/object code.
- d. Column D and the total direct cost line will automatically calculate your changes

#### **4. If you are requesting a budget change, complete the Program Budget Summary page and the corresponding supporting budget page with the new amounts.**

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

**Signature:**   
Derrick Spurlock (Mar 10, 2025 12:34 CDT)

**Email:** dspurlock@esc11.net