



**2025-2026 Effective Advising Framework Planning Grant**  
**Informal Discretionary Grant (IDC) Application Due 11:59 p.m. CT, June 17, 2023**

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, June 17, 2025**.

Application stamp-in date and time

Grant period from **September 1, 2025 - August 31, 2026**

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

**Required Attachments** (linked along with this form on the TEA Grants Opportunities page)

Excel workbook with the grant's budget schedules

Attachment 1: 2025-2026 Effective Advising Framework Planning Grant Program Agreement

**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 2025-2026 Effective Advising Framework Planning Grant Program Guidelines.
- ☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2025-2026 Effective Advising Framework Planning Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- ☒ 5. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.





## Summary of Program

a) Provide an overview of the program to be implemented with grant funds. b) Describe how this program will support individual planning in the context of comprehensive school counseling. c) Describe how this program will foster innovation in CTE programming and/or promote careers pathways aligned to high-skill, high-wage careers or industries.

a) Region 5 ESC will implement the Effective Advising Framework (EAF) during the planning period to enhance individualized student planning and career readiness which aligns to the Texas Model for School Counseling. Region 5 will establish a dedicated EAF Coach to support districts in developing comprehensive advising systems aligned with TEA guidelines. Region 5 will also provide professional development for counselors, admin and educators on effective advising practices and career pathway integration using Perkins and the approved programs of study as defined by the Texas Education Agency.

b) The EAF Coach will integrate the EAF within the comprehensive school counseling program to ensure alignment with the Texas Model for Comprehensive School Counseling Program. The coach will utilize data-driven tools to assist students in creating personalized graduation and career plans. They will foster collaborative efforts among counselors, educators, students, and families to support holistic student development. They will guide the steering committee to form an advising culture from K-12 that focuses on CTE programs as defined by TEA.

c) The goal of the Planning Grant will be to develop and promote CTE programs that align with high-skill, high-wage, and in-demand industries, addressing regional workforce needs. The ESC has a strong relationship with the Workforce Commission which can help with aligning the data to the needs of the district. The CTE program at Region 5 also meets quarterly with industry partners to come up with creative ways to get the schools involved to provide real world experiences that may be out-of-the-box due to rural locations of our districts. These relationships will aide the chosen district. The EAF coach will encourage partnerships not only with those businesses, but with postsecondary institutions as well. Region 5 has 3 area community colleges that we work very close with and they can provide students with real-world experiences and exposure to various career paths. These innovative advising strategies will also increase student awareness and enrollment in nontraditional and emerging CTE fields.



**Qualifications and Experience of Key Personnel**

1. **Project Leadership:** a) **EAF Coach** - Who will serve as the EAF Coach(es)? What are this person's qualifications and what is your reason for selecting them as the EAF Coach? What percentage of time will the EAF Coach(es) be allocated to this project? Include any other roles the EAF Coach holds and the percentage of time they are allocated to other projects, not to exceed 100%. If selecting more than one EAF Coach, indicate which district(s) each coach will be responsible for supporting for the duration of the grant cycle. b) **EAF Coach Strategy** - What is the training and communication strategy the EAF Coach(es) will use to ensure participating districts fulfill their commitments to the deliverables of this project? How will the EAF Coach(es) monitor progress toward completion of district deliverables? How will an EAF Coach intervene, if necessary, with districts who are not meeting expectations? c) **ESC Strategy** - How will the ESC ensure the EAF Coach(es) have the necessary time and resources to successfully complete all grant requirements? How will the ESC monitor the performance of the EAF Coach(es) and track progress toward grant deliverables? What protocol will be followed if the ESC recognizes the EAF Coach is at risk or if they are notified by TEA that an EAF Coach is at-risk? What steps will be taken if the ESC does not retain the selected EAF Coach(es) for the entirety of the grant? How will the ESC ensure the grant project is integrated with other internal efforts?

a) Amanda Hatton is currently who we will submit to serve as the EAF Coach for this project. We are currently posting a position that we want to take this role that will closely match her qualifications and grant requirements. Our goal is to have a person selected, so that when the grant award winners are announced that we would have that person ready to start immediately, so that they would be ready to begin the work on 9/1. Amanda would still be involved in assisting the new hire in all that is needed. Amanda has over 20 years experience with 4 years as a high school counselor, 2 years as high school principal and CTE Director and most recently, 3 years experience with Region 5 ESC. She serves as the CTE, CCMR and Counseling Program Coordinator. Her extensive expertise in graduation requirements, postsecondary readiness, and College, Career, and Military Readiness (CCMR) make her the ideal EAF Coach. She has proven success in guiding districts on CTE implementation and effective advising systems. She is also very knowledge and skilled with data disaggregation. We would like to have our EAF coach apply a majority of their time to EAF Coach responsibilities and having a one-on-one relationship with the chosen school. The first year of the planning grant will be heavy in all things EAF as to support this new position, and to make sure that the EAF coach is ready to lead implementation and bring on an additional school in the following year for planning. The other part of their time would be allocated to coordination of CTE/counseling support across Region 5. Amanda was chosen due to her deep knowledge of advising frameworks, strong district relationships, and ability to align programs with TEA initiatives. Our EAF Coach will support Buna ISD.

b) Region 5 ESC will provide on-boarding and ongoing professional development for district leads. We will do this face-to face at our service center, at their district and through regularly zoom check-ins. We will offer customized support aligned to district goals and EAF deliverables. For our zoom check-ins, we will establish a bi-monthly check-in system with the district. Another way to implement a clear communication is to use shared planning documents and progress trackers to monitor deliverables. Region 5 ESC will maintain detailed logs of district contact, progress, and barriers. We will address concerns through direct coaching, offering additional support or escalating to ESC/district leadership when needed.

c) With hiring an additional FTE for this role specifically, we are dedicated to reduce other workload obligations to ensure that the EAF Coach has the time and resources to fulfill EAF responsibilities. The EAF Coach will have access to administrative support, professional development, and necessary travel funds. We will also conduct regular internal reviews of the EAF coach's progress using TEA-aligned tracking tools. If TEA or the ESC identifies risk, we will initiate a support/improvement plan with clear benchmarks. If Amanda/EAF Coach cannot continue in the role, ESC Region 5 will appoint a similarly qualified internal staff member to maintain continuity. The EAF grant will be embedded into existing postsecondary readiness and CTE support structures to ensure consistent messaging and resource sharing.





**Qualifications and Experience of Key Personnel, cont'd.**

3. **District Leadership:** a) Outline the process the ESC undertook to select the **partner school district(s)**. Explain the reasoning behind your selection, considering key elements such as current initiatives, participation in other projects, district and/or campus level leadership, etc., that informed the selection. b) Explain **EAF Project Lead** selection. Who is the identified EAF Project Lead at each partner district and what are their qualifications to serve as EAF Project Lead? How will the district ensure this person has the necessary time and resources to successfully complete grant deliverables? c) Explain in detail how the district(s) you have selected meet the **CTE defined criteria** listed in the Eligible Applications section of these Program Guidelines. Include information for the criterion met by the individual districts.

a) To select a partner district for the Effective Advising Framework grant, Region 5 ESC began by reviewing the list of eligible school districts provided by the Texas Education Agency. From this list, a comparison was made across several key factors, including each district's participation in current initiatives and capacity to commit to new projects. The goal was to identify a district that would benefit from the EAF work without being overwhelmed by competing demands. Buna ISD stood out as a district not currently engaged in numerous initiatives, indicating the capacity and readiness to commit to this important work. Additionally, Buna recently experienced a shift in leadership and they were ready for something to be used as a catalyst for systemic change. Their inclusion in Region 5's Perkins Shared services arrangement (SSA) will also provide a strong foundation for resource alignment and sustainability of advising-related initiatives.

b) Buna ISD has designated Traci Sherman as the district's EAF Project Lead. Mrs. Sherman currently serves as the Director of Programs and Counseling and has been with the district since 1999. Since 2014, she has served as the secondary counselor, guiding students through postsecondary planning and graduation pathways. Her tenure with the district, coupled with her direct experience implementing House Bill 5, has equipped her with a deep understanding of effective advising and College, Career, and Military Readiness (CCMR) strategies. The district has committed to supporting her work by ensuring she has the time, authority, and resources necessary to fulfill the deliverables of the grant.

c) Buna ISD meets the eligibility requirements outlined in the grant's program guidelines. According to the TEA's published "CTE Completers and Concentrators 23-24" list, Buna is recognized as having students who qualify under the CTE criteria. Buna ISD has a total of 440 students enrolled in grades 9-12. They have 271 concentrators and completers for a total of 61.5% of their student body. This, along with the district's participation in the Perkins SSA, demonstrates a strong commitment to developing and sustaining high-quality CTE programming aligned with high-skill, high-wage career pathways.



**Goals Objectives and Strategies**

Provide an overview of the program to be implemented with grant funds. Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

This grant will be used to support the training and development of new Effective Advising Framework (EAF) Coaches and District Leads, while guiding the partner district through a structured evaluation and improvement of their current advising practices. Through the use of TEA-provided diagnostic tools, the district will assess the strengths and weaknesses of their existing advising program and identify areas for growth.

All activities will be aligned to the five levers of the Effective Advising Framework to ensure a cohesive and comprehensive approach. The EAF Coach will support the district's steering committee by helping members clearly define their roles and responsibilities, facilitating a thorough gap analysis, and guiding the use of diagnostic tools. In addition, the coach will assist in the creation of the customized EAF communication template to support transparency and collaboration throughout the process.

To ensure progress toward all deliverables, a combination of face-to-face meetings and virtual check-ins via Zoom will be conducted regularly. These ongoing touch points will provide opportunities to assess alignment with grant goals, address challenges, and maintain momentum.

Ultimately, the goal is to prepare the district for full implementation of an effective advising program that is rooted in the EAF and that drives meaningful improvements in postsecondary readiness for all students.

**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 and data used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

To measure the effectiveness of the program and ensure alignment with student outcomes, the EAF Coach will guide the district's steering committee in developing a comprehensive advising plan that outlines K-12 expectation for all students and supports their readiness for career development. This plan will be rooted in measurable goals directly tied to postsecondary readiness.

Key performance measures will include an increase in the number of College, Career, and Military Readiness (CCMR) indicators met by students, improved FAFSA completion rates, and a rise in the number of CTE completers and alignment between those completers and their respective earned IBCs. These indicators will reflect the impact of intentional, individualized student planning efforts driven by the Effective Advising Framework.

To monitor these outcomes, the district will utilize a variety of data tools and systems. A CTE/CCMR tracking tool will be used to support student career exploration and planning. These insights will be cross-referenced with TEA's CCMR Tracker and the district's PEIMS reports from the Texas Student Data System (TSDS). Local FAFSA tracking systems will also be employed and aligned with Apply Texas submissions to monitor completion progress in real time.

During the planning phase, the steering committee will set specific, measurable goals tied to these performance indicators. The EAF Coach will meet regularly with the committee to review progress, adjust strategies as needed, and ensure the project is moving toward successful implementation. This continuous monitoring process will help guarantee the effectiveness of the program's objectives and support long term impact on student outcomes.





## Budget Justification

Describe how the proposed budget will meet the needs and goals of the proposed program. Include justification for the specific funding allocations in the proposed budget and provide detail on stipends and hours expected for services rendered.

Region 5 ESC will be asking for \$75,000.

The proposed \$75,000 budget has been strategically developed to directly support the goals and activities outlined in our Effective Advising Framework Planning Grant. Region 5 ESC is committed to the success of this initiative, as demonstrated by the hiring of an additional FTE solely dedicated to this work of helping schools with the postsecondary readiness. Each portion of the budget is aligned to ensure adequate support for staffing, infrastructure, district participation, and ongoing professional development.

Payroll and Benefits-(\$55,215) This funding will help cover the salary of the new EAF Coach. This role is central to the success of the program, responsible for training, implemetation support, and alignment with statewide expectations.

Professional and Contracted Services-(\$8,428) These funds will provide access to essential operational infrastructure including office space, facilities, telephone, and network connectivity. This ensures that the EAF Coach has all tools needed to perform their job duties effectively.

Travel-(\$2,094) Travel funding will support the EAF Coach's participation in statewide EAF trainings and meetings and in region travel. These opportunities are essential for professional learning and staying current on best practices and TEA expectations.

Non-Employee Stipends-(\$5,200) Stipends will be used to compensate the EAF Lead and selected members of the district steering committee. These individuals play a key role in planning and implementation, and the stipends reflect the value of their time and contributions. The lead will spend 8-10 hrs a month while the other members will spend 3-5 hrs a month.

Supplies-(\$500)-This small allocation will be used for material and supplies needed to support the planning process.

Indirect Cost-(\$3,563) This is Region 5 ESC's approved indirect cost rate to support general admin and grant mgt expenses.



### 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	<input type="text"/>
2. Enrollment of all participating private schools	<input type="text"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text"/>
4. Total current-year program allocation	<input type="text"/>
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	<input type="text"/>
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	<input type="text"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text"/>
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	<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
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<div></div>	
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**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.](#)



County District Number or Vendor ID:		181950	Amendment # (for amendments only):	
<b>Payroll Costs (6100)</b>				
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		1	\$ 45,000	\$ -
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>		\$ 45,000	\$ -
<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			\$ 10,215	\$ -
28 61XX - Tuition Remission (IHEs only)			\$ -	\$ -
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>		\$ 10,215	\$ -
30	<b>Grand Total:</b>		\$ 55,215	\$ -
31	<b>Total Program Costs*:</b>		\$ 55,215	
32	<b>Total Direct Admin Costs*:</b>		\$ -	
<p>*Complete the Total Program Costs (line 31) and Total Direct Admin Costs (line 32) lines. The sum of these lines must equal the Grand Total (line 30); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>				



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

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

181950		Amendment #:		0
<b>Professional and Contracted Services (6200)</b>				
<p><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.</p>				
<b>Description of Service and Purpose</b>		<b>Grant Amount Budgeted</b>		
1	6269 - Rental or lease of buildings, space in buildings, or land (Specify purpose here)	\$ 4,515	\$ -	
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>	\$ 4,515		
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ 3,913	\$ -	
11	<b>Grand Total:</b>	\$ 8,428		
12	<b>Total Program Costs*:</b>	\$ 8,428		
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>				

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Via telephone/email (list as appropriate):	By TEA staff person:
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County District Number or Vendor ID: 181950		Amendment #: 0	
<b>Supplies and Materials (6300)</b>			
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>	
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ 500	
2	<b>Grand Total:</b>	<b>\$ 500</b>	
3	<b>Total Program Costs*:</b>	<b>\$ 500</b>	
4	<b>Total Direct Admin Costs*:</b>		
<p>*Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum of these lines must equal the Grand Total (line 2); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>			

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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:		181950	Amendment #:		0
<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.	\$ 5,200		\$ -	
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>	<b>\$ 5,200</b>		<b>\$ -</b>	
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 2,094		\$ -	
11	<b>Grand Total:</b>	<b>\$ 7,294</b>		<b>\$ -</b>	
12	<b>Total Program Costs*:</b>	\$ 7,294			
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><a href="#">Forms to seek approval or document intent for applicable activities listed above are available on TEA's Forms for Prior Approval, Disclosure, and Justification page.</a></p>					

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

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

County District Number or Vendor ID: 181950		Amendment #: 0	
<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>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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County District Number or Vendor ID:		181950		Amendment #:		0	
<b>Capital Outlay (6600)</b>							
Description and Purpose		Quantity	Unit Cost	Grant Amount Budgeted			
<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	Grand Total (sum of all lines):			\$ -	\$ -		
15	Total Program Costs*:			\$ -			
16	Total Direct Admin Costs*:			\$ -			
*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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County District Number or vendor ID:		181950	Amendment #		0
Grant Period:	September 1, 2024 - August 31, 2025		Fund Code/ Shared Services Arrangement:	244/331	

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	\$ 55,215	\$ -	\$ 55,215	\$ -
2	Professional and Contracted Services	6200	\$ 8,428	\$ -	\$ 8,428	\$ -
3	Supplies and Materials	6300	\$ 500	\$ -	\$ 500	\$ -
4	Other Operating Costs	6400	\$ 7,294	\$ -	\$ 7,294	\$ -
5	Debt Service	6500	\$ -	\$ -	\$ -	\$ -
6	Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -
7	Total Direct Costs:		\$ 71,437	\$ -	\$ 71,437	\$ -
8	* Indirect Costs:			\$ 3,563		\$ -
9	Total of All Budgeted Costs :		\$ 71,437	\$ 3,563	\$ 75,000	\$ -
Total Administrative Cost Calculation						
11	Total Award Amount:				\$ 75,000	
12	Total Administration Cap per Program Guidelines (XX%)				0.05	
13	Maximum amount allowable for total administrative costs:				\$ 3,750	

*\*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 Services	6500				\$ -
6	Capital Outlay	6600				\$ -
7	<b>Total Direct Costs:</b>		\$ -	\$ -	\$ -	\$ -
8	<b>Indirect Costs:</b>					\$ -
9	<b>Total Costs:</b>		\$ -	\$ -	\$ -	\$ -

<b>Shared Services Arrangement</b>						
10	6493	Payments to member districts of shared	\$ -	\$ -	\$ -	\$ -

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

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

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" document posted in the Amendment Submission Guidance section of the Grants Administration Division's Administering a Grant page to determine when an amendment is required for this grant. [https://tea.texas.gov/Finance\\_and\\_Grants/Administering\\_a\\_Grant.aspx](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.**