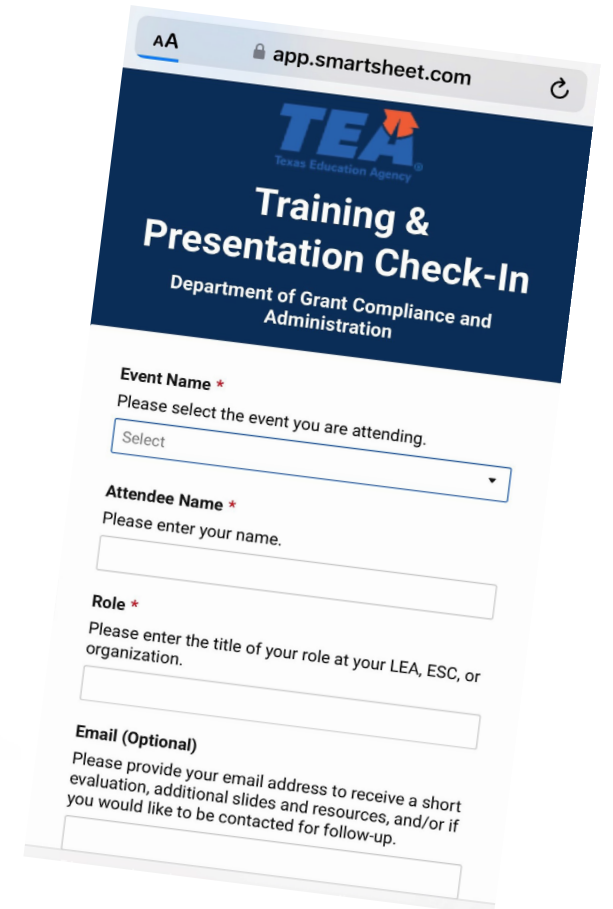


Welcome!  
We will begin  
shortly...  
Please check-in.



GA - Check-In



AA app.smartsheet.com

**TEA**  
Texas Education Agency

## Training & Presentation Check-In

Department of Grant Compliance and Administration

**Event Name \***  
Please select the event you are attending.

**Attendee Name \***  
Please enter your name.

**Role \***  
Please enter the title of your role at your LEA, ESC, or organization.

**Email (Optional)**  
Please provide your email address to receive a short evaluation, additional slides and resources, and/or if you would like to be contacted for follow-up.

A background photograph of a young man in a brown and black jacket and blue jeans standing in a field, looking at several brown and white speckled cows behind a wire fence. The scene is outdoors with trees in the background.

# 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21<sup>st</sup> Century Grant Application

## Reminder

- Please submit questions using the Q&A feature.
- Please submit technical issues using the Chat feature.

# Legal Disclaimer

This presentation is intended for informational and guidance purposes only. The content in this presentation reflects the Texas Education Agency's current understanding of statute and applicable federal guidance and is subject to change.

This presentation does not constitute legal advice. Entities are advised to consult with their own legal counsel before taking any action based on the information and guidance provided herein.

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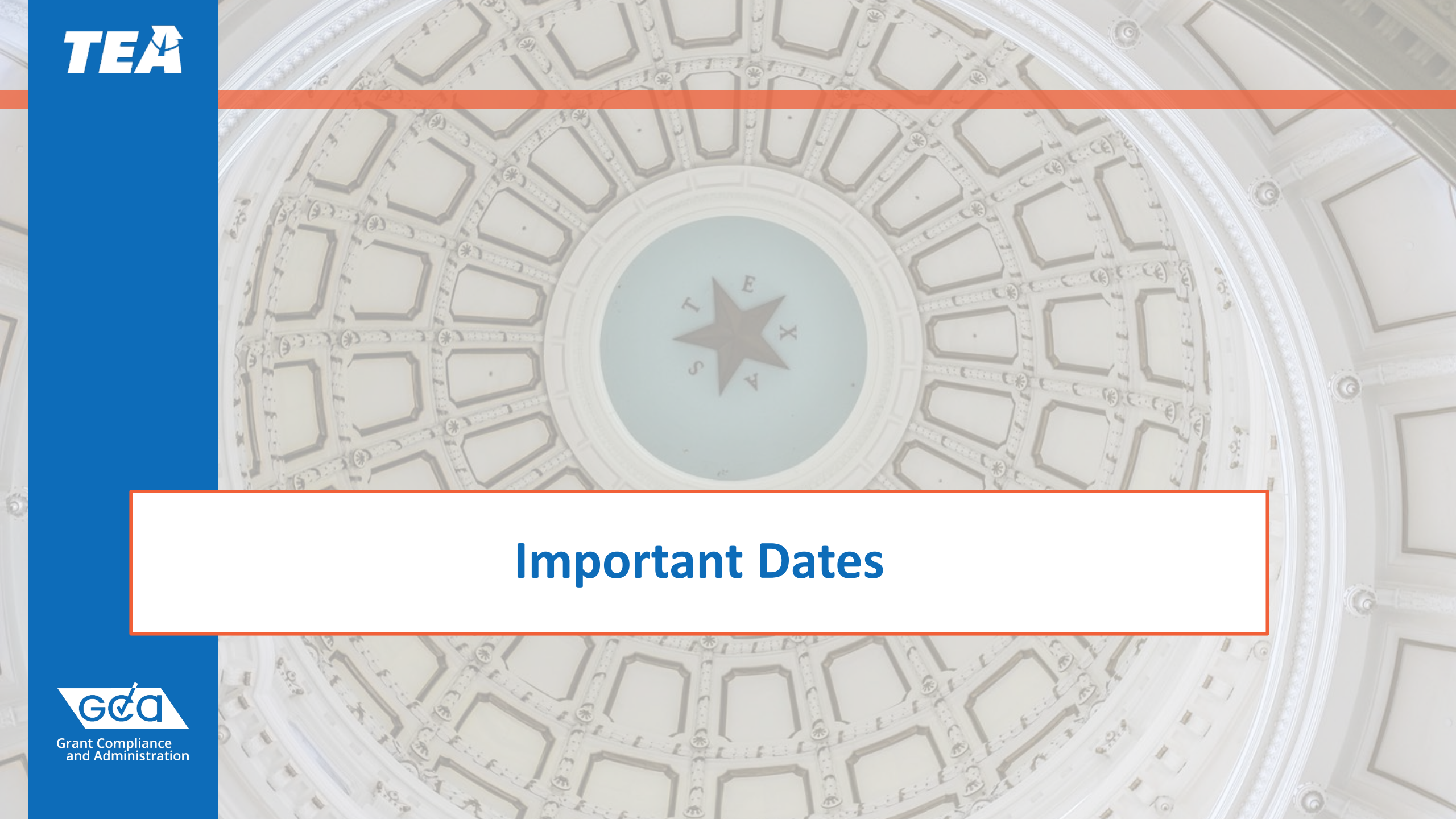
# Legal Disclaimer - Artificial Intelligence

TEA prohibits third-party recordings of its grants-related trainings. This prohibition includes the use of artificial intelligence (AI) services, summary services, language models, applications, interfaces, or assistants to attend, review or record trainings.

TEA further prohibits attendees from using the information in its grants-related trainings to train AI technologies. Any attendee who violates these prohibitions may be removed from the trainings and barred from future grants-related trainings.



1. Important Dates
2. Getting Ready
3. Accessing the Perkins V Application
4. SC5003 – Formula Grants Consolidated Schedule
5. ADC – Applicant Designation and Certification
6. Application General Information
7. Application Program Description
8. Application Budget
9. Submitting the Application
10. Resources
11. Helpful Reminders

The background of the slide is a high-angle, top-down view of the interior of the Texas State Capitol dome. The dome's ceiling is a complex, circular geometric pattern of octagons and hexagons. In the center is a circular medallion featuring a five-pointed star with the letters "T", "E", "X", "A", and "S" at its points. The entire image is overlaid with a semi-transparent orange horizontal band across the top and a white rectangular box with an orange border in the center containing the title.

# Important Dates

## Important Dates for the 2026-2027 Perkins V

| Document Type                                                            | Release Date      | Due Date          |
|--------------------------------------------------------------------------|-------------------|-------------------|
| SC5600 CLNA for School Systems                                           | February 17, 2026 | May 8, 2026       |
| SC5003-Formula Grants Consolidated Schedule                              | May 1, 2026       | September 3, 2026 |
| Perkins V ADC-Applicant Designation and Certification for School Systems | May 13, 2026      | September 3, 2026 |
| Perkins V eGrants Application                                            | June 12,2026      | September 3, 2026 |

The 2026-2027 Planning Amounts for school systems are available on the TEA website at [Grant Allocations and Award Balances](#).



A photograph of a marching band in uniform, consisting of dark blue jackets with yellow and white diagonal stripes, and tall black hats with plumes. They are playing brass instruments on a green field with bleachers in the background. An orange horizontal bar is positioned above the title box.

## Getting Ready

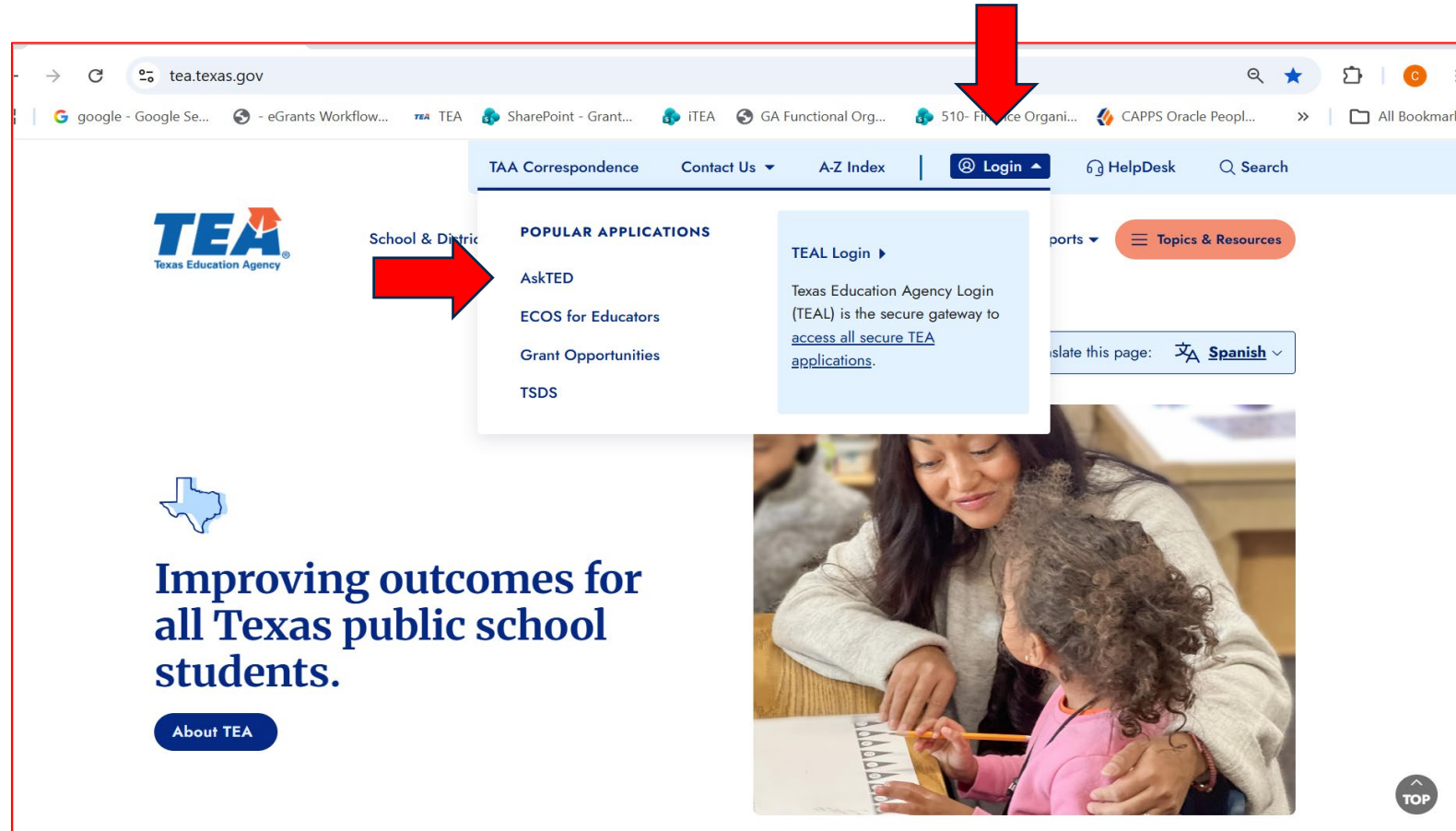
# Getting Ready Checklist

1. Update information in AskTED
2. Verify access to TEAL and eGrants
3. Coordinate with others
4. Have a copy of your most recently approved application available
5. Update eGrants Contacts

**Reminder:**

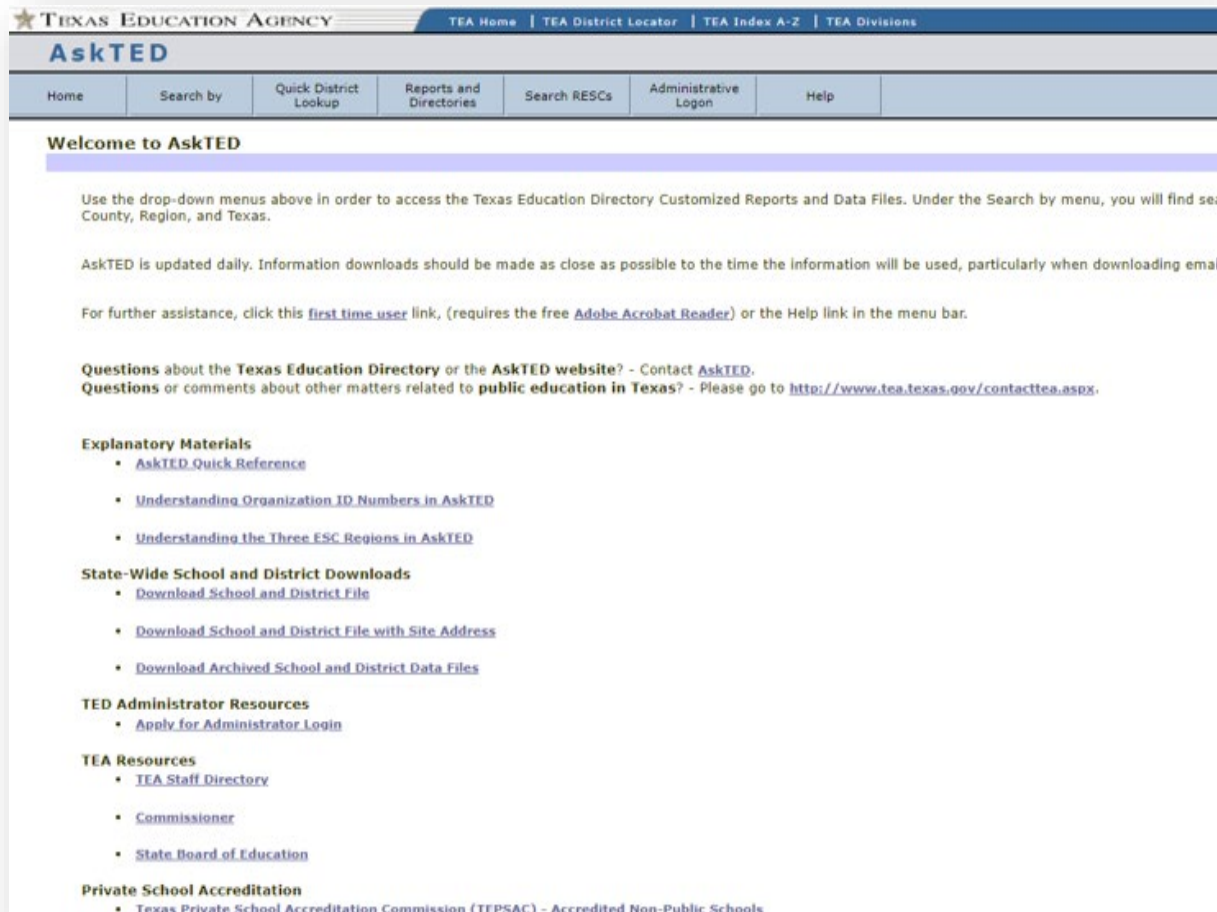
- Use Chrome as your Internet browser

# Updating AskTED Information



You can access AskTED from the Login button at the top of TEA's homepage.

# AskTED Homepage



The screenshot shows the AskTED homepage with the following structure:

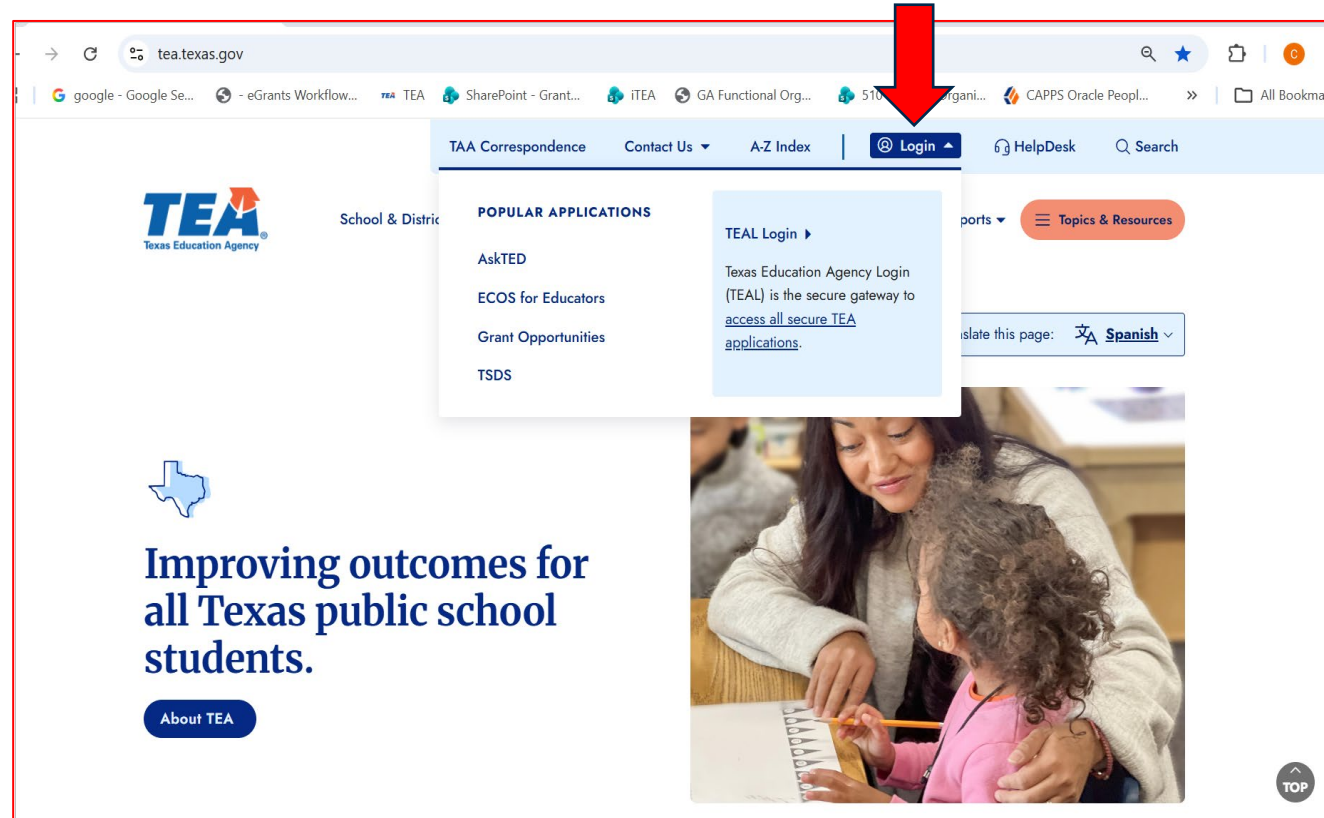
- Header:** TEXAS EDUCATION AGENCY | TEA Home | TEA District Locator | TEA Index A-Z | TEA Divisions
- AskTED Title:** AskTED
- Navigation Bar:** Home | Search by | Quick District Lookup | Reports and Directories | Search RESCs | Administrative Logon | Help
- Welcome to AskTED:**
  - Use the drop-down menus above in order to access the Texas Education Directory Customized Reports and Data Files. Under the Search by menu, you will find search by County, Region, and Texas.
  - AskTED is updated daily. Information downloads should be made as close as possible to the time the information will be used, particularly when downloading email addresses.
  - For further assistance, click this [first time user](#) link, (requires the free [Adobe Acrobat Reader](#)) or the Help link in the menu bar.
  - Questions about the Texas Education Directory or the AskTED website? - Contact [AskTED](#).
  - Questions or comments about other matters related to public education in Texas? - Please go to <http://www.tea.texas.gov/contacttea.aspx>.
- Explanatory Materials:**
  - [AskTED Quick Reference](#)
  - [Understanding Organization ID Numbers in AskTED](#)
  - [Understanding the Three ESC Regions in AskTED](#)
- State-Wide School and District Downloads:**
  - [Download School and District File](#)
  - [Download School and District File with Site Address](#)
  - [Download Archived School and District Data Files](#)
- TED Administrator Resources:**
  - [Apply for Administrator Login](#)
- TEA Resources:**
  - [TEA Staff Directory](#)
  - [Commissioner](#)
  - [State Board of Education](#)
- Private School Accreditation:**
  - [Texas Private School Accreditation Commission \(TEPSAC\) - Accredited Non-Public Schools](#)

Once on the AskTED screen review your School System's information.

- Check and update campus information.
- Check and update campus grade span.
- Check and update other school system information.
- If updates need to be made, contact your district's AskTED Administrator

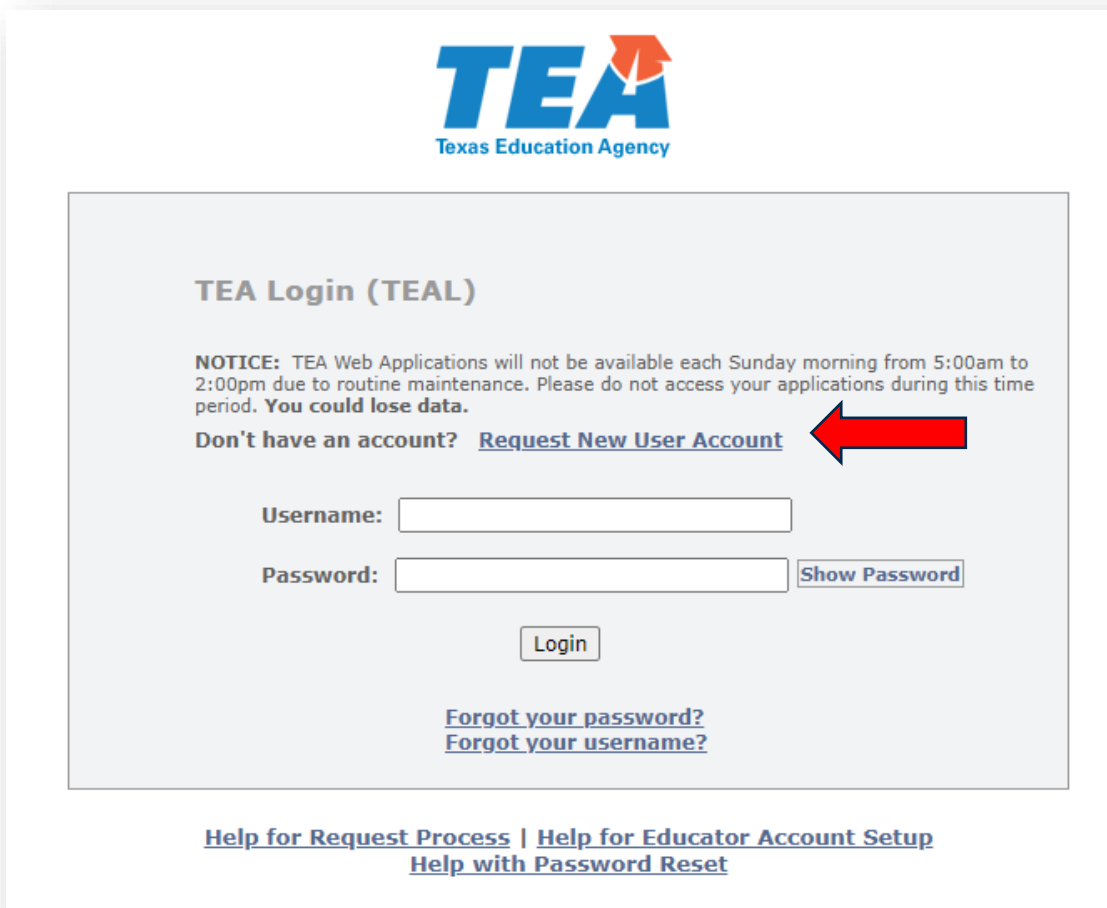


# TEA Login (TEAL)



You can access TEAL from the Login button at the top of TEA's homepage.

# Request New User Account



**TEA**  
Texas Education Agency

**TEA Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Login](#)

[Forgot your password?](#)  
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)  
[Help with Password Reset](#)

- You can log in from the TEAL login screen

Or

- Request New User Account

# Request New User Account, Continued

From TEAL you can request access to many systems.

|                                                 |             |                       |
|-------------------------------------------------|-------------|-----------------------|
| <b>eGrants</b><br>Electronic Grants             | <b>TEAL</b> | Request Access Online |
| <b>ER</b><br>Expenditure<br>Reports             | <b>TEAL</b> | Request Access Online |
| <b>Texas Education<br/>Directory<br/>AskTED</b> | <b>TEAL</b> | Request Access Online |

# eGrants Roles and Privileges

|                         | Contacts                     | Compliance Reports                   | Grants                                                          | Special Collections                  | Document Library     |
|-------------------------|------------------------------|--------------------------------------|-----------------------------------------------------------------|--------------------------------------|----------------------|
| Grantee Official        | View, Create, Edit, and Save | View, Create, Edit, Save, and Submit | Delete Draft, View, Create, Edit, Save, and Submit              | View, Create, Edit, Save, and Submit | Search and View Only |
| Grantee Manager         | View, Create, Edit, and Save | View, Create, Edit, Save, and Submit | View, Create, Edit, Save, and Submit<br>Negotiated Applications | View, Create, Edit, Save, and Submit | Search and View Only |
| Grantee Staff           | View, Create, Edit, and Save | View, Create, Edit, and Save         | View Only                                                       | View, Create, Edit, and Save         | Search and View Only |
| Grantee Writer / Editor | View, Create, Edit, and Save | View, Create, Edit, and Save         | View, Create, Edit, and Save                                    | View Only                            | Search and View Only |
| Grantee Viewer          | View Only                    | View Only                            | View Only                                                       | View Only                            | Search and View Only |



# Coordinate with Others



- ESSA and SPED Staff
- Business Office Staff
- Those involved with Comprehensive Needs Assessment
- Fiscal Agents/Member Districts
- PNP
- Others?

# Currently Approved Copy of Application

SA#: PERKAA26

2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century Instructions

General Information  
GS2300 - Negotiation Comments and Confirmation

Part 1: General Comments

General Comments (TEA Use Only)

Part 2: Negotiation Items

This schedule is for TEA to document any required changes and communications to the applicant in the event this application requires negotiation. It will also require applicants to acknowledge that they have made the changes requested.

Applicants: For all negotiation notes below, please make the requested changes in the grant application itself.

- Please do check the "Change Completed" box.
- Please do not enter information in the "Grantee Comments" section, unless you are specifically instructed to do so.

Negotiation Items

1. Date: 09/24/2025 Schedule: PS3012

TEA Negotiation Note:

PS3012- Local Application--

Please provide more information on how the school system will address the findings that were entered on Part 1, question #1 of the PS3012.

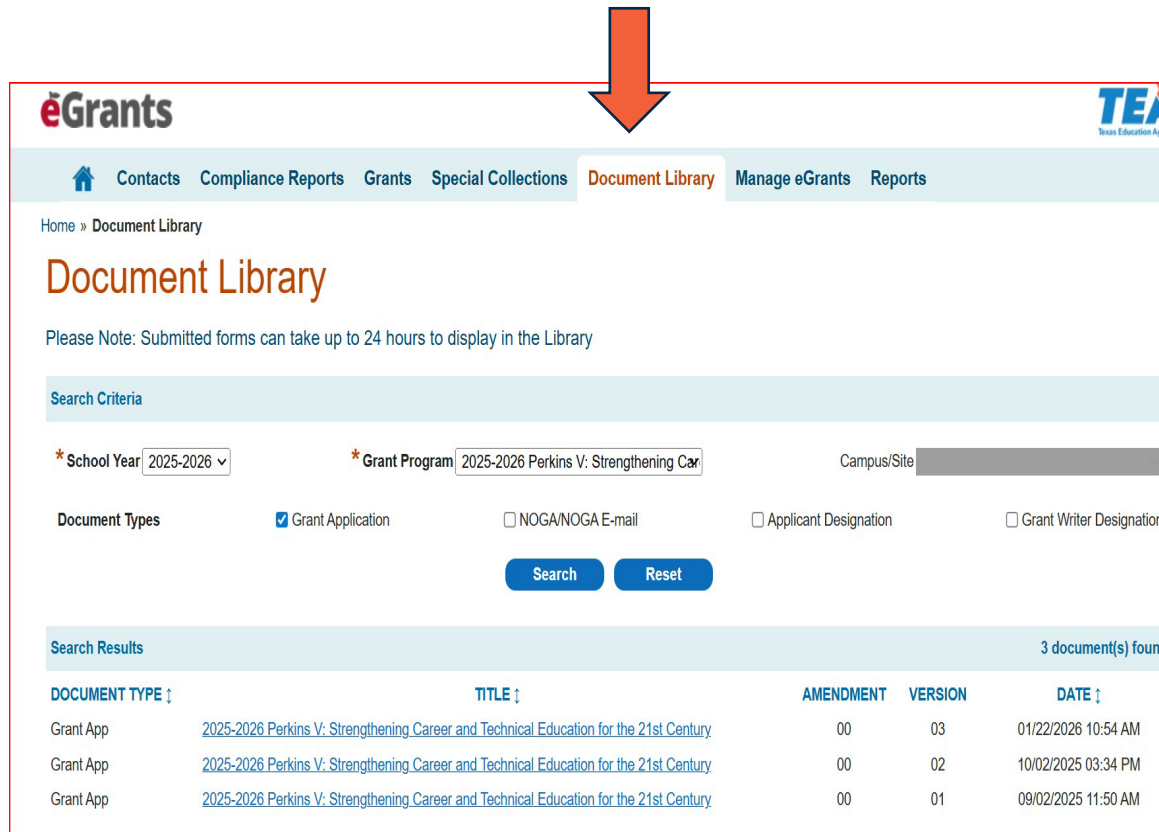
Thank you!

Grantee Comments: LEA Completed Change

Add Row Delete Row

- Use the most currently approved application as a reference to avoid re-negotiating the same items year to year.

# How to Find Currently Approved Copy of Application



**eGrants**

Home » Document Library

## Document Library

Please Note: Submitted forms can take up to 24 hours to display in the Library

**Search Criteria**

\* School Year: 2025-2026  
\* Grant Program: 2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century  
Campus/Site: [Empty]

**Document Types**

☒ Grant Application  
☐ NOGA/NOGA E-mail  
☐ Applicant Designation  
☐ Grant Writer Designation

**Search** **Reset**

**Search Results** 3 document(s) found

| DOCUMENT TYPE ↑ | TITLE ↑                                                                                                | AMENDMENT | VERSION | DATE ↑              |
|-----------------|--------------------------------------------------------------------------------------------------------|-----------|---------|---------------------|
| Grant App       | <a href="#">2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century</a> | 00        | 03      | 01/22/2026 10:54 AM |
| Grant App       | <a href="#">2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century</a> | 00        | 02      | 10/02/2025 03:34 PM |
| Grant App       | <a href="#">2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century</a> | 00        | 01      | 09/02/2025 11:50 AM |

- Locate the currently approved application in the eGrants Document Library
- Select the appropriate School Year, Grant Program and Document Type
- Select Search

# Updating eGrants Contacts

Organization Name:
Region:
CDN:
Vendor ID:
GO





[Contacts](#)
[Compliance Reports](#)
[Grants](#)
[Special Collections](#)
[Document Library](#)
[Manage eGrants](#)
[Reports](#)

## Critical Events

Critical Events Within Next 30 Days – Note: Applications and Reports must be submitted by 5:00 PM Central Time on the date specified.

Events noted with  are due within 5 days.

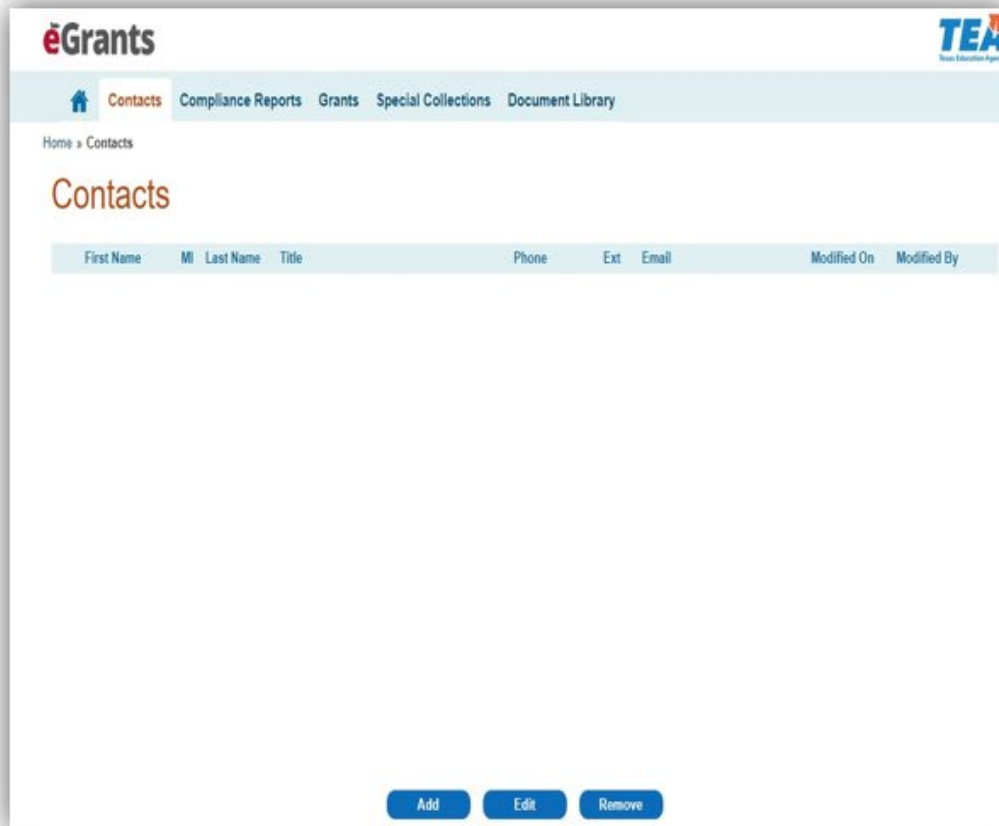
[TEA System Messages](#)

| Grant Program                                          | Event | Grant Description | Date |
|--------------------------------------------------------|-------|-------------------|------|
| No Critical Events are scheduled for the next 30 days. |       |                   |      |

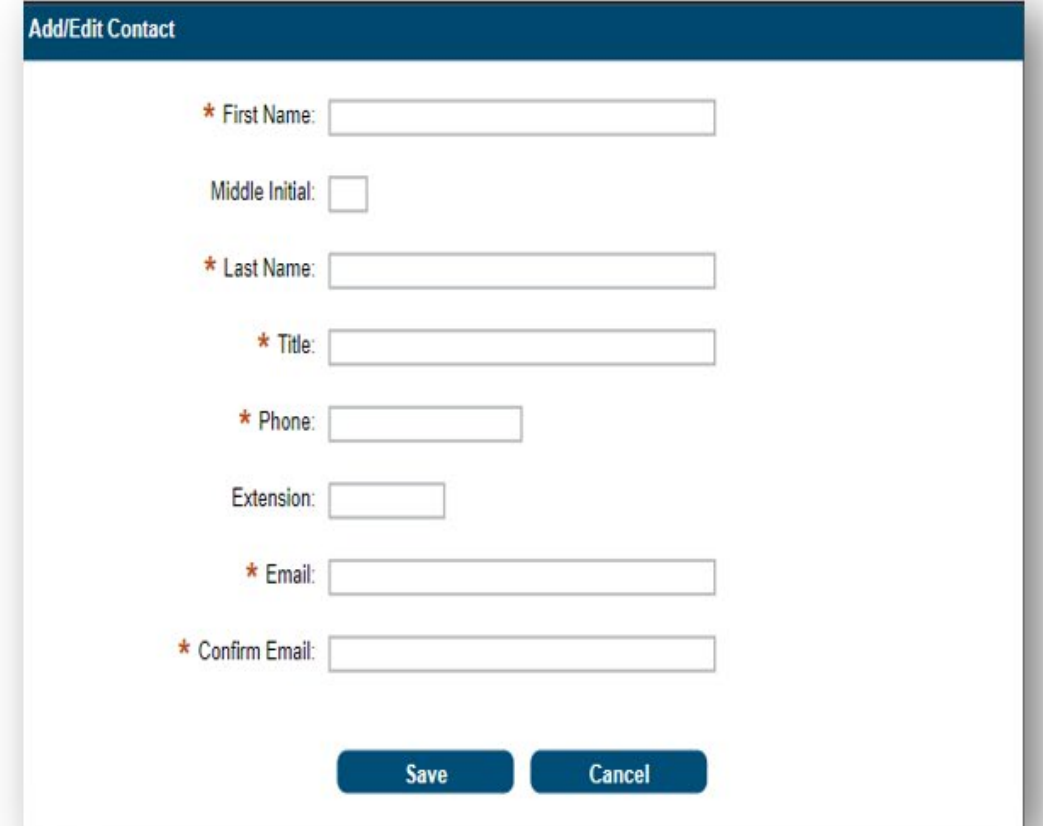
## Grant Opportunities

Grant Overview, Contacts, Calendar of Events, Program Guidelines

# Adding, Editing, or Removing an eGrants Contact



The screenshot shows the 'eGrants' application interface. At the top, there's a navigation bar with 'Contacts' selected. Below it, a breadcrumb trail reads 'Home > Contacts'. The main heading is 'Contacts'. A table with columns 'First Name', 'MI', 'Last Name', 'Title', 'Phone', 'Ext', 'Email', 'Modified On', and 'Modified By' is present but empty. At the bottom, there are three buttons: 'Add', 'Edit', and 'Remove'.



The screenshot shows the 'Add/Edit Contact' form. It includes the following fields:

- \* First Name:
- Middle Initial:
- \* Last Name:
- \* Title:
- \* Phone:
- Extension:
- \* Email:
- \* Confirm Email:

At the bottom, there are two buttons: 'Save' and 'Cancel'.

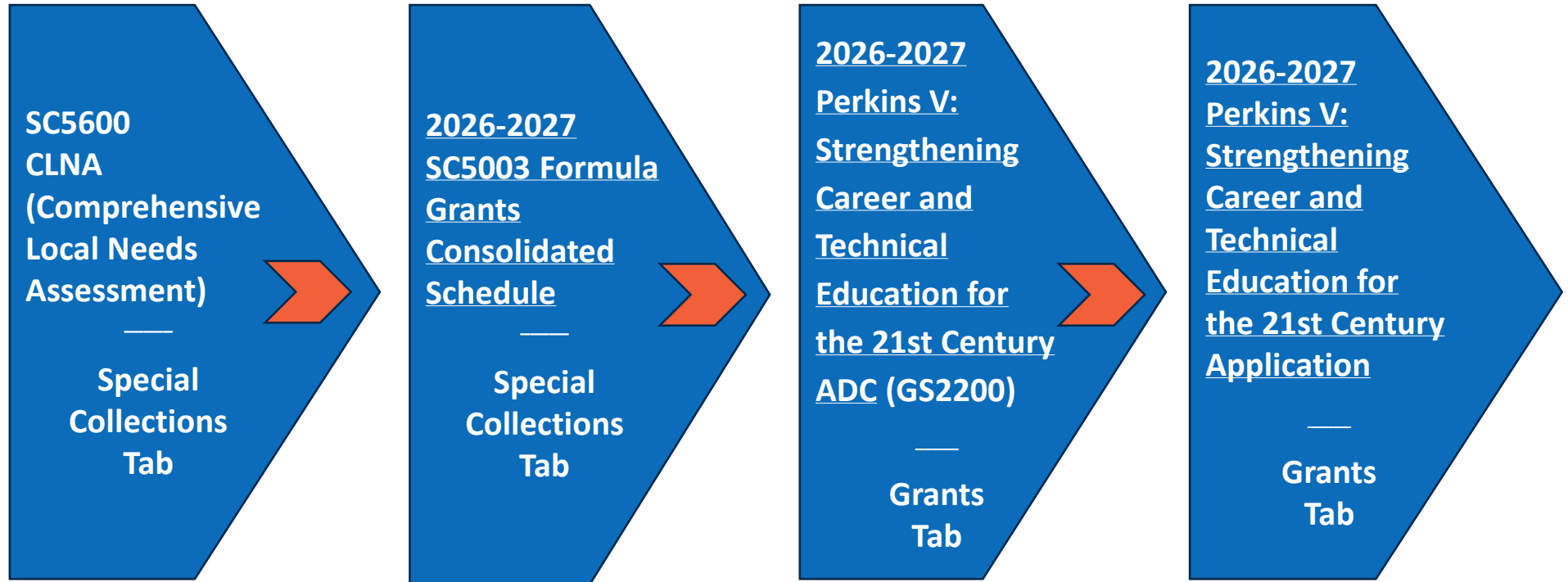
• [How to Add, Edit, or Remove Contacts in eGrants](#)



A background image showing a group of diverse students in a classroom setting, smiling and looking at a laptop screen. The image is slightly blurred to emphasize the text overlay.

## Accessing the Perkins V Application

# Accessing the Perkins V Application



This year, the SC5600 CLNA must be submitted. It must be submitted before the ADC can be completed. Access the SC5600 CLNA through the Special Collections Tab.

A background image showing two students working on a computer. One student, wearing glasses and a yellow wristband, is using a screwdriver to open a computer case. The other student, with curly hair, is also working on the computer. The image is slightly faded and has a blue overlay on the left side.

## SC5003 – Formula Grants Consolidated Schedule



### TEA Login (TEAL)

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Forgot your password?](#)  
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)  
[Help with Password Reset](#)



# Selecting the Appropriate User Role

eGrants

[ESC Viewer](#) [Add/Modify Access](#)

[Grantee Manager](#)  
PASADENA ISD (101917)  
Vendor ID: 1746001850

[Grantee Official](#)  
PASADENA ISD (101917)  
Vendor ID: 1746001850

[Grantee Staff](#)  
PASADENA ISD (101917)  
Vendor ID: 1746001850

[Grantee Viewer](#)  
PASADENA ISD (101917)  
Vendor ID: 1746001850

[Grantee Writer/ Editor](#)  
PASADENA ISD (101917)  
Vendor ID: 1746001850

- Access the eGrants Application by selecting the appropriate role.

# Accessing the SC5003



The screenshot shows the eGrants Special Collections page. A large orange arrow points down to the 'Special Collections' tab in the navigation bar. Another orange arrow points to the first row of the table, which is highlighted in light blue.

**eGrants** 

[Home](#) [Contacts](#) [Compliance Reports](#) [Grants](#) **Special Collections** [Document Library](#) [Manage eGrants](#) [Reports](#)

Home » Special Collections

## Special Collections

| Special Collection Description                                        | Grant                                                                                  | Status    | Due Date   | ID                  |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------|------------|---------------------|
| <a href="#">2026-2027 SC5003 Formula Grants Consolidated Schedule</a> | 2026-2027 Data Collections for Federal Funding                                         | Available | 09/03/2026 | 004022-033681-00-01 |
| <a href="#">2026-2027 SC5600 Comprehensive Local Needs Assessment</a> | 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century | Available | 05/08/2026 | 004010-033681-00-01 |



# SC5003 – Formula Grants Consolidated Schedule – Part 1

**SC5003**  
**SC5003 - Formula Grants Consolidated Schedule**

**Part 1: Equitable Access and Participation** Help

Indicate below whether any barriers exist to equitable access and participation for any groups that receive services funded by ESSA, Perkins or Special ED grants.

☐ The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by any grant within this application.

☒ Barriers exist to equitable access and participation for the following groups receiving services funded by any grant within this application, as described below.

| Barriers                               |                       |
|----------------------------------------|-----------------------|
| Group                                  | Description           |
| 1. <input type="checkbox"/> Students ▼ | Learning Disabilities |
| 2. <input type="checkbox"/> Students ▼ | Visual Impairments    |
| 3. <input type="checkbox"/> Students ▼ | Hearing Impairments   |

Add Line Remove Line

- All three grant programs, SPED, ESSA, and Perkins, will need to include any barriers to equitable access and participation for groups receiving services.

# SC5003 – Formula Grants Consolidated Schedule – Part 2

- All three grant programs, SPED, ESSA, and Perkins will need to review the General and Specific Guidelines, Provisions and Assurances, and Lobbying Certification.

## Part 2: Guidelines, Provisions and Assurances, and Certifications

### A. General Guidelines, Provisions and Assurances, and Lobbying Certificate

|                                   |
|-----------------------------------|
| General and Fiscal Guidelines     |
| General Provisions and Assurances |
| Debarment and Suspension          |

1. Does this organization spend non-federal funds on lobbying activities?  
☒ No. If selected, continue to Section B.  
☐ Yes. If selected, complete items 2 and 3 below.

2. Select the appropriate program(s) for the Lobbying Certification.  
☐ ESSA ☐ Perkins ☐ Special Education (Federal)

3. The Lobbying Certification should be attached to the selected grant application(s) during original submission. Instructions for completing and attaching the [Disclosure of Lobbying Activities](#) form.

- Print and sign the form.
- Scan the signed form and save it to your desktop.
- Click the **Attach Files** on the Table of Contents page of each applicable eGrant application to attach your signed form.

Lobbying Certification

### B. Program Specific Guidelines and Provisions and Assurances

| ESSA                                       | Perkins                                    | Special Education (Federal)                | Special Education (State)                  |
|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Program Guidelines                         | Program Guidelines                         | Program Guidelines                         | Program Guidelines                         |
| Program Specific Provisions and Assurances | Program Specific Provisions and Assurances | Program Specific Provisions and Assurances | Program Specific Provisions and Assurances |

# Certifying the SC5003

## Part 3: Certification and Incorporation

### Certification and Incorporation Statement

I hereby certify that the information contained in this Special Collections Report is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to submit this data. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations; application guidelines and instructions; provisions, assurances, and certification requirements; and the schedule submitted. It is understood by the applicant that this application constitutes an offer and, if accepted by the Texas Education Agency or renegotiated to acceptance, will form a binding agreement.

### Authorized Official

Select Contact:  or [Add New Contact](#)

|                     |                 |                                  |                            |
|---------------------|-----------------|----------------------------------|----------------------------|
| First Name: Valerie | Middle Initial: | Last Name: Briseno               | Title: Executive Secretary |
| Phone: 713-740-0267 | Ext: 70267      | E-Mail: vbriseno@pasadenaisd.org |                            |

### Submitter Information

|                                   |                                              |
|-----------------------------------|----------------------------------------------|
| First Name: Pasadena              | Last Name: eGrantsUser                       |
| Approval ID: pasadena.egrantsuser | Submit Date and Time: 05/08/2024 10:28:36 AM |

[Back](#)[Printable Version](#)[Save](#)[Certify and Submit](#)

A background photograph showing two students in a workshop. A male student in a grey and blue shirt and safety glasses is using a tool to work on a tire mounted on a red machine. A female student in a black shirt and safety glasses is observing him. The machine has a pressure gauge and various mechanical components. In the background, there are other workshop items, including a green Bosch machine and a tire on a stand.

## GS2200: Applicant Designation and Certification (ADC)

# GS2200 Minimum \$15,000 Requirement

- School Systems with an entitlement amount less than \$15,000 must join an SSA **or** submit a waiver form to apply independently.
- If you choose to submit a waiver, contact the negotiator for your region for this form. It must be attached with your application.
- How the ADC is completed will be determined by whether the grantee joins an SSA or applies independently



# The ADC - Part 1

Amendment #: 00  
Version #: 01

**GS2200**  
**GS2200 - Applicant Designation and Certification**

Part 1: Designation

Copy Prior Year Data

| Designation        |                                  |                              |                       |                        |                                                                                                            |
|--------------------|----------------------------------|------------------------------|-----------------------|------------------------|------------------------------------------------------------------------------------------------------------|
| Funding Source     | Apply on Own                     | Apply as Fiscal Agent of SSA | Not Apply at All      | Apply as Member of SSA | Select a Fiscal Agent <i>only</i> if you selected "Apply as Member of SSA".                                |
|                    |                                  |                              |                       |                        | Designated Fiscal Agent Name (Entity Name)                                                                 |
| 1. 24-25 Perkins V | <input checked="" type="radio"/> | <input type="radio"/>        | <input type="radio"/> | <input type="radio"/>  | <div style="display: flex; justify-content: space-between;"> <span>Select One</span> <span>▼</span> </div> |

\*Allocation amount(s) are posted at <https://tea.texas.gov/finance-and-grants/grants/grants-administration/applying-for-a-grant/entitlements>

The ADC (GS2200) is the Applicant Designation and Certification Form.

In Part 1, select the appropriate designation:

- Apply on Own (NOGA is awarded to applicant, funds go to applicant)
- Apply as Fiscal Agent of SSA
- Not Apply at All
- Apply as Member of SSA. (NOGA is not awarded to the applicant. Funds go to the Fiscal Agent)

The ADC Designation must match the CLNA Designation

# The ADC - Part 2

## Part 2: Certification and Incorporation

### Certification and Incorporation Statement (Only the legally responsible party may submit this report.)

I understand that the designation selected above will remain in effect for the duration of the project period for the program(s) as specified.

I certify that to the best of my knowledge, the information contained in this form is correct and complete and that I am authorized to file this certification on behalf of the applicant organization.

A single organization applying for any grant program on its own certifies the designation as an individual applicant for the program(s) specified in this designation form. For each member of a Shared Services Arrangement (SSA), the member certifies its agreement to participate in an SSA, as stated for the program(s) specified in this designation form. For each organization registering as a fiscal agent, the organization certifies its agreement to act as fiscal agent for the SSA as stated for the program(s) specified in this designation form.

If Apply as Member of SSA has been selected for any funding source, the designated fiscal agent is the administrative and fiscal agent for this project and is authorized to receive and expend funds for the conduct of this project on behalf of the members. The fiscal agent is accountable for all shared services arrangement activities and is therefore responsible for ensuring that all funds, including payments to members of shared services arrangements, are expended in accordance with applicable laws and regulations.

All participating organizations have entered into a written shared services agreement which describes the responsibilities of the fiscal agent and

SSA members, including the refund liability that may result from on-site monitoring or audits and the final disposition of equipment, facilities, and materials purchased for this project.

It is understood that the fiscal agent is responsible for the refund for any exceptions made as a result of on-site monitoring or audits; however, based on the SHARED SERVICES AGREEMENT, which must be on file with the fiscal agent for review, the fiscal agent may have recourse to the member organization(s) where the discrepancy(ies) occurred.

The authorized official has read and certifies agreement as stated above.

### Authorized Official

Select Contact:  or

|                     |                 |                                                                              |        |
|---------------------|-----------------|------------------------------------------------------------------------------|--------|
| First Name:         | Middle Initial: | Last Name:                                                                   | Title: |
| Phone: 503-927-0700 | Ext: 1032       | E-Mail: <a href="mailto:tdovelma@marshallsd.com">tdovelma@marshallsd.com</a> |        |

### Submitter Information

|              |                       |
|--------------|-----------------------|
| First Name:  | Last Name:            |
| Approval ID: | Submit Date and Time: |

## In Part 2, the Authorized Official

- reviews the Certification and Incorporation Statement,
- enters the Authorized Official Information by accessing the Select Contact dropdown menu,
- selects the Certify and Submit button to send to TEA.

A large background image showing a group of cheerleaders and young students on a football field. The cheerleaders are wearing white and blue uniforms with large letters on their chests. The students are wearing white t-shirts with red text that says "Let's Go! Coronado 2014". They are all cheering with their arms raised in the air. The background shows a large crowd of spectators in the bleachers.

# Application General Information



# GS2100 Applicant Information

SAS#: PERKAA26

2025-2026 Perkins V: Strengthening Career and Technical Education for the 21st Century

General Information  
GS2100 - Applicant Information

**Part 1: Organization Information**

**A. Applicant**

Organization Name:

Mailing Address Line 1:

Mailing Address Line 2:

City: State: Zip Code:

**B. Unique Entity Identifier (SAM)**

UEI (SAM):

**Part 2: Applicant Contacts**

**A. Primary Contact** Select Contact:  or

First Name: Initial: Last Name:

Title:

Telephone: Ext.: E-Mail:

**B. Secondary Contact** Select Contact:  or

First Name: Initial: Last Name:

Title:

Telephone: Ext.: E-Mail:

## Part 1: Enter Applicant Information

**Part 2: Applicant Contacts**  
section requires two different contacts.

- Verify that email addresses and phone numbers are correct.
- The GS2100 can be updated at any time during the grant period without starting an amendment. It is important to keep the contact information up-to-date.



A background image showing a welder in profile, wearing a dark blue shirt and a protective welding mask. The welder is working on a metal structure, and a large spray of bright orange and yellow sparks is emanating from the point of contact. The scene is set in an industrial or workshop environment with various metal parts and equipment visible in the background.

# Application Program Description





**Marcette Kilgore**  
Statewide CTE Director



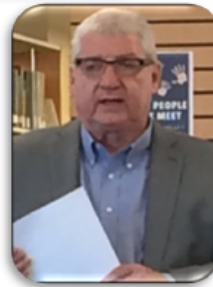
**Erica Bates**  
CTE Coordinator

**Career Clusters**  
-Education and Training  
-Hospitality and Tourism  
-Human Services



**Jennifer Bullock**  
CTE Coordinator

**Career Clusters**  
-Information Technology  
-Engineering  
-Manufacturing



**Dale Fowler**  
CTE Coordinator

**Career Clusters**  
-Business, Marketing and Finance  
-Law and Public Service



**Lacy Freeman**  
CTE Coordinator

**Career Clusters**  
-Arts, AV Technology and Communications  
-IBCs  
-Autocoding



**Les Hudson**  
CTE Coordinator

**Career Clusters**  
-Agriculture, Food & Natural Resources  
-Architecture and Construction  
-Energy



**William Phelps**  
CTE Coordinator

**Career Clusters**  
-Health Science  
-Transportation, Distribution and Logistics

# CTE Team Contact Information

| TEA CTE Team                      | Email Address                                                                      |
|-----------------------------------|------------------------------------------------------------------------------------|
| Erica Bates, CTE Coordinator      | <a href="mailto:erica.bates@tea.texas.gov">erica.bates@tea.texas.gov</a>           |
| Jennifer Bullock, CTE Coordinator | <a href="mailto:jennifer.bullock@tea.texas.gov">jennifer.bullock@tea.texas.gov</a> |
| Lacy Freeman, CTE Coordinator     | <a href="mailto:lacy.freeman@tea.texas.gov">lacy.freeman@tea.texas.gov</a>         |
| Les Hudson, CTE Coordinator       | <a href="mailto:les.hudson@tea.texas.gov">les.hudson@tea.texas.gov</a>             |
| Marcette Kilgore, CTE Director    | <a href="mailto:marcette.kilgore@tea.texas.gov">marcette.kilgore@tea.texas.gov</a> |
| William Phelps, CTE Coordinator   | <a href="mailto:william.phelps@tea.texas.gov">william.phelps@tea.texas.gov</a>     |

# PS3012 Local Application

| 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century                                                                                                                                                                                                     | Instructions |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Program Description<br>PS3012 - Local Application                                                                                                                                                                                                                                          |              |
| Part 1. Comprehensive Local Needs Assessment Results                                                                                                                                                                                                                                       |              |
| Summary and Use of Funds                                                                                                                                                                                                                                                                   |              |
| 1. Describe how you will address 3 to 5 findings that were identified through the analyses of the Comprehensive Local Needs Assessment. (Please reference Perkins supplemental data, work-based learning, and teacher retention, encompassed on the Comprehensive Local Needs Assessment.) |              |
| narrative, narrative                                                                                                                                                                                                                                                                       |              |
| 2. <input checked="" type="checkbox"/> Most recent State and LEA Perkins Performance Indicator data have been reviewed.                                                                                                                                                                    |              |
| 3. Explain how the LEA will use funds to develop and implement evaluations of CTE programs, including evaluations necessary to complete the Comprehensive Local Needs Assessment (one of the six required uses of funds).                                                                  |              |
| narrative, narrative                                                                                                                                                                                                                                                                       |              |

- Comprehensive Local Needs Assessments (CLNAs) must be completed every two years.
- This year, the *Copy Prior Year Data* button will not be available because this is the year for school systems to submit their CLNAs.
- Several questions have been revised in the 2026-2027 application. Be sure each response has been expressly written to provide the requested information.

2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century

[Instructions](#)Program Description  
PS3012 - Local Application

## Part 1. Comprehensive Local Needs Assessment Results

### Summary and Use of Funds

1. Describe how you will address 3 to 5 findings that were identified through the analyses of the Comprehensive Local Needs Assessment. (Please reference Perkins supplemental data, work-based learning, and teacher retention, encompassed on the Comprehensive Local Needs Assessment.)

narrative, narrative

2. ☒ Most recent State and LEA Perkins Performance Indicator data have been reviewed.

3. Explain how the LEA will use funds to develop and implement evaluations of CTE programs, including evaluations necessary to complete the Comprehensive Local Needs Assessment (one of the six required used of funds).

narrative, narrative

**The Instructions button will allow you to access detailed information on how to complete every part of every question in the PS3012 section.**

# PS3012 Local Application, Part 1

## Part 1. Comprehensive Local Needs Assessment Results

- **Describe** how you will address 3 to 5 findings that were identified through the analyses of the Comprehensive Local Needs Assessment. (Please reference Perkins supplemental data, work-based learning, and teacher retention, encompassed on the Comprehensive Local Needs Assessment.)
- **(Confirm by checking the box)** ☐ Most recent State and LEA Perkins Performance Indicator data have been reviewed.
- **Explain** how the LEA will use funds to develop and implement evaluations of CTE programs, including evaluations necessary to complete the Comprehensive Local Needs Assessment (one of the six required used of funds).



# PS3012 Local Application, Parts 2-7

**Part 2. Programs of Study Funding**

**Part 3. Career Exploration, Guidance, and Counseling  
Provided to All Students in the LEA**

**Part 4. Improve Academic and Technical Skills of CTE  
Students**

**Part 5. Special Populations and Non-Traditional Fields**

**Part 6. Work-Based Learning Opportunities**

**Part 7. Postsecondary Credit**

# PS3012 Local Application, Parts 8-9

## Part 8. Recruitment, Retention, and Training

## Part 9. Performance Gaps

- Hit "Save" at any point along the way and a list of errors will appear if the application has not been completed correctly.
- Work on the PS3012 can be saved and completed at a later time.
- Narratives are required. Do not include web addresses in the response fields as a substitute for narratives.
- Ensure that responses are appropriate for revised questions!

# PS3012 Errors and Warnings



## 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century

Due: 09/03/2026

Status: Draft

 [View Errors](#)

 No Attachments

 [View/Print](#)

 [Delete Draft](#)

 [Certify & Submit](#)

### Grant Resources

#### Table of Contents

| Description                                                                                                  | Required | Status   | Last Update         |
|--------------------------------------------------------------------------------------------------------------|----------|----------|---------------------|
|  <b>General Information</b> |          |          |                     |
| <a href="#">GS2100 - Applicant Information</a>                                                               | *        | Complete | 05/06/2026 03:06 PM |
|  <b>Program Description</b> |          |          |                     |
| <a href="#">PS3012 - Local Application</a>                                                                   | *        | Complete | 05/06/2026 03:11 PM |
| <a href="#">PS3350 - Accountability</a>                                                                      | *        | Complete | 05/06/2026 03:19 PM |

- The Table of Contents Page also includes a View Errors icon
- Select it and a list of Errors and Warnings will appear.
- All **Errors** must be corrected prior to submission.
- **Warnings** advise the applicant that there is a potential issue that may need to be resolved but the system will not prevent the applicant from submitting the application.

# PS3350 Accountability - Part A

## A. Perkins V Performance Measures

For each performance measure, data is provided from 2021-2022, 2022-2023, and 2023-2024.

On the right are two columns:

- Explain why the Actual % for 2023-2024 was less than the Statewide Target %
- Describe Strategies the LEA will use to improve CTE student performance

| 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century                            |                       |                       |                    |                |                                                                      |                                                                          | Instructions |
|-------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|--------------------|----------------|----------------------------------------------------------------------|--------------------------------------------------------------------------|--------------|
| Program Description<br>PS3350 - Accountability                                                                    |                       |                       |                    |                |                                                                      |                                                                          |              |
| Individual Applicant:                                                                                             |                       |                       |                    |                |                                                                      |                                                                          |              |
| A. Perkins V Performance Measures<br>(Perkins V baseline data can be accessed through the TEAL CTER Application). |                       |                       |                    |                |                                                                      |                                                                          |              |
| 2021-2022<br>Actual %                                                                                             | 2022-2023<br>Actual % | 2023-2024<br>Actual % | Statewide Target % | Local Target % | Explain why Actual % for 2023-2024 was less than Statewide Target %. | Describe strategies the LEA will use to improve CTE student performance. |              |
| 1. Four Year Graduation Rate - 1S1                                                                                |                       |                       |                    |                |                                                                      |                                                                          |              |
| 100.00%                                                                                                           | 93.75%                | 100.00%               | 97.69%             | 0.00%          |                                                                      |                                                                          |              |
| 2. Extended Graduation Rate - 1S2                                                                                 |                       |                       |                    |                |                                                                      |                                                                          |              |
| 91.70%                                                                                                            | 100.00%               | 93.75%                | 98.17%             | 0.00%          |                                                                      |                                                                          |              |
| 3. Academic Proficiency in Reading/Language Arts - 2S1                                                            |                       |                       |                    |                |                                                                      |                                                                          |              |

## A. Perkins V Performance Measures, continued

- If the columns on the right are grayed out, they do not have to be completed.
- If the columns on the right are not grayed out, a response is required.
  - (1) Explain why Actual % was less than Statewide Target %.
  - (2) Describe strategies the LEA will use to improve CTE student performance.

### Performance Measures

|                                                        |        |        |        |        |        |        |
|--------------------------------------------------------|--------|--------|--------|--------|--------|--------|
| 1. Four Year Graduation Rate - 151                     |        |        |        |        |        |        |
| 92.25%                                                 | 94.38% | 94.21% | 97.35% | 95.23% |        |        |
| 2. Extended Graduation Rate - 152                      |        |        |        |        |        |        |
| 98.75%                                                 | 94.88% | 95.71% | 97.88% | 98.88% |        |        |
| 3. Academic Proficiency in Reading/language Arts - 251 |        |        |        |        |        |        |
| 60.65%                                                 | 55.00% | 43.08% | 51.20% | 0.00%  | Target | Target |
| 4. Academic Proficiency in Mathematics - 252           |        |        |        |        |        |        |
| 78.00%                                                 | 78.30% | 64.41% | 78.15% | 0.00%  | Target | Target |



# PS3350 Accountability - Part B

- Describe district programs that are designed to enable students in special populations and students from different races, ethnicities, and genders to meet Perkins performance targets.
- Describe the process that will be used to evaluate and continuously improve the district's performance.

## B. Perkins Performance Description

1. Describe district programs that are designed to enable students in special populations and students from different races, ethnicities, and genders to meet Perkins performance targets.

2. Describe the process that will be used to evaluate and continuously improve the district's performance.

A background image showing several healthcare workers in a laboratory or clinical setting. They are wearing yellow protective gowns, white hairnets, and face masks. They are working at a table with various medical supplies, including syringes and vials. The image is slightly blurred, focusing on the workers in the foreground.

# Application Budget

## 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century

Due: 09/03/2026

Status: Draft

 [View Errors](#)

 [No Attachments](#)

 [View/Print](#)

 [Delete Draft](#)

 [Certify & Submit](#)

### Grant Resources

#### Table of Contents

| Description                                                                                           | Required | Status   | Last Update         |
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| <a href="#">GS2100 - Applicant Information</a>                                                        | *        | Complete | 05/06/2026 03:06 PM |
|  Program Description |          |          |                     |
| <a href="#">PS3012 - Local Application</a>                                                            | *        | Complete | 05/06/2026 03:11 PM |
| <a href="#">PS3350 - Accountability</a>                                                               | *        | Complete | 05/06/2026 03:19 PM |
|  Program Budget      |          |          |                     |
| <a href="#">BS6001 - Program Budget Summary and Support</a>                                           | *        | Complete | 05/07/2026 03:19 PM |
| <a href="#">BS6101 - Payroll Costs</a>                                                                | *        | Complete | 05/06/2026 03:28 PM |
| <a href="#">BS6201 - Professional and Contracted Services</a>                                         | *        | Complete | 05/07/2026 03:19 PM |
| <a href="#">BS6401 - Other Operating Costs</a>                                                        | *        | Complete | 05/06/2026 03:50 PM |
| <a href="#">BS6501 - Debt Services</a>                                                                | *        | Complete | 05/11/2026 01:26 PM |
| <a href="#">BS6601 - Capital Outlay</a>                                                               | *        | Complete | 05/07/2026 03:07 PM |
| <a href="#">BS6020 - Required Uses of Funds</a>                                                       | *        | Complete | 05/07/2026 03:15 PM |

# BS6001 Program Budget Summary

## Program Budget BS6001 - Program Budget Summary and Support

Statutory Authority: Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act, P.L. 115-224

### Part 1: Available Funding

[View List of SSA Members](#)

| Available Funding     |                                |
|-----------------------|--------------------------------|
| Description           | Carl D Perkins Technical Grant |
| 1. Fund/SSA Code      | 244                            |
| 2. Planning Amount    |                                |
| 3. Final Amount       | \$781,583                      |
| 4. Carryover          |                                |
| 5. Reallocation       |                                |
| Total Funds Available | \$781,583                      |

### Part 2: Budget Summary

| A. Budgeted Costs                       |                    |                                                               |
|-----------------------------------------|--------------------|---------------------------------------------------------------|
| Description                             | Class/ Object Code | Carl D Perkins Technical Grant                                |
| 1. Consolidated Administrative Funds    |                    | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2. Payroll Costs                        | 6100               | \$5,000                                                       |
| 3. Professional and Contracted Services | 6200               | \$50,000                                                      |
| 4. Supplies and Material                | 6300               | \$250,000                                                     |
| 5. Other Operating Costs                | 6400               | \$350,000                                                     |
| 6. Debt Services                        | 6500               |                                                               |
| 7. Capital Outlay                       | 6600               | \$100,000                                                     |
| 8. Operating Transfers Out              | 8911               |                                                               |
| Total Direct Costs                      |                    | \$755,000                                                     |
| 9. Indirect Costs                       |                    | \$26,583                                                      |
| Total Budgeted Costs                    |                    | \$781,583                                                     |
| Total Funds Available Minus Total Costs |                    | \$0                                                           |
| 10. Member Districts of SSA             | 6493               |                                                               |

## Part 1: Available Funding

(Note: Fund Code appears on Line 1.)

- Total Funds Available will auto populate. (Red arrow)
- For Perkins, there is only a final amount. There is no carryover. Reallocations will be entered by TEA when available.

## Part 2: Budget Summary,

### A. Budgeted Costs

- Enter Class Object Code totals. (Red bracket) Enter Indirect Costs if applicable.
- When no funds are budgeted, leave the field blank. Do not enter a zero.

# BS6001 Program Budget Summary, Continued

| C. Breakout of Direct Admin Costs                         |                    |                     |                    |             |
|-----------------------------------------------------------|--------------------|---------------------|--------------------|-------------|
| Enter amounts in Direct Admin Costs fields if applicable. |                    |                     |                    |             |
| Description                                               | Class/ Object Code | 2026-2027 Perkins V |                    |             |
|                                                           |                    | Program Costs       | Direct Admin Costs | Total Costs |
| 1. Payroll Costs                                          | 6100               |                     |                    |             |
| 2. Professional and Contracted Services                   | 6200               | \$4,031             |                    | \$4,031     |
| 3. Supplies and Material                                  | 6300               | \$32,000            |                    | \$32,000    |
| 4. Other Operating Costs                                  | 6400               | \$25,000            |                    | \$25,000    |
| 5. Debt Services                                          | 6500               |                     |                    |             |
| 6. Capital Outlay                                         | 6600               |                     |                    |             |
| 7. Operating Transfers Out                                | 8911               |                     |                    |             |
| Total                                                     |                    | \$61,031            |                    | \$61,031    |

- This bottom section of the BS6001 Program Budget Summary is used for Direct Administrative costs for each class/object code.
- If you are going to budget Direct Admin costs, they must be entered on this schedule first. Then they will auto-populate onto the class/object code schedules.
- Perkins V limits the amount of funds that may be budgeted to administer the program, including direct administrative costs and indirect costs, to no more than 5% of the total grant awarded.



# BS6101 Payroll Costs

## Program Budget BS6101 - Payroll Costs

### Part 1: Total Payroll Costs

| Payroll costs entered on BS6001 |                                           |
|---------------------------------|-------------------------------------------|
| Total Payroll Costs             | Carl D Perkins Technical Grant<br>\$5,000 |

### Part 2: Number and Type of Positions

| A. Administrative Support or Clerical Staff                       |                                |
|-------------------------------------------------------------------|--------------------------------|
| Position Type                                                     | Carl D Perkins Technical Grant |
| 1. Administrative support or clerical staff (integral to program) | 2                              |

| B. LEA Positions                                                        |                                |
|-------------------------------------------------------------------------|--------------------------------|
| Position Type                                                           | Carl D Perkins Technical Grant |
| 1. Professional staff                                                   | <input type="checkbox"/>       |
| 2. Paraprofessionals                                                    | <input type="checkbox"/>       |
| 3. Administrative support or clerical staff (paid by LEA indirect cost) | <input type="checkbox"/>       |

| C. Campus Positions                                                     |                                |
|-------------------------------------------------------------------------|--------------------------------|
| Position Type                                                           | Carl D Perkins Technical Grant |
| 1. Professional staff                                                   | <input type="checkbox"/>       |
| 2. Paraprofessionals                                                    | <input type="checkbox"/>       |
| 3. Administrative support or clerical staff (paid by LEA indirect cost) | <input type="checkbox"/>       |

### Part 3: Substitute, Extra-Duty, Benefits

| Substitute, Extra-Duty, Benefits                                                                                                                    |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1. For schoolwide personnel (includes staff salary, extra-duty pay/beyond normal hours, and substitutes for staff positions at schoolwide campuses) | <input type="checkbox"/>            |
| 2. Stipends and extra-duty pay/beyond normal hours for positions not indicated above                                                                | <input type="checkbox"/>            |
| 3. Substitutes for public and charter school teachers not indicated above                                                                           | <input checked="" type="checkbox"/> |
| 4. Incentive pay for positions not indicated above                                                                                                  | <input type="checkbox"/>            |

### Part 4: Confirmation of Payroll Requirements

| Confirmation of Payroll Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. <input checked="" type="checkbox"/> The grantee certifies the federally funded portion of this position and duties are reasonable, necessary, allowable and allocable under the applicable federal fund source. The grantee further certifies that it is in compliance with the federal supplement, not supplant provision applicable to each federal fund source. The grantee assures the grant-funded portion of this position and duties meet the purpose, goals, and objectives of the federal fund source. Documentation must be maintained locally by the grantee that clearly demonstrates the allowable and supplemental nature of the position, as required by each federal fund source, and will provide such documentation to TEA upon request. |  |

### Part 1: Total Payroll Costs

- The Total Payroll Costs line will auto populate with the payroll amount entered on BS6001 Budget Summary. (Red arrow)

### Part 2: Number and Type of Positions

#### Section A:

- Enter the number of Admin Support positions or Clerical Staff positions being charged to the grant. (Red rectangle)
- Use whole numbers, regardless of whether positions are full time or part time.
- Do not enter a dollar amount.

#### Sections 2B, 2C, and Part 3:

- Check the boxes for positions being charged to the grant.

# BS6201 Professional and Contracted Services

| Program Budget                                |  |
|-----------------------------------------------|--|
| BS6201 - Professional and Contracted Services |  |

## Part 1: Professional and Contracted Services

| Budgeted Costs                                               |                      |                                |
|--------------------------------------------------------------|----------------------|--------------------------------|
| Description                                                  | Class/Object Code    | Carl D Perkins Technical Grant |
| 1. Rental or Lease of Buildings, Space in Buildings, or Land | 6269                 |                                |
| 2. Consulting Services                                       | 6219<br>6239<br>6291 |                                |
| Subtotal Professional and Contracted Services Costs          |                      |                                |
| Remaining 6200 Costs That Do Not Require Specific Approval   |                      | \$50,000                       |
| Total Professional and Contracted Services Costs             |                      | \$50,000                       |



## Part 2: Direct Administrative Costs

| Enter amounts in direct Administrative Costs fields if applicable. |                      |                                |                    |             |
|--------------------------------------------------------------------|----------------------|--------------------------------|--------------------|-------------|
| Description                                                        | Class/Object Code    | Carl D Perkins Technical Grant |                    |             |
|                                                                    |                      | Program Costs                  | Direct Admin Costs | Total Costs |
| 1. Rental or Lease of Buildings, Space in Buildings, or Land       | 6269                 |                                |                    |             |
| 2. Professional and Consulting Services                            | 6219<br>6239<br>6291 |                                |                    |             |
| Total                                                              |                      |                                |                    |             |

## Part 3: Itemized Professional and Consulting Services

Part 3 Itemized Professional and Consulting Services (6219, 6239, 6291) is hidden because it does not apply to the funding source(s) for this grant application.

### Part 1:

The Total Professional and Contracted Services Costs line (Red arrow) will auto populate with the class/object code amount from BS6001 Budget Summary.

Line 1 of Part 1 is for budgeting rental or lease of buildings or space in buildings for long-term office space or use.

Renting temporary space for trainings or meetings is budgeted on *Remaining 6200 Costs That Do Not Require Specific Approval*.

Line 2 of Part 1 is for budgeting professional and consulting services, i.e. services paid on a fee basis, usually short-term, normally in areas that supplement the expertise of your organization.

For more information about correctly budgeting line items, see the **Budgeting Costs Guidance Handbook**

# BS6301 Supplies and Materials

- There is no BS6301 support schedule on the Perkins application.
- Supplies and Materials do not require specific approval.
- Simply budget the amount on the BS6001 Budget Summary.

# BS6401 Other Operating Costs

## 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century

### Program Budget BS6401 - Other Operating Costs

#### Part 1: Other Operating Costs

| Budgeted Costs                                                                                                                                                                                                               |                    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--|
| Description                                                                                                                                                                                                                  | Class/ Object Code |  |
| 1. Out-of-State Travel for Employees<br>LEA must keep documentation locally.                                                                                                                                                 | 6411               |  |
| 2. Educational Field Trips<br>LEA must keep documentation locally.                                                                                                                                                           | 6412<br>6494       |  |
| 3. Travel Costs for Officials such as Executive Director, Superintendent, or Board Members<br>Allowable only when such costs are directly related to the grant. If Out-of-State Travel, LEA must keep documentation locally. | 6411<br>6419       |  |
| 4. Hosting Conferences for Non-Employees<br>LEA must keep documentation locally.                                                                                                                                             | 64xx               |  |
| Subtotal Other Operating Costs                                                                                                                                                                                               |                    |  |
| Remaining 6400 Costs That Do Not Require Specific Approval                                                                                                                                                                   |                    |  |
| Total Other Operating Costs                                                                                                                                                                                                  |                    |  |

Please note:

Line 1 (Out-of-State Travel for Employees) LEA must keep documentation locally.

Line 2 (Educational Field Trips) LEA must keep documentation locally.

Lines 3-4 are unallowable for this grant.

In-state travel for employees is to be budgeted under Remaining 6400 Costs that do not require specific approval.

For justification forms, please see the TEA web page [Forms for Prior Approval, Disclosure, and Justification.](#)

# BS6501 - Debt Services

SAS# PERKAA25

2024-2025 Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Budget  
BS6501 - Debt Services

Instructions

Part 1: Subscription-Based Information Technology Arrangement (SBITA) and Capital Lease Liability Costs

Budgeted Costs

| Description                            | Class/ Object Code | 24-25 Perkins V |
|----------------------------------------|--------------------|-----------------|
| 1. SBITA Liability - Principal         | 6514               |                 |
| 2. SBITA Liability - Interest          | 6526               |                 |
| 3. Capital Lease Liability - Principal | 6512               |                 |
| 4. Capital Lease Liability - Interest  | 6522               |                 |
| 5. Interest on Debt                    | 6523               |                 |
| Total Debt Service Costs               |                    |                 |

Part 2: Description of SBITA

Subscription

1. SBITA Description:  Subscription Cost:

Fund Source:  Contract Start Date:  Contract End Date:

Add Item Delete Item

Part 3: Description of Property

Property

1. Property Description:  Property Value:

Fund Source:  Contract Start Date:  Contract End Date:

Add Item Delete Item

Back Printable Version Save

Instructions  
Button

- Subscription-Based Information Technology Arrangements (SBITAs) with terms greater than 12 months can be budgeted on the BS6501 – Debt Services schedule.
- SBITAs are an allowable cost in the Perkins V.
- Capital Lease Liability Costs, Lines 3 and 4, are not allowable.
- The Instructions for the schedule can be accessed via the *Instructions* button (the top, right corner of the schedule).



# BS6501 - Debt Services, Cont.

**Part 1: Subscription-Based Information Technology Arrangement (SBITA) and Capital Lease Liability Costs**

| Budgeted Costs                         |                    |                 |
|----------------------------------------|--------------------|-----------------|
| Description                            | Class/ Object Code | 23-24 Perkins V |
| 1. SBITA Liability - Principal         | 6514               | \$3,500         |
| 2. SBITA Liability - Interest          | 6526               | \$350           |
| 3. Capital Lease Liability - Principal | 6512               |                 |
| 4. Capital Lease Liability - Interest  | 6522               |                 |
| 5. Capital Lease - Debt                | 6523               |                 |
| Total Debt Service Costs               |                    | \$3,850         |

**Part 2: Description of SBITA**

**Subscription**

☐ 1. SBITA Description:  Subscription Cost:

Fund Source:  Contract Start Date:  Contract End Date:

**Part 3: Description of Property**

**Property**

☐ 1. Property Description:

Fund Source:  Contract Start Date:  Contract End Date:

- Part 1, Lines 1 and 2 -- Enter SBITA principal and interest costs that will be incurred during the grant period.
- Part 2: Description of SBITA -- Enter the total principal cost reflected on the contract for all years (life) of the contract, excluding interest. Also, enter the beginning and ending dates of the contract.

## What is Capital Outlay?

- Capital outlay includes equipment and capital assets.
- Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of
  1. the capitalization level established by the district
  - or
  2. \$10,000. ★ *Please remember that the capitalization level was increased from \$5,000 to \$10,000 in 2025.*
- It is important that you refer to the *Program Guidelines* to find out if certain costs are allowable or unallowable under the Perkins V.
- More information about capital outlay can also be found in the *Budgeting Costs Guidance Handbook* and the *Instructions* button on the BS6601 schedule.

# BS6601 Capital Outlay, Cont.

Perkins V: Strengthening Career and Technical Education for the 21st Century

Program Budget  
BS6601 - Capital Outlay

Part 1: Capital Expenditures

| Budgeted Costs                                                                                                                                                                      |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Description                                                                                                                                                                         | 24-25 Perkins V |
| 1. Library Books and Media (Capitalized and Controlled by Library)                                                                                                                  |                 |
| 2. Capital Expenditures for Additions, Improvements or Modifications to Capital Assets Which Materially Increase Their Value for Useful Life (not ordinary repairs and maintenance) |                 |
| 3. Furniture, Equipment, Vehicles or Software Costs for Items in Part 2                                                                                                             | \$39,690        |
| <b>Total Capital Outlay Costs</b>                                                                                                                                                   | <b>\$39,690</b> |

Part 2: Furniture, Equipment, Vehicles or Software

Items

1. Generic Description: 54" Printer/Cutter Number of Units: 1  
Fund Source: 24-25 Perkins V  
Describe how the item will be used to accomplish the objective of the program:

2. Generic Description: Floor Projector Number of Units: 1  
Fund Source: 24-25 Perkins V  
Describe how the item will be used to accomplish the objective of the program:

Add Item Delete Item

**All Capital Outlay requires specific approval.**

## Part 1: Capital Expenditures

- The Total Capital Outlay Costs line auto populates with the amount entered on BS6001 Budget Summary. (Red arrow)

## Part 2: Furniture, Equipment, Vehicles, or Software

- On the Generic Description lines, do not use brand names. Do not identify vendors.
- The grayed-out fields do not need to be completed.

# BS6020 Required Uses of Funds, Part 1

## Program Budget BS6020 - Required Uses of Funds

### Part 1: Total Budgeted Costs

**Budgeted costs entered on BS6001**

| Total Budgeted Costs* | Payroll (6100) | Professional and Contracted Services (6200) | Supplies and Materials (6300) | Other Operating Costs (6400) | Debt Service (6500) | Capital Outlay (6600) | Indirect Costs | Total Budgeted Costs |
|-----------------------|----------------|---------------------------------------------|-------------------------------|------------------------------|---------------------|-----------------------|----------------|----------------------|
|                       | \$5,000        | \$50,000                                    | \$250,000                     | \$350,000                    |                     | \$100,000             | \$26,583       | \$781,583            |

### Part 2: Required Uses of Funds

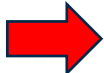
**A. Required Uses of Perkins Funds (Program Costs Plus Administration Costs)**

| Local Uses of Perkins Funds                                                                       | Payroll (6100) | Professional and Contracted Services (6200) | Supplies and Materials (6300) | Other Operating Costs (6400) | Debt Service (6500) | Capital Outlay (6600) | Subtotals        | %       |
|---------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------------------------|------------------------------|---------------------|-----------------------|------------------|---------|
| 1. Provide career exploration and career development activities                                   |                |                                             | \$20,000                      | \$50,000                     |                     | \$20,000              | \$90,000         | 11.92%  |
| 2. Provide professional development                                                               | \$5,000        |                                             | \$5,000                       | \$100,000                    |                     |                       | \$110,000        | 14.56%  |
| 3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations |                | \$25,000                                    | \$125,000                     | \$47,500                     |                     | \$55,000              | \$252,500        | 33.44%  |
| 4. Support integration of academic skills into CTE programs of study                              |                | \$25,000                                    | \$25,000                      | \$75,000                     |                     | \$5,000               | \$130,000        | 17.21%  |
| 5. Support integration of programs of study                                                       |                |                                             | \$75,000                      | \$75,000                     |                     | \$20,000              | \$170,000        | 22.51%  |
| 6. Evaluate Perkins-funded programs including CLNA                                                |                |                                             |                               | \$2,500                      |                     |                       | \$2,500          | 0.33%   |
| <b>Subtotals</b>                                                                                  | <b>\$5,000</b> | <b>\$50,000</b>                             | <b>\$250,000</b>              | <b>\$350,000</b>             |                     | <b>\$100,000</b>      |                  |         |
| Local Uses of Perkins Funds Subtotal<br>(Subtotal for % may not equal 100% due to rounding.)      |                |                                             |                               |                              |                     |                       | \$755,000        | 100.00% |
| Indirect Costs                                                                                    |                |                                             |                               |                              |                     |                       | \$26,583         |         |
| <b>Total Budgeted Costs</b>                                                                       |                |                                             |                               |                              |                     |                       | <b>\$781,583</b> |         |

**Part 1:**  
Class object code totals from BS6001, the Budget Summary, will auto populate in *Part 1: Total Budgeted Costs*.

# BS6020 Required Uses of Funds, Part 2

## Part 2: Required Uses of Funds



| A. Required Uses of Perkins Funds (Program Costs Plus Administration Costs)                       |                |                                             |                               |                              |                     |                       |           |         |
|---------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------------------------|------------------------------|---------------------|-----------------------|-----------|---------|
| Local Uses of Perkins Funds                                                                       | Payroll (6100) | Professional and Contracted Services (6200) | Supplies and Materials (6300) | Other Operating Costs (6400) | Debt Service (6500) | Capital Outlay (6600) | Subtotals | %       |
| 1. Provide career exploration and career development activities                                   | \$1,500        |                                             | \$1,100                       |                              |                     |                       | \$2,600   | 5.30%   |
| 2. Provide professional development                                                               | \$610          |                                             | \$0                           | \$500                        |                     |                       | \$1,110   | 2.26%   |
| 3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations | \$500          |                                             | \$2,000                       |                              |                     |                       | \$2,500   | 5.09%   |
| 4. Support integration of academic skills into CTE programs of study                              | \$24,595       |                                             | \$5,000                       |                              |                     |                       | \$29,595  | 60.34%  |
| 5. Support integration of programs of study                                                       | \$10,000       |                                             | \$1,841                       |                              |                     |                       | \$11,841  | 24.14%  |
| 6. Evaluate Perkins-funded programs including CLNA                                                | \$500          | \$900                                       | \$0                           |                              |                     |                       | \$1,400   | 2.85%   |
| Subtotals                                                                                         | \$37,705       | \$900                                       | \$9,941                       | \$500                        |                     |                       |           |         |
| Local Uses of Perkins Funds Subtotal<br>(Subtotal for % may not equal 100% due to rounding.)      |                |                                             |                               |                              |                     |                       | \$49,046  | 100.00% |
| Indirect Costs                                                                                    |                |                                             |                               |                              |                     |                       | \$0       |         |
| Total Budgeted Costs                                                                              |                |                                             |                               |                              |                     |                       | \$49,046  |         |



| B. Uses of State and Local Funds                                                                  |                |                                             |                               |                              |                     |                       |           |         |
|---------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------------------------|------------------------------|---------------------|-----------------------|-----------|---------|
| Uses of State and Local Funds                                                                     | Payroll (6100) | Professional and Contracted Services (6200) | Supplies and Materials (6300) | Other Operating Costs (6400) | Debt Service (6500) | Capital Outlay (6600) | Subtotals | %       |
| 1. Provide career exploration and career development activities                                   | \$114,000      |                                             |                               | \$1,000                      |                     |                       | \$115,000 | 19.27%  |
| 2. Provide professional development                                                               |                | \$9,852                                     |                               | \$7,000                      |                     |                       | \$16,852  | 2.82%   |
| 3. Provide the skills necessary to pursue careers in high-skill, high-wage, in-demand occupations | \$150,000      |                                             | \$4,000                       | \$4,000                      |                     |                       | \$158,000 | 26.48%  |
| 4. Support integration of academic skills into CTE programs of study                              | \$130,000      |                                             | \$5,000                       | \$8,000                      |                     |                       | \$143,000 | 23.96%  |
| 5. Support integration of programs of study                                                       | \$150,000      |                                             | \$5,431                       | \$419                        |                     |                       | \$155,850 | 26.12%  |
| 6. Evaluate Perkins-funded programs including CLNA                                                | \$7,907        |                                             |                               |                              |                     |                       | \$7,907   | 1.32%   |
| Subtotals                                                                                         | \$551,907      | \$9,852                                     | \$14,431                      | \$20,419                     |                     |                       |           |         |
| Uses of State and Local Funds Subtotal<br>(Subtotal for % may not equal 100% due to rounding.)    |                |                                             |                               |                              |                     |                       | \$596,609 | 100.00% |

- Funds must be budgeted in all six rows of Part 2A or 2B to meet funding requirements.
- If Funds are *not* budgeted for all six required uses of funds in Part 2A, they must be addressed in Part 2B, Uses of State and Local Funds.



A background image showing two dental professionals in grey scrubs, masks, and gloves performing a procedure on a patient. One professional is using a high-speed dental drill on the patient's teeth, while the other assists. The patient is lying back in a dental chair, covered with a blue protective drape. The setting is a clinical dental office with various equipment visible in the background.

## Submitting the Application

# Submitting the Application, Step 1

## 2026-2027 Perkins V: Strengthening Career and Technical Education for the 21st Century

Due: 09/03/2026

Status: Draft

 View Errors

 No Attachments

 View/Print

 Delete Draft

 Certify & Submit



### Grant Resources

#### Table of Contents

| Description                                                   | Required | Status   | Last Update         |
|---------------------------------------------------------------|----------|----------|---------------------|
| General Information                                           |          |          |                     |
| <a href="#">GS2100 - Applicant Information</a>                | *        | Complete | 05/06/2026 03:06 PM |
| Program Description                                           |          |          |                     |
| <a href="#">PS3012 - Local Application</a>                    | *        | Complete | 05/06/2026 03:11 PM |
| <a href="#">PS3350 - Accountability</a>                       | *        | Complete | 05/06/2026 03:19 PM |
| Program Budget                                                |          |          |                     |
| <a href="#">BS6001 - Program Budget Summary and Support</a>   | *        | Complete | 05/07/2026 03:19 PM |
| <a href="#">BS6101 - Payroll Costs</a>                        | *        | Complete | 05/06/2026 03:28 PM |
| <a href="#">BS6201 - Professional and Contracted Services</a> | *        | Complete | 05/07/2026 03:19 PM |
| <a href="#">BS6401 - Other Operating Costs</a>                | *        | Complete | 05/06/2026 03:50 PM |
| <a href="#">BS6501 - Debt Services</a>                        | *        | Complete | 05/11/2026 01:26 PM |
| <a href="#">BS6601 - Capital Outlay</a>                       | *        | Complete | 05/07/2026 03:07 PM |
| <a href="#">BS6020 - Required Uses of Funds</a>               | *        | Complete | 05/07/2026 03:15 PM |



**Application Due Date:**  
**September 3, 2026**

### Step 1:

The Certify & Submit button will become available on the *Table of Contents* page when the Status of all schedules is Complete.

# Submitting the Application, Step 2

## GS2000 Certify and Submit

| Certification and Incorporation Statement (Only the legally responsible party may submit this Application.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                                                 |                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------|----------------------------------|
| 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 further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations; application guidelines and instructions; the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules submitted. It is understood by the applicant that this application constitutes an offer and, if accepted by the Texas Education Agency or renegotiated to acceptance, will form a binding agreement. |          |                                                 |                                  |
| Authorized Official                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          | Select Contact: Day, Sunny ▼ or Add New Contact |                                  |
| First Name: Sunny                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Initial: | Last Name: Day                                  | Title: Federal Programs Director |
| Phone: 512-555-5555                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Ext:     | E-Mail: sunny@LEA.org                           |                                  |
| Submitter Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                                                 |                                  |
| First Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          | Last Name:                                      |                                  |
| Approval ID:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          | Submit Date and Time:                           |                                  |
| <div>BackPrintable VersionSaveCertify and Submit</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                                                 |                                  |

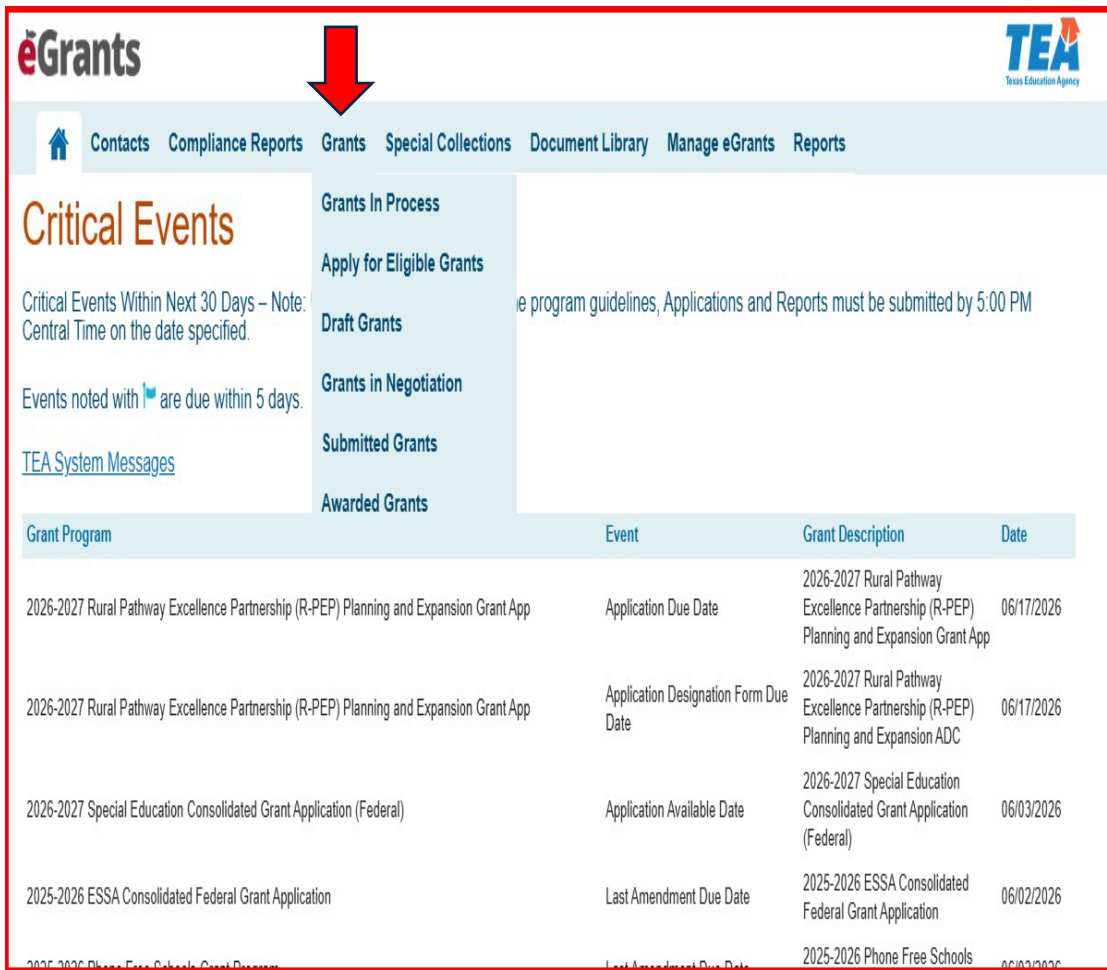


## Step 2:

- Clicking the Certify & Submit button on the *Table of Contents* page will open the GS2000 Certify and Submit schedule.
- When the GS2000 is completed, click the **Certify and Submit** button to complete the application submittal.



# How Can I Check to Make Sure My Application is Submitted?



**eGrants**

TEA Texas Education Agency

Home Contacts Compliance Reports **Grants** Special Collections Document Library Manage eGrants Reports

**Critical Events**

Grants In Process  
Apply for Eligible Grants  
Draft Grants  
Grants in Negotiation  
Submitted Grants  
Awarded Grants

Critical Events Within Next 30 Days – Note: Central Time on the date specified.

Events noted with 📅 are due within 5 days.

[TEA System Messages](#)

| Grant Program                                                                           | Event                                 | Grant Description                                                                       | Date       |
|-----------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------|------------|
| 2026-2027 Rural Pathway Excellence Partnership (R-PEP) Planning and Expansion Grant App | Application Due Date                  | 2026-2027 Rural Pathway Excellence Partnership (R-PEP) Planning and Expansion Grant App | 06/17/2026 |
| 2026-2027 Rural Pathway Excellence Partnership (R-PEP) Planning and Expansion Grant App | Application Designation Form Due Date | 2026-2027 Rural Pathway Excellence Partnership (R-PEP) Planning and Expansion ADC       | 06/17/2026 |
| 2026-2027 Special Education Consolidated Grant Application (Federal)                    | Application Available Date            | 2026-2027 Special Education Consolidated Grant Application (Federal)                    | 06/03/2026 |
| 2025-2026 ESSA Consolidated Federal Grant Application                                   | Last Amendment Due Date               | 2025-2026 ESSA Consolidated Federal Grant Application                                   | 06/02/2026 |
| 2025-2026 Phone Free Schools Grant Program                                              | Last Amendment Due Date               | 2025-2026 Phone Free Schools                                                            | 06/02/2026 |

- On your school system's eGrants account home page, locate the Grants tab.
- From the Grants tab dropdown menu, you can navigate to: Grants in Process, Apply for Eligible Grants, Draft Grants, Grants in Negotiation, Submitted Grants, and Awarded Grants.

# Grants in Process Page



**eGrants**

Home » Grants In Process

## Grants In Process

| Grants Description                                                                                | Status                  | Due Date   | ID                  |
|---------------------------------------------------------------------------------------------------|-------------------------|------------|---------------------|
| <a href="#">2026-2027 Nita M. Lowey 21st Century Community Learning Centers, Cycle 13, Year 1</a> | Received                | 02/17/2026 | 003963-027323-00-01 |
| <a href="#">2024-2025 Learning Acceleration Supports Opportunities (LASO) Cycle 3</a>             | Final Compliance Assign | 10/27/2025 | 003728-027323-02-01 |
| <a href="#">2023-2024 Learning Acceleration Support Opportunities (LASO) Cycle 2</a>              | Draft                   | 09/18/2024 | 003492-027323-03-01 |
| <a href="#">2023-2025 Safety and Facilities Enhancement Grant (SAFE) Cycle 1</a>                  | Program Fiscal Assign   | 01/26/2024 | 003462-027323-02-01 |



## Resources



# Grants Administration Web Pages

## Grants Administration

TEA's Grants Administration Division provides administration of all state and federal funds awarded to TEA for formula or discretionary grants.

[Sign Up for Updates](#)



TEA administers grants primarily for entities such as **school systems, including school districts and charter schools**, and **education service centers (ESCs)**; and to a smaller extent, **non-profit organizations** and **institutes of higher education**. Grants Administration personnel are responsible for grant negotiation and applicant support, expenditure reporting, competitions, and funds management.

### [Registration is open for the 2026-2027 federal formula application trainings!](#)

View important application dates and register for trainings for the 2026-2027 ESSA, Special Education (Federal), and Perkins V federal formula grants.

### Need support?

Connect with GA division staff, grant negotiators, and fiscal coordinators for help with grant applications and grant processes.

[Contact Us](#)

### Related Resources

[Budgeting Costs Guidance Handbook](#)

[Competitive Grant Awards](#)

[Forms for Prior Approval, Disclosure, or Justification](#)

[Grant Allocations and Award Balances](#)

[Guidelines, Provisions, and Assurances](#)



### [Applying for a Grant](#)

An overview of basic grant application processes for school systems, ESCs, and



### [Administering a Grant](#)

An overview of post-award management, including reports, amendments, and cash



### [Grant Resources](#)

Useful guides, training videos, and other resources for preparing applications,

## [Grants Administration Web Page Link](#)

### [Grant Resources:](#)

- [Budgeting Costs Guidance Handbook](#)
- [When to Amend the Application](#)
- [Important Dates for 2026-2027](#)
- Training Videos
  - [How to Add, Edit, or Remove Contacts in eGrants](#)
  - [How to Request Access to eGrants](#)
  - [Training Slides and Videos for ESSA, SPED and Perkins](#)
  - [eGrants Roles and Privileges](#)
- [FAQs](#)
- [Contact Information](#)



## Grants Administration Division Contacts

For general grant-related inquiries, email: [Grants@tea.texas.gov](mailto:Grants@tea.texas.gov) Division Phone Number: 512-463-8525

For additional information, visit [Grants Administration Division](#).

Please note that negotiators and their assigned regions are subject to change.  
When necessary, a negotiator may direct you to the appropriate contact.

### Grant Negotiation

#### ESSA, SPED, Perkins Negotiators

| Name                                        | Regions 1-20 | Email                                                                                        | Phone          |
|---------------------------------------------|--------------|----------------------------------------------------------------------------------------------|----------------|
| Mariann Middleton, Team Lead and Negotiator | 11, 14, 16   | <a href="mailto:Mariann.Middleton@tea.texas.gov">Mariann.Middleton@tea.texas.gov</a>         | (512) 463-9966 |
| J. J. Sanchez, Specialized Negotiator       | 3, 4, 18     | <a href="mailto:Juan.Sanchez@tea.texas.gov">Juan.Sanchez@tea.texas.gov</a>                   | (512) 463-3373 |
| Valerie Carrera, Negotiator                 | 1, 8, 12, 15 | <a href="mailto:Valerie.Carrera@tea.texas.gov">Valerie.Carrera@tea.texas.gov</a>             | (512) 463-8467 |
| Kelly Wamhoff, Negotiator                   | 2, 5, 13, 17 | <a href="mailto:Kelly.Wamhoff@tea.texas.gov">Kelly.Wamhoff@tea.texas.gov</a>                 | (512) 463-9495 |
| Christie Mizzell-James, Negotiator          | 6, 7, 9, 19  | <a href="mailto:Christie.Mizzelljames@tea.texas.gov">Christie.Mizzelljames@tea.texas.gov</a> | (512) 463-8424 |
| Tammy Michels, Negotiator                   | 10, 20       | <a href="mailto:Tammy.Michels@tea.texas.gov">Tammy.Michels@tea.texas.gov</a>                 | (512) 305-8975 |

### Expenditure Reporting (ER) / Payment Requests / Refunds / TEAL

General ER Mailbox: [TEAExpenditures@tea.texas.gov](mailto:TEAExpenditures@tea.texas.gov)

ESSER ER Mailbox: [ESSERExpenditures@tea.texas.gov](mailto:ESSERExpenditures@tea.texas.gov)

Grant Refunds: [TEAGrantRefunds@tea.texas.gov](mailto:TEAGrantRefunds@tea.texas.gov)

#### Grants (Non-ESSER) ER Fiscal Coordinators

| Name                                | Email                                                                            | Phone          |
|-------------------------------------|----------------------------------------------------------------------------------|----------------|
| Lori Leija, Fiscal Coordinator      | <a href="mailto:Lori.Leija@tea.texas.gov">Lori.Leija@tea.texas.gov</a>           | (512) 305-9276 |
| Raul Jaimes, Fiscal Coordinator     | <a href="mailto:Raul.Jaimes@tea.texas.gov">Raul.Jaimes@tea.texas.gov</a>         | (512) 463-9264 |
| Jennifer Flores, Fiscal Coordinator | <a href="mailto:jennifer.flores@tea.texas.gov">jennifer.flores@tea.texas.gov</a> | (512) 463-9214 |

[Grants@tea.Texas.gov](mailto:Grants@tea.Texas.gov)

*Grants Administration Division  
Contacts*

## Helpful Reminders

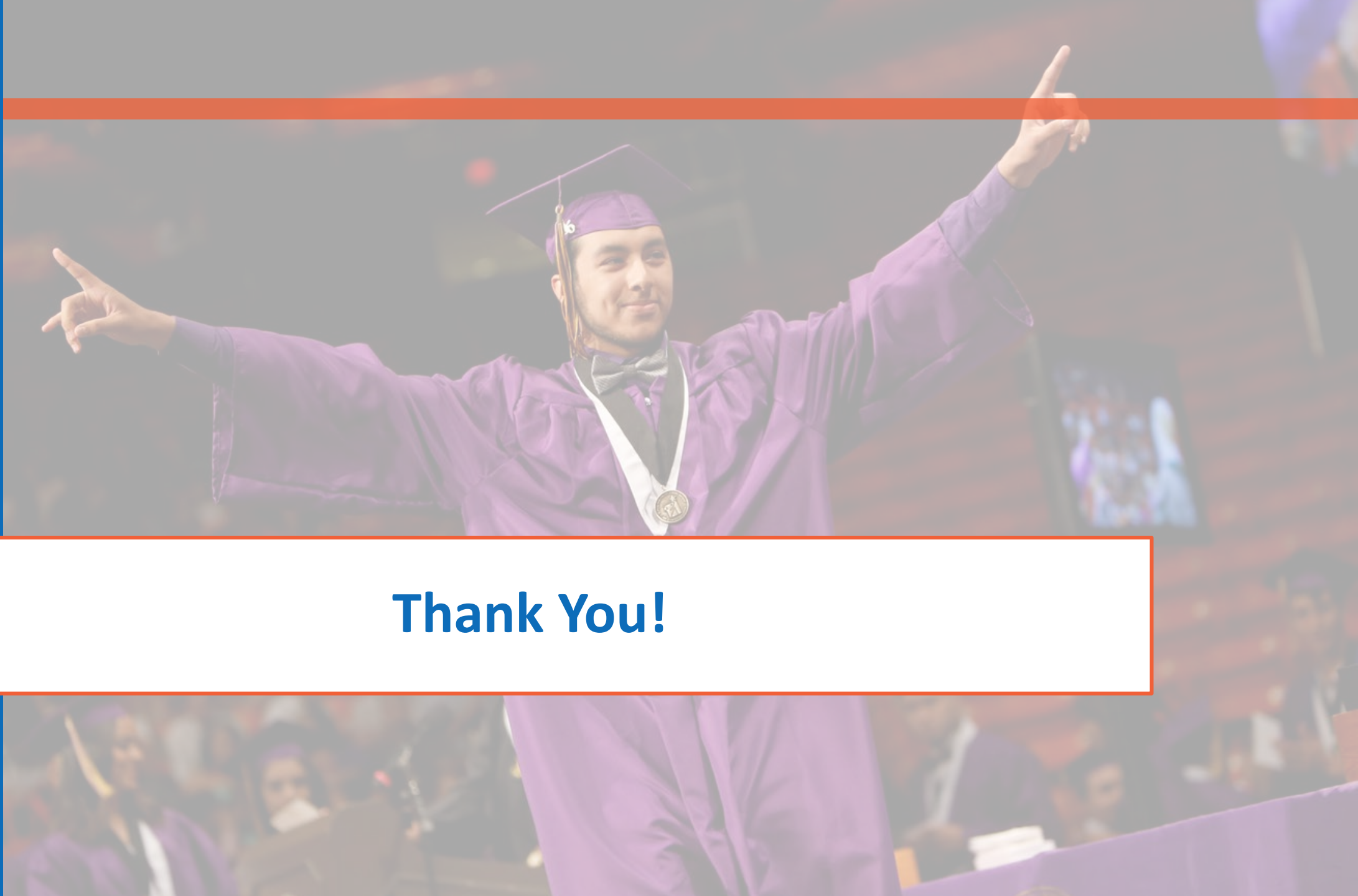


- **Submit your application early! Don't wait until the last minute.**  
This allows time for any necessary negotiating and troubleshooting.
- **Use Chrome as your Internet browser.**
- **Ensure you log in as the Authorized Official if you are going to submit the application. (There are various grantee roles, such as Grantee manager, grantee writer/editor. Only a grantee official can certify and submit the original version of the application.)**

## Helpful Reminders, cont.



- **Save the schedules as you go along.**
- **Take heed to error and warning messages.**  
(Warnings are just asking you to take a second look to make sure your entry is correct, but errors will not allow you to submit until the error is corrected.)
- **When you are ready to submit, make sure the schedules show as “Complete” on the Table of Contents page.**
- **Double-check that you have certified and submitted the application.**(Many times the grantee thinks they have submitted but have not.)



**Thank You!**



## Questions?

- Please submit questions using the Q&A feature.
- Presentation Feedback—  
How did we do?



GA - Feedback