



2024-2025 Effective Advising Planning Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, June 7, 2024

NOGA ID [Redacted]

Authorizing legislation [Redacted]

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

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, June 7, 2024**.

Application stamp-in date and time

Grant period from **September 1, 2024 - August 31, 2025**

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

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

Excel workbook with the grant's budget schedules

Attachment 1: Planning Grant Agreement

Amendment Number

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

NA

Applicant Information

Organization CDN Campus ESC UEI

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

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

Authorized Official Name Title

Email Phone

Signature
Clyde Steelman Jun 5, 2024 09:19 CDT Date

Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2024-2025 Effective Advising Planning Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 Effective Advising Planning Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Program Requirements

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

The purpose of the 2024-2025 Effective Advising Planning Grant is to increase the number of students graduating College, Career, and Military ready in addition to ensuring that systematic advising opportunities are provided to all students in the areas of academic development, career development, personal social development, and financial literacy development. ESC Region 11 grant staff will expand effective school advising efforts designed to increase the number of EAF coaches with "Designated" or "Designated with Distinction". To achieve this goal, Region 11 will utilize an Effective Leadership Framework (EAF) Coach who will continue the grant initiative by beginning work with a new district partner, Castleberry ISD. Region 11's EAF Coach will assist Castleberry ISD's Steering Committee as they evaluate their current comprehensive school counseling program's efforts to promote CTE programming and career pathways aligned to high-skill, high-wage careers, and/or industries. EAF Coach will utilize Comprehensive School Counseling models and support, college, career, and military readiness frameworks provided through Effective Advising Framework and its companion resources.

Throughout the 2024-2025 grant period, Region 11's EAF Coach will attend training, meetings, and professional learning communities and engage with other EAF Coaches across the State of Texas to identify and implement best practices for effective advising. Additionally, the EAF Coach will continue collaboration with Education Service Center Region 11's Specialists to identify effective practices and resources to assist Castleberry ISD in the Effective Advising and Planning Grant project. For example, the EAF Coach will collaborate with ESC Region 11's CCMR Specialists and Counselor Specialists regarding their efforts to promote student advisement through Comprehensive School Counseling programs.

Region 11's EAF Coach will assist LEA Partner, Castleberry ISD, to identify a steering committee with the ultimate task of working throughout 2024-25 to customize an Effective Advising Plan for Castleberry ISD, then fully implement the plan in the 2025-2026 school year. Members of the steering committee will each receive a stipend for the additional responsibilities / workload incurred throughout the school year. In addition to a roster of this steering committee, the advising plan will include (1) mission and vision statements, (2) completed EAF Diagnostic and Gap Analysis (3) detailed goals of the district's advising system, specific plans for professional development, communication, data collection, and sustainability, (4) K-12 grade level expectations and milestones, and (5) an organizational structure for implementing the identified advising plan.

Region 11's EAF Coach will guide the district partner to work in alignment with the Effective Advising Framework and its companion resources and provide training and technical assistance to foster the district's successful development and implementation of an effective advisement plan. The district's EAF Steering Committee will include plans to seek and utilize input from stakeholders, including staff, parents, community, and post-secondary partners, in the development of the Effective Advising Plan. They will collaborate to holistically address (1) potential barriers that deter students from current CCMR outcomes and future postsecondary attainment, (2) alignment to local labor market information (3) and methods for promoting career pathways and student participation in CTE programs of study linked to high-skill, high-wage careers, and/or industries. EAF Coach and EAF District Partner will collaborate to determine strategies for plan implementation. These strategies may include, but are not limited to, (1) collecting input from students, parents, community, and post-secondary partners to identify current advising gaps and barriers, (2) analyzing current CTE and Advanced Academic programming in order to enhance strategic connections between school counseling and CTE, (3) gathering baseline data for postsecondary attainment and persistence, and (4) developing / implementing an internal and external partner survey to identify advisement tools and resources currently in use in grades K-12.

Effective communication, training, and collaboration are critical to the success of the EAF planning year and following year of implementation. The 2024-2025 Effective Advising Planning Grant project includes opportunities and resources for ESC 11's EAF Coach to work successfully with LEA Partner, Castleberry ISD, as they develop and implement an Effective Advising Framework in best support of all students becoming College, Career, and Military ready.

Program Requirements, cont'd.

- 2a. **Project Leadership:** 1) Explain the **EAF Coach** selection. Include the following: Who will serve as the EAF Coach(es)? What are this person's qualifications and what is your justification for selecting them as the EAF Coach? What percentage of time will the EAF Coach(es) be allocated to this project? Include any other roles the EAF Coach holds and the percentage of time they are allocated to other projects, not to exceed 100%. If selecting more than one EAF Coach, indicate which district(s) each coach will be held accountable for supporting for the duration of the grant cycle.
- 2) Provide an overview of the **EAF Coach Strategy** for implementing this project. Include the following: What is the training and communication strategy the EAF Coach(es) will use to ensure participating districts fulfill their commitments to the deliverables of this project? How will the EAF Coach(es) monitor progress toward completion of deliverables? How will an EAF Coach intervene, if necessary, with districts who are not meeting expectations?
- 3) Provide an overview of the **ESC's strategy** for overseeing this project. Include the following: How will the ESC ensure the EAF Coach(es) have the necessary time and resources to successfully complete all grant requirements? How will the ESC monitor the performance of the EAF Coach(es) and track progress toward grant deliverables? What protocol and strategy will be followed if the ESC recognizes the EAF Coach is at risk or if they are notified by TEA that an EAF Coach is at-risk? What steps will be taken if the ESC does not retain the selected EAF Coach(es) for the entirety of the grant? How will the ESC ensure the grant project is integrated with other internal efforts?

ESC Region 11 Staff have selected Danyatta Harrell, Ed.D., as the EAF Coach to work with LEA Partner, Castleberry ISD, during the 2024-2025 grant program. Dr. Harrell served as a Region 11 EAF Coach during the 2023-2024 school year. She has previously held positions as a teacher, campus counselor, lead campus counselor, restorative practices specialist, district "GO Center" Coordinator – all positions providing her with first-hand knowledge of campus and district needs regarding an effective counseling and advisement frameworks and program. Dr. Harrell currently serves as the ESC 11 Team Lead for Mental Health & School Counseling. She has extensive knowledge of current effective counseling and guidance practices, the four areas of EAF development (Personal / Coach, Financial Literacy, Academic, and Career), and the latest federal and state requirements regarding student counseling and CTE advisement. Dr. Harrell was selected as ESC Region 11's Effective Advising Framework Coach serving in support of CCMR, CTE, Mental Health, School Counseling, and the currently established EAF Team.

EAF Coach will meet with LEA EAF Team members monthly to provide training and support. The year will begin with a face-to-face meeting at ESC Region 11 to facilitate relationships and establish foundational understanding of the Effective Advising Planning Grant components, team member roles, and time commitments, and schedule meetings / project benchmarks. This initial full-day meeting will encourage collaboration and give the LEA's EAF Team a chance to ask questions about grant components. EAF Coach will provide access to a shared drive to encourage continued collaboration over documents and to assist the LEA's EAF Team as they self-monitor progress on deliverable due dates. Progress toward completing grant deliverables will be tracked using a communicated timeline, planned monthly ESC-District Team coaching, and additional mentor check-ins. If the District experiences difficulties meeting deliverable timelines, the ESC Coach will schedule additional meetings to provide technical assistance and assist in removing barriers to grant task completion. ESC Coach and other identified staff will be available to provide additional technical assistance and support through email, phone, Zoom, or site visits.

Education Service Center Region 11 has invested time and resources in prior year Effective Advising Planning Grant projects and will continue to provide necessary resources to successfully complete all grant requirements. The EAF Coach will allocate time and effort (20%) to EAF Coach work. The EAF Coach's remaining time and effort (80%) will be dedicated toward Local Activities, CCMR, Mental Health & School Counseling, CTE Administration and Leadership, Perkins V, and EAF Implementation grant work as aligned to roles and responsibilities within Region 11. ESC Region 11 will monitor progress through time and effort reports, EAF grant timeline of deliverables, calendar of LEA check-ins, and ongoing mentorship and collaboration TNTP and TEA. EAF Coach will not be allocated more than 100% of their allotted work week to grant requirements on behalf of ESC Region 11. The EAF Coach's supervisor at Region 11 is available to provide additional support to EAF Coach and grant project as needed and may, if deemed necessary, attend LEA coaching sessions, provide additional training to support utilization of grant tools, and assist in review of District Partner's grant documents. In the event the EAF Coach is unable to fulfill responsibilities during the 2024-2025 grant period, ESC Region 11 Leadership will ensure that District Partner receives uninterrupted support as outlined in the grant application. ESC Region 11's CCMR Team - EAF Implementation Team, Counseling Supports Team, CTE Administrative Leadership and Accountability Team– work together to provide an additional layer of regional support toward the goal of building ongoing systematic approaches designed to ensure all students benefit from an effective advising framework.

Program Requirements, cont'd.

2b. **District Leadership:** 1) Provide an overview of the selection process for **partner school districts**. Include the following: an outline of the process you undertook to select partner districts, reasoning behind your selection, considering key elements such as current initiatives, participation in other projects, district and/or campus level leadership, etc., if any, that informed the selection.

2) Explain in detail how the districts you have selected meet the CTE defined criteria listed in the Eligible Applications section of these Program Guidelines. Include information for each criterion met by the individual districts.

3) Explain **Project Lead** selection. Who are the identified Project Leads at each partner district and what are their qualifications to serve as Project Lead? Include the strategy for each district selection of a Project Lead and how the district will ensure this person has the necessary time and resources to successfully complete grant deliverables.

ESC Region 11 has selected Castleberry ISD as LEA Partner that will engage in this advising work. This district partner was chosen by Region 11 ESC team for multiple reasons, including but not limited to:

- CTE programs with high numbers of CTE concentrators and completers. Castleberry ISD had 629 (58%) Concentrators / Completers based upon 2022-2023 data.
- Castleberry ISD is dedicated to addressing disparities and gaps in performance as described in part w of Student performance of the district’s CLNA.
- District’s level of engagement with ESC Region 11.
- District Level Leadership representation and oversight for Counseling, CTE, and CCMR programming.
- Previous commitment to continuous improvement and local work to improve CCMR for all students through ESC 11 coaching.
- Superintendent support for the advising framework and time dedicated to the diagnostic process.
- Engagement with ESC Region 11 counseling and CCMR departments.

District Project Lead was selected based upon mutual support from Castleberry ISD Leadership and with ESC Region 11 EAF Coach approval. This measure not only ensured that a well-qualified candidate filled the role, but that the selected Project Lead would also have the necessary time and resources to successfully complete grant deliverables. Castleberry ISD’s Project Director for proposed Effective Advising Planning Grant for 2024-2025 is Stephanie Martinez. Stephanie currently serves as Director of CTE at Castleberry ISD. She has 23 years of teaching and leadership experience in Career and Technical Education. Stephanie oversees the planning, implementation, and evaluation of a comprehensive and innovative CTE program that aligns with the district’s vision and goals and meets the needs and interests of diverse learners. Stephanie is a Tarleton University graduate who holds a Master of Education, Educational Administration Degree. She has multiple credentials including ESL, Reading, and Google Certified Educator Level 1. During her tenure, Stephanie has taught at both the primary and secondary levels. Castleberry ISD and Stephanie Martinez are committed to preparing all students for post-secondary career success.

Program Requirements, cont'd.

3. **Goals Objectives and Strategies:** Provide an overview of the program to be implemented with grant funds. Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

The goal of ESC Region 11's 2024-2025 Effective Advising Planning Grant program is to provide high quality technical assistance and coaching to LEA Partner, Castleberry ISD, as they develop and implement an Effective Advising Framework in best support of all students becoming College, Career, and Military ready.

Effective communication, training, and collaboration are critical to the success of the EAF planning year and following year of implementation. The 2024-2025 Effective Advising Planning Grant includes the following measures to ensure these critical components:

- Region 11's EAF Coach and LEA Partner's EAF Team Lead will meet monthly via an online platform or face-to-face. These coaching sessions will provide Project Lead with opportunities to dialogue with the EAF Coach and other districts implementing EAF to resolve issues, share resources, and build relationships.
- During the first three months of the grant period, designated LEA administrators and EAF Team will receive training regarding the school counselor comprehensive programming (5th edition). This tool will support the district and steering team as they begin their diagnostic process during the first three months of the 2024-2025 school year.
- Throughout the 2024-2025 school year, the EAF Coach will provide a continuum of technical assistance, coaching, and progress monitoring to assist District Partner in completion of their Effective Advising Plan. If requested, individual coaching sessions will be provided to support the LEA's planning.
- In Spring 2025, Region 11's EAF Coach will begin coordinating with District Partner in their effort to implement their plan fully and effectively during the 2025-2026 school year.

Program Requirements, cont'd.

4. **Performance and Evaluation Measures:** Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools and data used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

ESC Region 11’s EAF Team will provide Castleberry ISD with all timelines, information about deliverables, and performance measures according to schedule and as provided by Texas Education Agency.

Measures - Through a cadence of meetings (ongoing assistance (virtual and face-to-face), technical support, coaching) EAF Coach will work with Castleberry ISD Project Director to ensure that project is progressing successfully according to timelines. Measures include, but are not limited to,

- LEA Partner’s record of steering committee meetings and progress toward EAF work / plan.
- Completion of grant tasks (deliverables / measurements of success / student participation and achievement data) as directed and provided by TEA.
- Timeline checkpoints
- Financial records documenting adherence to grant budget – program / stipend.
- Communication logs – meeting calendars, records of attendance, email /electronic records.

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

The proposed budget will meet the needs and goals of the Effective Advising Framework by ensuring that EAF Planning LEA Partner has supportive professional development, supplies, resources, as well as stipends to support LEA EAF Team in allocating time and talents required to ensure that all required grant deliverables are met according to the 2024-2025 Effective Advising Planning Grant proposal’s goals. This proposed budget has been reviewed and approved by appropriate stakeholders within ESC Region 11, ensuring all federal, state, and local requirements are met. Stipends are aligned to the scope and time of work required by each member of the LEA’s Steering Committee members and Project Lead. The percentage of salary for Danyatta Harrell, ESC EAF Coach, is justified by the number of hours allocated to the scope of work. The 6200 costs budgeted include coverage of internal fees for employees’ access to the ESC Region 11 network, laptop, internal fees, etc. Based upon submitted EAF Coaching Fee for Service Plan, percentage of time has equated to what is currently entered EAF planning Grant application.

Leadership and Development training will be provided to the LEA’s Project Lead and Steering Committee members. Leadership is paramount to ensuring effective collaboration, communication, and mutual trust in teams. Since the EAF Steering Committee is composed of varying roles, leadership training will assist in maximizing the team’s abilities to work together to meet all grant deliverables.

The LEA’s EAF Steering Committee members will also take part in high quality conferences and professional development aligned to EAF outcomes. Steering Committee members will deepen their knowledge of best practices and opportunities related to counseling and advising needed to strengthen their EAF Planning Year work and future EAF Implementation. EAF Steering Committee members, in collaboration with all LEA campus counselors and LEA campus administrators, will receive Comprehensive School Counseling Program (CSCP) training. All stakeholders must understand the roles, responsibilities, and requirements of an effective school counselor. Therefore, all stakeholders need appropriate training. The CSCP full day professional development provided will adequately provide the program overview and align goals and tasks to ensure a well-articulated CSCP model for the participating LEA EAF Partner, Castleberry ISD.

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

PNP Equitable Services

Are any private nonprofit schools located within the applicant's boundaries?

- Yes No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

Are any private nonprofit schools participating in the program?

- Yes No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

5A: Assurances

- The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.
- The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

5B: Equitable Services Calculation

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

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section

Reason for Amendment

Application Part 2:

2024-2025 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

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

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

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

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

Payroll 6100

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

Professional and Contracted Services 6200

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

Supplies and Materials 6300

Complete this worksheet to request supplies and materials.

Other Operating Costs 6400

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

Debt Service 6500

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

Capital Outlay 6600

Complete this worksheet to request capital outlay costs.

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

Program Budget Summary

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

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

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

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

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

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

Application Part 2:

2024-2025 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID:			Amendment # (for amendments only):		
Payroll Costs (6100)					
Employee Position Title		Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Grant Amount Budgeted	Pre-Award
Academic/Instructional					
1	Teacher			\$ -	\$ -
2	Educational Aide			\$ -	\$ -
3	Tutor			\$ -	\$ -
Program Management and Administration					
4	Project Director			\$ -	\$ -
5	Project Coordinator			\$ -	\$ -
6	Teacher Facilitator			\$ -	\$ -
7	Teacher Supervisor			\$ -	\$ -
8	Secretary/Admin Assistant			\$ -	\$ -
9	Data Entry Clerk			\$ -	\$ -
10	Grant Accountant/Bookkeeper			\$ -	\$ -
11	Evaluator/Evaluation Specialist			\$ -	\$ -
Auxiliary					
12	Counselor			\$ -	\$ -
13	Social Worker			\$ -	\$ -
14	Community Liaison/Parent Coordinator			\$ -	\$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)					
15	ESC Specialist/Consultant		2	\$ 25,000	\$ -
16	ESC Coordinator/Manager/Supervisor			\$ -	\$ -
17	ESC Support Staff			\$ -	\$ -
18	ESC Other: (Enter position title here)			\$ -	\$ -
19	ESC Other: (Enter position title here)			\$ -	\$ -
20	ESC Other: (Enter position title here)			\$ -	\$ -
Other Employee Positions					
21	(Enter position title here)			\$ -	\$ -
22	(Enter position title here)			\$ -	\$ -
23	Subtotal Employee Costs:			\$ 25,000	\$ -
Substitute, Extra-Duty Pay, Benefits Costs					
24	6112 - Substitute Pay			\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ -
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ -
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ -
30	Grand Total:			\$ 25,000	\$ -
31	Total Program Costs*:			\$ 25,000	
32	Total Direct Admin Costs*:			\$ -	

***Complete the Total Program Costs (line 31) and Total Direct Admin Costs (line 32) lines. The sum of these lines must equal the Grand Total (line 30); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.**

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

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

Application Part 2:

2024-2025 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID: 0		Amendment #: 0	
Professional and Contracted Services (6200)			
NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.			
Description of Service and Purpose		Grant Amount Budgeted	Pre-Award
1	6269 - Rental or lease of buildings, space in buildings, or land (Specify purpose here)	\$ -	\$ -
2	Service: (Specify purpose here)	\$ -	\$ -
3	Service: (Specify purpose here)	\$ -	\$ -
4	Service: (Specify purpose here)	\$ -	\$ -
5	Service: (Specify purpose here)	\$ -	\$ -
6	Service: (Specify purpose here)	\$ -	\$ -
7	Service: (Specify purpose here)	\$ -	\$ -
8	5250	\$ -	\$ -
9	Subtotal of professional and contracted services requiring specific approval:	\$ -	\$ -
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ 5,250	\$ -
11	Grand Total:	\$ 5,250	\$ -
12	Total Program Costs*:	\$ 5,250	
13	Total Direct Admin Costs*:	\$ -	
*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.			

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

Application Part 2:

2024-2025 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

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

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Via telephone/email (list as appropriate):	By TEA staff person:

Application Part 2:

2024-2025 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID: 0		Amendment #: 0	
Other Operating Costs (6400)			
Expense Item Description		Grant Amount Budgeted	Pre-Award
1	6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. (Enter name and purpose of conference)	\$ -	\$ -
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -
4	6413 - Stipends for non-employees other than those included in 6419.	\$ 34,000	\$ -
5	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ -	\$ -
6	6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ -	\$ -
7	6495 - Cost of membership in civic or community organizations. (Enter name and purpose of organization)	\$ -	\$ -
8	64XX - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.	\$ -	\$ -
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ 34,000	\$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 5,000	\$ -
11	Grand Total:	\$ 39,000	\$ -
12	Total Program Costs*:	\$ 39,000	
13	Total Direct Admin Costs*:		
<p>*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p> <p>Forms to seek approval or document intent for applicable activities listed above are available on TEA's Forms for Prior Approval, Disclosure, and Justification page.</p>			

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

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

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

Expense Item Description		Grant Amount Budgeted	Pre-Award
Part 1: Lease Liabilities with Terms Greater Than 12 Months			
1	6514 - Subscription-based Information Technology Arrangement Liability - Principal Costs	\$ -	\$ -
2	6526 - Subscription-based Information Technology Arrangement Liability - Interest Costs	\$ -	\$ -
3	6512 - Capital Lease Liability - Principal Costs	\$ -	\$ -
4	6522 - Capital Lease Liability - Interest Costs	\$ -	\$ -
5	6523 - Interest on Debt Costs	\$ -	\$ -
6	Grand Total (sum of all lines):	\$ -	\$ -
7	Total Program Costs*:	\$ -	
8	Total Direct Admin Costs*:	\$ -	

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

Part 2: Description of Subscription or Property with Justification

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

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

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

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Application Part 2:

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County District Number or vendor ID: 0		Amendment # 0	
Grant Period:	September 1, 2024 - August 31, 2025	Fund Code/ Shared Services Arrangement:	244/331

Budget Summary						
Description and Purpose	Class/ Object Code	Program Cost	Source of Funds			Pre-Award Cost
			Direct Administrative Cost	Total Budgeted Cost		
1 Payroll Costs	6100	\$ 25,000	\$ -	\$ 25,000	\$ -	
2 Professional and Contracted Services	6200	\$ 5,250	\$ -	\$ 5,250	\$ -	
3 Supplies and Materials	6300	\$ 2,000	\$ -	\$ 2,000	\$ -	
4 Other Operating Costs	6400	\$ 39,000	\$ -	\$ 39,000	\$ -	
5 Debt Service	6500	\$ -	\$ -	\$ -	\$ -	
6 Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -	
7	Total Direct Costs:	\$ 71,250	\$ -	\$ 71,250	\$ -	
8	* Indirect Costs:		\$ 3,750		\$ -	
9	Total of All Budgeted Costs :	\$ 71,250	\$ 3,750	\$ 75,000	\$ -	

Shared Services Arrangement (SSA)						
10	Of the Total of All Budgeted Costs, how much will be passed to member districts of SSAs?	6493	\$ 34,000	\$ -	\$ 34,000	\$ -

Total Administrative Cost Calculation						
11	Total Award Amount:			\$ 75,000		
12	Total Administration Cap per Program Guidelines (XX%)			0.05		
13	Maximum amount allowable for total administrative costs:			\$ 3,750		

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

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Application Part 2:

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County District Number or vendor ID:	0	Amendment #	0
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SUBMITTING AN AMENDMENT

This worksheet is used to amend the budget of a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). Refer to the amendment instructions (orange tab) located on this Excel workbook for information about when to submit an amendment and the documents required.

AMENDED BUDGET REQUEST

Description	Class/ Object Code	A. Grand Total from Previously Approved Budget	B. Amount Deleted	C. Amount Added	D. New Grand Total
1 Payroll Costs	6100				\$ -
2 Professional and Contracted Services	6200				\$ -
3 Supplies and Materials	6300				\$ -
4 Other Operating Costs	6400				\$ -
5 Debt Services	6500				\$ -
6 Capital Outlay	6600				\$ -
7	Total Direct Costs:	\$ -	\$ -	\$ -	\$ -
8	Indirect Costs:				\$ -
9	Total Costs:	\$ -	\$ -	\$ -	\$ -

Shared Services Arrangement

10	6493	Payments to member districts of shared	\$ -	\$ -	\$ -	\$ -
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Instructions: Request for Amendment

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

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

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

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

Submitting an Amendment

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

How to Submit an Amendment

An amendment should be submitted to competitivegrants@tea.texas.gov.

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

Pages to Include with an Amendment

Required for **all** amendment requests

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

Required for budget amendment requests

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

Assembling the Amendment

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

1. Complete page 1

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

2. Complete Appendix I: Amendment Description and Purpose

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

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

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

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

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