



**2020-2021 Addressing Significant Disproportionality
Letter of Interest (LOI) Application Due 11:59 p.m. CT, July 21, 2020**

NOGA ID

Authorizing legislation

PL 108-446, IDEA, as amended, Part B, Section 611

This LOI application must be submitted via email to loiapplications@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, July 21, 2020**.

Application stamp-in date and time

Grant period from **09/01/2020-08/31/2021**

Pre-award costs permitted from **Date of Award Announcement to Start Date**

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

Amendment Number

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

Applicant Information

Organization **Vivify Community Charities** CDN Campus ESC DUNS

Address **5995 Summerside Drive #793861** City **Dallas** ZIP **75248** Vendor ID

Primary Contact **Adrian Booker** Email **info@vivifycharities.com** Phone **469-558-4317**

Secondary Contact **Nicole Smith** Email **support@vivifycharities.org** Phone **214-695-9750**

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 **Adrian Booker** Title **Executive Director**

Email **info@vivifycharities.com** Phone **469-558-4317**

Signature  Date **July 21, 2020**

Shared Services Arrangements

☒ Shared services arrangements (SSAs) are **not** permitted for this grant.

Statutory/Program Assurances

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

Check each of the following boxes to indicate your compliance.

- ☒ 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- ☒ 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- ☒ 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2020-2021 Addressing Significant Disproportionality Program Guidelines.
- ☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2020-2021 Addressing Significant Disproportionality Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- ☒ 5. Any personnel or consultant travel approved in this grant must be reimbursed according to the applicant agency's policy; however, reimbursement may not exceed State of Texas mileage allowance and per diem rate existing in the current Texas State Appropriations Act.
- ☒ 6. Any personnel, agencies, or organizations to be subcontracted with by the applicant agency must have the appropriate credentials and skills to perform the services required (19 Texas Administrative Code [TAC] §89.1131).
- ☒ 7. Special education personnel in an educational related setting working with students will be certified, endorsed, or licensed in the area of assignment in accordance with provisions in Title 19, TAC, Chapter 230 (Professional Educator Preparation and Certification).
- ☒ 8. Funds will be used as stipulated in this document, and use of funds other than in the manner authorized may be construed as misuse and may result in the reclamation of these funds.
- ☒ 9. The applicant agency will comply with all reporting requirements (34 CFR 300.645), Program Guidelines, PEIMS Data Standards, and Education Department General Administrative Regulations (EDGAR), as applicable) in a timely manner.
- ☒ 10. The applicant agency ensures compliance with requirements of the Every Student Succeeds Act (ESSA) of 2015 (PL 114-95), as it relates to IDEA.
- ☒ 11. This application and all related documents, evaluations, and reports will be available to parents and to the general public (34 CFR 76.304, 300.212).
- ☒ 12. The grantee will account for all funds separately and appropriately according to generally accepted accounting principles, the Financial Accountability System Resource Guide, and the Program Guidelines.
- ☒ 13. The grantee agrees to provide resumes and/or job descriptions of key personnel working on the grant upon request by TEA.

Statutory/Program Assurances (Cont.)

- ☒ 14. All encumbrances shall occur on or between the beginning and ending dates of the contract. The grantee must liquidate (record as an expenditure) all obligations (encumbrances) incurred between begin and end dates of the grant. The term obligation means the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period. Obligations representing orders placed are reflected in the accounting records as encumbrances. In no manner shall encumbrances be considered or reflected as accounts payable or as expenditures. Obligations that are liquidated and recognized as expenditures must meet principles in 2 CFR 200, Subpart E of EDGAR (as applicable) and program rules, regulations, and guidelines contained elsewhere.
- ☒ 15. The applicant agency assures that funds expended for services, programs and projects comply with EDGAR as applicable, and 34 CFR 300, including the reauthorized IDEA statute of 2004 and corresponding regulations of August 14, 2006 and any revisions thereafter.
- ☒ 16. Services, programs and projects conducted are of sufficient size and scope to effectively meet the needs of children with disabilities (34 CFR 300.223).
- ☒ 17. The applicant assures that staff members funded out of special education funds will keep appropriate time and effort records and related documentation to support any amounts charged to special education.
- ☒ 18. Funds will be used to ensure the essential components and quality of the program meets the standards of the TEA's Special Education Strategic Plan.
- ☒ 19. Products, materials, and deliverables, etc. (hereafter called "products"), funded with IDEA-B funds and developed by the grantee (or subcontractors, agents, or assigns) under the direction of the grantee are the property of TEA. Within an agreed-upon time frame after the development of such products, the grantee shall supply TEA with appropriate documentation of any such products.
- ☒ 20. Grantee will participate in monthly phone calls.
- ☒ 21. Grantee will provide quarterly reports to include metrics and milestones.
- ☒ 22. Grantee will collaborate with TEA staff to provide necessary documentation and related information to accomplish goals of this project.
- ☒ 23. IDEA-B Discretionary funds must be used for activities that are directly related to the improvement of services to students with disabilities, ages 3 through 21.
- ☒ 24. TEA maintains the right to final approval of all materials and resources before publication or presentation.
- ☒ 25. All materials and resources will carry the TEA logo in addition to the logo of the grant awardee.
- ☒ 26. All materials or resources intended for use with parents and families will be made available in English and Spanish.
- ☒ 27. The grantee must perform the functions and activities agreed upon during the negotiation process.
- ☒ 28. All products created for public dissemination will be 508 accessibility compliant.
- ☒ 29. All products created for public dissemination will comply with current version of the TEA brand book and copyright standards.
- ☒ 30. The grantee may not reference or link to Common Core Standards materials on grantee websites or products related to this grant.
- ☒ 31. Grantee is responsible for ensuring proper permissions are obtained for the use of all content used on grantee website or products related to this grant.

Summary of Program

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

The mission of this program is to address the significant disproportionality associated with special education services in certain public schools in Texas. This will improve the availability services to a broader number of students, help schools recognize cultural differences that result in the limitation of services or over-identification of disability based on racial or ethnic group, and address misperceptions of behaviors that often result in placement in a more restrictive learning environment for students of certain groups.

The overall goal is to develop a deep consultative training and development plan that supports and facilitates schools in creating appropriate individualized education plans for students, rather than following a routine format that fails to consider cultural and individual factors. This will be accomplishing by conducting research regarding the population identification, incidence, delivery, and impacts of special education services, evaluating the results of the research, designing programs to help school address their unique needs, and providing support services to facilitate the change management process.

Qualifications and Experience for Key Personnel

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Project Director	At least 5 years of experience leading a broad-scale, multi-phase project at the strategic level in an education setting, including budget adherence, scheduling, risk management, team coaching, and other
Social Worker	At least 5 years of experience in working closely with teachers and parents to identify hindrances to the learning process based on a variety of factors, including services within and outside of an educational setting.
Special Education Teacher	Our special education teachers must have at least 5 years of experience providing support to students with disabilities in a diverse school setting, including teachers who have worked with students with a wide variety of
Psychologist	This position will play a crucial role in our research, examination of psychoeducational assessments, consultations, interventions, and other services that relate to special needs developmental mechanisms.
Evaluator	Strong experience and expertise in an education setting is needed to evaluate our project's progress toward satisfying the goals of TEA and meeting the needs of students in the special education pipeline.

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Significant Disproportionality GAP Solutions and Civil Rights Remedies (SDGSCRR) is dedicated to improving educational opportunities and outcomes for children from marginalized communities who have been discriminated against historically due to their race/ethnicity, and who are frequently subjected to exclusionary practices, such as disciplinary removal, over-representation in special education, and reduced access to a college-bound curriculum. SDGSCRR is focused on strategically implementing efficient and effective standard operating procedures that limit egregious bias that abuse systemic flaws and authorities through lack or proper oversight and mismanagement. Therefore, for the purposes of integrating our services into this programs our goals are to address the development of a proactive standard methodology to identify local educational agencies (LEAs) with significant disproportionality; to minimize the racial bias through mandatory policies and procedures limiting discretionary staff decision that tend to be discriminatory; to ensure that children with disabilities are properly identified for services; said child receive necessary services in the least restrictive environment; and the before mentioned students are not disproportionately removed from their educational placements by disciplinary removals.

Generally, our implementation of the standard operating procedures and systems designs will follow the specific gap analysis process, which falls under the purview of business analysts, project managers, process improvement teams and management. Immediately concluding the recommendations from the previously mentioned stakeholders, LEA management and operations team members will receive training and a well-designed template that other professionals can utilize to navigate through the process.

Performance and Evaluation Measures

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

We will use a variety of metrics to evaluator the effectiveness of our program. This includes reporting on the number of school supports, the number of students per school, and the number and demographics of students within the special education pipeline (and how this number changes over time). It will also include the number of school who implement certain measures, the survey results of teacher and school feedback related to changes within the school setting, and number of students who transition out of special education.

We will also evaluate outcomes such as changes in knowledge of school administrators and teachers, effectiveness of our outreach strategies, engagement in training sessions, impact on student grades, improvements in student interactions with his/her environment, parent engagement, and other important measures that can also help the school see the impact of the changes that are implemented.

Information will be collected via surveys, assessments, questionnaires, individual interviews, focus groups, observation, and other standard research methodologies.

Budget Narrative

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

The large majority of the budget for this project is allocated to wages and compensation for the team. This includes school administration professionals, teachers, and support staff who provide a broad range of experience, perspectives, and skills within our budgetary confines.

It is noteworthy that bookkeeping and accounting services will be outsourced to a professional accounting agency, as noted on the Professional and Contracted Services tab of the corresponding budgetary spreadsheet.

In addition to the wages and compensation, a significant portion of the budget is allocated to health insurance costs for our team members as well as facilities costs (rent and utilities) for our office staff.

Additionally, our distance learning model includes the distribution of print material to support our distance learning form to enable long-term learning for school administrators and teachers, so expenses related to these supplies and materials (in addition to routine office supplies) are noted on the budgetary spreadsheet.

Statutory/Program Requirements

1. Describe how the applicant would provide distance training and coaching.

Our collaborative adult education program addresses the various perceptual modalities of adult learning utilizing teleconferencing software, including Zoom and Google Meet, to address our need to provide training and coaching to large audiences, small groups, and in one-on-one settings. This will enable learning via brainstorming sessions, lectures, roleplays, simulations, quizzes, group discussions, screen sharing, live and recorded video training, live and recorded audio training, virtual conferences, email, instant messaging and chat, one-on-one consultations, polling, and embedded learning material.

Such teleconferencing software enables a both distance learning and coaching a wide variety of formats, as is necessarily for adult learning. This will enable our team to gain a deeper understanding of the needs of the students, the challenges faced by the teachers and the schools, the implications of the solutions in the education setting, and a variety of other deep consultation factors.

2. Describe the applicant's current technology plan or provide a link where this technology plan can be found on-line.

Vivify Community Charities currently uses collaboration and productivity applications in an integrated suite of secure online services. Powered by Google, G Suite is a collection of enterprise-based products that provides an enhanced level of security using tools developed specifically for businesses, institutions, and nonprofits. This subscription-based service allows Vivify Community Charities to work in a controlled team environment with tools to manage access and protect proprietary data.

G Suite enable the proper administration of document retention policies, e-discovery requirements and other compliance needs, and data loss prevention. Our designated, trained administrators have access to all information stored within the suite, control which team members have access to certain data, and support the protection information if we are faced with a natural disaster or another unexpected event that may otherwise jeopardize access to the information.

In addition, our team members will keep in contact with one another using other tools to maintain effective communications, including but not limited to Hangouts for instant messaging, Zoom for large group meetings, Google meet for small group meetings, in a variety of other benefits.

We also use a secure project management platform called monday.com to manage workflows, including assigning tasks to specific team members, tracking progress towards completion of assignments, monitoring deadlines, and easily sharing status updates among team members.

Statutory/Program Requirements (Cont.)

3. Describe the applicant's experience in providing training and coaching in addressing issues of Significant Disproportionality.

Community Charities has extensive experience providing training and coaching services in a virtual setting, including collaborative learning sessions that span over 15 years in both corporate and educational settings. We have conducted virtual adult learning sessions which include, but are not limited to IEP and 504 meetings, regulatory compliance training, systems training, brainstorming sessions, project status meetings, virtual conferences, team coaching calls, one-on-one coaching sessions, clinical counseling sessions, and more.

Equitable Access and Participation

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

- ☒

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

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

Group

Barrier

Group

Barrier

Group

Barrier

Group

Barrier

Application Part 2:

2020-2021 Addressing Significant Disproportionality Authorized by: PL 108-446, IDEA, as amended, Part B, Section 611

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.

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 Cost Handbook to calculate the maximum indirect costs that may be claimed for the grant and enter the amount of indirect costs budgeted for this grant on line 7 under the Total Budgeted Cost column.

[Maximum Indirect Cost Workbook](#) link.

Shared Services Arrangement - If applicable, enter amount of payments to member districts on line 9.

For further guidance, refer to the [Budgeting Costs Guidance Handbook](#).

Application Part 2:

2020-2021 Addressing Significant Disproportionality
Authorized by: PL 108-446, IDEA, as amended, Part B, Section 611

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	6	2	\$ 336,000	\$ -	
2 Educational Aide	4	2	\$ 83,200	\$ -	
3 Tutor	2	1	\$ 60,000	\$ -	
Program Management and Administration					
4 Project Director	1	1	\$ 105,000	\$ -	
5 Project Coordinator	1	1	\$ 55,000	\$ -	
6 Teacher Facilitator	1	1	\$ 50,000	\$ -	
7 Teacher Supervisor	1	1	\$ 50,000	\$ -	
8 Secretary/Admin Assistant	1	1	\$ 33,000	\$ -	
9 Data Entry Clerk	1	1	\$ 66,000	\$ -	
10 Grant Accountant/Bookkeeper	0	0	\$ -	\$ -	
11 Evaluator/Evaluation Specialist	1	1	\$ 65,000	\$ -	
Auxiliary					
12 Counselor	2	1	\$ 130,000	\$ -	
13 Social Worker	2	1	\$ 150,000	\$ -	
14 Community Liaison/Parent Coordinator	2	1	\$ 120,000	\$ -	
Education Service Center (to be completed by ESC only when ESC is the applicant)					
15 ESC Specialist/Consultant			\$ -	\$ -	
16 ESC Coordinator/Manager/Supervisor			\$ -	\$ -	
17 ESC Support Staff			\$ -	\$ -	
18 ESC Other: (Enter position title here)			\$ -	\$ -	
19 ESC Other: (Enter position title here)			\$ -	\$ -	
20 ESC Other: (Enter position title here)			\$ -	\$ -	
Other Employee Positions					
21 Psychologist	2	1	\$ 150,000	\$ -	
22 (Enter position title here)			\$ -	\$ -	
23	Subtotal Employee Costs:		\$ 1,453,200	\$ -	
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:		\$ 1,453,200	\$ -	

For budgeting assistance, see the **Allowable Cost and Budgeting Guidance section** of the Grants Administration Division
Administering a Grant page.

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

Application Part 2:

2020-2021 Addressing Significant Disproportionality

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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:	\$ 324,000	\$ -
2	Service: Utilities Specify purpose:	\$ 5,640	\$ -
3	Service: Accounting and Bookkeeping Specify purpose:	\$ 20,000	\$ -
4	Service: Travel Specify purpose:	\$ 20,000	\$ -
5	Service: Commercial Insurance Specify purpose:	\$ 17,000	\$ -
6	Service: Technology Requirements Specify purpose:	\$ 24,000	\$ -
7	Service: Health Insurance Specify purpose:	\$ 109,440	\$ -
8	Service: Specify purpose:	\$ -	\$ -
9	Subtotal of professional and contracted services requiring specific approval:	\$ 520,080	\$ -
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -
11	Grand Total:	\$ 520,080	\$ -

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Application Part 2:**2020-2021 Addressing Significant Disproportionality****Authorized by: PL 108-446, IDEA, as amended, Part B, Section 611**

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.		\$	25,000	\$ -
2	Grand Total:		\$	25,000	\$ -

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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.	\$ -	\$ -
	Specify name and purpose of conference:		
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -
4	6413 - Stipends for non-employees other than those included in 6419.		
5	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.		
6	6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ -	\$ -
7	6495 - Cost of membership in civic or community organizations.	\$ -	\$ -
	Specify 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:	\$ -	\$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.		
11	Grand Total:	\$ -	\$ -

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

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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			\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -
66XX - Software, capitalized					
10	(Enter description and brief purpose)		\$ -	\$ -	\$ -
11			\$ -	\$ -	\$ -
12			\$ -	\$ -	\$ -
66XX - Equipment, furniture, or vehicles					
13	(Enter description and brief purpose)		\$ -	\$ -	\$ -
14			\$ -	\$ -	\$ -
15			\$ -	\$ -	\$ -
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
16	(Enter description and brief purpose)			\$ -	
17	Grand Total (sum of all lines):		\$ -	\$ -	\$ -
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County District Number or vendor ID: 0		Amendment # 0			
Grant Period:	September 1, 2020 to August 31, 2021. Pre-award costs are permitted, if requested, from date of Award Announcement to September 1st, 2020.		Fund Code:		226
Budget Summary					
Description and Purpose		Source of Funds			
		Class/ Object Code	Program Cost	Total Budgeted Cost	Pre-Award Cost
1	Payroll Costs	6100	\$ 1,453,200	\$ 1,453,200	\$ -
2	Professional and Contracted Services	6200	\$ 520,080	\$ 520,080	\$ -
3	Supplies and Materials	6300	\$ 25,000	\$ 25,000	\$ -
4	Other Operating Costs	6400	\$ -	\$ -	\$ -
5	Capital Outlay	6600	\$ -	\$ -	\$ -
6	Total Budgeted Cost:		\$ 1,998,280	\$ 1,998,280	\$ -
7	* Indirect Costs:				\$ -
8	Total of All Budgeted Costs :		\$ 1,998,280	\$ 1,998,280	\$ -

*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 the maximum indirect cost, please use the [Maximum Indirect Costs Worksheet](#) on the Grants Administration Division's Administering a Grant page.

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County District Number or vendor ID:		Amendment #	
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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 located on the last page of this Excel document for information on what schedules must be submitted with an amendment.

An amendment may only be submitted by.

An amendment may only be submitted by email to loiapplications@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.

WHEN TO SUBMIT AN AMENDMENT

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" guidance 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.

Revised 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	Capital Outlay	6600				\$ -
6	Total Direct Costs:		\$ -	\$ -	\$ -	\$ -

FOR TEA USE ONLY

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

2020-2021 Addressing Significant Disproportionality
Authorized by: PL 108-446, IDEA, as amended, Part B, Section 611

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.

Refer to the Amendment Submission Guidance section of the Administering a Grant page of the TEA website. The guidance titled “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 may only be submitted by email to loiapplications@tea.texas.gov.

Pages to Include with an Amendment

Required for all amendment requests

1. Page one of the application with a signature
2. Appendix I: Negotiation and Amendments

Required for budget amendment requests

3. Request for Amendment excel page
4. Program Budget Summary
5. Supporting budget pages

Assembling the Amendment

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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 1: Negotiation and Amendments

- 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 Request for Amendment budget page

- 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. For each class/object code on the budget summary, strike through the previously approved amount and enter the new budgeted amounts. The total budgeted cost for each class/object code on the budget summary must match the grand total for each supporting budget page.

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