



2020-2021 Lone Star STEM Cycle 2 Year 1
Letter of Interest (LOI) Application Due 11:59 p.m. CT, May 18, 2020

NOGA ID

Authorizing legislation

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, May 18, 2020**.

Application stamp-in date and time

Grant period from

Pre-award costs permitted from

Required Attachments

- Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
- Applicants must submit the additional attachments as detailed in the Required Attachment section on p. 6 on the Program Guidelines found on [TEA's Grant Opportunities](#) page.

Amendment Number

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

Applicant Information

Organization CDN Campus ESC DUNS

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 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. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

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 Lone Star STEM Cycle 2 Year 1 Program Guidelines.

- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2020-2021 Lone Star STEM Cycle 2 Year 1 Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.

- 5. The applicant provides assurance that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements.

- 6. The applicant assures they understand that 2020-2021 Lone Star STEM Cycle 2 Year 1 applicants cannot request to be placed in the treatment or control group and should apply with the intent to complete the treatment requirements outlined in the LOI.

- 7. The applicant assures that the district plans to develop or expand a computer science or cybersecurity Program of Study.

- 8. The applicant assures the T-STEM blueprint components and artifacts as described in the Program Guidelines will be followed.

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.

Statutory/Program Requirements

1. What type of College Career Readiness School Model (CCRSM) is the campus currently? (T-STEM, P-TECH, ICIA, or ECHS) If not a CCRSM, what model do you plan to operate during the Implementation Year?

Statutory/Program Requirements, (cont.)

2. What CCRSM designation does your district plan to pursue through the Lone Star STEM grant?

3. What process and information was used to determine which pathway was selected for the 2020-2021 Lone Star STEM Cycle 2 Year 1 grant? Please include any relevant labor market data or documentation.

Statutory/Program Requirements, (cont.)

4. Describe plans for creating strategic alliances with industry partners and IHEs. What is the anticipated role for each IHE, business, and/or community partnership?

5. Identify the type of advanced courses (dual credit/AP/IB) currently implemented on the campus. Has the district identified what postsecondary credit will be available to students through the computer science, cybersecurity, and engineering programs?

Statutory/Program Requirements, (cont.)

6. Describe any planned STEM-focused informal activities (field experiences, clubs, competitions, summer STEM camp, etc.) that will be offered to students, whether they are offered by the school or by a community partner.

Statutory/Program Requirements (Cont.)

7. Describe the Academy's plans for implementing an interdisciplinary approach to learning where academic concepts are coupled with real-world experiences through Project or Problem Based Learning (PBL) and/or Engineering Design Challenges that are offered regularly throughout the school year. Please include how the Academy will support and develop teachers in offering this, including considerations for scheduling, professional development, and structures for cross-disciplinary collaboration.

8. Describe how the district plans to recruit, retain, and support historically underrepresented populations in STEM (e.g, females, economically disadvantaged, at-risk, etc...).

9. Does the applicant plan to develop or extend an engineering program as well as a computer science or cybersecurity program?

10. Does the applicant have at least one teacher certified to teach computer science?

11. Does the applicant have at least one teacher certified to teach cybersecurity?

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"/>

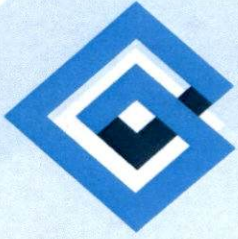
Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

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



Coastal Bend COLLEGE

Dr. Hoggard, CBC President
Coastal Bend College
3800 Charco Rd.
Beeville, TX 78102

March 23, 2020

Dr. Marisa Chapa, Superintendent
Benavides Independent School District
1025 Eagle Drive, Benavides, TX 78341

Dear Dr. Chapa,

It is our pleasure to write this letter of support as Benavides Secondary School embarks on future growth as a Lone Star STEM Academy and P-TECH campus. We have already committed to serving Benavides ISD students in grades 9-12 in the current Benavides Early College High School (ECHS) model and are committed to continuing our partnership in the new P-TECH model with Lone Star STEM opportunities. As part of this model, Coastal Bend College will provide additional college and career readiness opportunities for Benavides Secondary School P-TECH and STEM students.

Our staff will provide advisory support and guidance in P-TECH and STEM planning in order to ensure the program's success in ensuring clear pathways to regional high demand, high wage, and high skill employment opportunities. We will also provide guidance in resource acquisition, curriculum development, work-based learning, and student and community outreach.

We will work with Benavides ISD leadership to review, update, and expand our existing ECHS articulation agreement and memorandum of understanding. We will work with you to determine appropriate dual credit courses that may lead to our Level I and Level II certificates in Computer Information Technology, as well as our Associate of Applied Science-Computer Information Technology.

Sincerely,



VICTORY AMBULANCE SERVICE

March 23, 2020

Dr. Marisa Chapa, Superintendent
Benavides Independent School District
1025 Eagle Drive, Benavides, TX 78341

Dear Dr. Chapa,

Please accept this letter of support and commitment to working with Benavides ISD as Benavides Secondary School seeks to become a Lone Star STEM campus. Our region is in need of certified paramedics/emergency medical technicians (EMT) and will greatly benefit from Benavides STEM students working with our company on our website and other technology tools.

As part of our partnership with Benavides ISD and forthcoming memorandum of understanding (MOU), we will work with Benavides ISD leadership to identify appropriate computer science work-based learning opportunities at our company.

Sincerely,

A handwritten signature in black ink, appearing to read 'Juan Garcia'.

Juan Garcia
Supervisor



ENAVIDES INDEPENDENT SCHOOL DISTRICT

106 West School St. P.O. Drawer P Benavides, TX 78341-0916 Phone: 361/256-3003 Fax: 361/256-3002

Mach 23, 2020

To whom it may concern,

It is our honor to write this letter of commitment and as Benavides Secondary School embarks on future growth as a Pathways in Technology Early College High School (P-TECH) campus and Lone Star STEM Academy. We have already committed to serving Benavides ISD students in grades 9-12 in the current Benavides Early College High School (ECHS) model and planned transition to P-TECH. The Lone Star STEM Academy's computer science pathway will be an excellent addition to opportunities we provide our students. We understand this is a three-year commitment. The campus principal, Dr. Anacita Sugalan, will also be the principal for the Lone Star STEM Academy.

The computer science pathway and STEM framework will benefit Benavides ISD because computer science is a unique field where professionals can be successfully employed regardless of urban or rural location. Our rural community does not have any large information technology employers, therefore our business owners, city leaders, and school board are extremely supportive of offering computer science to our students as a way to help students be prepared for the 21st century workforce. Our district is already planning to implement an active learning environment at Benavides Secondary School beginning in the 2020-2021 school year. We believe the STEM framework will naturally fold into our new instructional practices because our new learning model will prioritize project-based learning, autonomous lessons, and collaboration between subject areas for blended lesson delivery. Students will be completing projects for local businesses, including creation of web-based tools and resources for the companies to use for daily business operations. Additionally, we are working with an outside vendor to secure virtual work-based learning with a technology company. Students will be able to learn the skills and communicate with mentor employers in the computer science field via our virtual learning classroom.

We look forward to this opportunity.

Sincerely,

Marisa Chapa

Dr. Marisa Chapa, Superintendent
Benavides Independent School District
1025 Eagle Drive, Benavides, TX 78341

Anacita Sugalan

Dr. Anacita Sugalan, Principal
Benavides Secondary School
1025 Eagle Dr, Benavides, TX 78341



ENAVIDES INDEPENDENT SCHOOL DISTRICT

106 West School St. P.O. Drawer P Benavides, TX 78341-0916 Phone: 361/256-3003 Fax: 361/256-3002

Mach 23, 2020

To whom it may concern,

Benavides ISD Technology Services will be a work-based learning provider to Benavides Lone Star STEM students. Our technology director will utilize student learning opportunities to provide web services and other computer science-related work-based learning opportunities. We will work with the computer science teacher to determine appropriate learning at each grade level.

Sincerely,

Greg Perez
Technology Director

IMPORTANT NOTICE: Application Part 2 (these budget pages) is not compatible with C

Complete the supporting budget worksheets first, e.g., 6100, 6200, 6300.... The Program Budget Summary worksheet is populated with the amounts you entered on the respective supporting budget worksheets. All budgeted amounts must be in dollars and cents. **Do not enter any cents.**

On each supporting budget worksheet, complete the Total Program Costs and Total Direct Admin Costs lines. Together with the Total Indirect Costs line, these three lines will calculate the Grand Total otherwise the field will change color to red indicating an error. These amounts will automatically populate 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.

Payroll 6100

Complete this worksheet to request payroll costs. Do not request funds for consultants or contractors on this worksheet. Consultants and contractors are 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, which are listed in the [Documentation Requirements](#) section of the [Budgeting Costs Guidance Handbook](#).

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 purchase of capital assets. Capital assets are tangible or intangible assets having a useful life of more than one year, which are valued at the applicant's capitalization level, whichever is less. Capital outlay may include expenditures to make improvements 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 Indirect Costs. There are only a few fields that may require input from the grantee, if applicable, such as indicating *Consolidate Administrative 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 "Other" selection.

Indirect Costs - Enter the current, approved restricted or unrestricted indirect cost rate in the percentage field on line 6. Refer to the Indirect Cost Handbook to calculate the maximum indirect costs that may be claimed for the grant and enter the amount for this grant on line 7 under the Admin Cost column.

[Maximum Indirect Cost Workbook link.](#)

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

Administrative Cost Calculation- Enter the Total Grant Amount Requested on line 10 to determine the maximum amount of administrative costs, including indirect costs.

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

Application Part 2:

20XX-20XX Grant Title
Authorized by: Statutory Reference

Google Docs.

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Pre-award Costs, if applica
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Application Part 2:

2020-2021 Lone Star Stem Cycle 2 Year 1

Authorized by: US Department of Ed Federal Grant P.L. 114-95 IV ESSA EDUCATION INNOVATION AND RESEARCH 84.411B

County District Number or Vendor ID:		066901	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	
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			\$	-
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:			\$	-
Substitute, Extra-Duty Pay, Benefits Costs					
24	6112 - Substitute Pay			\$	500
25	6119 - Professional Staff Extra-Duty Pay			\$	11,500
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:			\$	12,000
30	Grand Total:			\$	12,000
31	Total Program Costs*:			\$	12,000
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 indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.					

[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:

20XX-20XX Grant Title

Authorized by:

County District Number or Vendor ID: 066901 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
1	6269 - Rental or lease of buildings, space in buildings, or land	\$ -
2	Service: AP Training Summer 2021 (AP Summer Institute) Specify purpose: teacher training for new AP Computer Science Principles course	\$ 500
3	Service: Training and Professional Development for Computer Science Teacher(s) Specify purpose: additional training for teacher knowledge and certification	\$ 2,000
4	Service: Work-Based Learning Identification and MOU Development Specify purpose: ensure work-based learning continuum is planned for implementation	\$ 10,000
5	Service: Professional Development for Active Learning and Project-Based Learning Specify purpose: teacher professional development for STEM framework	\$ 2,000
6	Service: Strategic Planning for P-TECH/T-STEM alignment and active learning Specify purpose: ensure school activities and goals align with P-TECH and T-STEM	\$ 10,000
7	Service: Specify purpose:	\$ -
8	Service: Specify purpose:	\$ -
9	Subtotal of professional and contracted services requiring specific approval:	\$ 24,500
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -
11	Grand Total:	\$ 24,500
12	Total Program Costs*:	\$ 24,500
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 indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

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Application Part 2:

2020-2021 Lone Star Stem Cycle 2 Year 1

Authorized by: US Department of Ed Federal Grant P.L. 114-95 IV ESSA EDUCATION INNOVATION AND RESEARCH 84.411B

County District Number or Vendor ID:		066901	Amendment #: 0
Supplies and Materials (6300)			
Expense Item Description		Grant Amount Budgeted	
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$	10,000
2	Grand Total:	\$	10,000
3	Total <u>Program Costs</u>*:	\$	10,000
4	Total <u>Direct Admin Costs</u>*:	\$	-
<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 indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>			

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Application Part 2:

2020-2021 Lone Star Stem Cycle 2 Year 1

Authorized by: US Department of Ed Federal Grant P.L. 114-95 IV ESSA EDUCATION INNOVATION AND RESEARCH 84.411B

County District Number or Vendor ID: 066901		Amendment #: 0
Other Operating Costs (6400)		
Expense Item Description		Grant Amount Budgeted
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.	\$ 3,500
11	Grand Total:	\$ 3,500
12	Total Program Costs*:	\$ 3,500
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 indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.		

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

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County District Number or Vendor ID:		066901	Amendment #: 0	
Capital Outlay (6600)				
Description and Purpose		Quantity	Unit Cost	Grant Amount Budgeted
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):			\$ -
18	Total Program Costs*:			\$ -
19	Total Direct Admin Costs*:			\$ -
<p>*Complete the Total Program Costs (line 18) and Total Direct Admin Costs (line 19) lines. The sum of these lines must equal the Grand Total (line 17) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>				

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County District Number or vendor ID: 066901			Amendment # 0		
Grant Period:		May 1, 2020 to August 31, 2021		Fund Code/ Shared Services Arrangement: 289	
Program Budget Summary					
Description and Purpose			Source of Funds		
			Class/ Object Code	Program Cost	Admin Cost
1	Payroll Costs	6100	\$ 12,000	\$ -	\$ 12,000
2	Professional and Contracted Services	6200	\$ 24,500	\$ -	\$ 24,500
3	Supplies and Materials	6300	\$ 10,000	\$ -	\$ 10,000
4	Other Operating Costs	6400	\$ 3,500	\$ -	\$ 3,500
5	Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds				N/A	
6	Total Direct Costs:		\$ 50,000	\$ -	\$ 50,000
7	Enter Percentage (%) of Indirect Costs:	4.135	N/A	\$ -	\$ -
8	Grand Total of Budgeted Costs :		\$ 50,000	\$ -	\$ 50,000
Shared Services Arrangement					
9	6493	Payments to member districts of shared services arrangements	\$ _____	\$ _____	\$ _____
Administrative Cost Calculation					
10	Total Grant Amount Budgeted:				\$ 50,000
11	Reasonable and necessary administrative costs established for the program:				0.00
12	Maximum amount allowable for administrative costs, including indirect costs:				\$ -

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Application Part 2:

2020-2021 Lone Star Stem Cycle 2 Year 1

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County District Number or vendor ID:	066901	Amendment #	C
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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
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:	\$ -	\$ -	\$ -
7	Indirect Costs:			
8	Total Costs:	\$ -	\$ -	\$ -

Shared Services Arrangement

9	6493	Payments to member districts of shared	\$ -	\$ -	\$ -
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Grant Award submit an

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D. New Grand Total

\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -

\$ -

Instructions: Request for Amendment

After the original application is approved and the grantee has received the Notice of C make changes to the budget or the planned program. Most grantees are permitted to without notifying or getting approval from TEA. (Some grantees are required to notify their budget or programs.) In other cases, however, the grantee is required to submit change the budget or program.

For all grants, regardless of dollar amount, prior written approval is required to make "When to Amend the Application" document posted in the Amendment Submission G Division's Administering a Grant page to determine when an amendment is required f https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx. "When to Ai grantees are and are not required to submit amendments and when amendments are Guidelines, Amending the Application, for more detailed information about amendme

Regardless of how a grantee amends the application to distribute funds among the cla for carrying out the scope and objectives of the grant as described in the approved ap

TEA reserves the right to reject unnecessary amendments without re

Submitting an Amendment

An amendment must be submitted when the program plan or budget is altered for the Application" guidance posted in the Amendment Submission Guidance section of the .

How to Submit an Amendment

An amendment may be submitted by mail or by fax. Do not submit the same amendm via email will not be accepted.

If the amendment is submitted by mail, send three copies of all schedules pertinent tc section), with current signature of the authorized official, to the following address:

Document Control Center, Grants Administratio
Texas Education Agency
1701 N. Congress Ave.
Austin, TX 78701

If the amendment is faxed, submit one copy of each pertinent schedule, with current : the following fax numbers: (512) 463-9811 or (512) 463-9564.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunitie: receives it in substantially approvable form. All amendments are subje

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 author
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 amendment you submit for the grant is #1; if that amendment is approved
- b. Ensure all applicant information is current and correct.
- c. Ensure the authorized official information is current and correct. The authorized official is 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. Attach an amended application. If you are requesting a revised budget, please include an amended amendment.
(example) Payroll 6300 —Reduce amount for extra-duty pay—Staff was all hours.

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

- a. In column A, enter the grand total for each class/object code in the month
- 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

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

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

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Grant Award (NOGA), the grantee may need to make some changes to the budget or program and get approval from TEA for all changes to formal notice to TEA of the desire or intent to

certain changes to the application. Refer to the guidance section of the Grants Administration or this grant. Amend the Application” provides details on which required. Also refer to the General and Fiscal

nts.

iss/object codes, the grantee is still responsible plication.

viewing and approving them.

the reasons described in the “When to Amend the Administering a Grant page of the TEA website.

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signature of the authorized official, to either of

s page. An amendment is effective on the day TEA
ct to review and approval by TEA.

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authorized official's signature and date

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d, the next amendment becomes #2.

authorized official must sign and date with the

Always work with the most recent negotiated or
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