



**2020-2021 STOP School Violence - Mental Health Training Grant, Cycle 2  
Letter of Interest (LOI) Application Due 11:59 p.m. CT, July 21, 2020**

NOGA ID

Authorizing legislation

Student, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 reauthorizes the grant program for school security in the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S. Code §10551); Authorized by P.L. 90-351 as amended by P.L. 115-141

Application stamp-in date and time

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto: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**.

Grant period from **August 4, 2020- August 31, 2021**

Pre-award costs permitted from **Not Applicable**

**Required Attachments**

- 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  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  Digitally signed by Dr. Joe E Gonzales  
Date: 2020.07.20 14:11:30 -05'00' 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 STOP School Violence - Mental Health Training Grant, Cycle 2 Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2020-2021 STOP School Violence - Mental Health Training Grant, Cycle 2 Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. Training sessions will be provided for school officials related to responding to related mental health crises that may precipitate violent attacks on school grounds.
- 6. Grantees will provide documentation of all training and education sessions conducted under the award to TEA in the time and manner requested by TEA.
- 7. Grantees will develop a plan to increase awareness of:
  - a. traumatic stress and mental health needs,
  - b. trauma and mental health literacy of school staff, parents, and others who interact with students to recognize the signs and symptoms of mental health concerns that may cause school violence, and
  - c. how to link students and families to appropriate services.
- 8. Training may include such as, but not limited to, Psychological First Aid – Schools (PFA-S), Trauma Informed Strategies and Mindfulness, suicide prevention, bullying prevention, and substance abuse training for school staff.
- 9. As part of the matching requirement, grantees will engage in partnership building with family service providers, as well as with businesses and community groups to broaden and link all community resources available to school-aged youth and their families.

**Statutory/Program Assurances (Cont.)**

- 10. Grantees must conduct a school climate survey (pre/post program).
  
- 11. Grantees must provide a dedicated person to coordinate the work.
  
- 12. Grantees must include Positive School Climate training such as classroom management.
  
- 13. Grantees must include School Counselor Involvement.

**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.

Mission: The mission of the Burnham Wood Family of Charter Schools is to work in partnership with the family and community to prepare children to accept responsibility for their lives and encourage life-long learning with skills, knowledge, creativity, a sense of self-worth and the ethical values necessary to survive and grow in an ever-changing, diverse, global society.

Need: El Paso's population is over 80% Latino and an area of low socioeconomic status. The crime rate in El Paso is considerably higher than the national average at 19 crimes per one thousand residents. The chance of becoming a victim of a violent crime in El Paso is 1 in 51. El Paso has a crime rate that is 69% higher than the rest of the cities in Texas. The Walmart mass shooting that occurred on August 3, 2019 has shaken the community and affected students and staff, compounding existing educational challenges. Ripples continue to be felt. The current pandemic adds further complication in addressing the unique needs of this population and providing maximum educational opportunities and emotional support to students. The El Paso area has been identified as a pandemic hot spot. This coupled with the low socio economic nature of the students that the district further serves to to display the extreme need of the students and community served.

Burnham Wood serves primarily a 86.9% Hispanic population that echoes the neighborhood around them. With over 57% of the student population identified as Economically Disadvantaged and 59.7% At Risk, the need for additional support for students to address the violence around them is evident. With a district of 849 students Kinder through 12th grade, the potential for violence given the neighborhood rates is extremely high. This grant will assist the district in building a firm foundation between staff, students and parents to meet the various needs. Our needs assessment identified three areas of need: (a) mental health supports, (b) crisis intervention supports and (c) character education.

Program: Burnham Wood Charter School District will implement a three part plan to include the following instructor certification training programs. Staff members from the campus will be chosen to attend one of the following trainings. Once trained, these staff members will train staff at all schools. The programs selected for this grant include:  
- Mental Health First Aid - This will meet the enhancement of "staff literacy" regarding mental health issues requirement.  
- Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention (NCI) Training - This will meet the grant's crisis prevention requirement.  
- Character Counts - Character education to instill trustworthiness, respect, responsibility, fairness, caring and good citizenship.  
We believe this approach will address the needs identified by our staff to strengthen our relationships with our students and community

**Goals, Objectives, and Strategies**

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

Goal #1: Increase awareness of traumatic stress and mental health needs of students.  
 Goal #2: Increase trauma and mental health literacy of school staff, parents, and others who interact with students to recognize the signs and symptoms of mental health concerns that may cause school violence.  
 Goal #3: Link students and families to appropriate services.

Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance-use issues. This training covers risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help. (Meets Goals 1, 2 and 3.)

Nonviolent Crisis Intervention (NCI) training teaches staff de-escalation techniques as well as restrictive and nonrestrictive interventions. Staff learn decision-making skills to match the level of the response to the risk of the crisis, focusing on the least-restrictive response to ensure the care, welfare, safety, and security of students. (Meets Goals 1, 2 and 3.)

CHARACTER COUNTS! utilizes its Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship as a foundational strategy. It promotes a focus on positive school climate, intensive decision-making strategies, mindfulness, growth mindset and behavioral change theories. This program will help create healthier social-emotional space. (Meet Goals 1 and 2.)

**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.

100% of students will participate in the Character Counts program in the school year as measured by activities through out the school year.

Number of mental health-related/violent incidences will decrease by 10% as reported by school administration.

Number of student disciplinary actions decrease by 10% as reported in the state reporting system.

School Climate Survey will indicate 90% confidence in mental health and crisis interventions with students looking at previous results and results from surveys over the next two years and comparing results from students, staff and parents as reported on the survey instrument.

100% of the administration and instructional staff will receive training aligned to this grant as measured by sign-ins, agendas and minutes of said training.

The district will have one staff member fully certified to instruct staff in Mental Health First Aid and Nonviolent Crisis Intervention (NCI) Crisis Prevention and Intervention training as measured by certifications.

Each campus will have a team with current certification through non-crisis intervention as measured by certifications.

**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.

Currently our district has been able to begin to ramp up the way we address safety and security on our campuses because of funds through other sources. We have focused on the physical plant initially and feel that this grant would allow us to focus additional resources of money, time and effort on the mental well being of our staff and students.

**Mental Health First Aid**

Grant funds will be used to support Mental Health First Aid. Funds are allocated to train one instructor. That instructor will receive a stipend of \$1,000 for training the remaining staff. We plan on training 50 additional staff members.

- \$2,200 Instructor training
- \$1,000 Instructor stipend
- \$947 Materials for staff training – 50 for Burnham Wood @\$18.95/each
- \$200 Online/blended certification
- \$5,000 Extra duty pay for all participants of \$100 for the day

Total \$9,347

**Crisis Prevention Institute – Nonviolent Crisis Intervention**

Grant funds will be used to support Crisis Prevention Intervention. Funds are allocated to train one instructor. That instructor will receive a stipend of \$1,000 for training the remaining staff. We plan on training 9 additional staff members so that a team of 3 will be trained on each campus. Additional staff may participate and the district will pick up the costs associated with their training.

- \$4,000 Instructor training
- \$1,000 Instructor stipend
- \$1,000 Instructor travel
- \$337 Materials (books) for staff training for 9 for Burnham Wood @ \$37.50/each for blended learning package
- \$900 Extra duty pay for all participants of \$100 for the day

Total \$7,237

**Character Counts**

Grant funds will be used to support Character Counts. Funds are allocated to train hire an instructor to create a calendar of activities for our staff and students. That instructor will receive then train a lead for each campus. Each lead will receive a stipend of \$500 for training the remaining staff. We plan on training 30 additional staff members. Those staff members will receive stipends and materials to implement in their classrooms. Additional funds are allocated for campus level materials.

- \$4,500 Contracting for materials creation – 2 days of creation/1 day of training at \$1,500/day {\$4,000 IN KIND MATCH}
- \$1,500 Instructor stipend (\$500 per lead x 1 per campus)
- \$3,000 Extra duty pay of \$100 for 30 participants
- \$150 Implementation Tool Kit – one per campus/lead
- \$450 Posters – various posters for campus
- \$1,618 The Six Pillars of Character Series – 1 per class \$53.95 x 30 classes
- \$1,198 Good Ideas Book – 1 per teacher \$39.95 x 30 teachers

Total \$8,416 {\$4,000 IN KIND MATCH}

Grand Total \$25,000

We have allocated a staff member who will oversee this grant as part of their responsibilities. It is expected that she will dedicate about 10% of her time to these activities. Therefore, our matching funds will be \$6,250 from her salary to meet the 25% cost matching requirement of the grant. In addition, matching funds have been allocated for Character Counts for the creation of the materials and training staff in the amount of \$4,000. Additional staff trained in Crisis Prevention Intervention will be trained by the district if others participate.

**Statutory/Program Requirements**

Describe how you will develop your training plans, deliver the training and document outcomes. A training plan will be considered particularly strong if it includes distance or on-line learning delivery systems as part of its programming.

Three separate, existing training programs will be used to deliver the training to a staff member for each program. That trained staff member will then train the rest of district staff. All three training programs are available in a virtual format or reduced in-person class. There will be time allotted throughout the school year for the trained staff member to train the rest of district staff.

Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention (NCI) Training is developed for primary caregivers, educators and human service professionals who directly intervene in crisis situations, teaching staff de-escalation techniques as well as restrictive and nonrestrictive interventions. The evidence-based techniques have been successfully used for over 40 years and are recognized by national and international organizations. NCI training emphasizes physical intervention as a last resort and appropriate to the level of risk. Staff practice strategies that are based on the latest evidence on brain and behavior. A rigorous bi-annual research review ensures that restrictive interventions meet best-practice international standards. Skills covered include:

- ~Prevention & verbal de-escalation skills
- ~Disengagement safety techniques
- ~Continuing education credits
- ~Trauma-informed training
- ~Risk assessment framework
- ~Physical intervention techniques

Mental Health First Aid is an international training program proven to be effective. Peer-reviewed studies show that individuals trained in the program:

- ~Grow their knowledge of signs, symptoms and risk factors of mental illnesses and addictions.
- ~Can identify multiple types of professional and self-help resources for individuals with a mental illness or addiction.
- ~Increase their confidence in and likelihood to help an individual in distress.
- ~Show increased mental wellness themselves.

Studies also show that the program reduces the social distance created by negative attitudes and perceptions of individuals with mental illnesses. Mental Health First Aid USA is listed in the Substance Abuse and Mental Health Services Administration’s National Registry of Evidence-based Programs and Practices.

CHARACTER COUNTS! is a fully integrated student development framework that incorporates the most critical research findings and current theories from all major research and evidence-based strategies. It can help organizations infuse their central methods into the DNA of organizations and assist youth to reach their academic potential, to have the ability to succeed in school, to live happy, worthy and fulfilling personal lives, and become engaged, responsible and productive citizens. At a time when parents and educators are concerned about school violence, it is worth noting that students reported in CHARACTER COUNTS! schools that they felt safer because they knew their fellow students valued trustworthiness, respect, responsibility, fairness, caring and good citizenship. From a classroom perspective, it was simply easier to teach children who put the Six Pillars of Character into practice by their choices. CHARACTER COUNTS! is a unique and distinctive framework that sets itself apart from other programs that are designed and structured to teach character. While staff will not become trained as an instructor in Character Counts, they will work with an outside trainer to create a Character Counts model to use across districts to introduce the pillars and integrate them within the curriculum of the school.



**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" value="849"/>
2. Enrollment of all participating private schools	<input type="text" value="0"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text" value="0"/>
4. Total current-year program allocation	<input type="text" value="25,000"/>
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	<input type="text" value="0"/>
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	<input type="text" value="0"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text" value="0"/>
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	<input type="text" value="0"/>



**Application Part 2: 2020-2021 STOP School Violence-Mental Health Training Grant, Cycle 2**  
**Authorized: STOP School Violence Act 2018 reauthorizes in Omnibus Crime Control and Safe Streets Act (34 U.S. Code §10551)**

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

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

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

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

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**Payroll 6100**

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

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**Professional and Contracted Services 6200**

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

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**Supplies and Materials 6300**

Complete this worksheet to request supplies and materials.

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**Other Operating Costs 6400**

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

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**Capital Outlay 6600**

Complete this worksheet to request capital outlay costs.

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

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**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 8 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.

*Direct Administrative Cost Calculation* - Enter the Total of All Budgeted Costs from line 8 on line 10 to determine the maximum amount allowable for direct administrative costs.

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

**Application Part 2: 2020-2021 STOP School Violence-Mental Health Training Grant, Cycle 2**

**Authorized: STOP School Violence Act 2018 reauthorizes in Omnibus Crime Control and Safe Streets Act (34 U.S. Code §10551)**

County District Number or Vendor ID:		071801			
<b>Payroll Costs (6100)</b>					
Employee Position Title		Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Grant Amount Budgeted	Cost Match
<b>Academic/Instructional</b>					
1	Teacher			\$ -	\$ -
2	Educational Aide			\$ -	\$ -
3	Tutor			\$ -	\$ -
<b>Program Management and Administration</b>					
4	Project Director			\$ -	\$ -
5	Project Coordinator		1	\$ -	\$ 6,250
6	Teacher Facilitator		2	\$ 2,000	\$ -
7	Teacher Supervisor		3	\$ 1,500	\$ -
8	Secretary/Admin Assistant			\$ -	\$ -
9	Data Entry Clerk			\$ -	\$ -
10	Grant Accountant/Bookkeeper			\$ -	\$ -
11	Evaluator/Evaluation Specialist			\$ -	\$ -
<b>Auxiliary</b>					
12	Counselor			\$ -	\$ -
13	Social Worker			\$ -	\$ -
14	Community Liaison/Parent Coordinator			\$ -	\$ -
<b>Education Service Center (to be completed by ESC only when ESC is the applicant)</b>					
15	ESC Specialist/Consultant			\$ -	\$ -
16	ESC Coordinator/Manager/Supervisor			\$ -	\$ -
17	ESC Support Staff			\$ -	\$ -
18	ESC Other: (Enter position title here)			\$ -	\$ -
19	ESC Other: (Enter position title here)			\$ -	\$ -
20	ESC Other: (Enter position title here)			\$ -	\$ -
<b>Other Employee Positions</b>					
21	(Enter position title here)			\$ -	\$ -
22	(Enter position title here)			\$ -	\$ -
23	<b>Subtotal Employee Costs:</b>			\$ 3,500	\$ 6,250
<b>Substitute, Extra-Duty Pay, Benefits Costs</b>					
24	6112 - Substitute Pay			\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ -
26	6121 - Support Staff Extra-Duty Pay			\$ 8,900	\$ -
27	6140 - Employee Benefits			\$ -	\$ -
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>			\$ 8,900	\$ -
30	<b>Grand Total:</b>			\$ 12,400	\$ 6,250
31	<b>Total Program Costs*:</b>			\$ 12,400	
32	<b>Total Direct Admin Costs*:</b>			\$ -	

\*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.](#)

<b>FOR TEA USE ONLY</b>	
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 STOP School Violence-Mental Health Training Grant, Cycle 2**  
**Authorized: STOP School Violence Act 2018 reauthorizes in Omnibus Crime Control and Safe Streets Act (34 U.S. Code §10551)**

County District Number or Vendor ID:	071801	0
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**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	Cost Match
1	6269 - Rental or lease of buildings, space in buildings, or land Specify purpose:	\$ -	\$ -
2	Service: Mental Health First Aid Training - 1 staff member Specify purpose: training of staff to instruct the remaining staff	\$ 2,200	
3	Service: Mental Health First Aid - Online/Blended Certification Specify purpose: training of staff to instruct the remaining staff	\$ 200	
4	Service: Crisis Prevention Intervention Training - 1 staff member Specify purpose: training of staff to instruct the remaining staff	\$ 4,000	\$ -
5	Service: Character Counts Training Specify purpose: Creation of program for the school	\$ 500	\$ 4,000
6	Service: Specify purpose:	\$ -	\$ -
7	Service: Specify purpose:	\$ -	\$ -
8	Service: Specify purpose:	\$ -	\$ -
9	<b>Subtotal of professional and contracted services requiring specific approval:</b>	<b>\$ 6,900</b>	<b>\$ 4,000</b>
10	Remaining 6200 - Professional and contracted services that do not require specific approval.		\$ -
11	<b>Grand Total:</b>	<b>\$ 6,900</b>	<b>\$ 4,000</b>
12	<b>Total Program Costs*:</b>	\$ 6,900	
13	<b>Total Direct Admin Costs*:</b>	\$ -	

**\*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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Via telephone/fax/email (circle as appropriate)	

County District Number or Vendor ID: 071801		0	
Supplies and Materials (6300)			
Expense Item Description		Grant Amount Budgeted	Cost Match
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ 4,700	\$ -
2	Grand Total:	\$ 4,700	\$ -
3	Total Program Costs*:	\$ 4,700	
4	Total Direct Admin Costs*:	\$ -	

**\*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.**

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**Application Part 2:**

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**Authorized: STOP School Violence Act 2018 reauthorizes in Omnibus Crime Control and Safe Streets Act (34 U.S. Code §10551)**

County District Number or Vendor ID: 071801		0	
Other Operating Costs (6400)			
Expense Item Description		Grant Amount Budgeted	Cost Match
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	<b>Subtotal of other operating costs (6400) requiring specific approval:</b>	\$ -	\$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 1,000	\$ -
11	<b>Grand Total:</b>	<b>\$ 1,000</b>	<b>\$ -</b>
12	<b>Total Program Costs*:</b>	\$ 1,000	
13	<b>Total Direct Admin Costs*:</b>	\$ -	

**\*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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Via telephone/fax/email (circle as appropriate)	By TEA staff person:

**Application Part 2:**

**2020-2021 STOP School Violence-Mental Health Training Grant, Cycle 2**

Authorized: STOP School Violence Act 2018 reauthorizes in Omnibus Crime Control and Safe Streets Act (34 U.S. Code §10551)

County District Number or Vendor ID:		071801	0		
<b>Capital Outlay (6600)</b>					
Description and Purpose		Quantity	Unit Cost	Grant Amount Budgeted	Cost Match
<b>6669 - Library Books and Media (capitalized and controlled by library)</b>					
1		N/A	N/A	\$ -	
<b>66XX - Computing Devices, capitalized</b>					
2	(Enter description and brief purpose)			\$ -	
3				\$ -	
4				\$ -	
5				\$ -	
6				\$ -	
7				\$ -	
8				\$ -	
9				\$ -	
<b>66XX - Software, capitalized</b>					
10	(Enter description and brief purpose)			\$ -	
11				\$ -	
12				\$ -	
<b>66XX - Equipment, furniture, or vehicles</b>					
13	(Enter description and brief purpose)			\$ -	
14				\$ -	
15				\$ -	
<b>66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)</b>					
16	(Enter description and brief purpose)			\$ -	
17	<b>Grand Total (sum of all lines):</b>			\$ -	\$ -
18	<b>Total Program Costs*:</b>				
19	<b>Total Direct Admin Costs*:</b>				

**\*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.**

<b>FOR TEA USE ONLY</b>	
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 STOP School Violence-Mental Health Training Grant, Cycle 2**

Authorized: STOP School Violence Act 2018 reauthorizes in Omnibus Crime Control and Safe Streets Act (34 U.S. Code §10551)

County District Number or vendor ID:		071801			0	
Grant Period:	August 4, 2020 to August 31, 2021			Fund Code/ Shared Services Arrangement:	289/379	
Budget Summary						
Description and Purpose		Source of Funds				
		Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost	Cost Match Cost
1	Payroll Costs	6100	\$ 12,400	\$ -	\$ 12,400	\$ 6,250
2	Professional and Contracted Services	6200	\$ 6,900	\$ -	\$ 6,900	\$ 4,000
3	Supplies and Materials	6300	\$ 4,700	\$ -	\$ 4,700	\$ -
4	Other Operating Costs	6400	\$ 1,000	\$ -	\$ 1,000	\$ -
5	Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -
6	<b>Total Direct Costs:</b>		<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 10,250</b>
7	*Indirect Costs:				\$ -	
8	<b>Total of All Budgeted Costs :</b>		<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 10,250</b>
Shared Services Arrangement						
9	6493	Of the Total of All Budgeted Costs, how much will be passed to member districts of SSAs?	\$ -	\$ -	\$ -	
Direct Administrative Cost Calculation						
10	Total of All Budgeted Costs (from line 8):				\$ 25,000	
11	Direct Administration Cap per Program Guidelines (8%)				0.08	
12	Maximum amount allowable for Direct Administrative costs:				\$ 2,000	

*\*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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**2020-2021 STOP School Violence-Mental Health Training Grant, Cycle 2**

**Authorized: STOP School Violence Act 2018 reauthorizes in Omnibus Crime Control and Safe Streets Act (34 U.S. Code §10551)**

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 be submitted by mail or by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address:

Document Control Center, Grants Administration Division,  
Texas Education Agency, 1701 N. Congress Ave.,  
Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of 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 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

**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	<b>Total Direct Costs:</b>	\$ -	\$ -	\$ -	\$ -

**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:

## Instructions: Request for Amendme

After the original application is approved and the grantee has received the Notice to make changes to the budget or the planned program. Most grantees are required to notify TEA of the desire or intent to change the budget or program before making any changes to the budget or program without notifying or getting approval from TEA. (Some grantees are required to get approval from TEA for all changes to their budget or programs.) In other cases, however, a grantee must provide 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 titled “When to Amend the Application” provides details on which grantees are required to submit amendments and when amendments are required. Also refer to the General and Fiscal Guidelines for detailed information about amendments.

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

*TEA reserves the right to reject unnecessary amendments without*

## Submitting an Amendment

An amendment must be submitted when the program plan or budget is altered from the original application. For more information, refer to the “When to Amend the Application” guidance posted in the Amendment Submission Guidance section of the TEA website.

## How to Submit an Amendment

An amendment may only be submitted by email to [loiapplications@tea.texas.gov](mailto:loiapplications@tea.texas.gov)

## Pages to Include with an Amendment

*Required for **all** amendment requests:*

1. Page one of the application with an updated signature and date
2. Appendix I of the application: 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

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 first amendment you submit for the grant is #1; if that amendment is #2.
  - b. Ensure all applicant information is current and correct.
  - c. Ensure the authorized official information is current and correct. This includes 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 change. This includes the negotiated or amended application. If you are requesting a revised budget, include a budget with your amendment.  
(example) Payroll 6300 —Reduce amount for extra-duty pay—Staff working hours.
3. If you are requesting a budget change, complete the Request for Amendment
  - a. In column A, enter the grand total for each class/object code in the 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 the new budgeted amounts.
4. If you are requesting a budget change, complete the Program Budget Summary budget page. For each class/object code on the budget summary, strike through the old budgeted amounts and enter the new budgeted amounts. The total budgeted cost for each class/object code and the grand total for each supporting budget page.
5. Do not resubmit any attachments required in the original application.

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of Grant Award (NOGA), the grantee may be permitted to make some changes to the terms. Grantees are required to notify and get approval from the TEA before making any changes. If the grantee is required to submit formal

an amendment page of the TEA website. The guidance and are not required to submit amendments. For more information, see the guidance, Amending the Application, for more

information. If the class/object codes, the grantee is still required to submit an amendment to the approved application.

*reviewing and approving them.*


for the reasons described in the “When to Amend” section of the Administering a Grant page

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cating the number of the amendment. The  
; approved, the next amendment becomes

he authorized official must sign and date with

ges. Always work with the most recent  
udget, please include the budget attachments

was able to complete training during regular

budget page

≥ most recently approved application or

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your changes

ry page and the corresponding supporting  
the previously approved amount and enter  
on the budget summary must match the