



**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 Sylvia G. Rios Date: 2020.07.21 15:29:16 -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:
- traumatic stress and mental health needs,
  - 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
  - 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.

Laredo ISD mission is to provide the safest educational environment for our students. The primary goal is to establish a strong Nonviolent Crisis Intervention and Adult/Youth Mental Health First Aid program to address campus safety and student behavioral health needs involved in or at risk of involvement in the criminal/juvenile justice systems. Our safety committee has been established & includes Student Services, School Board of Trustees, Superintendent, Safety, Police, Campus Administration, Teachers, Staff, Parents, & Community members taking part in analyzing internal/external weaknesses & threats to our schools on a recurring basis. The safety committee has reviewed school incident reports & data received from external law enforcement agencies related to incidences occurring outside of school in relation to our student populations & gathered feedback from parent focus groups on what they perceive as safety concerns in & around the Schools. Our safety committee has developed a long-term plan to evaluate campus security needs & protocols applying an external & internal threat assessment, developing layered security protocols consisting of police officers & security guards on each campus, active shooter drills/notification system, ID Entry Systems, visitor protocols & providing services in mental health first aid, conflict resolution, & school-based violence prevention to reduce the likely hood of students becoming involved in violent behaviors & have developed the plan to serve & coordinate services with Federal, State, County, Local Law Enforcement Agencies & Community Entities that provide additional supports & shared information protocols & response to mental health services that have an impact our Schools & Community. Our plan involves a greater need for crisis intervention and mental health first aid training for our police officers, school officials and teachers in responding to related traumatic or mental health crises that may precipitate violence, bullying, suicide, or substance abuse. The committee objective is to initiate district-wide trained police presence & activities relating to conflict resolution and other school-based strategies to prevent future violence & develop a safer & improved school behavioral health model to terroristic threats, assaults, decrease harassment, bullying, violence, gang involvement, substance abuse & includes alternative approaches to our police use of force policies with this additional training. Laredo ISD is adamant about increasing its capacity to identify, assess, & serve parents, students, & staff exposed to pervasive violence and provide services in mental health, conflict resolution, deescalation, & school-based violence prevention strategies to reduce the likely hood of students becoming involved in violent behaviors, street gangs, or drug cartels.

**Goals, Objectives, and Strategies**

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

Our major goal for this program is to implement strategies that certify our Law Enforcement Officers as Instructors in crisis intervention & mental health first aid as an integral part of their training as an alternative approach to policing & our school improvement initiatives that address program-specific provisions, assurances, and statutory requirements. The objective will be the establishment of Police Officer Certified Training Instructors leading to a more progressive & less aggressive approach to policing our schools & increased interaction with our parents, students, administration, & staff. In light of recent events nationwide, as police reforms are being considered, Laredo ISD had already included & considered the need for Mental Health First Aid & Non Violent Crisis Intervention to increase awareness of traumatic stress & mental health needs, trauma & mental health literacy of school staff, parents, & others who interact with students to recognize signs & symptoms of mental health concerns that may cause school violence, & link students & families to appropriate services without use of force methods of engagement by law enforcement officers. To meet our goals & objectives the grant funds will be used to certify several police officers, safety, & staff as instructors in nonviolent crisis intervention & mental health first aid. These individuals will then be charged with training of all officers, security, administration, teachers, staff, students, parents & community members in a unique approach to crisis intervention methods. These certified instructors will also engage in various activities throughout the school year to engage more with community & partnership building with family service providers & to build capacity by broadening & linking community resources, businesses, & community groups to our schools.

**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.

The performance measures identified for this program include monthly meetings to ensure fidelity of implementation planning & execution. Developing wrap-around strategies & services to strengthen social/emotional skills & community support services necessary for students to be successful in rigorous academic and work-based educational experiences. Our commitment & focus on Mental Health First Aid & Non Violent Crisis Intervention as part of our district & campus security needs allows for our under-served & economically disadvantaged community to embrace challenges as opportunities to achieve & maintain best practices & embedding innovations within the classroom that inspire a rich & productive learning environment regardless of socio-economic backgrounds of our student population. The evaluation & modification will be based on the types of data identified that are important to the program design & outcomes including Data Collection Criteria & the measurable outcomes of the performance assessment that include but limited to 1) Number/Percentage of personnel/community members trained in trauma informed strategies & mindfulness, suicide prevention, bullying prevention, & substance abuse training for school staff via certified instructors; 2) Number/Percentage of reduced violent encounters, & bullying, arrests on/off campus; 3) Number/Percentage of students/families referred to community services & receiving treatment; 4) Number/Percentage of disciplinary referrals regarding bullying, assault &/or fighting among students in grades k-12; 5) The reduction in percentage of students who report current (30 day) substance abuse k-12; 6) Reduction in percentage of students who report current (30 day) alcohol use in grades 1-12; 7) Reduction in percentage of students who are given referrals due to behavioral, social, physiological, &/or emotional issues; 8) Increase in percentage of students receiving in-district or community mental health services; 9) increase in school attendance & reduction of truancy cases; 10) Increase in percentage of students who are receiving school-based mental health services in grades k-12 measured by the number of community mental health service student referrals by district police, personnel, parents, & community health service providers & 11) reduction of District (DAEP) and Juvenile Justice Alternative Education Program (JJAEP) placements. This enables Laredo ISD to achieve immediate, intermediate, & long-term outcomes providing increased awareness of traumatic stress & mental health, promotion & services in schools addressing identified needs, increased capacity for educators to integrate trauma-informed & resiliency building strategies into the curriculum, & increased Positive School Climate Perceptions based on pre/post climate surveys.

**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 review committee met to evaluate the needs assessment & have determined the impact of these funds on our school safety & security strategies will provide a more robust & noticeable reassurance to our schools & community that taking a noticeable proactive role in Mental Health First Aid & Non Violent Crisis Intervention builds our organizational capacity to provide safe & secure learning environments for our students & community. Our plan is to use the proposed budget to meet the needs & goals of the program & to increase security & safety by implementing this strategy in our layered security & safety protocols whereby each campus will have increased Mental Health First Aid & Non Violent Crisis Intervention capacity for all campus personnel. The use of this funding aligns with the multi-hazard emergency operations plan. The District Multi-Hazard Emergency Plan (EOP) follows and supports the four phases of emergency management that include but not limited to: Prevention, Mitigation, Response and Recover. As we utilize the funds to help us ensure & enforce these four components, Laredo ISD shall use the funds to strengthen & reinforce existing School Safety & Security strategies. The committee has reviewed & recommended use of these funds to increase the number of trained staff & instructors in Mental Health First Aid & Non Violent Crisis Intervention. The District's EOP promotes prevention components & wrap-around services to strengthen that plan. Effective communication during traumatic & emergency situations is a major component of the District's EOP and the use of web-based & other communication strategies, is paramount to Laredo ISD's EOP. It is critical to have effective & strong training methods & communication tools that will support & strengthen the EOP. Laredo ISD has and will continue to comply with the Senate Bill 11 security audit mandates & use the information found during the school inspections to correct or strengthen the District's EOP. All security & safety tools & equipment is used to support the four phases of Emergency Management to ensure safer schools. In addition, our procurement process follows structured procurement protocols using requests for proposals (RFP) and/or request for qualifications (RFQ), purchase orders & invoicing processes as they are Pursuant to Requirements in 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards, & Education Department General Administrative Regulations (EDGAR). Our parent/community involvement in decision-making process includes providing information to parents via our monthly Parent Advisory Committee (PAC), letters, news media, social media posts, & website that keep our parents & community informed along with feedback from our parents & community members. Laredo ISD also holds monthly safety meetings for all departments as part of our needs assessment & to gather feedback as to potential areas of safety needing to be addressed & adjustments will be made in the future to meet our school safety & security needs. Laredo ISD currently has our counseling department certified as Mental Health First Aid Instructors working in conjunction with Communities-in-Schools and other local service provider partnerships, safety department addressing our District Multi-Hazard Emergency Plan (EOP), students services providing a linkage between community partnerships with law enforcement, courts, & community services along with our own police department officers that patrol & maintain our campus & district security protocols. In addition to our currently funded programs a component of the evaluation process utilizes existing data sources to obtain participant information & incorporates the triangulation of data by improving the level & effectiveness of our safety & security planning, training, communication, methods, & protocols. For example, our Police Officers have cruisers, bikes, web-based & radio communications, database access to DPS, Body-worn cameras, campus based cameras, & other specialized tools & tactics at their disposal, but lack training in Mental Health First Aid & Non Violent Crisis Intervention that will impact their future interactions with students & also modify their use of force policies to be more informed & mindful when addressing traumatic & emergency situations. Laredo ISD's current available resources to support this program includes: Rachel's Challenge, Positive Behavioral Interventions and Supports (PBIS), Character Education Model consists of the Conversation, Help, Activity, Movement, and Participation (C.H.A.M.P.'s) for classroom management (Safe & Civil Schools, 2009) for grades Pre-K – 12th, Too Good for Drugs (Mendez Foundation, 2003) for grades 3rd thru 8th & Reconnecting Youth (Eggert, et. al., 1994) for grades 9th thru 12th that is recognized by the Substance Abuse & Mental Health Services Administration.

**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.

The implementation of the training program includes the training plan, timeline, & outcomes including 1) total number of trainings to be held totaling 8 specific in person trainings per year & ongoing on-line trainings that will be continuous through our learning delivery system, web-based portal & instructional television programming ; 2) total number of officers & security to be trained (Mandatory); 3) total number of individuals to be trained as instructors & the total number of individuals to be trained are representative of adults who are in direct contact with school-aged youth; 4) individuals involved in the trainings will be demographically & racially/ethnically diverse representing individuals involved directly with school-aged youth; 5) increased awareness of traumatic stress & mental health needs; 6) trauma & mental health literacy of school staff, parents, & others who interact with students to recognize the signs/symptoms of mental health concerns that may cause school violence; 7) link students & families to appropriate services; & 8) provide data on pre/post school climate surveys. Collaborative partnerships & coordination of program activities with various community members will be established with district staff, parents, students, community organizations & business entities to help modify & positively impact the program. Our training plan includes distance or on-line learning delivery systems as part of our programming available through our website & our instructional television broadcasting simultaneously in English & Spanish along with added information available regarding community service providers and other web-based resources. Additionally, our plan allows Laredo ISD to combine & coordinate programs to facilitate inter-agency partnerships & strategies to address the issues of school climate (California P-16 Council, 2008; Scales & Leffert, 1999), school safety, & mental health needs in a comprehensive manner for our entire community (Barton, 2003). This structure will ensure that the instructional vision, transformation, & school improvement processes include all stakeholders so as to ensure the participants or stakeholders are not forced into dependent roles that remove opportunities or incentives for them to become self-efficient independent leaders (Sergiovani, 2001). Laredo ISD will provide documentation of all training & education sessions conducted under this funding & training will be provided related specifically to mental health first aid & crisis intervention that may precipitate acts of violence, bullying, suicide, & substance abuse. Our plan is to use the proposed budget to meet the needs & goals of the program & to increase security & safety by implementing this strategy in our layered security & safety protocols whereby each campus will have increased Mental Health First Aid & Non Violent Crisis Intervention capacity for all campus personnel. The use of this funding aligns with the multi-hazard emergency operations plan. The District Multi-Hazard Emergency Plan (EOP) follows and supports the four phases of emergency management that include but not limited to: Prevention, Mitigation, Response and Recover. As we utilize the funds to help us ensure & enforce these four components, Laredo ISD shall use the funds to strengthen & reinforce existing School Safety & Security strategies. The committee has reviewed & recommended use of these funds to increase the number of trained staff & instructors in Mental Health First Aid & Non Violent Crisis Intervention. The District's EOP promotes prevention components & wrap-around services to strengthen that plan. Effective communication during traumatic & emergency situations is a major component of the District's EOP and the use of web-based & other communication strategies, is paramount to Laredo ISD's EOP. It is critical to have effective & strong training methods & communication tools that will support & strengthen the EOP. Laredo ISD has and will continue to comply with the Senate Bill 11 security audit mandates & use the information found during the school inspections to correct or strengthen the District's EOP. Laredo ISD will be able to train teachers, counselors, emergency responders, other school personnel, parents, caregivers, child welfare agencies, faith-based organizations, families & other youth-serving adults in the community. Utilization of behavioral, social & emotional support systems by in-district school administrators, teachers, counselors, police officers, staff & external community resources provide help to students who need additional specialized treatment or counseling in behavioral, mental, social, emotional issues.

**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="23,645"/>
2. Enrollment of all participating private schools	<input type="text" value="47"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text" value="23,692"/>
4. Total current-year program allocation	<input type="text" value="16,437,463"/>
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="16,437,463"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text" value="694"/>
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	<input type="text" value="32,618"/>



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

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

*You may duplicate this page*

**Amended Section**

**Reason for Amendment**

**Application Part 2: 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:					
<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			\$ -	\$ -
6	Teacher Facilitator			\$ -	\$ -
7	Teacher Supervisor			\$ -	\$ -
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>			\$ -	\$ -
<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			\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ -
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>			\$ -	\$ -
30	<b>Grand Total:</b>			\$ -	\$ -
31	<b>Total Program Costs*:</b>			\$ -	
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:	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 Training Specify purpose: Crisis Intervention Instructor Certification	\$ 10,350	\$ 3,450
3	Service: Mental Health First Aid Adult and Youth Specify purpose: MHFA Instructor Certification	\$ 6,600	\$ 2,200
4	Service: Specify purpose:	\$ -	\$ -
5	Service: Specify purpose:	\$ -	\$ -
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>\$ 16,950</b>	<b>\$ 5,650</b>
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -
11	<b>Grand Total:</b>	<b>\$ 16,950</b>	<b>\$ 5,650</b>
12	<b>Total Program Costs*:</b>	\$ 16,950	
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.**

**FOR TEA USE ONLY**

Changes on this page have been confirmed with:	
Via telephone/fax/email (circle as appropriate)	

County District Number or Vendor ID:		0	0
<b>Supplies and Materials (6300)</b>			
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>	<b>Cost Match</b>
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ -	\$ -
2	Grand Total:	\$ -	\$ -
3	Total Program Costs*:	\$ -	
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.**

<b>FOR TEA USE ONLY</b>	
Changes on this page have been confirmed with:	
Via telephone/fax/email (circle as appropriate):	

**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: 0		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.	\$ 6,949	\$ 600
11	<b>Grand Total:</b>	<b>\$ 6,949</b>	<b>\$ 600</b>
12	<b>Total Program Costs*:</b>	\$ 6,949	
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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**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:		0	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.**

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**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:		0		0	
<b>Grant Period:</b>	<b>August 4, 2020 to August 31, 2021</b>			<b>Fund Code/ Shared Services Arrangement:</b>	<b>289/379</b>
<b>Budget Summary</b>					
Description and Purpose	Class/ Object Code	Source of Funds			
		Program Cost	Direct Administrative Cost	Total Budgeted Cost	Cost Match Cost
1	Payroll Costs	6100	\$ -	\$ -	\$ -
2	Professional and Contracted Services	6200	\$ 16,950	\$ -	\$ 16,950
3	Supplies and Materials	6300	\$ -	\$ -	\$ -
4	Other Operating Costs	6400	\$ 6,949	\$ -	\$ 6,949
5	Capital Outlay	6600	\$ -	\$ -	\$ -
6	<b>Total Direct Costs:</b>		<b>\$ 23,899</b>	<b>\$ -</b>	<b>\$ 23,899</b>
7	*Indirect Costs:				<b>\$ 1,101</b>
8	<b>Total of All Budgeted Costs :</b>		<b>\$ 23,899</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b>Shared Services Arrangement</b>					
9	6493	Of the Total of All Budgeted Costs, how much will be passed to member districts of SSAs?	\$ -	\$ -	\$ -
<b>Direct Administrative Cost Calculation</b>					
10	Total of All Budgeted Costs (from line 8):				<b>\$ 25,000</b>
11	<b>Direct Administration</b> Cap per Program Guidelines (8%)				0.08
12	Maximum amount allowable for <b>Direct Administrative</b> 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>		\$ -	\$ -	\$ -	\$ -

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## 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 a description of the negotiated or amended application. If you are requesting a revised budget, include a description of the changes 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 document, 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

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budget page

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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