



**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**

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

**Amendment Number**

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

**Applicant Information**

Organization Alief ISD CDN 101903 Campus various ESC 4 DUNS 031861214

Address 4250 Cook Road City Houston ZIP 77072 Vendor ID 1-74-600019

Primary Contact Zack Ward Email zachary.ward@aliefisd.net Phone 281-498-8110

Secondary Contact Alvia Baldwin Email alvia.baldwin@aliefisd.net Phone 281-498-8110

**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 HD Chambers Title Superintendent

Email hd.chambers@aliefisd.net Phone 281-498-8110

Signature HD Chambers Digitally signed by HD Chambers Date: 2020.07.17 14:45:44 -05'00' Date 07/17/2020

**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.

Alief ISD is one of the most diverse districts in Texas. Our district serves more than 45,000 students in PK-12 with a myriad of diverse needs. Our student population is dominated by traditionally underrepresented subpopulations in regards to race, socioeconomic status, and language barriers. We also have a growing homeless population slated to worsen due to COVID-19. District priorities, established by the Board of Trustees, include maintaining a safe and orderly environment, and building positive relationships with all stakeholders. We are duty bound and committed to care for the personal, psychological, and emotional needs of our staff and students. We must ensure that each student has access to our programming. When we implement programs to serve our unique diverse populations, we do so with equity in mind.

In order to accomplish this lofty goal of equity, we realize that we must extend ourselves outside of our district resources. This is where our awesome partnerships and grant opportunities come into play. Without robust and collaborative education, interventions, and support, many of our students are prone to exposure to violence or other similar ACES (Adverse Childhood Experiences). In relation to our diversity of needs and the need for equity, our district has a very clear mission.

Alief ISD Mission Statement: The Alief Independent School District, in collaboration with parents and community, will provide an exemplary education for all students in a safe environment.

Alief ISD Motto: Preparing Students for Tomorrow — Caring for Them Today

Likewise, when we examined our District Counseling Department, we thought it important to develop an aligned yet specific set of goals that would reflect our Counseling program. Alief ISD's Counseling Program is a comprehensive, developmental, results-based school counseling program that aligns with the state's model. Professional school counselors are available on all Alief ISD's campuses to provide services for all of our students in the areas of Guidance Curriculum, Responsive Services, Individual Planning, and System Support.

Alief ISD Counseling Department Mindset and Mission:

OUR MINDSET: The Alief ISD Counseling Department consists of dedicated professional school counselors who, in collaboration with local partnerships, embrace the uniqueness of all learners while encouraging, educating, and empowering them towards success.

OUR MISSION: Provide relevant resources and opportunities towards positive citizenship, healthy relationships, mental health, and valuable academic and post-secondary planning through a comprehensive school counseling program.

With STOP grant funding, we would like to build on our ASERT (Acknowledge, Support, Encourage and Evaluate with Empathy, and Resiliency Training) Crisis Training that helps support all students through a trauma-informed lens.

**Goals, Objectives, and Strategies**

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

The Goal of the "ASERT for Safety" program will be to ensure that each student has access to resources and age appropriate training that will guide and encourage them through healthy choices and relationships with peers and adults as we continue a targeted focus on trauma and mental health training as a preventative and recovery activity because of school violence. In order to truly support our students, we believe that robust and intentional staff training must be an initial focus and foundation.

Our objective will be to provide research based education and programming to students, parents, educators, and all stakeholders in an effort to increase mental health and trauma informed awareness as we decrease the instances of violence against children. We also hope to increase the reporting and availability of care when violence does occur. This will include having counseling services available for youth victims and youth perpetrators of violence.

Our strategies include minimizing the health risks related to COVID-19 in creating and providing as much virtual and technology based support and communication as possible, knowing that some face-to-face support and programming may be necessary and beneficial to address the digital divide.

The activities will include but are not limited to: individual and small group counseling; large group workshops and presentation for students, educators, parents, and community members; Psychological First Aide continued staff training; program partnerships with Crime Stoppers, Mental Health America, Communities in Schools, Community Youth Services, and Kognito Simulated Safety; training with school police on violence prevention and relationships with law enforcement/ Adopt-a-Cop program; trainings for empathy, mindfulness, anti-bias, and social-emotional learning.

**Performance and Evaluation Measures**

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

We will implement a pre- and post-test to measure student understanding and needs related to our grant programming goals, objectives, and strategies prior to exposure to the program and afterwards.

The needs assessment process is part of the continuous improvement cycle. The Director of Counseling works with the Counseling Coordinator & Facilitator and other central staff, as well as the Director of Curriculum & Instruction and Area Superintendents, to determine success and areas for growth each year. The team identifies and analyzes potential data sources, including the required performance measures, and builds a needs assessment based on evidence and a forward thinking mentality. The Director of Counseling determines the efficacy of the needs assessment, and works in collaboration with central instructional leaders to assess and change the process as needed.

The Director of Counseling and her team will collect data for reporting on a) increased awareness of traumatic stress and mental health, promotion and services in schools addressing identified needs; b) increased capacity for educators to integrate trauma-informed and resiliency building strategies into the curriculum; and c) increased Positive School Climate Perceptions based on pre/post climate surveys.

The team will work with campus counselors and administrators to gather data related to campus climate, student decision making, and overall student morale/buy in. Project evaluation will be conducted by central and campus counseling staff. Project staff will use existing district surveys to track the progress of students and staff through assessments and individual and group input.

**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 budgeted travel and contracted services fees are for trainings. We plan to train all of our K-12 counseling staff (approximately 150 staff) in Psychological First Aid Training through Region 4 and Region 13 Education Service Centers. Additionally, we will explore the possibility of including our Prevention and Safe Schools Specialists and Family Liaisons, as funding allows. Campus administrators and other key campus staff will also be including as funding allows. As of now, all trainings look set to be virtual due to ongoing concerns of COVID-19. Live stream trainings with a contracted presenter will accommodate all of the staff we intend to train. However, if face-to-face training becomes a viable option, that will be the preferred delivery method.

Each year, Alief hosts Family U, which is a full day event for parents and families filled with a plethora of professional development and learning sessions regarding home-to-school connections, family learning activities, parenting strategies, language development, mental health awareness, and many others. If this event can be held, we will include a mental health sessions for families with a contracted trainer.

The supplies and materials expense will be used to purchase earbuds for students engaging in Kognito student to student training aimed at recognizing signs and symptoms of trauma.

The 25% cost share requirement will be met using Counselor and certified salaries at \$25 per hour for two hours of training for 150 employees to reach \$6,250 (25% of \$25,0000. This is a published supported cost share method using extra duty pay.

The most likely potential change to training will be face-to-face shifting to virtual formats. Alief's budget and activities are designed to foster either format, but changes can be made as necessary to accommodate the unpredictable nature of the coming months.

**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.

Due to the recent development of the ASERT Crisis Training, we will utilize this detailed format to roll into the ASERT for Safety Program. We will begin by offering virtual training to all professional school counseling staff. Training will then be rolled out campus- and community-wide via methods including but not limited to those previously outlined in the Goals, Objectives, and Strategies portion of this application. Training will be available face-to-face (if COVID-19 related safety considerations allow) and virtually. As training concludes, campuses will reflect back on campus and district goals related to the overall program goals and utilize rubrics to measure effectiveness and continue needs assessment. As mentioned earlier, our success will include wonderful partnerships from mental health and child safety advocates. Many of these partners have been outlined in the Goals, Objectives, and Strategies portion of this application.

The ASERT training was developed by the Director of Guidance and Counseling for Alief ISD, with the social emotional and mental health implications of COVID-19 in mind. We are looking to build on this platform and extend the ASERT training to an "ASERT for Safety" program that would focus on the STOP Violence precepts highlighting education and programming focused on student safety.

During the 2019-20 school year, with a keen interest in ensuring our educators received district wide Trauma informed training to help support students and foster a Trauma informed climate, we trained every campus staff in Trauma Informed Care, and received recognition for our efforts from Kognito for our robust implementation. As we plan to build and increase awareness for staff, we also see the need to have similar awareness training for students so that they can recognize and properly respond to warning signs within themselves, siblings, and peers.

Additionally, we would like the resources to continue our Psychological First Aide training and other mental health literacy resources that we began in the 2019-20 school year. Psychological First Aide and Kognito are the ideal training programs for Alief staff and students because they directly reinforce the concepts of ASERT. With many Alief counselors and staff members already ASERT trained or scheduled to be trained this fall, Psychological First Aide and Kognito are logical next steps to grow in our capacity to recognize mental health issues and prevent violent and destructive behaviors.

Both Psychological First Aide and Kognito are moving to virtual platforms in response to the ongoing pandemic, ensuring that staff and students will have the equitable access to these meaningful training opportunities.

These efforts and vital trainings not only provided a much needed service to our community, they also align and compliment the goals and mission of our school district and our Counseling department as we continue to support our motto: Preparing students for tomorrow. Caring for them today.

**Equitable Access and Participation**

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

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

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

**PNP Equitable Services**

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

- Yes  No

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

Are any private nonprofit schools participating in the program?

- Yes  No

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

**5A: Assurances**

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

**5B: Equitable Services Calculation**

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



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

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

*You may duplicate this page*

**Amended Section**

**Reason for Amendment**

**Application Part 2: 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			\$ -	\$ 6,250
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>		\$ -	\$ 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			\$ -	\$ -
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>		\$ -	\$ 6,250
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
	6269 - Rental or lease of buildings, space in buildings, or land		
1	Specify purpose:		
	Service:		
2	Specify purpose:	\$ 7,000	\$ -
	Service:		
3	Specify purpose:	\$ -	\$ -
	Service:		
4	Specify purpose:	\$ -	\$ -
	Service:		
5	Specify purpose:	\$ -	\$ -
	Service:		
6	Specify purpose:	\$ -	\$ -
	Service:		
7	Specify purpose:	\$ -	\$ -
	Service:		
8	Specify purpose:	\$ -	\$ -
	Service:		
9	<b>Subtotal of professional and contracted services requiring specific approval:</b>	<b>\$ 7,000</b>	<b>\$ -</b>
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -
11	<b>Grand Total:</b>	<b>\$ 7,000</b>	<b>\$ -</b>
12	<b>Total Program Costs*:</b>	<b>\$ 7,000</b>	
13	<b>Total Direct Admin Costs*:</b>	<b>\$ -</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
Supplies and Materials (6300)			
Expense Item Description		Grant Amount Budgeted	Cost Match
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ 500	\$ -
2	Grand Total:	\$ 500	\$ -
3	Total Program Costs*:	\$ 500	
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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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.	\$ 17,500	
11	<b>Grand Total:</b>	\$ 17,500	\$ -
12	<b>Total Program Costs*:</b>	\$ 17,500	
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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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.**

<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		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		Source of Funds				
		Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost	Cost Match Cost
1	Payroll Costs	6100	\$ -	\$ -	\$ -	\$ 6,250
2	Professional and Contracted Services	6200	\$ 7,000	\$ -	\$ 7,000	\$ -
3	Supplies and Materials	6300	\$ 500	\$ -	\$ 500	\$ -
4	Other Operating Costs	6400	\$ 17,500	\$ -	\$ 17,500	\$ -
5	Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -
6	<b>Total Direct Costs:</b>		<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 6,250</b>
7	*Indirect Costs:				<b>\$ -</b>	
8	<b>Total of All Budgeted Costs :</b>		<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 6,250</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.

**FOR TEA USE ONLY**

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



**2020-2021 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 of Award, the grantee may have a need to make changes to the budget or the planned program. Most grantees are allowed to make changes to their 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, the 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 get approval and when amendments are required. Also refer to the General and Fiscal Guidelines for more detailed information about amendments.

Regardless of how a grantee amends the application to distribute funds among the various activities, 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. 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 in the negotiated or amended application. If you are requesting a revised 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  
permitted to make some changes to the  
ees are required to notify and get approval  
the grantee is required to submit formal

rant page of the TEA website. The guidance  
and are not required to submit amendments  
ines, Amending the Application, for more

he class/object codes, the grantee is still  
n the approved application.

*reviewing and approving them.*


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

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; 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

ict code.

ode.

your changes

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