



2023-2024 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, January 29, 2024

NOGA ID [redacted]

Authorizing legislation

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

This LOI application must be submitted via email to loiapplications@tea.texas.gov.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, January 29, 2024**.

Grant period from **March 20, 2024-September 30, 2024**

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

Required Attachments

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

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

Amendment Number

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

Applicant Information

Organization Jasper Independent School District CDN 121904 ESC 5 UEID 080853849

Address 128 Park Street City Jasper ZIP 75951 Vendor ID 1746001456

Primary Contact Nicole Colvin Email nicole.colvin@jasperisd.net Phone 409-382-1017

Secondary Contact Amber Meyers Email amber.meyers@jasperisd.net Phone 409-382-1024

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 John Seybold Title Superintendent

Email jseybold@jasperisd.net Phone 409-384-2401

Signature  Date 1-25-24

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 2023-2024 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 Summer Career and Technical Education Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
6. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.
7. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program (Focus Area 1)

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.

Jasper ISD is proud to submit an application for Focus Area 1 of the Summer CTE Grant, advocating for the Deep East Texas College and Career Academy (DETCCA). As a collaborative effort among six school districts, DETCCA is committed to serving over 7,000 students in deep East Texas. Our overarching mission is to significantly enhance college and career educational opportunities by offering college credits and stackable certifications.

The identified need within our community is the necessity for innovative programs that engage students and equip them for high-wage, in-demand jobs within our region. This grant application aligns seamlessly with our mission and addresses these needs by providing crucial funding for innovative initiatives. One such initiative is the proposed Certified Medical Assistant (CMA) course, a program that students often find challenging to accommodate within the regular school year.

The program is designed to benefit students from DETCCA member school districts, including Jasper ISD, Burkeville ISD, Newton ISD, Kirbyville CISD, Woodville ISD, and Spurger ISD. Specifically, Jasper ISD will host a Certified Medical Assistant Boot Camp, targeting 15-20 11th and 12th grade students currently enrolled in a Healthcare Therapeutic program of study. Selection criteria prioritize students who have successfully completed the Anatomy and Physiology course.

This innovative program not only allows students to earn credits for the Medical Assistant class (PEIMS Service ID: 13021015) but also provides a streamlined path to obtaining the Certified Medical Assistant certification. This certification is a valuable credential, essential for employment eligibility in multiple healthcare facilities. Many students in our program face time constraints during the regular school year due to the rigorous nature of their program of study and the requirement to take multiple health science courses in their junior and senior years.

The Certified Medical Assistant Boot Camp is strategically scheduled to enable students to complete the CMA certification by September 2024. This timeline ensures that graduates will be eligible for immediate employment after high school graduation and turning age 18. By supporting this initiative, the Summer CTE Grant will play a pivotal role in empowering students and meeting the pressing demand for skilled healthcare professionals in our region.

Summary of Program (Focus Area 2)

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.

Jasper ISD is seeking funding through Focus Area 2 of the Summer CTE Grant to support the Deep East Texas College and Career Academy (DETCCA), a consortium of six school districts (Jasper ISD, Burkeville ISD, Newton ISD, Kirbyville CISD, Woodville ISD, and Spurger ISD.) DETCCA's mission is to significantly enhance college and career educational opportunities for over 7,000 students in deep East Texas. The identified need is to introduce innovative programs that engage students and prepare them for high-wage, in-demand jobs within the region.

Program Overview:

We propose implementing innovative programs, including a summer internship, to provide hands-on, real-world work experience for students in Networking Systems, Welding, Teaching and Training, and Healthcare Therapeutic programs.

Internship Program:

Jasper ISD plans to host a 6-week internship program for 24 incoming 11th-12th grade students enrolled in specific programs of study. The internship will be distributed among the member districts, with four students from each district participating.

Roles and Responsibilities:

During the internship, students will undertake responsibilities aligned with their program of study, such as working in IT departments, local hospitals, summer school programs, or with manufacturing and welding companies. Interns will be supervised by work-based learning coordinators assigned by the DETCCA.

Partnerships:

Our program will leverage partnerships with local businesses, hospitals, and educational institutions to enhance the quality and relevance of the internship experience.

In conclusion, this program will empower DETCCA to fulfill its mission by providing students with valuable, hands-on experiences that bridge the gap between education and real-world employment opportunities.

Qualifications and Experience for Key Personnel (Focus Area 1)

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

Title and Responsibilities of Position	Required Qualifications and Experience
Medical Assistant Instructor, will lead the instruction of the Medical Assistant course and prepare students for CMA certification	Credentialed health science teacher; Eligible to prepare students for CMA certification; Experience working with high school students; Knowledge of best practices for teaching and assessment
DETCCA Teacher, will assist with instruction of the CMA course and hands-on learning activities	DETCCA CTE teacher; Experience working with high school students for career preparation
Individual TBD, will serve as front office staff for the program to open and lock campus doors each day and monitor the building	Jasper ISD employee with experience managing front office, including locking/unlocking campus doors and monitoring safety protocols for the building
Nicole Colvin, Lead Grant Manager, will oversee the grant to monitor activities and funds (existing position)	Experience implementing and facilitating cross-district programs across DETCCA; Experience providing support for teacher effectiveness
Amber Meyers, Assistant Grant Manager, will oversee the grant to monitor activities and funds (existing position)	Experience implementing and facilitating cross-district programs across DETCCA; Experience providing support for teacher effectiveness

Qualifications and Experience for Key Personnel (Focus Area 2)

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

Title and Responsibilities of Position	Required Qualifications and Experience
Nicole Colvin, Lead Grant Manager, will oversee the grant to monitor activities and funds (existing position)	Experience implementing and facilitating cross-district programs across DETCCA; Experience providing support for teacher effectiveness
Amber Meyers, Assistant Grant Manager, will oversee the grant to monitor activities and funds (existing position)	Experience implementing and facilitating cross-district programs across DETCCA; Experience providing support for teacher effectiveness
Work-Based Learning Coordinator(s), will supervise student interns and provide daily tasks	Experience working with high school students for career preparation; Trained on WBL best practices; Successfully completed TEA WBL online training course
CareerCraft (external consultant), will assist with coordination of activities, data collection, analysis, and reporting (grant funded)	Experience coordinating/facilitating work-based learning experiences for students; Experience collecting and analyzing data for grant programs

Goals, Objectives, and Strategies (Focus Area 1)

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

Jasper ISD, in collaboration with DETCCA, is dedicated to preparing 15-20 students for employment in the healthcare sector through the Certified Medical Assistant (CMA) boot camp. Our goals extend beyond individual success, with a focus on increasing participation in the Healthcare Therapeutic program and fostering a skilled workforce for the region.

Encouraging early enrollment from the grant announcement in March, we aim to attract motivated students to the CMA course. By September 30, 2024, our objective is for all participating students to successfully complete the program, ensuring they possess the necessary skills for the workforce.

Success in the CMA certification exam is a key aspect of our program. With a target of 100% exam participation, we aspire to have at least 80% of students pass by September, allowing for retesting opportunities later. This approach emphasizes both achievement and sustained excellence.

Our commitment to practical outcomes is evident in our goal to make all participating students eligible for employment as soon as they turn 18, establishing a direct pathway from education to the workforce.

To support these goals, we provide comprehensive assistance to our instructional staff. An assistant CTE teacher collaborates with the Medical Assistant instructor, creating a dynamic learning environment. Equipping our staff with high-quality instructional materials ensures effective teaching and promotes student success. In summary, our program is focused on immediate workforce readiness and long-term community growth. Through early enrollment, targeted completion goals, and robust support for our staff, we aim to create a streamlined and impactful educational experience for students pursuing healthcare careers.

Goals, Objectives, and Strategies (Focus Area 2)

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

Jasper ISD, collaborating with DETCCA and six school districts, aims to implement a program aligned with the region's high-demand industries. Goals include providing innovative programs in Networking Systems, Teaching and Training, Welding, and Healthcare Therapeutic, equipping 24 students with career preparation and readiness skills.

Program Alignment: The proposed program aligns with CTE programs in high-demand fields. Chosen programs—Networking Systems, Teaching and Training, Welding, and Healthcare Therapeutic—are crucial for our region's workforce needs.

Specific Career Skills: Students will develop technical proficiency and essential soft skills like communication and teamwork.

Long-Term Goals: Beyond immediate goals, we aim for sustained growth in student participation and success.

Leadership and Student Recruitment: Leadership support and proactive student recruitment will ensure swift enrollment upon grant award.

Internship Supervision: Dedicated work-based learning supervisors for each district will guide the 24 student interns, ensuring a meaningful experience.

Role of CareerCraft: External contractor CareerCraft will guide internship design and program evaluation, enhancing overall quality.

Internship Readiness Assessments/Training Plans: Implementing Assessments and Training Plans will assess student readiness and drive continuous improvement. Criteria for evaluation will ensure rigorous assessment of student outcomes and growth.

Performance and Evaluation Measures (Focus Area 1)

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.

Jasper ISD aims to broaden access to the Medical Assistant course and Certified Medical Assistant (CMA) certification for DETCCA students. Our performance measures align with DETCCA goals, emphasizing demographic data collection, wraparound support provision, and student outcome evaluation.

Demographic Data: DETCCA will collect key demographic data using TSDS PEIMS, facilitating detailed analyses for leadership and district school boards.

Wraparound Support: To ensure student success, we provide essential wraparound supports—tutoring, coaching, mentorship, transportation, and meals—throughout the program.

Student Outcomes: Our specific goal is for all 15-20 participating students to receive Medical Assistant course credit and take the CMA certification exam by September 2024.

Assessment Tools: Formative quizzes and summative exams guide instruction and identify intervention needs, evaluating TEKS mastery for course credit.

Passing Rates Analysis: Thorough analysis of passing rates in the Medical Assistant course and CMA certification exam will provide quantitative and qualitative insights, assessing program success.

Performance and Evaluation Measures (Focus Area 2)

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.

Jasper ISD's program for Focus Area 2 is committed to robust performance measurement, aligning with the purpose of the program. The identified performance measures are designed to capture key aspects of student outcomes and ensure accountability.

The program will track the number of students actively participating in internship training, utilizing internship records and attendance logs as tools for regular monitoring by dedicated work-based learning supervisors. Additionally, comprehensive student information will be obtained through the fall PEIMS submission, ensuring accurate and timely submission of student demographic information in collaboration with educational institutions.

Maintaining strong connections with business and industry partners is a priority, and a list of partners offering work-based learning experiences will be documented through partnership agreements. The total and average hours worked by students will be quantified using timekeeping and attendance records, ensuring compliance with program requirements. Similarly, the total and average hourly earnings of students will be calculated based on payroll and earnings documentation to provide transparency and accuracy.

The program will provide evidence of individualized training plans for each student, utilizing documented training plans and involving regular reviews and updates. Partnership agreements with business and industry partners will be continually reviewed and updated to align with program goals.

Furthermore, the program will document evidence of culminating assessments or recognition of skills for each student, employing culminating assessment reports and skill recognition documentation. Finally, to comply with the Fall PEIMS Submission requirements, the program will collaborate with educational institutions to facilitate accurate and timely reporting of all data related to PEIMS.

This comprehensive approach to performance measures, coupled with robust tools and processes, ensures that the program not only meets its objectives but also continuously improves based on real-time feedback and assessment.

Budget Narrative (Focus Area 1)

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.

Staffing (6100 - Payroll): \$10,000 has been allocated for extra duty pay for grant managers and instructors, recognizing the additional responsibilities and time commitment required for successful program implementation. An additional \$1,800 has been earmarked for employee benefits contributions.

Professional and Contracted Services (6200): A strategic allocation of \$2,500 has been directed towards professional services provided by CareerCraft. This covers crucial aspects such as data collection, monitoring, and reporting assistance, enhancing the overall effectiveness and efficiency of the program. Furthermore, \$12,500 is allocated for enrollment fees to DETCCA for the summer CMA Boot Camp, equating to \$625 per student for 20 students. This investment ensures the successful execution of the program and the students' engagement in the boot camp.

Supplies and Materials (6300): Recognizing the importance of well-equipped instructional materials, stethoscopes, scrubs/uniforms, and other essential items, a significant portion of the budget, \$20,000, has been allocated. This allocation ensures that students have access to the necessary tools and resources for a rich learning experience during the summer boot camp.

Other Operating Costs (6400): A prudent allocation of \$3,200 is designated for miscellaneous expenses that may arise during program implementation but do not fall neatly into other categories. This flexibility allows for responsiveness to unforeseen needs and challenges, contributing to the overall success of the program. Regular assessments and feedback mechanisms will inform modifications to resource allocation, ensuring that funds are optimally used to meet evolving program needs. Jasper ISD is committed to fiscal responsibility and will adapt the budget as required to achieve program goals effectively.

Budget Narrative (Focus Area 2)

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.

Jasper ISD's proposed budget of \$50,000 is designed to address the diverse needs and goals of the program, ensuring the successful implementation of the supervised, paid internship initiative. The budget allocation encompasses key areas such as staffing, supplies and materials, professional and contracted services, and other operating costs.

In the payroll category (6100), \$5,000 is allocated for extra duty pay for grant managers, acknowledging their critical role in overseeing and managing the program. Additionally, \$900 is earmarked for employee benefits contributions, prioritizing the well-being of those involved in program coordination.

Professional and Contracted Services (6200) receive significant attention, with \$5,000 designated for data collection, monitoring, and reporting assistance, as well as work-based learning resources from CareerCraft. This investment ensures robust support for program evaluation and continuous improvement. Furthermore, a substantial portion, \$35,100, is allocated for student intern stipends, demonstrating a commitment to compensating participants upon the successful completion of the summer internship program.

Supplies and Materials (6300) are allocated \$2,000 to cover the cost of instructional materials and other necessary resources vital for the effective execution of the summer internship program.

In the Other Operating Costs category (6400), \$2,000 is set aside for miscellaneous expenses that may not fit neatly into other categories but are crucial for the overall success of the program.

Regular assessments and feedback mechanisms will inform modifications to resource allocation, ensuring that funds are optimally used to meet evolving program needs. Jasper ISD is committed to fiscal responsibility and will adapt the budget as required to achieve program goals effectively.

Program Requirements

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of need the LEA has that hinders the completion of courses within programs of study. (For example: describing scheduling conflicts, specific program of study teacher availability, etc.)

This grant holds the promise of enabling 15-20 students across six school districts within DETCCA' s jurisdiction to successfully undertake the Medical Assistant course and pursue the Certified Medical Assistant certification exam. Our needs assessment identifies two critical areas that this grant aims to address: student scheduling conflicts and course time requirements.

In the Healthcare Therapeutic program of study, students often encounter challenges fitting the Medical Assistant course and its corresponding training into their school year schedules. The demanding nature of their program can force trade-offs with electives, extracurricular activities, and specific academic courses. By offering the program during the summer, we alleviate these constraints, providing students with the flexibility needed to fulfill these requirements without compromising their broader academic pursuits.

Additionally, the Medical Assistant course and certification exam pose significant challenges. Recognizing the demanding nature of these components, it becomes imperative to create an environment where students can focus exclusively on this training. The summer timeframe offers an opportune period when students are free from other academic or extracurricular demands, enabling them to dedicate their full attention to mastering the Medical Assistant content. This strategic approach not only enhances the learning experience but also maximizes the likelihood of success in both the course and the certification exam.

Our needs assessment underscores the necessity of addressing scheduling conflicts and time constraints, and this grant serves as a vital solution to provide students with an optimal environment for successful completion of the Medical Assistant program during the summer.

1b. Needs Assessment (Focus Area 2): Applicants must complete a Needs Assessment Summary indicating specific area of needs the LEA has to offer work-based learning opportunities. (For example: describing transportation limitations, describing scheduling conflicts, specific program of study teacher availability, etc.)

Jasper ISD recognizes the unique needs and challenges faced by DETCCA member districts in implementing high-quality work-based learning experiences, particularly during the school year. One prominent challenge involves competing student priorities, such as advanced academics, athletics, and fine arts, which can limit the availability of time and resources for work-based learning opportunities within the regular academic calendar. Additionally, the difficulty of scheduling during the school day for students to travel to internship sites adds complexity to the process. In response to these challenges, the summer emerges as a strategic opportunity to address these limitations. The extended timeframe and increased flexibility during the summer months provide a conducive environment for offering high-quality internship opportunities. This allows students to engage in meaningful work-based experiences without the constraints posed by competing academic and extracurricular commitments during the school year. Another identified challenge is the recruitment of teachers to serve as work-based learning coordinators/supervisors during the school year. In smaller, rural districts like those within DETCCA, teachers often find themselves wearing multiple hats and undertaking various roles within the school, making it challenging to dedicate time to work-based learning coordination. However, the summer offers a valuable window of opportunity, allowing teachers the flexibility and time to serve effectively in these roles. This aligns with the broader goal of overcoming resource constraints and enhancing the overall quality of work-based learning experiences for students.

In summary, the Needs Assessment Summary underscores the importance of leveraging the summer to address specific challenges related to scheduling, competing priorities, and teacher availability. By strategically utilizing this timeframe, Jasper ISD aims to optimize the delivery of high-quality work-based learning opportunities that align with the unique needs and circumstances of DETCCA member districts.

Program Requirements, cont'd.

2. **Focus Area 1:** Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-programs-of-study> for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

In accordance with Focus Area 1, our grant proposal is designed to support and engage a cohort of 15 to 20 students within the Healthcare Therapeutic program of study. The focal point of our initiative is the implementation of the Medical Assistant course (Service ID: 13021015), a crucial component within the approved statewide programs of study as outlined by the Texas Education Agency.

Our strategic choice of the Healthcare Therapeutic program of study stems from a commitment to preparing students for meaningful career opportunities in the healthcare sector. By offering the specific Medical Assistant course, we aim to equip these students with the necessary skills and knowledge essential for success in the healthcare industry. Students will have the opportunity to test for the Certified Medical Assistant certification.

The number of students earmarked for support, ranging from 15 to 20, ensures a targeted and impactful approach. This cohort size strikes a balance, allowing for personalized attention and comprehensive support tailored to individual student needs.

Our overarching goal is not just to enroll students in a course but to immerse them in a transformative educational experience. This experience encompasses not only the theoretical aspects of the Medical Assistant program but also hands-on training, mentorship, and preparation for the Certified Medical Assistant certification exam.

3. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in the program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged and supported.

Jasper ISD is committed to a comprehensive approach in implementing Focus Area 2, utilizing a supervised, paid internship program as the chosen work-based learning model. This model will engage and support a total of 24 students, providing them with valuable real-world work experience and fostering their career readiness.

In collaboration with all DETCCA member school districts, interns will contribute to the preparation of IT equipment for the upcoming school year. This initiative not only addresses the technological needs of the districts but also provides students with hands-on experience in information technology.

Furthermore, interns will be involved in supporting summer school programs across all DETCCA member school districts. This diverse exposure allows students to contribute to educational initiatives, gaining insights into the field of education and training.

Additionally, STI will host interns in the welding program, offering students the opportunity to gain practical experience in the manufacturing industry. CHRISTUS Jasper Memorial Hospital and Dedicated Medical Center Urgent Care will host interns in the health science program, providing students with exposure to the healthcare field.

By engaging with these business and industry partners, Jasper ISD ensures a well-rounded and impactful internship program that aligns with the unique needs and interests of students across IT, education, manufacturing, and healthcare sectors. This collaborative effort aims to enrich the learning experience for the 24 participating students and contribute to their overall career development.

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