



**2023-2024 National Board Candidacy Cohort**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, October 31, 2022**

NOGA ID

Authorizing legislation

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, October 31, 2022**.

Application stamp-in date and time

Grant period from

Pre-award costs permitted from

**Required Attachments**

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

**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  UEI

Address  City  ZIP  Vendor ID

Primary Contact  Email  Phone

Secondary Contact  Email  Phone

**Certification and Incorporation**

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name  Title

Email  Phone

Signature  Date

**Shared Services Arrangements**

Shared services arrangements (SSAs) are **NOT PERMITTED** for this grant.

**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 National Board Candidacy Cohort Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 National Board Candidacy Cohort Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. The applicant provides assurance that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements.
- 6. Candidate Eligibility, Recruitment, & Selection
  - a) The grantee will implement a rigorous recruitment and selection process for the National Board candidates. As part of this process, the grantee will vet the candidate's deep understanding and commitment to the rigors and time demands of pursuing National Board Certification.
  - b) The grantee will ensure that all National Board Candidates have at least 3 years of teaching experience upon completion of National Board certification.
  - c) If this is the grantee's first time running a National Board candidacy cohort, the grantee will use the grant funding to support no more than 15 National Board Candidates.
  - d) The grantee will monitor the outcomes and completion rate of candidate, mentor, and facilitator perception surveys provided by TEA and administered not more than three times per year

**Statutory/Program Assurances cont'd.** 7. National Board Cohort & Support Sessions

- a) The grantee will implement a National Board Candidate Cohort of current classroom teachers pursuing National Board Certification in 2023-24.
- b) The grantee will publicize the National Board Cohort on its website and through other communication means. Communication must include, but is not limited to, details about National Board Certification and the Candidacy Cohort.
- c) The grantee assures that it will identify its external partner, if applicable, during the negotiation process.
- d) If partnering with an external entity, the grantee will develop a Memorandum of Understanding (MoU) with that entity before engaging in work for which grant funds are used. The grantee will ensure that the MoU includes partnership costs and commitment to meeting program assurances. In addition, the MoU will include all major activities for which grant funding will be used and the dates for which those activities will occur, which will be within the start and end dates of the grant period.
- e) The grantee will provide National Board Candidates at least 8 meeting sessions over the course of the year with a Board-Certified facilitator that provides guidance and feedback on the development and submission of National Board Components.
- f) The grantee will track attendance of National Board Candidates at each of the 8 meeting sessions over the course of the year and retain the attendance tracking in case of an audit.
- g) The grantee will create a scope and sequence of the 8 meeting sessions and submit it to TEA upon request.
- h) The grantee will support National Board candidates in submitting two components for certification to National Board in the 2023-2024 school year. The scope and sequence for the meeting sessions must be aligned to the component submissions.
- i) The grantee will support the administration of participant surveys, which may include candidates, mentors, and facilitators, administered by TEA up to three times per year.

 8. Mentors, Facilitators, & Compensation

- a) The grantee will adhere to the [Policy Guidelines for Ethical Candidate Support](#) and other guidelines for supporting candidates provided by the National Board for Professional Teaching Standards.
- b) The grantee will provide each National Board Candidate a mentor who will meet with the candidate to provide mentorship and guidance on National Board Certification per the guidelines available through National Board.
- c) The grantee assures that each of the mentors and facilitators hired with grant funds have been certified by the National Board for Professional Teaching Standards.
- d) The grantee will ensure all mentors and facilitators have received training for their positions prior to working with candidates.
- e) The grantee will create a job description with the role and responsibilities of facilitators and mentors.
- f) The grantee assures that each candidate will receive at least 10 hours of mentor support during the year focused on the National Board components.
- g) The grantee will establish expectations for meeting time between mentors and candidates (e.g., cadence, types of check-ins, etc.). The grantee will set up a system to track mentor-candidate interactions, including the number, duration, and frequency of meetings. The grantee will retain this documentation in case of an audit.
- h) Grantees that hire teachers within their organization to serve as facilitators or mentors will provide them with additional compensation.

**Summary of Program**

Describe the proposed National Board Candidacy Cohort to be implemented with grant funds. Include the overall mission and specific needs of the organization as they relate to teacher retention and effectiveness. Describe how the National Board Candidacy Cohort will address the organization's mission and needs.

The Region 14 Education Service Center's mission of Service for World-Class Schools applies to teacher retention and effectiveness. This past year, ESC 14 has used Texas Lesson Study grant funds to serve teachers by establishing a National Board Candidacy Cohort Training (NBCCT) group. The NBCCT group has done much to mentor teachers through the National Board Certification process, but only one NBCT consultant provides mentoring and support to NBCT applicants residing in Region 14. More NBCT trainers certified using funds from this grant solicitation will exponentially increase the opportunities for additional teachers to attain NBCT certification, thus creating exponential growth that will translate to more national certification opportunities. To address teacher retention and effectiveness, ESC 14 will use grant funding to provide a cohort that helps teachers achieve National Board certification. Specifically, the proposed ESC 14 cohort will recruit interested teachers in Region 14 who have eligible teaching experience. Recruited teachers will commit to meet at least eight times throughout the year to plan, to gather data, to observe recorded lesson videos, and to provide meaningful feedback to attain national certification. The Region 14 ESC proposes to provide 1:1 mentoring that conforms with the National Board for Professional Teaching Standards. Furthermore, funding from this grant will provide substitute teachers for up to two days so teachers will have time to work through the national certification process.

**Qualifications and Experience for Key Personnel**

Referring to the program-specific assurances, outline the required qualifications and experience for primary project personnel and any external partners projected to be involved in the implementation and delivery of the National Board Candidacy Cohort. These positions may include but are not limited to district grant manager, external partner (if applicable), Facilitator, mentor, and candidate. Include whether the position is existing or proposed. Consider any other key personnel not listed in the table below.

Title and Responsibilities of Position	Required Qualifications and Experience
The District Grant Manager will serve as fiscal agent for all districts with teachers interested in participating in the grant.	The Region 14 business office will serve as District Grant Manager and oversees all grant funding for the ESC, including accepting NOGA awards, paying bills generated from grant activities, and financially closing out all awards.
Region 14 proposes to contract with an NBCT Consultant as an External Partner.	An external consultant qualified to provide guidance to the service center to execute a National Board Candidacy Cohort model that will result in more teachers attaining National Board certification
Region 14 proposes to hire new personnel or recruit existing staff to serve as grant facilitator overseeing implementation and reporting of the grant.	A qualified facilitator will have at least 5 years of successful teaching experience and will have earned national board certification or will be experienced in the NBCT process and proficient in training adult learners.
n 14 proposes to utilize the Facilitator and/or External Partner to provide teacher mentoring.	Offer 1:1 mentoring for participating teachers from other participating teachers or NBCT certified teachers from inception to fulfillment of submission requirements resulting in National Board Certification.
Candidates	Candidates willing to invest the extra time and effort to seek and attain National Board Certification. ESC 14 will recruit teachers by advertising through monthly Regional Advisory Committee (RAC) and other informational meetings.

**Goals, Objectives, and Strategies**

Referring to the program-specific assurances and performance and evaluation measures within the program guidelines, describe the major goals/objectives of the proposed National Board Candidacy Cohort. Describe activities/strategies that will be implemented to meet those goals/objectives.

As a major goal of this cohort, ESC 14 proposes to guide, support, and provide meaningful feedback and testing assistance to participating teachers seeking to earn the NBCT and obtain TIA local designation. This goal includes establishing a scope and sequence for each NBCT component within the timeframe allotted by the NBCT. ESC 14's goal includes assisting 2-5 teachers per year to complete one or more of the NBCT components. To meet these goals, participants will meet weekly to ensure progress toward goals (progress monitoring). ESC 14 will use grant funds to purchase books authored by NBCT Bobbie Faulkner to familiarize teachers with the process. ESC staff funded by this grant will create Google-shared folders to facilitate effective communication among candidates. Grant funds will allow ESC staff the time to provide video feedback demonstrating participating teachers' instructional practices in the classroom. Candidates may join a social media platform like a Facebook NBCT group facilitated by nationally certified teachers and/or NBCT staff to provide learning/sharing opportunities. Teachers in the cohort will benefit from an online forum used to communicate with all pertinent stakeholders. Additionally, Google Suite will aid in communicating, organizing, and networking with participating teachers.

**Performance and Evaluation Measures**

Describe the plan for collecting, evaluating, and responding to data on performance measures identified for this grant. Include the descriptions of tools used to measure and evaluate performance, as well as the processes that will be used to ensure the effectiveness of the National Board Candidacy Cohort objectives and strategies.

To track progress toward attainment of the goals of this grant application, ESC 14 will monitor teacher retention data, monitor completion rate of NBCT components, track the number of teachers earning NBCT by campus and district, monitor NWEA to map Student Growth, and utilize STAAR/EOC data to watch student progress by cohort teacher. Furthermore, teacher observation will provide qualitative research data that will guide best practice suggestions to improve classroom instruction resulting in increased student growth. To measure performance, ESC staff will disaggregate data using Eduphoria or DMAC and other data-tracking software. To ensure a diverse pool of teacher candidates for this proposed cohort, ESC 14 will provide a survey to interested candidates seeking information on ethnicity, sexual orientation, and other areas ensuring a diverse pool of potential candidates. Teacher retention will be tracked through informal communication with teachers in the cohort to determine future plans after successfully completing the NBCT component. Agendas and training materials generated for candidate support meetings, as well as participant evaluations, will provide evidence of high-quality scope and sequencing. NBCT website resources will allow ESC 14 to track NBCT mentor and facilitator applicants as well as the number who ultimately submits to the National Board for Professional Teaching Standards in school year 2023-2024. Additionally, ESC 14 staff will build and maintain timelines to track progress toward portfolio submission while meeting NBCT deadlines.

**Budget Narrative**

Refer to the lines from the Application Part 2 Budget Workbook to describe how the proposed budget will meet the needs and goals of the National Board Candidacy Cohort grant program. Be sure to include why each item included in your budget (Application Part 2 Budget Workbook) is reasonable and necessary to achieving the goals of your National Board Candidacy Cohort. 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.

To assist cohort teachers in working toward and ultimately earning an NBCT and obtaining a TIA local designation, grant proceeds will provide the following:

- Funding for personnel will provide time to oversee and implement this proposal. Specifically, a Facilitator will oversee recruitment of participants, implement the goals of the grant with fidelity, build and schedule all training, communicate with all cohort members, gather and disaggregate data pertinent to grant reporting, and ensure ESC 14 provides on-time and accurate grant reporting to TEA.
- Mentors will be compensated for time and expense to meet one-on-one with participating teachers.
- ESC 14 will research and employ an external provider to oversee the NBCT process to ensure applicants complete all necessary steps accurately and completely.
- ESC 14 will reimburse substitute pay for districts of participating teachers for no more than two days per teacher so that cohort teachers can have dedicated time toward completing the national certification process.
- ESC 14 will reimburse travel for the Facilitator, Mentors, and candidates to attend training and participate in one-to-one mentoring sessions.
- ESC 14 will use funds to purchase books and other training materials necessary to guide cohort teachers toward attainment of the NBCT and TIA local designation.

**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  Barrier

Group  Barrier

Group  Barrier

Group  Barrier

**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:**

**2023-2024 National Board Candidacy Cohort Grant**

**Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c )(4)(A)**

**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 7 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:**

**2023-2024 National Board Candidacy Cohort Grant**

**Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c )(4)(A)**

County District Number or Vendor ID:		221-950	Amendment #:
<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
<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.

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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:**

**2023-2024 National Board Candidacy Cohort Grant**

**Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c )(4)(A)**

County District Number or Vendor ID: 221-950		Amendment #: 0	
<b>Professional and Contracted Services (6200)</b>			
<p><b>NOTE:</b> 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.</p>			
<b>Description of Service and Purpose</b>		<b>Grant Amount Budgeted</b>	
1	6269 - Rental or lease of buildings, space in buildings, or land Specify purpose:	\$	-
2	Service: Specify purpose:	\$	-
3	Service: Specify purpose:	\$	-
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>	\$	-
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$	45,408
11	<b>Grand Total:</b>	\$	<b>45,408</b>
12	<b>Total Program Costs*:</b>	\$	<b>45,408</b>
13	<b>Total Direct Admin Costs*:</b>	\$	-
<p><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.</b></p>			

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County District Number or Vendor ID: 221-950		Amendment #: 0	
<b>Supplies and Materials (6300)</b>			
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>	
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$	1,000
2	Grand Total:	\$	1,000
3	Total Program Costs*:	\$	1,000
4	Total Direct Admin Costs*:	\$	-
<p><b>*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></p>			

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County District Number or Vendor ID: 221-950		Amendment #: 0
<b>Other Operating Costs (6400)</b>		
<b>Expense Item Description</b>		<b>Grant Amount Budgeted</b>
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>	<b>\$ -</b>
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 1,000
11	<b>Grand Total:</b>	<b>\$ 1,000</b>
12	<b>Total Program Costs*:</b>	<b>\$ 1,000</b>
13	<b>Total Direct Admin Costs*:</b>	<b>\$ -</b>
<p><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.</b></p>		

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

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**Application Part 2:**

**2023-2024 National Board Candidacy Cohort Grant**

Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c )(4)(A)

County District Number or vendor ID:	221-950	Amendment #	0
Grant Period:	December 8, 2022 - August 31, 2024	Fund Code:	255

Description and Purpose	Source of Funds			
	Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost
1 Payroll Costs	6100	\$ -	\$ -	\$ -
2 Professional and Contracted Services	6200	\$ 45,408	\$ -	\$ 45,408
3 Supplies and Materials	6300	\$ 1,000	\$ -	\$ 1,000
4 Other Operating Costs	6400	\$ 1,000	\$ -	\$ 1,000
Consolidate Administrative Funds			N/A	
6	<b>Total Direct Costs:</b>	<b>\$ 47,408</b>	<b>\$ -</b>	<b>\$ 47,408</b>
7	<b>*Indirect Costs:</b>			<b>\$ 2,592</b>
8	<b>Total of All Budgeted Costs :</b>	<b>\$ 47,408</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>Direct Administrative Cost Calculation</b>				
10	Total of Direct Costs (line 6):			<b>\$ 47,408</b>
11	Direct Administration Cap per Program Guidelines (XX%):			0.08
12	Maximum amount allowable for direct administrative costs:			<b>\$ 3,792</b>

*\*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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