

Application Part 2: 2024-2025 Effective Advising Framework (EAF) Implementation Grant, Year 1

Authorized by: Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act, P.L. 115-224

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

Complete the supporting budget worksheets first, i.e., 6100, 6200, 6300.... The 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.**

If direct administrative costs are allowable, 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 to indicate an error. These amounts will automatically populate on the 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).

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.

Professional and Contracted Services 6200

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

Supplies and Materials 6300

Complete this worksheet to request supplies and materials.

Other Operating Costs 6400

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

Debt Service 6500

Complete this worksheet to request costs related to lease liabilities with terms greater than 12 months. Only request costs necessary to fulfill grant project objectives.

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.

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 Costs Worksheet on the Grants Administration Division's [Grant Resources](#) webpage to calculate the maximum indirect costs that may be claimed for the grant. Enter the amount of indirect costs budgeted for this grant on line 8 under the Total Budgeted Cost column.

Shared Services Arrangement — If applicable, enter amount of payments to member districts on line 10.

Direct Administrative Cost Calculation — Enter the applicant's total award amount to determine the maximum amount allowable for direct administrative costs.

For budgeting assistance, see the Budgeting Guidance and Related Forms section on the Grants Administration Division's [Grant Resources](#) webpage.

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County District Number or Vendor ID:			Amendment #:	
Payroll Costs (6100)				
Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Grant Amount Budgeted	
Academic/Instructional				
1 Teacher			\$	-
2 Educational Aide			\$	-
3 Tutor			\$	-
Program Management and Administration				
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			\$	-
Auxiliary				
12 Counselor			\$	-
13 Social Worker			\$	-
14 Community Liaison/Parent Coordinator			\$	-
Education Service Center (to be completed by ESC only when ESC is the applicant)				
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)			\$	-
Other Employee Positions				
21 College and Career Readiness Advisor			\$	-
22 Counselor Lead			\$	-
23	Subtotal Employee Costs:		\$	-
Substitute, Extra-Duty Pay, Benefits Costs				
24 6112 - Substitute Pay			\$	2,000
25 6119 - Professional Staff Extra-Duty Pay			\$	7,000
26 6121 - Support Staff Extra-Duty Pay			\$	-
27 6140 - Employee Benefits			\$	2,000
28 61XX - Tuition Remission (IHEs only)			\$	-
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		\$	11,000
30	Grand Total:		\$	11,000
31	Total Program Costs*:		\$	11,000
32	Total Direct Admin Costs*:		\$	-
<p>*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 to indicate an error. These amounts will automatically populate on the Budget Summary worksheet.</p> <p>For budgeting assistance, see the Budgeting Guidance and Related Forms section on the Grants Administration Division's Grant Resources webpage.</p>				

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County District Number or Vendor ID: 0		Amendment #: 0	
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
1	6269 - Rental or lease of buildings, space in buildings, or land (Specify purpose here)		\$ -
2	Service: Support from ESC 19 EAF Coach will provide technical assistance to the district through ongoing coaching, training, support, or other specified services for two years.		\$ 1,500
3			
4	Service: Guest Speakers To enhance and connect SEL and career experiences with community members.		\$ 4,500
5			
6	Service: (Specify purpose here)		\$ -
7	Service: (Specify purpose here)		\$ -
8	Service: (Specify purpose here)		\$ -
9	Subtotal of professional and contracted services requiring specific approval:		\$ 6,000
10	Remaining 6200 - Professional and contracted services that do not require specific approval.		\$ -
11	Grand Total:		\$ 6,000
12	Total Program Costs*:		\$ 6,000
13	Total Direct Admin Costs*:		\$ -
*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 to indicate an error. These amounts will automatically populate on the Budget Summary worksheet.			

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County District Number or Vendor ID: 0		Amendment #: 0	
Supplies and Materials (6300)			
Expense Item Description		Grant Amount Budgeted	
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$	50,000
2	Grand Total:	\$	50,000
3	Total Program Costs*:	\$	50,000
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 to indicate an error. These amounts will automatically populate on the Budget Summary worksheet.			

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County District Number or Vendor ID: 0		Amendment #: 0	
Other Operating Costs (6400)			
Expense Item Description		Grant Amount Budgeted	
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. (Enter name and purpose of conference)	\$ -	
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines, and grantee must keep documentation locally.	\$ 30,000	
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. (Enter 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	Subtotal of other operating costs (6400) requiring specific approval:	\$ 30,000	
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 23,000	
11	Grand Total:	\$ 53,000	
12	Total Program Costs*:	\$ 53,000	
13	Total Direct Admin Costs*:		
<p>*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 to indicate an error. These amounts will automatically populate on the Budget Summary worksheet.</p> <p>Forms to seek approval or document intent for applicable activities listed above are available on TEA's Forms for Prior Approval, Disclosure, and Justification page.</p>			

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

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County District Number or Vendor ID: 0		Amendment #: 0		
Debt Services (6500)				
NOTE: Use this schedule to budget funds to retire debt principal on lease liabilities with terms greater than 12 months and to pay interest accrued on those leases. In Part 2, please provide a brief description of each item included in 6514/6512 (Principal Costs) and why it is necessary for successful implementation of the grant program.				
Expense Item Description		Grant Amount Budgeted		
Part 1: Lease Liabilities with Terms Greater Than 12 Months				
1	6514 - Subscription-based Information Technology Arrangement (SBITA) Liability - Principal Costs	\$	-	
2	6526 - Subscription-based Information Technology Arrangement (SBITA) Liability - Interest Costs	\$	-	
3	6512 - Capital Lease Liability - Principal Costs	\$	-	
4	6522 - Capital Lease Liability - Interest Costs	\$	-	
5	6523 - Interest on Debt Costs	\$	-	
6	Grand Total (sum of all lines):	\$	-	
7	Total Program Costs*:	\$	-	
8	Total Direct Admin Costs*:	\$	-	
*Complete the Total Program Costs (line 7) and Total Direct Admin Costs (line 8) lines. The sum of these lines must equal the Grand Total (line 6); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Budget Summary worksheet.				
Part 2: Description of Subscription or Property with Justification				
Subscription/Property and Justification		Contract Start Date (for full term of contract)**	Contract End Date (for full term of contract)**	SBITA Cost / Property Value (total Principal Cost for full term of contract)
9	(Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
10	(Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
11	(Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
12	(Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
13	Property Value Total (sum of all lines):		\$	-
**Contract dates must indicate a period greater than 12 months.				
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County District Number or Vendor ID:		0	Amendment #:		0
Capital Outlay (6600)					
Description and Purpose		Quantity	Unit Cost	Grant Amount Budgeted	
6669 - Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	\$	-
66XX - Computing Devices, capitalized					
2				\$	-
3				\$	-
4				\$	-
5				\$	-
6			\$ -	\$	-
7			\$ -	\$	-
8			\$ -	\$	-
66XX - Software, capitalized					
9				\$	-
10				\$	-
66XX - Equipment, furniture, or vehicles					
11				\$	-
12				\$	-
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
13					
14	Grand Total (sum of all lines):			\$	-
15	Total Program Costs*:			\$	-
16	Total Direct Admin Costs*:			\$	-
<p>*Complete the Total Program Costs (line 15) and Total Direct Admin Costs (line 16) lines. The sum of these lines must equal the Grand Total (line 14); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Budget Summary worksheet.</p>					

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County District Number or Vendor ID: 0			Amendment #: 0		
Grant Period:	September 1, 2024, or stamp-in date, whichever is later, to August 31, 2025.			Fund Code:	244
Budget Summary					
Description and Purpose		Source of Funds			
		Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost
1	Payroll Costs	6100	\$ 11,000	\$ -	\$ 11,000
2	Professional and Contracted Services	6200	\$ 6,000	\$ -	\$ 6,000
3	Supplies and Materials	6300	\$ 50,000	\$ -	\$ 50,000
4	Other Operating Costs	6400	\$ 53,000	\$ -	\$ 53,000
5	Debt Services	6500	\$ -	\$ -	\$ -
6	Capital Outlay	6600	\$ -	\$ -	\$ -
7	Total Direct Costs:		\$ 120,000	\$ -	\$ 120,000
8	* Indirect Costs:				
9	Total of All Budgeted Costs :		\$ 120,000	\$ -	\$ 120,000
Direct Administrative Cost Calculation					
11	Total Award Amount:				\$ 120,000
12	Direct Administration Cap per Program Guidelines (5%)				0.05
13	Maximum amount allowable for direct administrative costs:				\$ 6,000

**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 maximum indirect costs, please use the Maximum Indirect Costs Worksheet available on the Grants Administration Division's [Grant Resources](#) webpage.

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