



**2022-2023 Summer Career and Technical Education Grant**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 8, 2022**

NOGA ID

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](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, November 8, 2022**.Grant period from **March 1, 2023-September 30, 2023**Pre-award costs permitted from **Award Announcement Date**

Application stamp-in date and time

### 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):

N/A

### Applicant Information

Organization Carlisle ISD CDN 201-913 Campus High School ESC 07 UEI 176042893

Address 8960 FM 13 West City Henderson ZIP 75654 Vendor ID 1756000323

Primary Contact Michael Payne Email Paynem@carlisleisd.org Phone (903) 861-3801

Secondary Contact Thomas Duncan Email duncant@carlisleisd.org Phone (903) 861-3801

### 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 Michael Payne

Title Superintendent

Email Paynem@carlisleisd.org

Phone (903) 861-3801

Signature *Michael Payne*

Date 11/11/2022

**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 2022-2023 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 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.

**OVERVIEW OF THE PROGRAM:** If awarded the 2022-2023 Summer CTE program under Focus Area 1, Carlisle ISD (CISD) will target 30-40 students to take part in a 4-week-long Summer Bridge Program designed to familiarize students with various CTE programs of study. For this Summer CTE Grant, CISD will offer a bridge program in the following programs of study: Applied Agricultural Engineering, Plant Science, Health Science, and Graphic Design and Multimedia Arts.

**SPECIFIC NEEDS:** Based on the "2020-2021 District Type Data" excel sheet provided by TEA, Carlisle ISD is a rural school district (5 priority points). In addition to this serving as a need for the grant program, district demographics/statistics that demonstrate a specific need for grant funding include: 75% of the student population is Economically Disadvantaged (ED); 53.1% of the student enrollment is a minority (Hispanic); only 43.5% of high school graduates are considered college, career, or military ready, compared to the State average of 63%; and 0% of students graduate without needing an IHE developmental education course (State avg.: 42.2%) (Source: TAPR 2020-2021). These statistics need to be addressed so the district can achieve its MISSION statement ("Promote an education to prepare all students for lifelong success, stressing a positive learning environment, preparing our students to become productive citizens").

**ADDRESSING NEEDS:** To help fulfill our mission, as well as, to address the much-needed areas listed above, Focus Area 1 will ensure students only enter high school with additional knowledge and familiarity with high-demand CTE programs of study. From this, Carlisle ISD's students will be on a clear trajectory to addressing their economic, career, and post-secondary readiness while concurrently being on a quicker path to post-secondary education and a high-paying job.

**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.

**OVERVIEW OF THE PROGRAM:** Carlisle ISD will target (within Focus Area 2) a total of 20 upperclassmen students to partake in a 4-week-long work-based learning program designed to familiarize students with various CTE programs of study. In this work-based learning experience, CISD will offer a paid internship program that enables students to work alongside department heads and staff members of the district (i.e. IT, Agriculture, Nurse/Athletic Director, Maintenance). As a result of participating in the interning activities, students will acquire real-world work experience. The school district staff will design criteria to help determine student success and achievement in the work-based learning programming.

**SPECIFIC NEEDS:** The specific needs for why Carlisle ISD could use grant funding can be found on the 2020-2021 Texas Academic Performance Report (TAPR). These needs include: 75% of the student population is Economically Disadvantaged (ED); 53.1% of the student enrollment is a minority (Hispanic); only 43.5% of high school graduates are considered college, career, or military ready, compared to the State average of 63%; and 0% of students graduate without needing an IHE developmental education course (State avg.: 42.2%) (Source: TAPR 2020-2021). These statistics need to be addressed so the district can achieve its MISSION statement ("Promote an education to prepare all students for lifelong success, stressing a positive learning environment, preparing our students to become productive citizens").

**ADDRESSING NEEDS:** To help fulfill our mission, as well as, to address the much-needed areas listed above, Focus Area 2 will ensure that students gain employment skills preparing them for the workforce and a high-paying career. This, in turn, will help Carlisle ISD fulfill the district's economic, professional, and post-secondary preparedness needs.

**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
PRINCIPAL - Responsible for managing day-to-day activities, overseeing faculty and staff, and assisting students in selecting career pathways. (EXISTING)	Minimum of a Bachelor’s Degree in Education or a related field. Experience: Must have 2 years of experience working on implementing CTE programs.
SUPERINTENDENT: Responsible for supervising the grant program and ensuring all data is reported back to TEA as required. (EXISTING)	Minimum of a Master’s Degree in Education or a related field; and Superintendent Certification. Experience: At least 4 years of experience being a Superintendent.
COUNSELOR: To teach, support, and communicate the opportunities to participate in the bridge and accelerated CTE learning programs. (EXISTING)	Minimum of a Bachelor’s Degree in Education or a related field. Experience: Must have 2 Minimum of a Bachelor’s Degree in Education or a related field.
SUMMER CTE PROJECT DIRECTOR - Responsible for overseeing the program and ensuring all performance measures are monitored. (PROPOSED)	Minimum of a Bachelor’s Degree in Education or a related field. Experience: Has 1 year of experience with managing programs, grants, personnel, and budgets.
DISTRICT CTE STAFF - Provide Bridge and accelerated CTE POS courses, as well as oversight and data collection. (EXISTING)	Minimum of a Bachelors Degree; Experience: At least 4 years of prior experience and knowledge in programs of study being taught.

**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
CTE TEACHERS: Inform students of the opportunity to participate in work-based learning opportunities. (EXISTING)	Minimum of a Bachelors Degree; Experience: At least 4 years of prior experience and knowledge in programs of study being taught.
PARTNERING BUSINESS LIAISON: These personnel will be responsible for implementing the selected work-based learning opportunities. (PROPOSED)	Must have the qualifications necessary (i.e. CNA certificate) to work in the targeted CTE POS. Experience: Must have at least 3 years of proven knowledge in conducting work-based activities.
PRINCIPAL - Responsible for managing day-to-day activities, overseeing faculty and staff, and assisting students in selecting career pathways. (EXISTING)	Minimum of a Bachelor’s Degree in Education or a related field. Experience: Has 1 year of experience with managing programs, grants, personnel, and budgets.
COUNSELOR: To teach, support, and communicate the opportunities to participate in the work-based learning experiences. (EXISTING)	Minimum of a Master’s Degree in Education or a related field; and Superintendent Certification. Experience: At least 4 years of experience being a Superintendent
SUPERINTENDENT: Responsible for supervising the grant program and ensuring all data is reported back to TEA as required. (EXISTING)	Minimum of a Master’s Degree in Education or a related field; and Superintendent Certification. Experience: At least 4 years of experience being a Superintendent.

**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?

FOCUS AREA 1: Major Goals/Objectives of The Proposed Program: With program guidelines in mind, Carlisle ISD set out some specific goals/objectives for the grant program. As part of the goals/objectives, Carlisle ISD plans to offer 30-40 students a Summer Bridge Program that is 4 weeks long and designed to familiarize students with various CTE programs of study. This will help ensure Carlisle ISD's students enter high school with additional knowledge and familiarity with high-demand CTE programs of study.

ACTIVITIES/STRATEGIES: With the goals/objectives in mind, Carlisle ISD has set the following activities/strategies as part of the Bridge Program: Offering incoming 8th-grade students with a tour of the campus to help ensure they are confident on their first day of school; Offering an orientation to 8th-grade students and/or their parents that details the different CTE Programs of Study that are offered at the high school; Offering time for 8th-grade students to meet with the Campus Counselor to determine which POS best aligns to their interests and goals; and Offering Introductory courses to various TEA-approved CTE POS.

Carlisle ISD ensures that its quality staff will do its best to meet the grant goals and objectives.

**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?

FOCUS AREA 2: Major Goals/Objectives of The Proposed Program: With program guidelines in mind, Carlisle ISD set out some specific goals/objectives for the grant program. As part of the goals/objectives, Carlisle ISD hopes to offer 20 students a work-based learning opportunity meant to introduce them to several CTE areas of study. From this opportunity, Carlisle ISD's participating students will enter high school with additional knowledge and gain hands-on experience that will help prepare them for life after high school.

ACTIVITIES/STRATEGIES: Carlisle ISD has established the following activities/strategies as part of the work-based learning program with the goals/objectives in mind: Work with the partner (s) to develop a learning schedule that is conducive to both the student and the partner (s); Pay students to partake in the program; and Provide transportation to and from the campus, if needed.

During students work-based learning program, they will be able to conduct real-world work activities that include but are not limited to: addressing injuries sustained by students in the school, installing software and firewalls in computers, preparing sheet metal and the classroom setting for welding courses, etc. Through these opportunities, students will learn more about a high-demand CTE field, build employability skills in real-world settings, make transitioning from school to the workforce more effortless, and achieve better post-school results like employment and post-secondary enrollment.

**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.

**FOCUS AREA 1 PERFORMANCE MEASURES:** Carlisle ISD has read the guidelines in-depth. By doing so, Carlisle ISD identified the following metrics as a way to measure performance: 1. Student Diversity: Student information to determine the demographics of the students served. 2. Number Served: Number of students enrolled in the summer program. 3. Program Completion: Number of students completing the summer program. 4. Course (s) Completed: Collection of data related to PEIMS.

**TOOLS USED TO MEASURE PERFORMANCE AND TO ENSURE EFFECTIVENESS:**  
Carlisle ISD will utilize the following performance tools to track the performance measures listed above: Student/Stakeholder Surveys, Texas Academic Performance Report Data, Attendance Records, Sign-in Sheets, and PEIMS data. Future indicators of success will be based on the number of students interested and a review of increased enrollment numbers in CTE classes.

**PROCESSES USED TO ENSURE EFFECTIVENESS OF GOALS/OBJECTIVES:** To ensure Carlisle ISD can provide an effective program that will achieve the goals/objectives, it will perform the following processes for data collection: Analyzing grades after each week of programming, Reviewing Attendance Records Daily, Administering the surveys pre-and post-program completion; and Reviewing PEIMS data and the TAPR report pre- and post-program completion.

**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.

**FOCUS AREA 2 PERFORMANCE MEASURES:** Carlisle ISD has read the guidelines in-depth. By doing so, Carlisle ISD identified the following metrics as a way to measure performance: 1. Student Diversity: Student information to determine the demographics of the students served. 2. Number Served: Number of students participating in internships or pre-apprenticeship training as part of the program. 3. Business Participation: Number of businesses and industry partners offering work-based learning experiences to students as a part of the program. 4. Hours Completed: Total and average hours worked by students in the program. 5. Hourly Earnings: Total and average hourly earnings of students in the program. 6. Training Plan (s) Developed: Evidence of training plan (s) for each student in the program. 7. Partnership Agreements: Evidence of partnership agreements. 8. Assessment and Recognition: Evidence of culminating assessments or recognition of skills for each student in the program. 9. Course (s) Completed: Collection of data related to PEIMS.

**TOOLS USED TO MEASURE PERFORMANCE AND TO ENSURE EFFECTIVENESS OF OBJECTIVES/STRATEGIES:** Carlisle ISD will utilize the following performance tools to track the performance measures listed above: Student/Stakeholder Surveys, Work-based Application, Attendance Records, and PEIMS data. Future indicators of success will be based on the number of students enrolled in CTE classes, as well as the number of after-school and summer jobs students acquire related to their field of study.

**PROCESSES USED TO ENSURE EFFECTIVENESS OF THE PROJECT OBJECTIVES AND STRATEGIES:** To ensure Carlisle ISD can provide an effective program that will achieve the goals/objectives, it will perform the following processes for data collection: Reviewing Attendance Records daily; Administering the surveys pre-and post-program completion; Reviewing student work-based applications weekly to ensure constant progression; and Reviewing PEIMS data and the TAPR report both pre- and post-program completion.

**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.

Carlisle ISD has identified and calculated the following areas in staffing, supplies and materials, contracts, and travel, to meet the needs and goals of the program. With that said, the following is the proposed budget:

- PAYROLL (\$9,000) - Payroll costs of bus drivers to the work sites, a Program Director, and professional staff to administer the program. Employee Benefits have also been included as part of this section in payroll.
- PROFESSIONAL AND CONTRACTED SERVICES (\$20,950) – Costs to cover the IHE fees and certification costs for the students. Also, for professional development training needed to ensure the teachers are qualified to teach the programs in Focus 1.
- SUPPLIES AND MATERIALS (\$17,775) – Costs to purchase students in the Focus 1 Area supplies and materials for their projects and their coursework during their hands-on training opportunities.
- INDIRECT COSTS (\$2,275) - This is based on the approved indirect rate for Carlisle ISD and will be used to cover the associated overhead costs.

HIGH-LEVEL SNAPSHOT: At Carlisle ISD, there is currently no Summer Bridge Program. However, funds are currently used to cover the cost of facilities, buses, cafeteria personnel, computers/software, and classrooms. These activities are being paid from local funds for facilities and maintenance, state transportation funds, Texas Department of Agriculture allocations for the summer food, and Instructional Materials Allotment (IMA) for the hardware/software products.

ADJUSTMENTS TO MEET FUTURE NEEDS: Carlisle ISD understands the need for continued sustainability in the summer bridge program. Therefore, it will continue to apply for additional grant funds, seek business donations, request consideration from the board for continued services, and review current funding streams to align funding purposes to grant goals.

**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.

Carlisle ISD has identified and calculated the following areas in staffing, supplies and materials, contracts, and travel, to meet the needs and goals of the program. With that said, the following is the proposed budget:

- PAYROLL (\$9,000) - Payroll costs of bus drivers to the work sites, a Program Director, and professional staff to administer the program. Employee Benefits have also been included as part of this section in payroll.
- SUPPLIES AND MATERIALS (\$13,125) – Costs to purchase students in the Focus 2 Area supplies and materials for their projects and their coursework during their hands-on training opportunities.
- OTHER OPERATING EXPENSES (\$25,600) –Carlisle ISD allocated funds to cover costs associated with the paid internships and pre-apprenticeship/youth apprenticeship programs.
- INDIRECT COSTS (\$2,275) - This is based on the approved indirect rate for Carlisle ISD and will be used to cover the associated overhead costs.

HIGH-LEVEL SNAPSHOT: At Carlisle ISD, there is currently no paid internships being offered by the district. However, funds are currently used to cover the cost of facilities, buses, cafeteria personnel, computers/software, and classrooms. These activities are being paid from local funds for facilities and maintenance, state transportation funds, Texas Department of Agriculture allocations for the summer food, and Instructional Materials Allotment (IMA) for the hardware/software products.

ADJUSTMENTS TO MEET FUTURE NEEDS: Carlisle ISD understands the need for continued sustainability in this work-based learning program. Therefore, it will continue to apply for additional grant funds, seek business donations, request consideration from the board for continued services, and review current funding streams to align funding purposes to grant goals.

**Program Requirements**

1a. Needs Assessment (Focus Area 1)

NEEDS ASSESSMENT INDICATING SPECIFIC AREAS OF NEEDS: Carlisle ISD is a district incredibly in need of this grant program. Especially when you consider that we have conditions such as a poor college, career, and workforce readiness percentage, a high economically disadvantaged rate, and less than 1/4th of the district's teachers have a Master's Degree, which is lower than the state's average.

Furthermore, the school's rural location limits transportation beyond the regular school day hours. Due to routes being 20 – 30 minutes, the district finds it difficult to have parents transport students beyond school day hours, especially in the Summer. This poses a conflict when trying to schedule a program such as this. These factors are major contributing forces that burden the program (s) of study.

ADDRESSING NEEDS: In efforts to address specific needs, the district has established the grant budget to cover all travel to and from the program and other essential costs. This budget will ensure that students have the best shot at completing courses within the program (s) of study, ease students' transition into high school, and help students expedite the pace and which they complete their post-secondary education. Further, Carlisle ISD understands the need to pay qualified teachers. Therefore, the district has allocated costs associated with this line item.

1b. Needs Assessment (Focus Area 2)

NEEDS ASSESSMENT INDICATING SPECIFIC AREAS OF NEEDS: Carlisle ISD is a district incredibly in need of this grant program. Especially when you consider that we have conditions such as a poor college, career, and workforce readiness percentage, a high economically disadvantaged rate, and less than 1/4th of the district's teachers have a Master's Degree, which is lower than the state's average.

Furthermore, the school's rural location limits transportation beyond the regular school day hours. Due to routes being 20 – 30 minutes, the district finds it difficult to have parents transport students beyond school day hours, especially in the Summer. This poses a conflict when trying to schedule a program such as this. These factors are major contributing forces that pose a burden to implement a program such as this.

ADDRESSING NEEDS: In efforts to address the specific needs, the district has established the following grant budget to cover all travel to and from the program, as well as, all other essential costs. Additionally, funds will be allocated to cover costs associated with paying students to participate in the work-based learning opportunities during Summer. This will help ensure students graduate with employment skills that will prepare them for the workforce in a high-paying job



**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.

PROGRAM(S) OF STUDY AND THE CTE COURSE(S) THAT WILL BE OFFERED: The following programs of study Applied Agricultural Engineering, Plant Science, Health Science, and Graphic Design and Multimedia Arts. will be targeted as per Focus Area 1. These POS, if completed and pursued, will lead to occupations currently listed as high demand in the state (i.e. General and Operation Managers, Registered Nurses, Accountants and Auditors), according to data provided by Texas Career Check.

Some of the introductory courses to be offered include Plant Science, Applied Agriculture, Health Science, and Graphic Design and Multimedia Arts. These courses will be offered to students for 6 hours per day, 4 days a week, for 4 consecutive weeks (total 64 hours).

NUMBER OF STUDENTS WHO BE ENGAGED AND SUPPORTED: Carlisle ISD expects 30-40 students to participate in the coursework.

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.

BUSINESS AND INDUSTRY PARTNERS INVOLVED: As previously mentioned, Carlisle ISD is listed as a rural district, miles from big-name companies. In fact, Carlisle ISD is considered to be one of the largest employers in the area. As such, the district will provide a minimum of 20 students work-based learning modules/experiences by having them work alongside their district department heads. In support of Focus Area 2, the district has provided a signed letter of support (5 priority pts.).

WORK-BASED LEARNING MODEL(S): From partaking in this program, students at Carlisle ISD will receive real-world work experience by conducting activities such as: addressing injuries sustained by students in the school, installing software and firewalls in computers, preparing sheet metal and the classroom setting for welding courses, etc. Not only will this be a great learning experience, but students at Carlisle ISD will become more marketable for the workforce by learning skills such as communication, enthusiasm and attitude, teamwork, networking, problem-solving and critical thinking, and professionalism. These skills will give them a competitive advantage in achieving their career goals.

**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**