



**2020-2021 Summer Career and Technical Education Grant**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 26, 2021**

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.

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, March 26, 2021**.

Grant period from **May 1, 2021-August 31, 2021**

Pre-award costs permitted from **Award Announcement Date**

**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  CDN  Campus  ESC  DUNS

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 permitted for this grant. **Check the box below if applying as fiscal agent.**

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

**Statutory/Program Assurances**

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2020-2021 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2020-2021 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 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.
7. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.

**Summary of Program**

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Benavides ISD is a rural school district in south Texas. For this grant, we will be partnering with a neighboring rural school district, San Diego ISD, to provide the Career Preparation I course and work-based learning experiences (via a virtual paid internship) to students from both school districts (Focus Area 2). Our school districts face challenges due to our rural setting. Students have limited opportunities for career exploration and work-based learning, which are much more accessible to students in urban and suburban communities. Our mission is to create equitable opportunities for our students so that they will be prepared for college, career, or the military and tomorrow’s global workforce. Our district leaders believe it is necessary to begin offering Career Preparation I, along with virtual work-based learning, to give our students the chance to explore careers and industries with limited or no presence near our small communities. Because our students are majority economically disadvantaged and have lived most of their lives in our small rural area, many of our students are in need of guidance and perspective from others who have graduated from our school districts and now are in successful careers. Additionally, we are in need of an innovative opportunity to engage students this summer due to the global pandemic over the past year. This virtual internship will provide opportunities for 10 students to learn and practice transferable employability skills while maintaining best practice safety measures to protect from COVID-19. We will use grant funds to partner with a local nonprofit (The Rising Eagle) to serve as the internship provider. While learning the knowledge and skills associated with the Career Preparation I course, students will apply employability skills to develop college and career advising materials for the nonprofit. The program/internship will require 100 hours of work from the students over five weeks (mid-June through mid-July). During the internship, students will learn and practice virtual collaboration skills to work as a team and produce accurate, factual, and relevant college and career advising materials. The employability skills of collaboration, written and verbal communication, and virtual communication will be invaluable for our students’ career readiness. Students will also learn how to identify valid and reliable information sources from the internet and analyze labor market information/data. Students will also be developing an Alumni Network video series for the nonprofit, which will catalog interviews with alumni from Benavides and San Diego schools to document nuanced advice for college and career goals. The outcome of this internship will be for students to gain knowledge about college and career options, learn how to connect with and interview adults (alumni) who they might not know personally, and produce reusable materials to advise other students through The Rising Eagle’s programs. In doing so, this opportunity will expose students from our districts to new individuals, industries, and information, and to allow them to gain knowledge about the education, credentials, and industry-based certifications needed to be employed in a high-wage, in-demand job.

**Qualifications and Experience for Key Personnel**

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
Jake Saenz, Benavides ISD Teacher, will be leading instruction of Career Preparation I course and internship facilitation (existing position)	Experience in education and a non-education work setting, understanding of career readiness skills and application of employability skills to the workplace
Individual TBD, Benavides ISD Teacher or Staff Member, will be assisting with course facilitation and intern supervision (existing position)	Experience in teaching students in person and virtually, understanding of career readiness skills and application of employability skills to the workplace
Dr. Marisa Chapa, Benavides ISD Superintendent, will support the teacher and The Rising Eagle internship (existing position)	Experience leading campuses, instructional leadership, and monitoring/facilitating state and federal grants for Benavides ISD
Melssa Diaz-Hinojosa, The Rising Eagle representative, will be providing the internship & evaluating student projects (grant-funded)	Experience engaging with Benavides ISD students and staff, knowledge of alumni relations and engagement
Shane Thomas, External Consultant, will be co-facilitating the internship and providing insights for career preparation (grant-funded)	Experience facilitating work-based learning and internships, data collection, and delivering career preparation coursework

**Goals, Objectives, and Strategies**

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Our objective is to provide a Virtual Summer Internship, which will allow our students to gain exposure to and knowledge of career opportunities, employment skills, and various industries while taking the Career Preparation I course (PEIMS Service ID 12701300). Our goals are the following: By August 2021, 10 students from Benavides ISD and San Diego ISD will have participated in and completed requirements for the Virtual Summer Internship (100 hours). All 10 students (100%) will have completed and passed the Career Preparation I course and meaningfully participated in/contributed to the development of an alumni network and college/career advising materials for The Rising Eagle. All students will have received positive feedback from our work-based learning partners (The Rising Eagle and CareerCraft), as measured by a feedback survey. We will meet these goals and objectives by implementing the following strategies: We will ensure our teacher is equipped to teach Career Preparation I and lead the internship by providing 2 days of dedicated professional development for this purpose prior to the program beginning, in addition to purchasing online instructional materials for the course to be delivered virtually. We will target enrollment of incoming 12th grade students who have taken at least two CTE courses previously. Students will be required to apply for the program/demonstrate commitment for the summer. We will ensure students are enrolled in the course in time to plan for summer activities by beginning recruitment and enrollment as soon as the grant award is announced (April). We will ensure student success by providing individualized mentoring to the students and will promote safety (COVID-19 protocols) allowing this internship to take place virtually. However, if needed, students will have access to our high school (with social distancing practices) to complete their work.

**Performance and Evaluation Measures**

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The Virtual Summer Internship program will be focused on student outcomes and evaluated based on several performance measures and data points. We will collect data on the demographics of students who enroll in, participate in, and complete the program, including grade level, race/ethnicity, and economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership, both of our school boards, and TEA grant reporting requirements. Our goal is to have all 10 (100%) of students who participate in the program receive course credit for Career Preparation I and 100% of students to complete the 100 hour (paid) internship by August 31, 2021. We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the course teacher and/or internship facilitator. We must provide wraparound services like these in order to provide an equitable setting for all students, the majority of whom are from economically disadvantaged households. Data on all of these services will be collected by the teacher and Benavides ISD superintendent to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course, in addition to an Internship Training Plan which will measure student competency and growth in technical skills and employability skills. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. Students will also be graded based on their completion of the internship projects (develop an alumni network and college/career advising materials for The Rising Eagle). To measure student learning objectives and outcomes in the internship, students will take a pre-survey the first week of the program and post-survey at the end of the summer. We will also measure whether our coursework was successful in preparing students for the work-based learning experiences. We will administer a feedback tool, developed by our external consultant CareerCraft, with our business partners regarding our students behavior and internship performance to gather and analyze this data. The data will be both qualitative and quantitative and will provide insight on whether our goals, learning objectives, and student outcomes were successfully met.

**Budget Narrative**

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Benavides ISD will use the grant funding to offer the Virtual Summer Internship program to high school students from Benavides ISD and San Diego ISD, implementing a program aligned with our districts' goals to ensure students are prepared for college, career, or the military and tomorrow's global workforce. While all students may apply for the program, our recruitment and enrollment efforts will be focused on incoming 12th grade students who have taken at least two prior CTE courses. The program will be open to 10 students from our districts (goal = 5 students from each school district) and will last five weeks (mid-June through mid-July), leading to completion of a 100 hour virtual internship and the Career Preparation I course. We currently do not allocate funds to offer this type of program course during the school year. With this grant, we will be able to pilot this opportunity during the summer and generate community buy-in to innovative opportunities like this. Without summer grant funding, it would be more challenging for our rural school districts to offer an internship. We do believe that we will be able to utilize data and outcomes from this program to demonstrate the need and return on investment for future funding to our school boards and communities. We hope this summer program will elevate our other CTE opportunities (nursing science, welding, computer science programs of study), thus generating more student interest in CTE/career readiness and leading to more students becoming CTE concentrators and completers in future years.

Because Benavides and San Diego are in rural, neighboring communities, and this internship will be virtual, we must provide laptops. The majority of our students are from economically disadvantaged households and will need internet access via hotspot data devices. Because the course will be delivered virtually, we will need to purchase online/eBook Career Preparation I instructional materials. Funds are allocated for each of these purposes. Additionally, if COVID-19 protocols allow, we will have a few days of in person activities at the high school for the students to learn collaboration and team building skills, so we have allocated a small amount of funds for a bus on those days. To ensure equity in the program, a school district van will pick up students in San Diego and Benavides who need access to our high school for a suitable learning environment. However, Benavides ISD will be using local funds to provide this service this summer and will not be allocating grant funds for this purpose.

In order to deliver the program, we will need grant funding to pay for two staff members: one to teach the Career Preparation I course/lead the internship and one to serve as the assistant teacher/internship monitor. The teacher who has committed to teach Career Preparation I has over 15 years working in the oil and gas industry and brings a career-focused perspective to teach our students about employability skills. Funds will provide pay for 20 days of instruction and internship facilitation (Monday-Thursday for 5 weeks), plus days for professional development and planning the scope and sequence to deliver the content in the five week timeframe. Funds will also provide pay for an additional staff member to monitor student internship interactions. We believe this is necessary in order to ensure student safety and appropriate workplace behavior, as well as to guarantee a meaningful and positive work-based learning experience. There will be a small amount of funds allocated to ensure staff capacity to facilitate the grant administration, reporting, and documentation to TEA. A small portion of grant funds will be allocated to pay our external contractor, CareerCraft, to design and co-facilitate the internship and serve as the intermediary between the school district and The Rising Eagle. They will also assist our teacher with preparing for the course and mentoring students. Additionally, they will assist our district with data collection and reporting, as well as program evaluation through development of Internship Training Plans and evaluation surveys to measure program outcomes. A portion of funds will also be used to pay our business partner, The Rising Eagle, who will be providing the internship. Students will be paid \$10/hour for their 100 hour internship, which is allocated in the grant budget (plus funds allocated to FICA contributions). We believe this is vital to the success of the internships because most of our students are economically disadvantaged and would otherwise be working minimum wage jobs at stores and fast food restaurants during the summer.

**Program Requirements**

1. **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/approved-cte-programs-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.

N/A

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

This grant will provide necessary funds to implement a virtual summer internship for high school students from Benavides ISD and San Diego ISD. The internship program will last five weeks and enroll 10 students (goal = 5 students from each school district). The Virtual Summer Internship Program will be anchored in Career Preparation I, which will provide course credit for students. Course content will be delivered over the five week timeframe. Alongside the TEKS requirements, students will be employed as interns via a virtual internship with our business/industry partner, The Rising Eagle. The Rising Eagle is a local nonprofit organization, who regularly works with Benavides ISD staff and school board to provide community engagement for our district and student resources. The internship will center on our students developing an alumni network for The Rising Eagle, which will include video interviews of alumni giving college/career advice and guidance to current and future high school students from our districts. Students will identify alumni from Benavides and San Diego ISDs and conduct outreach to these individuals. They will work as a team to develop an interview protocol, recruit alumni to participate in the interviews, and record the interviews virtually. From there, students will combine interview content with labor market data to develop college and career advising materials. These materials will be used by The Rising Eagle for student and community engagement. The goal of this internship is to expose students to a variety of industries and individuals who grew up in our community and possess unique perspectives and advice for post-high school opportunities. We believe these experiences will help our students better comprehend the Career Preparation I course content and gain awareness of career possibilities for their lives. This internship will require students to develop real products (video archives, college/career readiness materials) which will develop critical thinking and collaboration skills. We believe these activities will also allow students to gain awareness of workplace responsibilities and settings.

**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**



Librada (Libby) Vela, President  
Belinda (Bel) Vera, Vice-President  
Carlos Espinosa, Secretary  
Roberto "Cuate" Briones, Trustee  
Lucy Maldonado, Trustee  
Anthony Marcel Vela, Trustee  
Manuel Molina, Trustee

**Rodrigo H. Peña, Ed.D., Superintendent**

March 17, 2021

Marisa Chapa, Superintendent  
Benavides ISD  
106 W School St  
Benavides, TX 78341

Dear Dr. Chapa,

San Diego ISD is excited to partner with Benavides ISD and The Rising Eagle as part of the CTE Summer Grant Program which will allow students from both districts to participate in a summer internship program. Developing effective and impactful college and career advising resources is important and this summer program will be helpful in developing resources to support current and future students.

With Benavides ISD serving as the internship provider as well as the fiscal agent, my staff will work with your staff to finalize logistics for recruiting students for the program and providing necessary information to allow students to access the program. I look forward to working with you and your team on this project.

Sincerely,

Rodrigo H. Peña, Ed.D.  
SDISD Superintendent



March 25, 2021

Marisa Chapa, Superintendent  
Benavides ISD  
106 W. School St.  
Benavides, TX 78341

Dear Dr. Chapa,

It gives me great pleasure to write this letter of support for Benavides ISD as it seeks grant funding from the Texas Education Agency related to the CTE Summer Grant. The Rising Eagle is a non-profit organization which raises funds to support student scholarships for Benavides students. Hosting interns this summer will allow us to further build out an alumni network. Our goal is to invite alumni to help our organization develop college and career advising resources to benefit current and future Benavides ISD students. Interns will help us launch this initiative over the summer.

I look forward to working with you on this project as well as future projects.

Sincerely,

Melissa Diaz-Hinojosa  
The Rising Eagle Board Member

361-389-7286



[Therisingeagle2020@gmail.com](mailto:Therisingeagle2020@gmail.com)



<https://www.facebook.com/the-rising-eagle-101939448620891>



P.O. Box 355 Benavides, TX 78341



Application Part 2:

2020-2021 Summer Career and Technical Education Grant

County District Number or Vendor ID:		066901		Amendment # (for amendments only):		
Payroll Costs (6100)						
	Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Focus Area 1	Focus Area 2	Grant Amount Budgeted
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			\$ -	\$ 8,000	\$ 8,000
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ 1,440	\$ 1,440
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>			\$ -	\$ 9,440	\$ 9,440
30	<b>Total Program Costs:</b>			\$ -	\$ 9,440	\$ 9,440

[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:

County District Number or Vendor ID: 066901	Amendment #: 0
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**Professional and Contracted Services (6200)**

**NOTE:** Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.

	Description of Service and Purpose	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	<del>6260 - Rental or lease of buildings, space in buildings, or land</del>	\$ -	\$ -	\$ -
2	Service: 6210 - Professional Services Specify purpose: Internship Facilitation, Professional Development, Data	\$ -	\$ 12,400	\$ 12,400
3	Service: 6290 - Miscellaneous Contracted Services Specify purpose: Transportation	\$ -	\$ 250	\$ 250
4	Service: 6290 - Miscellaneous Contracted Services Specify purpose: Internship Provider Stipend for Time	\$ -	\$ 1,500	\$ 1,500
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>	\$ -	\$ 14,150	\$ 14,150
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	<b>Total Program Costs:</b>	\$ -	\$ 14,150	\$ 14,150

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Via telephone/fax/email (circle as appropriate)	By TEA staff person:

County District Number or Vendor ID: 066901		Amendment #: 0	
<b>Supplies and Materials (6300)</b>			
Expense Item Description		Focus Area 1	Focus Area 2
1	<b>6300 - Supplies and materials that do not require specific approval:</b>	\$ -	\$ 13,610
2	<b>Total Program Costs:</b>	<b>\$ -</b>	<b>\$ 13,610</b>

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

County District Number or Vendor ID: 066901		Amendment #: 0		
Other Operating Costs (6400)				
Expense Item Description		Focus Area 1	Focus Area 2	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. 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.	\$ -	\$ 11,800	\$ 11,800
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	<del>6495 - Cost of membership in civic or community organizations.</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>
8	<del>6419 - Non-employee costs for non-employees.</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>
9	<b>Subtotal of other operating costs (6400) requiring specific approval:</b>	\$ -	\$ 11,800	\$ 11,800
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ -	\$ -
11	<b>Total Program Costs:</b>	\$ -	\$ 11,800	\$ 11,800

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

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Via telephone/fax/email (circle as appropriate)	By TEA staff person:

County District Number or Vendor ID: 066901				Amendment #: 0	
Capital Outlay (6600)					
Description and Purpose	Quantity	Unit Cost	Focus Area 1	Focus Area 2	Grant Amount Budgeted
<b>6669 - Library Books and Media (capitalized and controlled by library)</b>					
1		N/A	N/A	\$ -	\$ -
<b>66XX - Computing Devices, capitalized</b>					
2	(Enter description and brief purpose)				\$ -
3		\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -
<b>66XX - Software, capitalized</b>					
10	(Enter description and brief purpose)				\$ -
11		\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -
<b>66XX - Equipment, furniture, or vehicles</b>					
13	(Enter description and brief purpose)	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -
<b>66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)</b>					
16	(Enter description and brief purpose)				
17	<b>Total Program Costs:</b>		\$ -	\$ -	\$ -

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Via telephone/fax/email (circle as appropriate)	By TEA staff person:

County District Number or vendor ID: 066901		Amendment #		
Grant Period:	May 1, 2021 - August, 2021			Fund Code/Shared Services Arrangement: 429/459
Program Budget Summary				
Description and Purpose	Source of Funds			
	Class/ Object Code	Focus Area 1	Focus Area 2	Total Budgeted Cost
1 Payroll Costs	6100	\$ -	\$ 9,440	\$ 9,440
2 Professional and Contracted Services	6200	\$ -	\$ 14,150	\$ 14,150
3 Supplies and Materials	6300	\$ -	\$ 13,610	\$ 13,610
4 Other Operating Costs	6400	\$ -	\$ 11,800	\$ 11,800
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
6	<b>Total Direct Costs:</b>	\$ -	\$ 49,000	\$ 49,000
7	<u>Enter Percentage (%) of Indirect Costs:</u> 4.753	N/A	\$ 1,000	\$ 1,000
8	<b>Grand Total of Budgeted Costs:</b>	\$ -	\$ 50,000	\$ 50,000
Shared Services Arrangement				
9	6493	Payments to member districts of shared services arrangements	\$ -	\$ -
Administrative Cost Calculation				
10	Total Grant Amount Budgeted:			\$ 50,000
11	Reasonable and necessary administrative costs established for the program:			0.15
12	Maximum amount allowable for administrative costs, including indirect costs:			\$ 7,500

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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: