



**2021-2022 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 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.

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 28, 2022**.

Grant period from **April 29, 2022-September 30, 2022**

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):

N/A

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 2021-2022 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 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

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 applying for Focus Area 2 and will be using the grant to offer work-based learning (paid student internships) with the Career Preparation I course to Benavides ISD and San Diego ISD (our partner school district) students. Our rural 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 offer Career Preparation I, along with intentional work-based learning. Because our students are overwhelmingly economically disadvantaged and have lived most of their lives in our small rural area, many of our students are unaware of career opportunities that may be available to them. We will use grant funds to offer 12 student internships (available to students from Benavides and San Diego ISDs, targeting enrollment of incoming 12th grade students) with Benavides ISD serving as the internship provider. While learning the knowledge and skills associated with the Career Preparation I course, students will apply employability skills to develop a college and career advising website for the school district. Student interns will be responsible for each choosing a career and researching opportunities within that career path leading to high-wage, in-demand jobs. Students will learn how to analyze labor market information and ultimately research a specific occupation to highlight in their internship project. Interns will work as a team to create a public-facing website summarizing each of their chosen careers of interest. The website will be used by the Benavides ISD counselor to guide future students through college and career advising. At the end of the summer, students will present their findings to younger students (grades 8-10) to educate them about career possibilities. Students will also work as a team to plan a Spring 2023 career fair (open to Benavides, San Diego, and Jim Hogg ISD students) by building a database of regional employers who should be invited to exhibit at the fair. The program/internship will require 100 hours of work from the students over four weeks (June) and one day in August (presentation to younger students). During the internship, students will learn and practice collaboration skills to work as a team and produce accurate, factual, and relevant career information. Students will also learn how to identify valid and reliable information sources from the internet and analyze labor market information/data. 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 (professionals in their industry of interest), and produce a website to advise other students through Benavides ISD counseling/advising. In doing so, this opportunity will expose students from our districts to new individuals, industries, and information, and 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
Individual TBD, Benavides ISD Teacher, will be leading instruction of Career Preparation I course and internship facilitation (existing position)	Experience in teaching students, understanding of career readiness skills and application of employability skills to the workplace
Melissa Rodriguez, Counselor, Benavides ISD, assist with course and application of intern website to college/career advising (existing position)	Experience in counseling students, understanding of career readiness skills and application of employability skills to the workplace
Dr. Marisa Chapa, Benavides ISD Superintendent, will support the teacher and internship (existing position)	Experience leading campuses, instructional leadership, and monitoring/facilitating state and federal grants for Benavides ISD
Melinda Arevalo, Director of Federal Programs, Benavides ISD, will support grant facilitation (existing position)	Experience monitoring, implementing, and evaluating grants and programs
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 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 2022, all 12 students (100%) from Benavides ISD and San Diego ISD will have participated in and completed requirements for the Summer Internship (100 hours). All 12 students (100%) will have completed and passed the Career Preparation I course and meaningfully participated in/ contributed to the development of a public-facing Career Insights website. All students will have received positive feedback from our work-based learning provider (Benavides ISD) and internship facilitators (Benavides ISD teacher and CareerCraft). 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 and 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 as needed.

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 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. We will measure student growth and mastery of employability skills through the use of internship training plans. Our goal is to have all 12 (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, 2022. We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the course teacher/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 project (develop a Career Insights website for Benavides ISD). To measure student learning objectives and outcomes in the internship, student internship training plans will be evaluated the first week of the program and at the end of the summer. We will also measure whether our coursework was successful in preparing students for the work-based learning experiences. 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 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, a 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 12 students from our districts (goal = 6 students from each school district) and will last 4 weeks (June) and one day in August (presentation to younger students), leading to completion of a 100 hour internship and the Career Preparation I course. We currently do not allocate funds to offer this type of program during the school year. With this grant, we will be able to pilot this opportunity during the summer and generate community buy-in for 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 P-TECH CTE programs of study (Animal Science, Carpentry, Business Management, Healthcare Diagnostics/Emergency Services, Welding, Cybersecurity 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.

In order to deliver the program, we will utilize grant funding to pay for a teacher to teach the Career Preparation I course and lead the internship. Funds will provide pay for 16 days of instruction and internship facilitation (Monday-Thursday for 4 weeks), plus days for professional development and planning the scope and sequence to deliver the content in the four-week timeframe. Funds will also be allocated to pay for student internships, with 12 students earning a stipend of \$1,200 (average of \$12/hour for the 100 hour internship). 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.

A small portion of grant funds will be allocated to pay our external contractor, CareerCraft, to design and co-facilitate the internship. They will also assist our teacher with preparing for the course, mentoring students, and providing labor market data related to the students' chosen careers of interest. Additionally, they will assist our district with data collection and reporting, as well as program evaluation through development of Internship Training Plans to measure program outcomes.

Grant funds will also be allocated to purchase a license to Career Preparation I instructional materials (iCEV), laptops for students to use for their internship project, and student polos to wear while they are working. Because Benavides and San Diego are in rural, neighboring communities, we have allocated some funds to pay for transportation of San Diego ISD students to the Benavides Secondary P-TECH campus each day. We will be allocating local funds to provide transportation of Benavides ISD students.

A small amount of funds have been allocated to indirect costs for the school district.

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/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.

N/A

2. **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.

We will be utilizing student internships as the work-based learning model through this grant. Benavides ISD will be the internship provider and primary business partner for the program. This grant will provide necessary funds to implement a summer internship program for high school students from Benavides ISD and San Diego ISD. The 100-hour internship program will last four weeks in June and 1 day in August and enroll a total of 12 students from Benavides ISD and San Diego ISD (targeting enrollment of incoming 12th grade students). While learning the knowledge and skills for completion of the Career Preparation I course, students will develop a college and career advising website for Benavides ISD. Student interns will be responsible for each choosing and researching a career. They will create a public website that will be used by the Benavides ISD counselor to guide future students through college and career advising. At the end of the summer, students will present their findings to younger students (grades 8-10) to educate them about career possibilities. Students will also plan a Spring 2023 career fair (open to Benavides, San Diego, and Jim Hogg ISD students) by building a database of regional employers who should be invited to exhibit. The program/internship will require 100 hours of work from the students over four weeks (June) and one day in August (presentation to younger students). During the internship, students will learn and practice collaboration skills to work as a team and produce accurate, factual, and relevant career information. Students will also learn how to identify valid and reliable information sources from the internet and analyze labor market information/data. 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 (professionals in their industry of interest), and produce a website to advise other students through Benavides ISD counseling/advising. In doing so, this opportunity will expose students from our districts to new individuals, industries, and information.

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:

2021-2022 Summer Career and Technical Education Grant

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

IMPORTANT NOTICE: Application Part 2 (these budget pages) 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).

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.

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.

Program 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*.

Indirect Costs - Neither direct nor indirect administrative costs may be charged to this grant program.

[Maximum Indirect Cost Workbook link.](#)

Shared Services Arrangement - If applicable, enter amount of payments to member districts on line 9.

Administrative Cost Calculation - Neither direct nor indirect administrative costs may be charged to this grant program.

For further guidance, refer to the [Budgeting Costs Guidance Handbook](#).

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID:		66901		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			\$ -	\$ -	\$ -
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	Student Internship Pay	12	0	\$ -	\$ 14,400	\$ 14,400
22	(Enter position title here)			\$ -	\$ -	\$ -
23	Subtotal Employee Costs:			\$ -	\$ 14,400	\$ 14,400
Substitute, Extra-Duty Pay, Benefits Costs						
24	6112 - Substitute Pay				\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ 3,360	\$ 3,360
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -		\$ -
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ 3,195	\$ 3,195
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ 6,555	\$ 6,555
30	Total Program Costs:			\$ -	\$ 20,955	\$ 20,955

[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:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 66901	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	6209 - Rental or lease of building, space in buildings, or land	\$ -	\$ -	\$ -
2	Service: 6210 - Professional Services Specify purpose: Data Collection, Analysis + Work-Based Learning Support		\$ 10,000	\$ 10,000
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	Subtotal of professional and contracted services requiring specific approval:	\$ -	\$ 10,000	\$ 10,000
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ 10,000	\$ 10,000

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 66901		Amendment #: 0	
Supplies and Materials (6300)			
Expense Item Description		Focus Area 1	Focus Area 2
1	6300 - Supplies and materials that do not require specific approval:		\$ 17,525
2	Total Program Costs:	\$ -	\$ 17,525

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or Vendor ID: 66901		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.	\$ -	\$ -	\$ -
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.	\$ -	\$ -	\$ -
8	6419 - Heating expenses for non-employee.	\$ -	\$ -	\$ -
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ -	\$ -	\$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ 520	\$ 520
11	Total Program Costs:	\$ -	\$ 520	\$ 520

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

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or Vendor ID: 66901				Amendment #: 0	
Capital Outlay (6600)					
Description and Purpose	Quantity	Unit Cost	Focus Area 1	Focus Area 2	Grant Amount Budgeted
6669 - Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	\$ -	\$ -
66XX - Computing Devices, capitalized					
2	(Enter description and brief purpose)				\$ -
3		\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -
66XX - Software, capitalized					
10	(Enter description and brief purpose)				\$ -
11		\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -
66XX - Equipment, furniture, or vehicles					
13	(Enter description and brief purpose)	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
16	(Enter description and brief purpose)				
17	Total Program Costs:		\$ -	\$ -	\$ -

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or vendor ID: 66901		Amendment #		
Grant Period:	April 29, 2021 -September 30, 2022			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	\$ -	\$ 20,955	\$ 20,955
2 Professional and Contracted Services	6200	\$ -	\$ 10,000	\$ 10,000
3 Supplies and Materials	6300	\$ -	\$ 17,525	\$ 17,525
4 Other Operating Costs	6400	\$ -	\$ 520	\$ 520
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
6	Total Direct Costs:	\$ -	\$ 49,000	\$ 49,000
7	<u>Enter Percentage (%) of Indirect Costs:</u> 2%	N/A	\$ 1,000	\$ 1,000
8	Grand Total of Budgeted Costs:	\$ -	\$ 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

FOR TEA USE ONLY

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:

**2021-2022 Summer Career and Technical Education Grant
General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3**

County District Number or vendor ID: 66901	Amendment # 0
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SUBMITTING AN AMENDMENT

This worksheet is used to amend the budget of a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). Refer to the amendment instructions located on the last page of this Excel document for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail or by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address:

Document Control Center, Grants Administration Division,
Texas Education Agency, 1701 N. Congress Ave.,
Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-9564.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

WHEN TO SUBMIT AN AMENDMENT

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" guidance posted in the Amendment Submission Guidance section of the Grants Administration Division's Administering a Grant page to determine when an amendment is required for this grant.

Revised Budget Request

Description	Class/ Object Code	A. Grand Total from Previously Approved Budget	B. Amount Deleted	C. Amount Added	D. New Grand Total
1 Payroll Costs	6100				\$ -
2 Professional and Contracted Services	6200				\$ -
3 Supplies and Materials	6300				\$ -
4 Other Operating Costs	6400				\$ -
5 Capital Outlay	6600				\$ -
6	Total Direct Costs:	\$ -	\$ -	\$ -	\$ -

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Instructions: Request for Amendment

After the original application is approved and the grantee has received the Notice of Grant Award (NOGA), the grantee may need to make changes to the budget or the planned program. Most grantees are permitted to make some changes to the budget or program without notifying or getting approval from TEA. (Some grantees are required to notify and get approval from TEA for all changes to their budget or programs.) In other cases, however, the grantee is required to submit formal notice to TEA of the desire or intent to change the budget or program.

Refer to the Amendment Submission Guidance section of the Administering a Grant page of the TEA website. The guidance titled "When to Amend the Application" provides details on which grantees are and are not required to submit amendments and when amendments are required. Also refer to the General and Fiscal Guidelines, Amending the Application, for more detailed information about amendments.

Regardless of how a grantee amends the application to distribute funds among the class/object codes, the grantee is still responsible for carrying out the scope and objectives of the grant as described in the approved application.

TEA reserves the right to reject unnecessary amendments without reviewing and approving them.

Submitting an Amendment

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" guidance posted in the Amendment Submission Guidance section of the Administering a Grant page of the TEA website.

How to Submit an Amendment

An amendment may be submitted by email to competitivegrants@tea.texas.gov.

Pages to Include with an Amendment

Required for all amendment requests

1. Page one of the application with an updated signature and date
2. Appendix I of the application: Negotiation and Amendments

Required for budget amendment requests

3. Request for Amendment excel page
4. Program Budget Summary
5. Supporting budget pages

Assembling the Amendment

Follow these steps to complete all schedules required to be submitted:

1. Complete page 1
 - a. Complete the box in the upper right corner of the schedule by indicating the number of the amendment. The first amendment you submit for the grant is #1; if that amendment is approved, the next amendment becomes #2.
 - b. Ensure all applicant information is current and correct.
 - c. Ensure the authorized official information is current and correct. The authorized official must sign and date with the date that the amendment is being submitted.
2. Complete Appendix 1: Negotiation and Amendments
 - a. Choose the section you wish to amend from the drop down menu
 - b. Describe the changes you are making and the reason for the changes. Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.
(example) Payroll 6300 —Reduce amount for extra-duty pay—Staff was able to complete training during regular working hours.
3. If you are requesting a budget change, complete the Request for Amendment budget page
 - a. In column A, enter the grand total for each class/object code in the most recently approved application or amendment.
 - b. In column B, enter the amount being deleted from each class/object code.
 - c. In column C, enter the amount being added to each class/object code.
 - d. Column D and the total direct cost line will automatically calculate your changes
4. If you are requesting a budget change, complete the Program Budget Summary page and the corresponding supporting budget page. For each class/object code on the budget summary, strike through the previously approved amount and enter the new budgeted amounts. The total budgeted cost for each class/object code on the budget summary must match the grand total for each supporting budget page.
5. Do not resubmit any attachments required in the original application.