



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

NOGA ID [Redacted]

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.

Application stamp-in date and time

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, 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.**

With these grant funds, San Diego ISD will be offering a welding CTE Summer Bridge program (Focus Area 1). For this grant, we will be partnering with a neighboring rural school district, Benavides ISD, to provide a CTE Summer Bridge program to students from both school districts. Our school districts face unique challenges due to our rural setting and small high schools.

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 and school board members are committed to offering CTE programs of study which are aligned with regional labor needs and workforce projections. At this time, our need is to provide innovative learning opportunities for our students with hands-on, project-based learning. Our objective is to provide students with a summer learning opportunity aligned with our current Welding program of study, including engaging, hands-on learning through the Introduction to Welding course.

San Diego ISD will use these grant funds to provide a six week summer bridge program with Introduction to Welding CTE coursework and career field exposure (Focus Area 1). The program will target incoming 9th and 10th grade students from San Diego ISD and Benavides ISD who are interested in enrolling in the program of study. We will target enrolling 20 students in the summer program.

Students will earn course credit for Introduction to Welding and have the opportunity to earn the NCCER Core credential and wallet card. As part of the coursework, students will learn welding skills on our welding simulator and virtual reality goggles and practice skills using real welding tools and products. In addition, students will participate in a short-term work-based learning experience at a local business, Arrow Drilling. Arrow Drilling will provide our students an industry tour and guest speakers for a day. This experience will help students understand how their coursework is used by professionals in the industry, thus aiding our mission to prepare students for living wage, in-demand jobs and careers.

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
Adam Perez, Teacher at San Diego ISD, will teach Introduction to Welding (existing position)	Locally certified to teach CTE courses, credentialed to teach welding courses by IHE partner(s), experience successfully teaching skills leading to NCCER Core credential
Yvonne Munoz, San Diego ISD Director of Academic Services, will lead facilitation of the grant (existing position)	Experience implementing state grant programs, supporting teachers, and understanding academic programs offered at San Diego ISD
Angelica Smithwick, San Diego ISD Director of Finance and Support Services, will ensure grant funds are spent appropriately (existing position)	Knowledge of grant implementation and financial compliance, experience developing purchase orders and facilitating use of grant funds
Victoria Joslin, San Diego High School ECHS Principal, will oversee grant activities and course delivery (existing position)	Campus administrator for San Diego ISD, experience overseeing course delivery and instructional leadership
Lauren Dwiggin, External Consultant, will coordinate and facilitate work-based learning experiences and data collection (grant-funded)	Experience coordinating, facilitating, and delivering work-based learning experience for high school students, experience collecting and analyzing outcomes data

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 goal is to provide a CTE Summer Bridge (welding) program, which will allow our students to take a foundational CTE course (Introduction to Welding) and ultimately enroll in our Welding program of study. Our objective is to prepare students for industry-based certification attainment (NCCER Core credential and wallet card) and employment in high wage, high demand jobs in our region and state. Our goals are the following: By August 2022, at least 20 students will have participated in and completed requirements for the CTE Summer Bridge Program. All 20 students (100%) will have completed and passed Introduction to Welding, earned the NCCER Core certification, and participated in the work-based learning opportunity at Arrow Drilling. All (100%) students will have received positive feedback from our business partner employees at Arrow Drilling. At least 75% of students who participate in the CTE Summer Bridge program will continue taking CTE courses at Benavides ISD or San Diego ISD. A long-term goal which will be supported through the Summer Bridge Program is increasing the number of CTE concentrators and completers in our Welding program of study. We will meet these goals and objectives by ensuring our leadership is equipped to support the CTE Summer Bridge program. We will utilize our website and social media pages to spread awareness about the objective, mission, and activities. 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 in the CTE course and field experience project by equipping the CTE teacher leading the course with materials and supplies to provide high-quality instruction. The teacher will be supported by San Diego ISD staff and administrators, to ensure students master the content.

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.**

San Diego ISD's CTE Summer Bridge 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, the San Diego ISD and Benavides ISD school boards, and TEA grant reporting requirements. Our goal is to have all 20 (100%) of students who participate in the program receive course credit for Introduction to Welding and 100% of students earn the NCCER Core credential by August 31, 2022. We will provide additional services to students who need additional support, such as tutoring and mentoring, with the course teacher. 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 teachers and San Diego ISD administration to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. To measure student learning objectives and outcomes in the field experience project (focused on project-based learning objectives), we will pre-survey students this Spring to gauge interest in welding careers. We will also measure whether our coursework was successful in preparing students for the work-based learning experience at Arrow Drilling. We will administer a feedback protocol with our business partners regarding our students behavior and performance during the field experience project to gather and analyze this data. The data from the Summer Bridge program 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.**

San Diego ISD will use the grant funding to offer the CTE Summer Bridge (welding) 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 9th and 10th grade students. The program will be open to 20 students from our districts and will last six weeks, leading to completion of the Introduction to Welding course and the NCCER Core credential. We currently allocate funds to offer this course during the school year. With this grant, we will be able to offer it during the summer, thus allowing students to accelerate along the welding program of study. Without summer grant funding, it would be more challenging for our rural school districts to offer a comprehensive welding summer program. The summer program will allow more students to become CTE concentrators and completers in future years. However, 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, communities, and regional business partners.

Because Benavides and San Diego are in rural, neighboring communities, we must provide transportation for students to access the course. The majority of our students are from economically disadvantaged households and will need transportation. A bus will pick up students in San Diego and Benavides and take them to each campus for class. However, San Diego ISD is planning to use local funds to provide this service this summer and does not plan to allocate 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 Introduction to Welding course and NCCER Core curriculum and one to serve as the grant manager/assistant course facilitator/chaperone for work-based learning. The teacher who has committed to teach Introduction to Welding this summer has taught welding for several years at San Diego ISD and has many credentials in the industry. The teacher is one of few welding teachers in our region who is credentialed to teach dual credit welding courses by our IHE partner, Coastal Bend College. Funds will provide pay for 24 days of instruction (Monday-Thursday for 6 weeks), plus days for planning and the development of scope and sequence to deliver the content in the six week timeframe. Funds will also provide pay for adult oversight in the field experience project at Arrow Drilling. 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 San Diego ISD to ensure staff capacity to facilitate the grant administration, reporting, and documentation to TEA.

We are committed to high-quality program evaluation and relations with our business partners. A small portion of grant funds will be allocated to pay our external contractor, CareerCraft, to design the work-based learning experience and serve as the intermediary between the school district and Arrow Drilling. They will also assist our district with data collection and reporting, as well as program evaluation.

We will use grant funds to purchase instructional materials (eBooks) for the course and targeted preparation for the NCCER Core credential. Additional funds will be used to purchase consumable welding supplies and materials which will be used for learning foundational skills in the course, as well as student t-shirts which must be worn at the Arrow Drilling field experience activity. San Diego ISD already has a welding simulator which will be utilized. To enhance hands-on learning, we will also be incorporating virtual reality simulations. A small portion of grant funds are allocated for this purpose.

We have a small portion of funds set aside in case local funds cannot support all transportation costs. A small portion of funds will be allocated to indirect costs for San Diego ISD.

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.

This grant will allow us to offer a CTE Summer Bridge (welding) program for students from Benavides ISD and San Diego ISD. The Summer Bridge Program will last six weeks and enroll at least 20 (up to 30) students to take Introduction to Welding (PEIMS Service ID 13032250), earn the NCCER Core certification, and participate in a work-based learning experience at Arrow Drilling. During this experience, students will take a tour of Arrow Drilling's facility and learn how welding is used by the business through guest speakers. Students will be able to ask questions to the employees and participate in a small project to complete for the company as a project-based learning lesson. The primary goals of the program are the following: increase interest and enrollment in the Welding program of study at San Diego ISD; accelerate students' ability to complete the Welding program of study in high school; increase CTE awareness and preparedness among incoming 9th and 10th grade students.

San Diego ISD currently offers a welding program of study in the Manufacturing CTE Career Cluster. Our pathway and program of study includes: Introduction to Welding, Welding I, Welding II, and Practicum in Manufacturing (Welding). During Introduction to Welding, students are given the skills and knowledge to earn the NCCER Core credential as part of the course. For the summer grant, we will not be offering this course as dual credit. However, students in our welding program of study take dual credit courses during the school year leading to a Welding GMAW Level 1 Certificate from our IHE partner, Coastal Bend College. The courses that directly align to our program of study include: DEMR 1301: WLDG 1307, WLDG 1313, WLDG 1430. These courses are offered at no cost to our high school students.

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.

N/A

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



**ENAVIDES INDEPENDENT SCHOOL
DISTRICT**

106 West School St. P.O. Drawer P Benavides, TX 78341-0916 Ph: 361/256-3003 Fax 361-256-3002

March 22, 2022

To: San Diego Independent School District
From: Benavides Independent School District
Subject: Partner District Letter of Support for 2021-2022 Summer CTE Grant _Focus Area 1

Dear Superintendent Peña,

Benavides ISD is honored to partner with San Diego ISD as part of the 2021-2022 Summer CTE Grant Program which will allow students from both districts to participate in a summer program with the Introduction to Welding course (Focus Area 1).

Because San Diego ISD will be serving as the fiscal agent, Benavides ISD staff will work with your staff to finalize logistics for recruiting students for the program and providing transportation to allow students to access the program.

I look forward to working with you and your team this summer.

Sincerely,

Dr. Marisa Chapa
Superintendent
Benavides ISD

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

County District Number or Vendor ID: 66902		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 (Enter position title here)			\$ -	\$ -	\$ -
22 (Enter position title here)			\$ -	\$ -	\$ -
23	Subtotal Employee Costs:		\$ -	\$ -	\$ -
Substitute, Extra-Duty Pay, Benefits Costs					
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	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		\$ 9,440	\$ -	\$ 9,440
30	Total Program Costs:		\$ 9,440	\$ -	\$ 9,440

For budgeting assistance, see the [Allowable Cost and Budgeting Guidance](#) section of the Grants Administration Division Administering a Grant page.

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**

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.

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: 66902		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:	\$ 33,460	\$ -
2	Total Program Costs:	\$ 33,460	\$ -
		\$ 33,460	\$ 33,460

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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:		66902	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	6497 - Housing accommodations for non-employees.	\$ -	\$ -	\$ -	
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ -	\$ -	\$ -	
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 100	\$ -	\$ 100	
11	Total Program Costs:	\$ 100	\$ -	\$ 100	

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

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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: 66902				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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**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:		66902	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				Total Budgeted Cost
	Class/ Object Code	Focus Area 1	Focus Area 2		
1 Payroll Costs	6100	\$ 9,440	\$ -	\$ 9,440	
2 Professional and Contracted Services	6200	\$ 5,000	\$ -	\$ 5,000	
3 Supplies and Materials	6300	\$ 33,460	\$ -	\$ 33,460	
4 Other Operating Costs	6400	\$ 100	\$ -	\$ 100	
5 Capital Outlay	6600	\$ -	\$ -	\$ -	
Consolidate Administrative Funds			N/A		
6	Total Direct Costs:	\$ 48,000	\$ -	\$ 48,000	
7	<u>Enter Percentage (%) of Indirect Costs:</u>	4%	N/A	\$ 2,000	\$ 2,000
8	Grand Total of Budgeted Costs:	\$ 48,000	\$ 2,000	\$ 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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**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: 66902	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:	\$ -	\$ -	\$ -	\$ -

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:

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.