



**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

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

Pre-award costs permitted from

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 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.**

George West ISD is applying for Focus Area 1 (CTE course, summer bridge program) to offer an introductory CTE course in partnership with Three Rivers ISD and Skidmore-Tynan ISD. George West ISD is a rural school district in South Texas (approximately 60 miles from Corpus Christi). For this grant we will be offering a summer bridge program designed to introduce students to all 13 CTE career clusters, with a focus on careers aligned with the CTE programs offered at George West HS and our new Energy P-TECH program. Students will receive credit for Investigating Careers (middle school course; PEIMS Service ID #12700400). We will target enrollment of 15-20 students who are currently enrolled in grades 6-8 during the 2021-2022 school year. Enrollment will be open to students from George West ISD, Three Rivers ISD, and Skidmore-Tynan ISD.

Our mission is to educate, encourage, and prepare students to be productive citizens. Additionally, one of our district goals is to offer a well-balanced curriculum so that all students may realize their learning potential and prepare for productive lives. Our proposed summer program supports our district mission and specific goal by providing a summer course with hands-on, project-based learning to introduce students to content associated with high-wage, in-demand careers. All 13 career clusters will be introduced, with a focus on the career clusters aligned with the CTE programs offered at the high school. As students are taking the course, we will also provide an opportunity for students to take a field trip to Del Mar College and tour their refinery training equipment. We will also utilize our business partner, Valero, to bring guest speakers in to talk with the students about careers in oil and gas. This is aligned with George West ISD's new Energy P-TECH program, which launches fall 2022. The oil and gas industry is very large in our region, provides high wage jobs to our community, and has several in-demand, targeted occupations.

We will utilize grant funding to offer the Investigating Careers course (PEIMS Service ID #12700400) to 15-20 middle school students with the ultimate goal of increasing student interest and enrollment in our high school's CTE programs of study and our new program of study focused on Refining and Chemical Processes (launching in the 2022-23 school year). We received P-TECH grant funding and will be launching a P-TECH focused on preparing a skilled workforce for the local Valero refinery. We will be partnering with Del Mar College and will be providing opportunities for students to earn the Certified Production Technician (CPT) designation while in the P-TECH. The proposed summer bridge program will help kickstart our P-TECH program and increase student awareness and interest in enrollment.

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, Teacher at George West ISDI, will be lead teacher for Investigating Careers (existing position)	Credentialed teacher for George West ISD; industry experience; committed to teaching CTE courses and career readiness
Individuals TBD, will teach industry rotations focused on CTE programs of study for Investigating Careers (existing positions)	Credentialed teachers for George West ISD; experience teaching CTE courses and/or career readiness curriculum
Joy Beverly, Principal at George West High School, will provide oversight of instructional delivery (existing position)	Campus administrator for George West ISD, experience with instructional leadership, course delivery, and grant management
Ashley Lowe, Principal at George West Junior High, will provide support to 8th grade students participating in the program (existing position)	Campus administrator for George West ISD, experience with instructional leadership, course delivery, and grant management
Lauren Dwiggin, External Consultant, will provide data collection and analysis, work-based learning development, labor market data (grant funded)	Experience coordinating authentic learning experiences for students, experience collecting and analyzing outcomes data for grants, experience analyzing and teaching students to read labor market 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.**

The overarching goal is to offer a Summer Career Exploration Program to introduce students to various career opportunities and increase student interest/enrollment in our high school's CTE programs and P-TECH program. We want students to gain a better understanding of different industries and the available opportunities for careers within each industry. We will offer the Investigating Career course with targeted enrollment of 15-20 middle school students from George West ISD, Three Rivers ISD, and Skidmore-Tynan ISD. Our goals include: By August 31, 2022, at least 15 students have completed and earned credit in the Investigating Careers course. All students in the summer program (100%) will also have participated in a college visit to Del Mar College to see and experience Del Mar's training center and equipment related to oil and gas refining and process technology. A medium-term goal is to successfully launch a program of study in Refining and Chemical Processes which will follow TEA's recommended course sequencing and the P-TECH model launching August 2022. We intend for our proposed summer bootcamp to generate enthusiasm for this new pathway. Another medium-term goal is to increase student interest and enrollment in our business, welding, and agriculture CTE programs of study. We will ensure students enrollment in time to plan for summer activities by beginning recruitment as soon as the grant award is announced (April). The course content will be led by a lead teacher and supported by 4 assistant teachers, who will teach take on specific career clusters. We will ensure student success in the course by equipping the CTE teacher leading the course with instructional materials and supplies to provide instruction. Additionally, we will incorporate project-based learning, including virtual reality, group projects, and industry tours/field trips, to bring the content to life.

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 Career Exploration 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, each of our school boards, and TEA grant reporting requirements. We seek to enroll at least 15 students (up to 20) in the summer program. Our goal is to have 100% of students who participate in the summer program to earn credit in the Investigating Careers course by August 31, 2022. We also will strive for 100% of the students to participate in the training refinery tour at Del Mar College. We may also include additional field trips, such as an industry tour of a business. Students may stay at school after this class ends each day and participate in ACE programming. We will provide additional services to students who need additional support, such as tutoring and mentoring sessions 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 teacher and administration to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course, in addition to a pre-test, mid-course test, and post test. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. A large outcome of this program will be whether it helps increase student enrollment in the new Energy P-TECH program, which will launch in Fall 2022, and our other CTE programs (business, welding, agriculture) already offered at the high school.

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.**

The energy sector is a large economic driver and employer for our region. We have planned a P-TECH program focused on energy (Refining and Chemical Processes program of study) which will launch in the 2022-23 school year. Grant funds will help us kick start our new Energy P-TECH program (opening Fall 2022) in collaboration with Del Mar College and the Valero refinery. It is our goal to harness this summer program to offer innovative hands-on learning associated with the available CTE programs offered at George West High School to ultimately increase student enrollment in these opportunities. Because the Energy P-TECH is new, there will be a priority on teaching students about the oil and gas industry through a field trip to Del Mar College's training refinery. Other career clusters, including agriculture (welding, floral design) and business will also be prioritized through hands-on projects. Other career clusters will be explored through online research, videos, and virtual reality simulations.

If awarded, George West ISD will utilize grant funding to create and implement a Summer Career Exploration Program which will serve students from George West ISD, Three Rivers ISD, and Skidmore-Tynan ISD. While all students will be eligible for the program, our targeted outreach and recruitment efforts will focus on current 6th-8th grade students. It is our goal to engage middle school students in order to increase enrollment in CTE programs of study by the time they enter high school. The program will be open to 15-20 students from across all three districts. The program will last for a period of four weeks. George West ISD has local funds allocated to offer career readiness courses but we do not currently have staff capacity to teach Investigating Careers during the school year. We do not have local funds currently allocated to offer the course during the summer.

Funds will be allocated for five teachers to receive extra duty pay for the Summer Program. One teacher will serve as the lead teacher and teacher of record for the course. This teacher will be responsible for establishing the scope and sequence and ensuring all TEKS are met. The four other teachers will serve as assistant teachers, each teaching one unit aligned with a specific CTE program of study and/or career cluster. A small percentage of the funds are allocated for two grant managers, who will be responsible for overseeing the program, aligning course content across the teachers and career clusters, and managing the financial aspects of the grant. A portion of the funding will be utilized to contract with our technical assistance provider, CareerCraft, to help us coordinate the college visit and experience at Del Mar College and provide lessons for students to understand labor market data and its implications. Additionally, CareerCraft will assist our team with data collection, analysis, reporting, and evaluation.

A portion of funding has been allocated for transportation for the college visit and an industry tour. However, most transportation expenses will be associated with transporting students from Three Rivers and Skimore-Tynan to George West to access the program. Physical distance in rural areas is a challenge and leads to increased transportation costs. We have also allocated funds to pay a driver to pick up the Skidmore-Tynan and Three Rivers ISD students each day using the school district-owned suburban.

Funds have been allocated to provide supplies and materials for the program, which will be vital to ensure our program is engaging with project-based learning. Funds will be used to purchase instructional materials for the course, hands-on activities for project-based learning, and TransrVR headsets with career exploration virtual reality programming. A small amount of funds have been allocated to purchase t-shirts for students to wear at our Del Mar College trip and industry tour so that we can differentiate them while off campus.

A small amount of funds have been allocated to indirect costs.

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.

George West ISD will be utilizing the grant to offer a CTE Summer Program with Focus Area 1 in partnership with two other school districts. The Summer Career Exploration Program will support students for four weeks and support 15-20 total students who are currently enrolled in grades 6-8. Participants will earn course credit in the Investigating Careers course which will introduce them to the available CTE programs of study and P-TECH program offered at the high school.

A district goal is to begin implementing the Energy P-TECH program in Fall 2022 which will allow students to take the following high school courses: Foundations of Energy, Introduction to Process Technology, Petrochemical Safety, Health, and Environment, Introduction to Instrumentation and Electrical, and Project-Based Research. We are coordinating efforts with Del Mar College staff to provide opportunities for students to work towards their Process Technology Certificate.

Another district goal is to expand our current CTE courses in the business career cluster to offer a full program of study in Entrepreneurship. We already offer CTE programs of study in welding and floral design. This summer program will be used to help students understand the available programs and increase enrollment over time.

George West ISD does have a college-going culture, with many students adopting postsecondary goals. However, in reality, over 50% of our high school students do not end up enrolling in or attending college after high school and remain living within 90 miles of our town. Offering this summer program and engaging students with career exploration content will be valuable for helping them understand available opportunities and careers. Specifically, our Energy P-TECH will provide our students who are not likely to enroll in or persist in a four-year bachelor's degree the opportunity to immediately enter a high wage, in-demand job after high school graduation.

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

Three Rivers Independent School District
351 South School Road
Three Rivers, Texas 78071
361-786-3603 / FAX 361-786-2555

Mr. Les Dragon, Superintendent of Schools

Daniel Osborne, Jr/Sr High School Principal

Angelia Anderson, Business Manager

Tim Richter, Elementary School Principal

Ramon Soliz, Athletic Director



March 23, 2022

To: George West Independent School District

From: Three Rivers Independent School District

Subject: Partner District Letter of Support for 2021-2022 Summer CTE Grant Focus Area 1

Dear Superintendent Quesada,

Three Rivers ISD is honored to partner with George West ISD as part of the 2021-2022 Summer CTE Grant Program which will allow students from both districts to participate in a summer program involving Investigating Careers and career exploration.

Since George West ISD will be serving as the fiscal agent, my 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 on this project.

Respectively,

Mr. Les Dragon

Superintendent

Three Rivers ISD

"Home of the "Fighting Bulldogs"

Three Rivers ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, or programs including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.



Skidmore – Tynan Independent School District

Richard Waterhouse
Richard.Waterhouse@stobcats.net
Superintendent of Schools

224 W. Main St.
Skidmore, Texas 78389
CENTRAL ADMINISTRATIVE OFFICE
Phone: (361) 287 – 3426
Fax: (361) 287 – 3442
Website: www.stobcats.net

March 22, 2022

To: George West Independent School District
From: Skidmore-Tynan Independent School District
Subject: Partner District Letter of Support for 2021-2022 Summer CTE Grant _Focus Area 1

Dear Superintendent Quesada,

Skidmore-Tynan ISD is honored to partner with George West ISD as part of the 2021-2022 Summer CTE Grant Program which will allow students from both districts to participate in a summer program involving Investigating Careers and career exploration.

Since George West ISD will be serving as the fiscal agent, my 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 on this project.

Sincerely,

Richard Waterhouse
Superintendent
Skidmore-Tynan 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

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

County District Number or Vendor ID:		149901		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 Suburban/Bus Driver	0	1	\$ 960	\$ -	\$ -	\$ 960
22 (Enter position title here)			\$ -	\$ -	\$ -	\$ -
23	Subtotal Employee Costs:		\$ 960	\$ -	\$ -	\$ 960
Substitute, Extra-Duty Pay, Benefits Costs						
24 6112 - Substitute Pay				\$ -	\$ -	\$ -
25 6119 - Professional Staff Extra-Duty Pay			\$ 14,000	\$ -	\$ -	\$ 14,000
26 6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -	\$ -
27 6140 - Employee Benefits			\$ 2,693		\$ -	\$ 2,693
28 61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		\$ 16,693	\$ -	\$ -	\$ 16,693
30	Total Program Costs:		\$ 17,653	\$ -	\$ -	\$ 17,653

[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

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

County District Number or Vendor ID: 149901	Amendment #: 0
---	----------------

Professional and Contracted Services (6200)

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

	Description of Service and Purpose	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	Service: Professional Services	\$ -	\$ -	\$ -
2	Service: Professional Services Specify purpose: Data Collection, Analysis and Labor Market Insight Supp	\$ 7,500	\$ -	\$ 7,500
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:	\$ 7,500	\$ -	\$ 7,500
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ 7,500	\$ -	\$ 7,500

FOR TEA USE ONLY

Changes on this page have been confirmed with: Via telephone/fax/email (circle as appropriate)	On this date: 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: 149901		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 - District membership in civic or community organizations	\$ -	\$ -	\$ -
8 6412 - Stipend reimbursements 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.	\$ 2,697	\$ -	\$ 2,697
11 Total Program Costs:	\$ 2,697	\$ -	\$ 2,697

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

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

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

County District Number or Vendor ID: 149901			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:		\$ -	\$ -	\$ -

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

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

County District Number or vendor ID: 149901		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	\$ 17,653	\$ -	\$ 17,653
2 Professional and Contracted Services	6200	\$ 7,500	\$ -	\$ 7,500
3 Supplies and Materials	6300	\$ 21,950	\$ -	\$ 21,950
4 Other Operating Costs	6400	\$ 2,697	\$ -	\$ 2,697
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
Total Direct Costs:		\$ 49,800	\$ -	\$ 49,800
7 <u>Enter Percentage (%) of Indirect Costs:</u>	0.4%	N/A	\$ 200	\$ 200
Grand Total of Budgeted Costs:		\$ 49,800	\$ 200	\$ 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:

County District Number or vendor ID: 149901

Amendment # 0

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.