



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.

TEA must receive the application by **11:59 p.m. CT, March 28, 2022**.

Grant period from

Pre-award costs permitted from

Application stamp-in date and time

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

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.**

Through this grant, Skidmore-Tynan ISD will offer a Focus Area 2 program (paid internships with Career Preparation I course). We will partner with two other rural neighboring districts, Three Rivers ISD and George West ISD to expand opportunities to more students. The vision of Skidmore-Tynan ISD leadership and school board is to provide innovative opportunities for students, thereby promoting our school district to be the destination of choice for students and high-quality teachers. Our mission is to develop in all students the knowledge, skills, and work ethic that enables them to become successful and productive members of society. Our need is to provide an innovative opportunity for students this summer to re-engage them and ignite excitement and awareness of our new P-TECH programs (launching in the 2023-2024 school year). Our P-TECH will offer programs of study in Applied Agricultural Engineering and Entrepreneurship, which will be the focus of our summer internship program through this grant. Our proposed summer CTE program focuses on two career industries/programs of study: the Business, Marketing, and Finance Career Cluster (Entrepreneurship Program of Study) and the Manufacturing Career Cluster (Applied Agricultural Engineering Program of Study). Students in the summer program will be enrolled in Career Preparation I (PEIMS Service ID 12701300) and serve as paid interns for Skidmore-Tynan ISD. S-TISD has been revamping our CTE courses to align with regional workforce needs, the TEA Programs of Study, and the P-TECH model. The Summer CTE Internship Program will allow us to garner student awareness, interest, and enrollment in the Entrepreneurship and Applied Agricultural Engineering programs of study, thus building a pipeline of student interest in our future P-TECH program, which will officially launch in the 2023-24 school year. We will target enrollment for this summer's CTE Internship Program for incoming 11th-12th grade students who have taken at least one agriculture or business/entrepreneurship CTE course. Alongside the coursework for Career Preparation I, the entrepreneurship student interns will develop a business plan for a new student-run coffee shop which will be operated and managed by our Entrepreneurship students starting next year. Students will also learn the skills needed to pass the Microsoft Office Specialist Word certification exam. The business plan will incorporate marketing strategies, budget/finances, products to sell, and analyses of costs versus revenue. It will be used as a foundation for the coffee shop to offer daily beverages to students and staff throughout the school year and will be a foundational component for the P-TECH program of study. The applied agricultural engineering student interns will complete projects for the school district, including designing and building new bicycle racks at each campus. Our goal is to serve 16 students through this summer program. The program will run for 5 weeks, with the first week being an Internship Preparation Bootcamp and the remaining 4 weeks focusing on the internship work/project completion (80 hour internship).

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
Danny Garcia, Teacher at Skidmore-Tynan HS, will teach Career Preparation I and lead the entrepreneurship internship (existing position)	Certified to teach CTE courses; experience in Business, Marketing, and Finance coursework; experience teaching Microsoft Office (Word)
Domingo Garcia, Teacher at Skidmore-Tynan HS, will teach Career Preparation I, lead the welding/agriculture internship (existing position)	Certified to teach CTE courses; experience teaching Welding and Applied Agricultural Engineering
Stella Resio, Principal of Skidmore-Tynan HS, will monitor student participation and instructional delivery (existing position)	High school principal; experience overseeing summer programs and state-funded grant implementation
Stephanie Ashworth, Assistant Superintendent of Skidmore-Tynan ISD, will oversee the program and grant implementation (existing position)	District administrator; experience implementing state grant-funded programs; knowledge of appropriate use of grant funds
Individual TBD will co-facilitate/ supervise the internships and serve as grant manager (existing position)	Certified high school counselor or teacher; experience mentoring students and managing grants; ability to engage with multiple stakeholders

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.**

This grant will allow Skidmore-Tynan ISD to offer a Summer CTE Internship Program, offering student internships in Entrepreneurship and Applied Agricultural Engineering. As part of this program, students will take the Career Preparation I course and apply knowledge and skills learned through the internship. Students will be interns for S-TISD and be responsible for evaluating and improving our student-run coffee business, which just launched Fall 2021. Additionally, students will learn the knowledge and skills needed to pass the Microsoft Office Specialist Word certification exam. The students participating in the welding internship will be given a summer project to design and build new bicycle racks for each campus. This will allow students to apply academic and classroom knowledge while gaining real world experience. By August 2022, 16 students (100%) will have completed the requirements for Career Preparation I and fulfilled internship responsibilities. All students (100%) will have actively contributed to the internship project, as measured by internship supervisor feedback (internship supervisors will be district employees) and Internship Training Plan completion. Finally, at least 6 students (50%) will have taken and passed the Microsoft Office Specialist Word certification exam. We will meet these goals and objectives by equipping our leadership to support the summer program, ensuring that staff are able to promote the opportunity to students who will benefit from the experience, and beginning the recruitment process once grantees are announced. The welding students will build real bicycle racks for our campuses and take the entrepreneurship students to a local coffee shop to interview the owner about what it is like to run a business. We will support the Career Preparation I teachers/internship leads by providing necessary instructional materials and instructional support.

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.**

Skidmore-Tynan ISD's Summer CTE 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, each of our school boards, and TEA grant reporting requirements. Our goal is to have 100% of students who participate in the summer program to earn credit in the Career Preparation I course (PEIMS Service ID 12701300) and at least 50% earn Microsoft Office Specialist Word certification 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. 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 the counselor to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course. During the internship, an Internship Training Plan will be completed and we will conduct routine check-ins with students to ensure they are progressing towards their ultimate goal of completing their internship projects/responsibilities. The Training Plan will specify student demonstration of employability skills valuable across many occupations and industries. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit.

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.**

Grant funds will be utilized by Skidmore-Tynan ISD to run the Summer CTE Internship Program. The program will target enrollment of incoming 11th and 12th grade students. We have space for 16 students to participate and hope to fill each available position. Enrollment will be open to students from Skidmore-Tynan ISD, George West ISD, and Three Rivers ISD. Many of our students work in fast food restaurants over the summer in order to earn a paycheck. Therefore, we plan to pay students through this internship program to enroll those students who otherwise would not be able to afford forgoing summer employment elsewhere. Without this grant, we would not be able to provide this summer program. Courses in Entrepreneurship and Applied Agricultural Engineering are offered during the school year at no cost to students but are not currently offered during the summer. We hope that, through this opportunity, we will provide data showing return on investment for future internship funding possibilities from our community and school board.

Grant funds will be utilized to provide extra duty pay and will be provided to the two Career Preparation I teachers/ internship supervisors (Applied Agricultural Engineering teacher, Entrepreneurship teacher) and the counselor/ internship co-supervisor/grant manager. Funds will also be allocated to pay a bus driver to pick up students who need transportation. Student pay for the internships will also be allocated. Paying students is the largest portion of the budget as S-TISD wishes to pay students a stipend of \$1,200 (average of \$15 per hour) during the 80 hour internship. \$15 an hour is necessary to be competitive with the current pay offered by local restaurants and the grocery store. We will also allocate grant funds to contract with an external contractor, CareerCraft, to assist with data collection, analysis, and reporting on the outcomes of the program.

We are using local funds and resources to provide student laptops and access to Certiport for Microsoft Office Word practice tests/certifications. We will be using local funds to provide instructional materials for Career Preparation I. Grant funds will be allocated to provide consumable supplies/materials that students will utilize as part of their internship projects.

Funds are allocated to pay for our district-owned mini bus to pick up students in Three Rivers and George West who need transportation to our high school. A small amount of funds are allocated for the mini bus to transport the interns to a local welding or agricultural company and coffee shop for the students to tour the businesses and learn about the industries.

A small amount of funds are 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.

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.

The Summer CTE Internship Program will be available to a total of 16 students (incoming grades 11-12) from Skidmore-Tynan ISD, Three Rivers ISD, and George West ISD. Our leadership teams will collaborate with one another to promote this opportunity to students from all three school districts. We will also coordinate regarding logistics and scheduling as necessary. Participants in the program will receive course credit in Career Preparation I and a paid internship (80 hours). Participants in the Entrepreneurship internship will also have the opportunity to earn their certification in Microsoft Office (Word Specialist certification). Participants in the Welding internship (Applied Agricultural Engineering) will apply classroom knowledge to a real-world project, adding industry-valued work-based learning experience to their resume. This program will be valuable in garnering awareness and student interest in S-TISD's new P-TECH programs in Entrepreneurship and Applied Agricultural Engineering (slated to officially launch in fall 2023). We are planning to offer the following courses in the P-TECH programs of study: [Entrepreneurship] Business Information Management I/II, Entrepreneurship, Mobile Application Development, and Practicum in Entrepreneurship; [Applied Agricultural Engineering] Principles of Agriculture, Food, and Natural Resources, Agricultural Mechanics and Metal Technologies, Agricultural Structures Design and Fabrications, Practicum in Agriculture, Food, and Natural Resources. Each of these programs are aligned with regional labor market demand and lead to living wage jobs with strong career pathway growth. Skidmore-Tynan ISD will serve as the host/provider for the internships and will be the employer of record. The internship will require 80 hours of work/commitment from our students. We will serve 16 students through this program. The internship will allow students to work independently and in teams to develop end products that will be invaluable in launching the new P-TECH programs. Students will learn communication, collaboration, problem solving skills, and teamwork during this program.

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



George West Independent School District

Roland Quesada, Ed.D.
Superintendent

March 24, 2022

To: Skidmore-Tynan Independent School District
From: George West Independent School District
Subject: Partner District Letter of Support for 2021-2022 Summer CTE Grant _Focus Area 2

Dear Superintendent Waterhouse,

George West ISD is honored to partner with Skidmore-Tynan 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 Career Preparation and paid student internships.

Since Skidmore-Tynan 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,

Dr. Roland Quesada
Superintendent
George West ISD

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 24, 2022

To: Skidmore-Tynan Independent School District

From: Three Rivers Independent School District

Subject: Partner District Letter of Support for 2021-2022 Summer CTE Grant Focus Area 2

Dear Superintendent Waterhouse,

Three Rivers ISD is honored to partner with Skidmore-Tynan 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 Career Preparation and paid student internships.

Since Skidmore-Tynan 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,

A handwritten signature in blue ink, appearing to be "L. Dragon", followed by a horizontal line extending to the right.

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@stbobcats.net
Superintendent of Schools

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

March 22, 2022

To: Texas Education Agency
From: Skidmore-Tynan Independent School District
Subject: Internship Provider Letter of Support for 2021-2022 Summer CTE Grant_Focus Area 2

Dear Texas Education Agency staff,

Skidmore-Tynan ISD will provide summer internships to students participating in the Skidmore-Tynan ISD summer internship program. This is our letter of support to show that we are committed to this career learning opportunity for students as part of the 2021-2022 Summer Career and Technical Education grant.

We are looking forward to having the students as interns with us this summer.

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:		13905	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	Bus Driver		\$ -	\$ 1,440	\$ 1,440
22	(Enter position title here)		\$ -	\$ -	\$ -
23	Subtotal Employee Costs:		\$ -	\$ 1,440	\$ 1,440
Substitute, Extra-Duty Pay, Benefits Costs					
24	6112 - Substitute Pay			\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay		\$ -	\$ 15,000	\$ 15,000
26	6121 - Support Staff Extra-Duty Pay		\$ -	\$ -	\$ -
27	6140 - Employee Benefits		\$ -	\$ 2,466	\$ 2,466
28	61XX - Tuition Remission (IHEs only)		\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		\$ -	\$ 17,466	\$ 17,466
30	Total Program Costs:		\$ -	\$ 18,906	\$ 18,906

[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: 13905	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	Rental or lease of building, space in buildings, or land			
2	Service: Professional Services Specify purpose: Data Collection and Analysis and Work-Based Learning		\$ 5,000	\$ 5,000
3	Service: Miscellaneous Contracted Services Specify purpose: Student Internship Pay	\$ -	\$ 19,200	\$ 19,200
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:	\$ -	\$ 24,200	\$ 24,200
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ 24,200	\$ 24,200

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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: 13905		Amendment #: 0	
Supplies and Materials (6300)			
Expense Item Description		Focus Area 1	Focus Area 2
Grant Amount Budgeted			
1	6300 - Supplies and materials that do not require specific approval:		\$ 4,035
2	Total Program Costs:	\$ -	\$ 4,035

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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:		13905	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	6412 - 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.	\$ -	\$ 2,750	\$ 2,750	
11	Total Program Costs:	\$ -	\$ 2,750	\$ 2,750	

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

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

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: 13905			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:		13905	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	\$ -	\$ 18,906	\$ 18,906	\$ 18,906
2 Professional and Contracted Services	6200	\$ -	\$ 24,200	\$ 24,200	\$ 24,200
3 Supplies and Materials	6300	\$ -	\$ 4,035	\$ 4,035	\$ 4,035
4 Other Operating Costs	6400	\$ -	\$ 2,750	\$ 2,750	\$ 2,750
5 Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A		
6	Total Direct Costs:	\$ -	\$ 49,891	\$ 49,891	\$ 49,891
7	<u>Enter Percentage (%) of Indirect Costs:</u>	0.218%	N/A	\$ 109	\$ 109
8	Grand Total of Budgeted Costs:	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Shared Services Arrangement					
9	6493	Payments to member districts of shared services arrangements		\$ -	\$ -
Administrative Cost Calculation					
10	Total Grant Amount Budgeted:				\$ 50,000
11	Reasonable and necessary administrative costs established for the program:				0.15
12	Maximum amount allowable for administrative costs, including indirect costs:				\$ 7,500

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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: 13905	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

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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.