



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.

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

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.**

Stafford Municipal School District (Stafford MSD) is applying for Focus Area 2 (work-based learning), with the intent of offering paid student internships with the Career Preparation I course. This grant will allow us to provide paid internships for 19 incoming 11th and 12th grade students. The students will work each day for an estimated 5-6 hours and attend Career Preparation each day for an estimated 2-3 hours for a period of 5 weeks. This will allow students to learn the Career Preparation course content and discuss their internship experiences with the teacher on a daily basis. The students will complete their internship with a capstone project, which will include a presentation to younger students (estimated for grades 8-10) about their internship experience and lessons learned. This will be utilized as a recruitment opportunity for 8th grade students to learn about the CTE programs available at the high school. A total of 14 student interns will intern for Stafford MSD (elementary school, information technology, marketing/communications, business office) and 5 students will intern at external business partners (Arms of Love Learning Academy, Micheaux Southern Cuisine). The internship will align with 5 of the 12 CTE programs offered at Stafford High School's College and Career Center: Education and Training (early learning); Business, Marketing, and Finance (Business Management, Marketing and Sales); Arts, Audio/Video Technology, and Communications (Design and Multimedia Arts, Digital Communications), Information Technology (Information Technology Support and Services), and Hospitality and Tourism (Culinary Arts). Through the internship, students will apply academic knowledge learned through CTE courses they have already taken to real-world work environments. Students will gain valuable employability skills through this experience and completion of the Career Preparation course.

Stafford MSD's goal is to offer high-quality college and career development to our students, with the mission of preparing students for successful entry into college, a career, or the military after graduation. We offer courses that are designed to prepare students with the technical and professional skills necessary to succeed in today's high-demand occupational environment. The curriculum used for all of our CTE programs is technically based, rigorous, relevant, and aligned with business/industry standards for the 21st Century workforce. Many of our programs offer industry-recognized credentials and dual credit opportunities. Through our College and Career Academy CTE programs, students have an opportunity to enter the job market with high-paying skills or they may continue their education in a postsecondary setting. We are in need of funding to expand real-world work-based learning opportunities for our students. Our proposed internship program meets our mission and needs by providing funding for a short-term internship that will make a lasting impact in the lives of our students.

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, Career Preparation teacher and lead internship supervisor/facilitator (existing position)	Employed as a teacher by Stafford MSD; experience teaching career preparation and readiness to high school students
Individual TBD, Grant Manager, will serve as assistant internship facilitator, support the teacher, and oversee grant spending (existing position)	Employed by Stafford MSD; experience assisting teachers and classroom instruction; experience monitoring grant activities and funds
Internship Supervisors at Stafford MSD, will supervise students on a daily basis and teach real-world work skills (existing positions)	Employed by Stafford MSD; knowledgeable about their industry and work responsibilities associated with jobs in their field
Internship Supervisors at External Business Partners, will supervise students on a daily basis and teach real-world work skills (existing positions)	Employed by External Business Partners; knowledgeable about their industry and work responsibilities associated with jobs in their field
Lauren Dwiggs, External Consultant, will assist with coordination of summer activities, data collection, analysis, and reporting (grant funded)	Experience coordinating/facilitating work-based learning experiences for students; experience collecting and analyzing data for state and federal grant programs

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 primary objective of our proposed program is to provide real-world work experience to our students. The primary goal and objective of our proposed program is to provide paid internships to 19 students who have completed at least two CTE courses. The internships will be aligned with 5 of the 12 CTE programs offered at our high school. A secondary goal is to promote community awareness and student interest in our CTE programs through an innovative summer internship program. Our goal is for all 19 students (100%) to successfully complete 163 internship hours and earn credit for Career Preparation I (PEIMS Service ID # 12701300). We will utilize targeted strategies to meet these goals. We will provide an equitable program by paying students \$10/hour (for 163 hours) because our students are majority economically disadvantaged and typically work during the summer. If we did not offer paid internships, many students would not be able to afford to participate due to summer pay expectations and obligations. We will recruit students to participate in the program as soon as possible this Spring so that our internship program will be competitive against typical summer jobs (grocery stores, retail, etc.). We will provide wraparound services as needed to each student so that they can be successful, including mentoring and tutoring. To help provide a supportive environment, we will ensure the teacher is prepared to teach the course with high-quality instructional materials and a strong understanding of student responsibilities at each internship placement. The teacher and grant manager (who will be serving as an assistant to the teacher) will conduct regular check-ins/drop-ins at each internship placement to check on the student and discuss any issues that arise. Customized internship training plans will drive our determination of student outcomes and student growth in both technical and soft skills.

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.**

Stafford MSD is committed to continuous improvement of our CTE programs and student work-based learning opportunities. Our program will be focused on student outcomes and evaluated based on several performance measures and data points. To comply with TEA grant reporting requirements, our team will collect data on the demographics of students who enroll in, participate in, and complete the summer internship program, including grade level, race/ethnicity, 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 and school board. Our goal is to have 100% of students (19) who participate in the summer program to earn credit in the Career Preparation I (PEIMS Service ID # 12701300) course and complete the 163 hour internship by August 31, 2022.

We will provide additional services to students who need support, such as tutoring and mentoring sessions with the course teacher/internship facilitator. Formative assessments will be utilized during the Career Preparation I component of the program to gauge the readiness of students to complete various tasks during the hands-on, work-based learning component of the program. Competency-based evaluations will be utilized as part of the training plan to record student ability and competency to perform various tasks while on the job. Customized training plans will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. The internship supervisors will meet daily with each intern to identify areas of strength and areas where the intern requires additional support and coaching. We will also seek feedback from internship supervisors regarding the behavior and work performance of each intern. The data will be both qualitative and quantitative and will provide insight on whether our goals, learning objectives, and student outcomes were successfully met. Program and student outcomes will be summarized for district administration review to evaluate the program and determine feasibility of offering it in the future.

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.**

Stafford MSD's goal is to offer high-quality college and career development to our students, with the mission of preparing students for successful entry into college, a career, or the military after graduation. We are in need of funding to expand real-world work-based learning opportunities for our students aligned with our CTE programs. Our proposed internship program meets our mission and needs by providing funding for a short-term internship that will make a lasting impact in the lives of our students. We currently allocate funds to employ some education and training students to help with elementary school instruction. We do not currently have local funds to pay for student internships in all the areas we are proposing (education, business, marketing, arts/AV, IT, and hospitality). This grant will provide funding for us to offer robust, 163-hour internships to 19 students this summer. We have not been able to offer a program like this before. We will provide an equitable program by paying students \$10/hour (for 163 hours) because our students are majority economically disadvantaged and typically work during the summer. If we did not offer paid internships, many students would not be able to afford to participate due to summer pay expectations and obligations. We will utilize outcome data from this summer program to determine the feasibility of offering a robust internship program in future summers.

Payroll (6100): \$35,521 has been budgeted in this category to provide extra-duty pay to the Career Preparation teacher and grant manager/assistant teacher over the summer. Benefits contributions for salaries and stipends have also been accounted for in this calculation. We will also pay 14 of the 19 student interns through Payroll (6100) with a stipend of \$1,630 (\$10/hour for 163 hours). These 14 students will be working for Stafford MSD for their internship.

Professional & Contracted Services (6200): \$13,150 has been budgeted in this category to provide pay for 5 of the 19 student interns throughout the summer internship program. These interns will be employed by external business partners for their internship and paid a stipend of \$1,630 (\$10/hour for 163 hours). This grant program will help our district provide capstone work-based learning experiences to 6 students. Funds have also been allocated to pay a contracted services provider to provide work-based learning support, general project management support, and data collection and analysis support. Additionally, a small amount of funds have been allocated to provide fingerprinting services required for the 2 student interns who will be placed at Arms of Love Learning Academy.

Supplies & Materials (6300): \$600 has been budgeted in this category to procure shirts for the interns at their internship placements/worksites as a way of distinguishing them as interns. Local funds and resources will provide instructional materials and supplies for the Career Preparation course.

Other Operating Costs (6400): \$29 has been budgeted in this category to cover any transportation expenses incurred as part of offering the internship program. It is estimated that the majority of interns will not need transportation provided on most days but may be needed on a case by case basis.

Capital Outlay (6600): \$0 has been budgeted for capital expenditures as no large equipment is necessary for the completion of this summer internship program.

Indirect Costs: \$700 has been budgeted for indirect costs to the school district.

Program Requirements

1. **Focus Area 1:** Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-programs-of-study> for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

N/A

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

Stafford MSD is applying for Focus Area 2 (work-based learning), with the intent of offering paid student internships with the Career Preparation I course. This grant will allow us to provide paid internships for 19 incoming 11th and 12th grade students. The students will work each day for an estimated 5-6 hours and attend Career Preparation each day for an estimated 2-3 hours for a period of 5 weeks. This will allow students to learn the Career Preparation course content and discuss their internship experiences with the teacher on a daily basis. The students will complete their internship with a capstone project in August 2022, which will include a presentation to younger students (estimated for grades 8-10) about their internship experience and lessons learned. This will be utilized as a recruitment opportunity for 8th grade students to learn about the CTE programs available at the high school. Through the internship, students will apply academic knowledge learned through CTE courses they have already taken to real-world work environments. A total of 14 student interns will intern for Stafford MSD (elementary school, information technology, marketing/communications, business office) and 5 students will intern at external business partners (Arms of Love Learning Academy, Micheaux Southern Cuisine). Education and Training students will intern at Stafford Elementary School to support summer school instruction as assistant teachers (special education, remediation, tutoring) and some students will intern at Arms of Love Learning Academy; Business students will work with the Stafford MSD business office to complete summer reporting projects; Marketing and Arts, Audio/Video Technology, and Communications students will work with the Stafford MSD marketing and communications team to develop promotional materials, media, and videos for various school district programs, Information Technology students will work with the district IT staff to update district-owned computers (software), and Hospitality/Culinary Arts students will work with Micheaux to learn about the restaurant business, food preparation, and customer relations.

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



STAFFORD HIGH SCHOOL

1625 STAFFORDSHIRE ROAD
STAFFORD, TEXAS 77477
O: 281.261.9239 F: 281.261.9347

March 23, 2022

To: Texas Education Agency
From: Stafford Municipal School District
Subject: Internship Provider Letter of Support for 2021-2022 Summer CTE Grant _Focus Area 2

Dear Texas Education Agency staff,

Stafford MSD will provide summer internships to students participating in the Stafford MSD 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 will also be working with external business partners, including a local daycare and restaurant, to provide internships to students in our Education and Training, as well as our Culinary arts CTE programs.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Dr. Robert Bostic".

Dr. Robert Bostic,
Superintendent of Schools

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:		79910		Amendment # (for amendments only):		
Payroll Costs (6100)						
Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Focus Area 1	Focus Area 2	Grant Amount Budgeted	
1 Teacher				\$ -	\$ -	\$ -
2 Educational Aide			\$ -	\$ -	\$ -	\$ -
3 Tutor			\$ -	\$ -	\$ -	\$ -
Program Management and Administration						
4 Project Director			\$ -		\$ -	\$ -
5 Project Coordinator			\$ -	\$ -	\$ -	\$ -
6 Teacher Facilitator			\$ -	\$ -	\$ -	\$ -
7 Teacher Supervisor			\$ -	\$ -	\$ -	\$ -
8 Secretary/Admin Assistant			\$ -	\$ -	\$ -	\$ -
9 Data Entry Clerk			\$ -	\$ -	\$ -	\$ -
10 Grant Accountant/Bookkeeper			\$ -	\$ -	\$ -	\$ -
11 Evaluator/Evaluation Specialist			\$ -	\$ -	\$ -	\$ -
Auxiliary						
12 Counselor				\$ -	\$ -	\$ -
13 Social Worker			\$ -	\$ -	\$ -	\$ -
14 Community Liaison/Parent Coordinator			\$ -	\$ -	\$ -	\$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)						
15 ESC Specialist/Consultant			\$ -		\$ -	\$ -
16 ESC Coordinator/Manager/Supervisor			\$ -	\$ -	\$ -	\$ -
17 ESC Support Staff			\$ -	\$ -	\$ -	\$ -
18 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -	\$ -
19 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -	\$ -
20 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -	\$ -
Other Employee Positions						
21 Student Internship Pay	14	0	\$ -	\$ 22,820	\$ 22,820	\$ 22,820
22 (Enter position title here)			\$ -	\$ -	\$ -	\$ -
23	Subtotal Employee Costs:		\$ -	\$ 22,820	\$ 22,820	\$ 22,820
Substitute, Extra-Duty Pay, Benefits Costs						
24 6112 - Substitute Pay				\$ -	\$ -	\$ -
25 6119 - Professional Staff Extra-Duty Pay			\$ -	\$ 11,760	\$ 11,760	\$ 11,760
26 6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -	\$ -
27 6140 - Employee Benefits			\$ -	\$ 941	\$ 941	\$ 941
28 61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		\$ -	\$ 12,701	\$ 12,701	\$ 12,701
30	Total Program Costs:		\$ -	\$ 35,521	\$ 35,521	\$ 35,521

[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: 79910		Amendment #: 0	
Professional and Contracted Services (6200)			
<p>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.</p>			
Description of Service and Purpose	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1 6200 - Rental or lease of buildings, space in buildings, or land	\$ -	\$ -	\$ -
2 Service: Professional Services Specify purpose: Data Collection, Analysis and Work-Based Learning Support		\$ 5,000	\$ 5,000
3 Service: Miscellaneous Contracted Services Specify purpose: Student Internship Pay	\$ -	\$ 8,150	\$ 8,150
4 Service: Miscellaneous Contracted Services Specify purpose: Fingerprinting Services		\$ 130	\$ 130
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:	\$ -	\$ 13,280	\$ 13,280
10 Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11 Total Program Costs:	\$ -	\$ 13,280	\$ 13,280

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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: 79910		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:		\$ 600
2	Total Program Costs:	\$ -	\$ 600

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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:		79910	Amendment #:		0
Other Operating Costs (6400)					
Expense Item Description		Focus Area 1	Focus Area 2	Grant Amount Budgeted	
1	6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -	
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. Specify name and purpose of conference:	\$ -	\$ -	\$ -	
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -	
4	6413 - Stipends for non-employees other than those included in 6419.	\$ -	\$ -	\$ -	
5	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ -	\$ -	\$ -	
6	6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ -	\$ -	\$ -	
7	6495 - Cost of membership in civic or community organizations.	\$ -	\$ -	\$ -	
8	6419 - Non-employee costs for conferences 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.	\$ -	\$ 29	\$ 29	
11	Total Program Costs:	\$ -	\$ 29	\$ 29	

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

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 79910			Amendment #: 0		
Capital Outlay (6600)					
Description and Purpose	Quantity	Unit Cost	Focus Area 1	Focus Area 2	Grant Amount Budgeted
6669 - Library Books and Media (capitalized and controlled by library)					
1	N/A	N/A	\$ -	\$ -	\$ -
66XX - Computing Devices, capitalized					
2	(Enter description and brief purpose)				\$ -
3		\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -
66XX - Software, capitalized					
10	(Enter description and brief purpose)				\$ -
11		\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -
66XX - Equipment, furniture, or vehicles					
13	(Enter description and brief purpose)		\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
16	(Enter description and brief purpose)				
17	Total Program Costs:		\$ -	\$ -	\$ -

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant
Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or vendor ID:		79910	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	\$ -	\$ 35,521		\$ 35,521
2 Professional and Contracted Services	6200	\$ -	\$ 13,280		\$ 13,280
3 Supplies and Materials	6300	\$ -	\$ 600		\$ 600
4 Other Operating Costs	6400	\$ -	\$ 29		\$ 29
5 Capital Outlay	6600	\$ -	\$ -		\$ -
Consolidate Administrative Funds			N/A		
Total Direct Costs:		\$ -	\$ 49,430		\$ 49,430
7 <u>Enter Percentage (%) of Indirect Costs:</u>	1.14%	N/A	\$ 570		\$ 570
Grand Total of Budgeted Costs:		\$ -	\$ 50,000		\$ 50,000
Shared Services Arrangement					
9	6493	Payments to member districts of shared services arrangements		\$ -	\$ -
Administrative Cost Calculation					
10	Total Grant Amount Budgeted:				\$ 50,000
11	Reasonable and necessary administrative costs established for the program:				0.15
12	Maximum amount allowable for administrative costs, including indirect costs:				\$ 7,500

FOR TEA USE ONLY

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

Application Part 2:

2021-2022 Summer Career and Technical Education Grant
Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or vendor ID: 79910	Amendment # 0
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SUBMITTING AN AMENDMENT

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

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

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

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

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

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

WHEN TO SUBMIT AN AMENDMENT

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

Revised Budget Request

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

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Instructions: Request for Amendment

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

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

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

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

Submitting an Amendment

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

How to Submit an Amendment

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

Pages to Include with an Amendment

Required for all amendment requests

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

Required for budget amendment requests

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

Assembling the Amendment

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

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