



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

NOGA ID

Authorizing legislation

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

This LOI application must be submitted via email to loiapplications@tea.texas.gov.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

Application stamp-in date and time

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

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

Pre-award costs permitted from **Award Announcement Date**

Required Attachments

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

See the Program Guidelines for for additional attachment information.

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

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

Amendment Number

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

N/A

Applicant Information

Organization CDN Campus ESC DUNS

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name Title

Email Phone

Signature Date

Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2022 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 Summer Career and Technical Education Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
6. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.
7. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

West Oso ISD is applying for Focus Area 2 (work-based learning) and will use grant funds to partner with Robstown ISD to offer paid student internships with the Career Preparation I course.

West Oso ISD’s mission is to enrich and build a progressive school community through relevant and diverse opportunities. We are committed to provide opportunities for our students to explore and identify career interests and pathways. We are also committed to embrace real world education to ensure self-reliant and socially responsible citizens. We are hoping to offer more real world education opportunities through work-based learning. This program addresses our mission, needs, and goals by providing funding to launch a new student internship program aligned with our CTE programs of study. The internship program will allow students to learn more about working and industries that provide living wage, in-demand jobs in our region.

Grant funds will be utilized to offer this program, which will be available to 23 students from West Oso ISD and Robstown ISD. The internship placements will be held within the diverse offices of West Oso ISD and tied with our CTE programs of study. Each of our CTE pathways are aligned with regional labor market needs and high-wage jobs/career pathways. Specifically, this program will align with our CTE programs of study in Teaching and Training (Education and Training career cluster; launching in the 2022-23 school year), Business Management (Business, Marketing, and Finance career cluster; already offered), and Cybersecurity (STEM career cluster; already offered). Students who may be interested in becoming teachers or enrolling in the new Teaching and Training program may apply and be placed as student interns for the West Oso ISD summer school programs (traditional summer school, enrichment opportunities). Students who are already enrolled and taking classes in the Business Management program may apply and be placed as student interns in our district’s business office to help with summer projects. Students who are already enrolled and taking classes in the Cybersecurity program may apply and be placed as interns for our district IT department to help update software and licensing on all 2,000 of our district-owned laptops. All student interns will take Career Preparation I (PEIMS Service ID #12701300) to learn about employability skills and apply that knowledge to their internship placements. Students will be paid for their internship hours. The program is planned to take place for 4-5 weeks this summer, primarily during the month of June.

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
TBD, Career Preparation teacher and lead internship supervisor/facilitator (existing position)	Certified and eligible to teach Career Preparation; experience teaching career readiness objectives and overseeing work-based learning activities
Rhonda Garcia, ECHS Coordinator, will serve as grant manager and support the internships (existing position)	Knowledge of CTE programs of study and course objectives; experience supporting CTE programs and overseeing campus-wide program implementation
Kimberly Moore, Executive Director of Academics, will oversee grant activities (existing position)	Experience implementing and monitoring state grants implemented at the campus and district level; knowledge of business office/fiscal agent practices for grant management
Lauren Dwiggin, External Consultant, will advise on internship design and lead data collection for reporting and evaluation (grant funded)	Experience leading data collection and summarizing activities for grant reporting and evaluation; knowledge of best practices for work-based learning
Conrado Garcia, Superintendent, will provide oversight to district offices for internships (existing position)	Experience leading district-wide initiatives and communicating with external and internal 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.**

The objective of West Oso ISD is to provide a Summer Internship Program, which will allow our students to gain real-world experience related to CTE programs offered at the high school. Our goal is for students to gain exposure to and knowledge of career opportunities, employment skills, and work experience while taking the Career Preparation I course (PEIMS Service ID 12701300). Our goals are the following: By August 2022, all 23 students (100%) from West Oso ISD and Robstown ISD will have participated in and completed requirements for the Summer Internship (100 hours). All 23 students (100%) will have completed and passed the Career Preparation I course. All students (100%) will have received positive feedback from our work-based learning provider and internship facilitators (West Oso ISD, including teachers for the summer school program, the business office staff, and the IT/technology staff). We will meet these goals and objectives by implementing the following strategies: We will ensure our teacher is equipped to teach Career Preparation I and lead the internship by providing up to 2 days of dedicated professional development for this purpose prior to the program beginning, in addition to purchasing online instructional materials. We will target enrollment of current 10th and 11th grade students who have taken at least two CTE courses previously, prioritizing enrollment of current 11th grade students. Enrollment may be open to other students if there's space. Students will be required to demonstrate commitment for the summer. We will ensure students are enrolled in time to plan for summer activities by beginning recruitment as soon as the grant award is announced (April). We will ensure student success by providing individualized mentoring to the students as needed. This program will contribute to our district's goal of providing real world education experiences and career preparation for our students.

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.**

West Oso ISD's Summer Internship Program will be focused on student outcomes and evaluated based on several performance measures and data points. We will collect data on the demographics of students who enroll in, participate in, and complete the program, including grade level, race/ethnicity, and economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership, both of our school boards, and TEA grant reporting requirements. We will measure student growth and mastery of employability skills through the use of internship training plans. Our goal is to have all 23 (100%) of students who participate in the program receive course credit for Career Preparation I and 100% of students to complete the 100 hour (paid) internship by August 31, 2022. We will provide additional services to students who need support, such as tutoring and mentoring sessions with the course teacher/internship facilitator. We must provide wraparound services like these in order to provide an equitable setting for all students, the majority of whom are from economically disadvantaged households. Data on all of these services will be collected by the teacher and ECHS Coordinator (grant manager) to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course, in addition to an internship training plan which will measure student competency and growth in technical skills and employability skills. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. Students will also be graded based on their completion of the internship responsibilities based on each of their placements. To measure student learning objectives and outcomes in the internship, student internship training plans will be evaluated the first week of the program and at the end of the summer at a minimum. We will also measure whether our coursework was successful in preparing students for the work-based learning experiences. The data will be both qualitative and quantitative and will provide insight on whether our goals, learning objectives, and student outcomes were successfully met. Program and student outcomes will be summarized for district administration review to evaluate the program and determine feasibility of offering it next year.

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 overarching goal of West Oso ISD's Summer Internship Program is to provide real world education experiences to students through work-based learning aligned with our offered CTE programs of study. Our program will provide paid internships to 23 students from West Oso ISD and Robstown ISD alongside course credit for Career Preparation I. We do not currently have any local funds allocated to this kind of program. The grant will allow us to pilot the program this summer and evaluate its effectiveness and feasibility. We do have local funds allocated to our CTE programs of study which are supported by our proposed program. These programs of study offer courses during the school year leading to high wage, in-demand jobs in our region.

Our grant budget has been thoughtfully allocated to build capacity to offer a robust summer internship program. We have allocated funds to pay a teacher to teach Career Preparation I and lead the internships by serving as the internship supervisor and facilitator. We have also allocated funds to provide extra duty pay to a grant manager, who will be responsible for coordinating with the business office on grant spending and provide support to the teacher and internship placements. We have allocated some funds to pay CareerCraft, an external contractor, to provide guidance regarding internship design and lead data collection for grant reporting and evaluation.

Grant funds have been allocated to provide student pay for the internships at a stipend of \$1,500 each (23 student internships, 100 hours each, average of \$15/hour). This is vital to the success of the program because many of our students rely on paid summer work to earn income. Many businesses in our area, including grocery stores and restaurants, are currently paying \$15/hour on average.

Grant funds have been allocated to procure iCEV instructional materials for Career Preparation I. We have also allocated funds to provide internship t-shirts that students will be required to wear while working in order to differentiate themselves from summer school participants.

A small amount of funds have been allocated to assist with transportation (mileage) of Robstown ISD students to access the program. Local funds will be utilized to provide transportation for West Oso ISD students.

No funds are allocated to Capital Outlay because equipment purchase is not necessary for implementation of our proposed program. A small amount of funds have been allocated to indirect costs for the school district.

Program Requirements

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

N/A

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

We will be utilizing paid internships and the work-based learning model for the program, which will be available to 23 students from West Oso ISD and Robstown ISD. Enrollment will prioritize enrollment of current 11th grade students, with positions open to current 10th grade students should space be available. The internship placements will be held within the diverse offices of West Oso ISD and associated with our CTE programs of study. Each of our CTE pathways are aligned with regional labor market needs and high-wage jobs/career pathways. Specifically, this program will align with our CTE programs of study in Teaching and Training (Education and Training career cluster; launching in the 2022-23 school year), Business Management (Business, Marketing, and Finance career cluster; already offered), and Cybersecurity (STEM career cluster; already offered).

West Oso ISD will serve as the business partner and employer of record for the student internships. Students who may be interested in becoming teachers or enrolling in the new Teaching and Training program may apply and be placed as student interns for the West Oso ISD summer school programs (traditional summer school, enrichment opportunities). Students who are already enrolled and taking classes in the Business Management program may apply and be placed as student interns in our district's business office to help with summer projects. Students who are already enrolled and taking classes in the Cybersecurity program may apply and be placed as interns for our district IT department to help update software and licensing on all 2,000 of our district-owned laptops. All student interns will take Career Preparation I (PEIMS Service ID #12701300) to learn about employability skills and apply that knowledge to their internship placements. The program is planned to take place for 4-5 weeks this summer, primarily during the month of June.

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



WEST OSO INDEPENDENT SCHOOL DISTRICT

5350 Bear Lane
Corpus Christi, Texas 78405

Conrado Garcia
Superintendent

March 22, 2022

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

Dear Texas Education Agency Staff,

West Oso will provide summer internships to students participating in the West Oso 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,

Conrado Garcia
Superintendent

ROBSTOWN I.S.D.



Dr. José H. Moreno
Superintendent of Schools
801 N. First Street
Robstown, TX 78380
Phone: (361) 767-6600 ext. 2005
Fax: (361) 387-6311

March 22, 2022

To: West Oso Independent School District

From: Robstown Independent School District

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

Dear Superintendent Garcia,

Robstown ISD is honored to partner with West Oso ISD as part of the 2021-2022 Summer CTE Grant Program, allowing students from both districts to participate in a summer program involving Career Preparation and paid student internships.

Since West Oso 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,

A handwritten signature in blue ink, appearing to read "Dr. Jose H. Moreno", with a long horizontal flourish extending to the right.

Dr. Jose H. Moreno
Superintendent of Schools

Application Part 2: 2021-2022 Summer Career and Technical Education Grant
General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

IMPORTANT NOTICE: Application Part 2 (these budget pages) is not compatible with Google Docs.

Complete the supporting budget worksheets first, i.e., 6100, 6200, 6300.... The Program Budget Summary worksheet is linked to and will auto-populate with the amounts you entered on the respective supporting budget worksheets. All budgeted amounts must be entered in whole dollar amounts. **Do not enter any cents.**

On each supporting budget worksheet, complete the Total Program Costs and Total Direct Admin Costs lines. Together these lines must equal the Grand Total otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

If pre-award costs are allowable, budget all pre-award costs in the Pre-Award Cost column on the appropriate supporting budget worksheet(s).

Payroll 6100

Complete this worksheet to request payroll costs. Do not request funds for consultants or contractors on this worksheet; those funds should be requested on the Professional and Contracted Services 6200 worksheet.

Professional and Contracted Services 6200

Complete this worksheet to request professional services, consulting services, and contracted services.

Supplies and Materials 6300

Complete this worksheet to request supplies and materials.

Other Operating Costs 6400

Complete this worksheet to request other operating costs. Be sure to comply with documentation requirements, where applicable.

Capital Outlay 6600

Complete this worksheet to request capital outlay costs.

Capital outlay means funds budgeted or expended to purchase capital assets, such as equipment, or expenditures for the acquisition cost of capital assets. Capital assets are tangible or intangible assets having a useful life of more than one year, which are valued at \$5,000 or greater per unit, or the applicant's capitalization level, whichever is less. Capital outlay may include expenditures to make improvements to capital assets that materially increase their value or useful life.

Program Budget Summary

This worksheet auto-populates from the supporting budget worksheets for Program Costs, Direct Admin Costs, and Pre-award Costs, if applicable. There are only a few fields that may require input from the grantee, if applicable, such as indicating *Consolidate Administrative Funds*, *Indirect Costs*, *Shared Services Arrangement*, or the *Administrative Cost Calculation*.

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

[Maximum Indirect Cost Workbook link.](#)

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

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

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

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID:		178915		Amendment # (for amendments only):		
Payroll Costs (6100)						
	Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	Teacher				\$ -	\$ -
2	Educational Aide			\$ -	\$ -	\$ -
3	Tutor			\$ -	\$ -	\$ -
Program Management and Administration						
4	Project Director			\$ -		\$ -
5	Project Coordinator			\$ -	\$ -	\$ -
6	Teacher Facilitator			\$ -	\$ -	\$ -
7	Teacher Supervisor			\$ -	\$ -	\$ -
8	Secretary/Admin Assistant			\$ -	\$ -	\$ -
9	Data Entry Clerk			\$ -	\$ -	\$ -
10	Grant Accountant/Bookkeeper			\$ -	\$ -	\$ -
11	Evaluator/Evaluation Specialist			\$ -	\$ -	\$ -
Auxiliary						
12	Counselor				\$ -	\$ -
13	Social Worker			\$ -	\$ -	\$ -
14	Community Liaison/Parent Coordinator			\$ -	\$ -	\$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)						
15	ESC Specialist/Consultant			\$ -		\$ -
16	ESC Coordinator/Manager/Supervisor			\$ -	\$ -	\$ -
17	ESC Support Staff			\$ -	\$ -	\$ -
18	ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
19	ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
20	ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
Other Employee Positions						
21	(Enter position title here)			\$ -	\$ -	\$ -
22	(Enter position title here)			\$ -	\$ -	\$ -
23	Subtotal Employee Costs:			\$ -	\$ -	\$ -
Substitute, Extra-Duty Pay, Benefits Costs						
24	6112 - Substitute Pay				\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ 7,750	\$ 7,750
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ 853	\$ 853
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ 8,603	\$ 8,603
30	Total Program Costs:			\$ -	\$ 8,603	\$ 8,603

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

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

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 178915	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	6260 - 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	\$ -	\$ 34,500	\$ 34,500
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:	\$ -	\$ 39,500	\$ 39,500
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ 39,500	\$ 39,500

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID:		178915	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:		\$ 1,797	\$ 1,797	
2	Total Program Costs:		\$ -	\$ 1,797	\$ 1,797

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 178915		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 - Housing arrangements 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.	\$ -	\$ 50	\$ 50
11 Total Program Costs:	\$ -	\$ 50	\$ 50

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

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 178915				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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General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or vendor ID: 178915		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	\$ -	\$ 8,603	\$ 8,603
2 Professional and Contracted Services	6200	\$ -	\$ 39,500	\$ 39,500
3 Supplies and Materials	6300	\$ -	\$ 1,797	\$ 1,797
4 Other Operating Costs	6400	\$ -	\$ 50	\$ 50
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
6	Total Direct Costs:	\$ -	\$ 49,950	\$ 49,950
7	<u>Enter Percentage (%) of Indirect Costs:</u> 0.1%	N/A	\$ 50	\$ 50
8	Grand Total of Budgeted Costs:	\$ -	\$ 50,000	\$ 50,000
Shared Services Arrangement				
9	6493	Payments to member districts of shared services arrangements	\$ -	\$ -
Administrative Cost Calculation				
10	Total Grant Amount Budgeted:			\$ 50,000
11	Reasonable and necessary administrative costs established for the program:			0.15
12	Maximum amount allowable for administrative costs, including indirect costs:			\$ 7,500

FOR TEA USE ONLY

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

Application Part 2:

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

County District Number or vendor ID: 178915	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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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.