



**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](mailto: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.**

Our school district is applying to offer Focus Area 2 (work-based learning, with paid internships and the Career Preparation I course) during summer 2022. Three Rivers Independent School District (TRISD) is a rural school district in South Texas approximately 70 miles west of Corpus Christi. For this grant we will be partnering with two other neighboring districts, Skidmore-Tynan ISD and George West ISD. Our proposed summer program focuses heavily on the Education and Training CTE Career Cluster.

The vision and mission of TRISD is to pursue success for every student. We believe this can be done through providing a safe environment for student growth; a challenging and engaging environment for student success; opportunities outside of the classroom to enrich the learning experience; and harnessing our community to be a partner for education. The activities of this grant address our district's mission and needs because we will offer a unique opportunity for students to develop leadership and employability skills while learning about the education industry and serving our greater community through high-quality summer school programming.

PreK-12 educators are in high-demand in our rural area and it is often difficult to hire and retain high-quality teachers. Teaching positions pay living wages and are vital for the success of our communities. TRISD recently received TCLAS P-TECH funding and will be launching a P-TECH program in education and training in the 2023-24 school year. We are beginning to offer Education and Training classes leading to a full program of study during the 2022-23 school year. This summer program will be utilized to build student awareness, interest, and enrollment in the Education and Training classes. Students in the summer program will learn employability skills and application of those skills through Career Preparation I (PEIMS Service ID # 12701300) and a paid internship working for TRISD. The students will help implement our summer school programs, including the elementary Summer Jumpstart Program (remediation for elementary school students), Summer Catch Up with life skills students (special education), and our district-wide STEM Camp (academy enrichment). This internship will expose students to realities of teaching and working with children while allowing them to gain hands-on experience in the education field. Our goal is to serve 14 students from Three Rivers ISD, George West ISD, and Skidmore-Tynan ISD through this summer program. Students who will be seniors during the 2022-2023 school year will be our primary participants of the program. However, we are open to serving recent graduates who would benefit from participating and may be interested in becoming a teacher/educator.

**Qualifications and Experience for Key Personnel**

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Individual TBD, Teacher at Three Rivers HS, will teach Career Preparation I and supervise interns (existing position)	Teacher experienced in student instruction and career readiness
Audra Huff, Counselor at Three Rivers HS will assist with student recruitment for the program and grant management (existing position)	High school campus counselor with experience and expertise providing college and career advising services to high school students
Danny Osborne, Principal at Three Rivers HS, will oversee and monitor instructional delivery and internships (existing position)	High school campus administrator with experience in instructional leadership and teacher supervision
Les Dragon, Superintendent of Three Rivers ISD, will oversee the grant and internships (existing position)	Experience leading district-wide programs and grant implementation
Shane Thomas, External Consultant, will assist with coordination of activities, data collection, analysis, and reporting (grant funded)	Experience coordinating/facilitating work-based learning experiences for students; Experience collecting and analyzing data for 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.**

Should TRISD receive grant funding, we will implement a work-based learning opportunity for 14 students from 3 school districts (Three Rivers ISD, George West ISD, Skidmore-Tynan ISD). The program will require students to take Career Preparation I and complete a paid internship working for TRISD to implement summer school programs. This program will kick-start the launch of our new Education and Training CTE Pathway, intended to recruit future educators for our region’s school districts, which will begin in the 2022-23 school year and expand to a P-TECH model in the 2023-24 school year. By August 2022, 14 students will have participated and completed the summer internship. All 14 students (100%) will successfully complete Career Preparation I (PEIMS Service ID # 12701300) and earn credit for the course. All 14 students will have completed a 100-hour internship, working for TRISD to implement summer school programs in elementary remediation, life skills (special education) and STEM academic enrichment. We will meet these goals and objectives by equipping our leadership to support the program and students to serve as assistant teachers. We will ensure counselors are able to promote the opportunity to students who will benefit from the experience and begin the recruitment process once grantees are announced (April). We will support the Career Preparation teacher/internship supervisor by providing instructional materials and support for students. We will also contract with a technical assistance provider, CareerCraft, to help support the work-based learning aspect of the program and data analysis/reporting to measure program effectiveness through Internship Readiness Assessments/Training Plan development. The Internship Training plan will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship.

**Performance and Evaluation Measures**

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The TRISD 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, 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 (PEIMS Service ID # 12701300) course and complete the 100-hour internship 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 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 developed for each student and we will conduct routine check-ins with students to ensure they are progressing on the goals and metrics outlined within their Internship Training Plan. To measure student learning objectives and outcomes in the internship, student internship training plans will be evaluated (at a minimum) the first week of the program and at the end of the summer. 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 program implementation and student outcomes. Overall, all summative and formative assessments and the Internship Training Plan will be used to guide instruction, determine intervention needs, evaluate TEKS mastery for course credit, and ultimately measure student outcomes and growth in technical and employability skills. We will also conduct feedback sessions with our staff who work with the student interns to gather feedback on student behavior, performance, and attitudes. This information will be used to improve instruction within the Education and Training CTE courses.



**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.**

Should TRISD be awarded this grant, our school district will offer Focus Area 2 (work-based learning, with paid internships and students receiving credit for the Career Preparation I course) during summer 2022. Internships will be available for students to participate from three school districts (Three Rivers ISD, Skidmore-Tynan ISD, George West ISD). Our proposed summer program focuses heavily on the Education and Training CTE career cluster. This is a high priority for our school district because we see this as an opportunity to increase student interest in becoming future educators. PreK-12 educators are in high-demand in our rural area and it is often difficult to hire and retain high-quality teachers.

We are already allocating local funds to implement a new Education and Training CTE program of study and P-TECH program, which will officially launch in the 2023-24 school year. We are beginning to offer Education and Training classes leading to a full program of study during the 2022-23 school year. While local funds are allocated to provide the CTE courses during the school year, this grant will allow us to provide an innovative internship program during summer 2022. Without this grant, we would not be able to offer this program.

Our goal is to serve 14 students through this program, with a focus on enrolling incoming 12th grade students. We will allow other grade levels to enroll should there be space available.

Grant funds will be allocated to pay for a teacher to lead the Career Preparation I course instruction and internship facilitation/supervision. Grant funds will also be used to pay for a grant manager to assist the teacher and oversee the implementation of the grant activities and use of grant funds. We will also pay for someone to drive the district suburban to pick up student interns from George West ISD and Skidmore-Tynan ISD. Some grant funds will be allocated to pay for the transportation costs (mileage) of these daily round trips to our partner school districts. We will use local funds to provide transportation for Three Rivers ISD students to get to the campus each day.

Student pay for the internships will also be allocated. Paying students is the largest portion of the budget as Three Rivers ISD wishes to pay students a stipend of \$1,500 each (\$15 per hour for 100 hours) during the internship. We must provide incentive for students to participate in this valuable program due to many of our students typically choosing to work on the farms/ranches or fast food restaurants during the summer which are currently paying about this amount. We will also allocate grant funds to contract with an external contractor, CareerCraft, to help us design the internship. CareerCraft staff have expertise in the area of work-based learning and have assisted other districts with summer programming. CareerCraft will also be assisting with data collection, analysis, and reporting on the outcomes of the program.

Grant funds will be utilized to procure the necessary instructional materials to ensure a successful training and delivery of the Career Preparation I course. We will also be purchasing two t-shirts per student to wear during their internships. The t-shirts will be needed to differentiate student interns from summer school attendees. We plan to use grant funds to purchase a Certiport license for Microsoft Word instruction, which students will use during their internship to complete assignments and tasks. We hope this will also prepare our students to take and pass the Microsoft Office Specialist Word certification exam.

We have allocated a small amount of grant funds to cover 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.

We will utilize grant funds to implement targeted work-based learning (paid internships) to expose students to careers in PreK-12 education (aligned with the Education and Training career cluster). TRISD's summer internship program will be available to 14 upperclassmen (targeting enrollment of incoming 12th grade students) from Three Rivers ISD, George West ISD, and Skidmore-Tynan ISD. Our district leadership teams will collaborate with one another to promote this opportunity. We will also coordinate regarding logistics and scheduling. Participants in the program will receive course credit in Career Preparation I. Participants will also have the opportunity to prepare for the Microsoft Office Specialist Word certification exam. Student interns will complete 100 hours of work through this internship. Three Rivers ISD will serve as the host/provider for the internships and will be the employer of record. The internships will allow students to work independently and in teams to serve as assistant teachers and tutors. Student interns will help implement the elementary Summer Jumpstart Program (remediation for elementary school students), Summer Catch Up with life skills students (special education), and our district-wide STEM Camp (academy enrichment). Students will learn valuable communication skills, collaboration skills, teamwork, and problem solving skills through this internship.

This summer internship program aligns with our district plans to launch a program of study in the Education and Training career cluster. We are beginning to offer Education and Training classes during the 2022-23 school year and expand to a full P-TECH model beginning in the 2023-24 school year. We hope and intend for this summer program to increase student, parent, and community awareness and excitement about this new CTE pathway.

**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**



**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).

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**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.

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**Professional and Contracted Services 6200**

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

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**Supplies and Materials 6300**

Complete this worksheet to request supplies and materials.

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**Other Operating Costs 6400**

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

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**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.

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**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:		149902		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			\$ -	\$ -	\$ -
<b>Program Management and Administration</b>						
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			\$ -	\$ -	\$ -
<b>Auxiliary</b>						
12	Counselor				\$ -	\$ -
13	Social Worker			\$ -	\$ -	\$ -
14	Community Liaison/Parent Coordinator			\$ -	\$ -	\$ -
<b>Education Service Center (to be completed by ESC only when ESC is the applicant)</b>						
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)			\$ -	\$ -	\$ -
<b>Other Employee Positions</b>						
21	Bus/Suburban Driver	0	1	\$ -	\$ 2,250	\$ 2,250
22	(Enter position title here)			\$ -	\$ -	\$ -
23	<b>Subtotal Employee Costs:</b>			\$ -	\$ 2,250	\$ 2,250
<b>Substitute, Extra-Duty Pay, Benefits Costs</b>						
24	6112 - Substitute Pay				\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ 8,250	\$ 8,250
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ 1,260	\$ 1,260
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>			\$ -	\$ 9,510	\$ 9,510
30	<b>Total Program Costs:</b>			\$ -	\$ 11,760	\$ 11,760

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

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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: 149902	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	<del>6269 - Rental or lease of buildings, space in buildings, or land</del>	\$ -	\$ -	\$ -
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 Intern Pay	\$ -	\$ 21,000	\$ 21,000
4	Service: Specify purpose:		\$ -	\$ -
5	Service: Specify purpose:	\$ -	\$ -	\$ -
6	Service: Specify purpose:	\$ -	\$ -	\$ -
7	Service: Specify purpose:	\$ -	\$ -	\$ -
8	Service: Specify purpose:	\$ -		\$ -
9	<b>Subtotal of professional and contracted services requiring specific approval:</b>	<b>\$ -</b>	<b>\$ 26,000</b>	<b>\$ 26,000</b>
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	<b>Total Program Costs:</b>	<b>\$ -</b>	<b>\$ 26,000</b>	<b>\$ 26,000</b>

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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: 149902		Amendment #: 0		
<b>Supplies and Materials (6300)</b>				
Expense Item Description		Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	6300 - Supplies and materials that do not require specific approval:		\$ 9,228	\$ 9,228
2	<b>Total Program Costs:</b>	\$ -	\$ 9,228	\$ 9,228

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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: 149902		Amendment #: 0		
<b>Other Operating Costs (6400)</b>				
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	6411 - Stipends for non-employees.	\$ -	\$ -	\$ -
9	<b>Subtotal of other operating costs (6400) requiring specific approval:</b>	\$ -	\$ -	\$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ 2,085	\$ 2,085
11	<b>Total Program Costs:</b>	\$ -	\$ 2,085	\$ 2,085

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: 149902				Amendment #: 0	
Capital Outlay (6600)					
Description and Purpose	Quantity	Unit Cost	Focus Area 1	Focus Area 2	Grant Amount Budgeted
<b>6669 - Library Books and Media (capitalized and controlled by library)</b>					
1		N/A	\$ -	\$ -	\$ -
<b>66XX - Computing Devices, capitalized</b>					
2	(Enter description and brief purpose)				\$ -
3		\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -
<b>66XX - Software, capitalized</b>					
10	(Enter description and brief purpose)				\$ -
11		\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -
<b>66XX - Equipment, furniture, or vehicles</b>					
13	(Enter description and brief purpose)		\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -
<b>66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)</b>					
16	(Enter description and brief purpose)				
17	<b>Total Program Costs:</b>		\$ -	\$ -	\$ -

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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: 149902		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	\$ -	\$ 11,760	\$ 11,760
2 Professional and Contracted Services	6200	\$ -	\$ 26,000	\$ 26,000
3 Supplies and Materials	6300	\$ -	\$ 9,228	\$ 9,228
4 Other Operating Costs	6400	\$ -	\$ 2,085	\$ 2,085
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
<b>Total Direct Costs:</b>		\$ -	\$ 49,073	\$ 49,073
7 <u>Enter Percentage (%) of Indirect Costs:</u>	1.85%	N/A	\$ 927	\$ 927
<b>Grand Total of Budgeted Costs :</b>		\$ -	\$ 50,000	\$ 50,000

**Shared Services Arrangement**

9	6493	Payments to member districts of shared services arrangements	\$ -	\$ -
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**Administrative Cost Calculation**

10	Total Grant Amount Budgeted:			\$ 50,000
11	Reasonable and necessary administrative costs established for the program:			0.15
12	Maximum amount allowable for administrative costs, including indirect costs:			\$ 7,500

**FOR TEA USE ONLY**

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



County District Number or vendor ID: 149902	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	<b>Total Direct Costs:</b>	\$ -	\$ -	\$ -	\$ -

**FOR TEA USE ONLY**

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



**Instructions: Request for Amendment**

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

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

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

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

**Submitting an Amendment**

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

**How to Submit an Amendment**

An amendment may be submitted by email to [competitivegrants@tea.texas.gov](mailto: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.