



2023-2024 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, January 29, 2024

NOGA ID

Authorizing legislation

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

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

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, January 29, 2024**.

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 ESC UEI

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 2023-2024 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 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 (Focus Area 1)

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.

Summary of Program (Focus Area 2)

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.

The mission of Whitehouse ISD, the standard of excellence, is to inspire and equip students through innovative and challenging opportunities. The Whitehouse High School CTE Department offers innovative programming to equip students with challenging opportunities and experiences to pursue meaningful careers after high school. One of our most innovative, challenging opportunities is our Program of Study in Animal Science which leads to the completion of an approved Industrial Based Certification (IBC) in Certified Veterinary Assistant (CVA) that prepares our students for success in college, career, or the military. This program of study provides a course sequence that prepare students with the knowledge and skills necessary for success in their chosen career by embedding relevant, real-world experiences. The CVA program requires mastery of a rigorous curriculum, passage of a comprehensive industrial based certification examination, completion of 200 clock-hours of classroom instruction and completion 300 clock-hours of on-site hands-on field experience in the form of an internship at a Partner Veterinary Clinic. Presently, 11th grade students enrolled in the Veterinary Medical Applications course to gain all requisite knowledge then enroll in the for Practicum of AFNR in Veterinary Assistant during their senior year. This only allows students to gain approximately 120 clock-hours of on-site hands-on field experience, which falls short of the required 300 clock-hours. This proposal will offer the 2 credit Veterinary Medical Applications/Agricultural Laboratory and Field Experience course during the summer months of June and July allowing students to gain up to 80 additional clock-hours in an unpaid internship at partner veterinary clinics throughout the local community. The summer CVA program will need additional resources in the form of staffing, supplies, materials, travel and other operating cost. The instructional arrangement will be best served by having two Agricultural Science Teachers team teach the course to allow maximum use of such a short window of time. Students will be provided extensive instruction at the school's Agriculture Facility/Laboratory, Ag classroom, and at partnering veterinary clinics by both teachers, which will allow for more intense instruction. Additional instructional and laboratory supplies and materials are needed to augment our existing inventory to include hands-on laboratory simulators, medical supplies and medical grade equipment. The two teachers will supervise all student internship at community partner veterinarian clinics. Finally, to increase student participation it is proposed that the students be provided a stipend to supplement their income and will allow them to forgo other summer-time paid employment that is outside of the veterinarian industry. Offering the course over the summer of 2024 will increase the number of on-site hands-on field clock-hours students need towards the CVA. This program is congruent with our district's mission to increase student employability skills in the actual workplaces, facilitate a smoother transition from high school into the workplace, and enhance student opportunities in employment and higher education. Our local community will benefit by having an increase in the number of career ready individuals who become economically productive members of society and improving the stability of our local workforce and economy.

Qualifications and Experience for Key Personnel (Focus Area 1)

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

Qualifications and Experience for Key Personnel (Focus Area 2)

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
2- agricultural science teachers (existing) grade and evaluate student work, coordinate with partner clinics and supervise student interns	SBEC teacher certification - Agricultural Science and Technology (6-12). 1st teacher has 11 years experience and an M.S. in Agriculture and 2nd teacher has 2 years experience and a B.S. in Animal Science
14 Veterinarian partners (existing) to provide internships at local clinics. Approve on-site clock hours for interns. Consult with teachers.	Doctors of Veterinary Medicine (DVM) degree. Texas Veterinary Medical Association Licenses to practice in Texas. Two to thirty years experience (14 partners), OJT at no additional cost to grant (based on training site agreement)
Director of CTE (existing), supervise teachers assigned to CTE Summer Grant Program, Grant Administrator and Grant Shepard	BBA in finance, MEd, EdD in Educational Leadership and School improvement, Principal certification and 24 years experience in educational and 8 years experience in Career and Technical Education. No cost to grant (12 mo contract)

Goals, Objectives, and Strategies (Focus Area 1)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Goals, Objectives, and Strategies (Focus Area 2)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Major Goal 1. Students enrolled in the summer practicum will gain a minimum of 80 on-site training clock-hours at a local partner veterinarian clinic during the summer months of June and July 2024.

Major Goal 2. Students will complete 40 of the 78 High School CVA Level I Skills Validation Checklist at their assigned veterinarian clinic with either the Licensed Veterinarian or Licensed Veterinary Technician.

Major Goal 3. Students will have an average score 7 or more on the High School CVA Level I Clinical Hands-On Training Validation Form which will be scored by the clinic Veterinarian or Licensed Technician using a Likert scale of 1-10 with 10 being highest

Major Goal 4. At the conclusion of the summer program, students will achieve a 70% or greater classroom grade as determined by in class and laboratory assessments, daily assignments, and benchmark tests.

Activities/Strategies. The course will run for 8 weeks during June to August of 2024, Monday to Thursday from 8:00am to 12:00pm. Students will attend class on campus on Mondays and report to internship sites Tuesday, Wednesday and Thursday. Students will gain 2 credits upon completion of the Veterinary Medical Applications/Agricultural Laboratory and Field Experience course. Instruction will be provided by two Agricultural Science Teachers that will provide classroom/laboratory instruction and supervise students while interning at partner veterinary clinics. WHS CTE has 14 veterinary clinic partners that have agreed to provide internships at their location. The CVA standards and expectations are provided to each Veterinary partner, allowing student interns to gain clock hours as requirements. While each internship arrangement will be unique, this proposal will allow students to gain a minimum of 80 additional clock hours of on on-site training. Student performance will be evaluated at their internship site and by their completion of course materials.

Performance and Evaluation Measures (Focus Area 1)

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.

Performance and Evaluation Measures (Focus Area 2)

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.

Student outcomes will be measured in several ways. First, the number of onsite hands-on clock hours completed during student internships at training sites with local community partner veterinary clinics. The internships will be established to allow student interns to complete a minimum of 80 clock-hours on onsite training at partner clinics. Students will be required to complete the minimum number of hours to pass the summer practicum; however, students could gain more than the minimum amount as allowed by their training site. Secondly, student interns will complete the High School CVA Level I Skills Validation Checklist at their assigned veterinarian clinic with either the Licensed Veterinarian or Licensed Veterinary Technician. The checklist is used to determine mastery on onsite proficiency in core competencies of veterinary medicine. The criteria on the checklist is part of the CVA credentialing requirements. The checklist is available upon request and is approved by Texas Veterinary Medical Association, TVMA. Third, the internship training sites will evaluate students using the High School CVA Level I Clinical Hands-On Training Validation Form which will be scored by the clinic Veterinarian or Licensed Technician using a Likert scale of 1-10 with 10 being highest. There are nine criteria used to evaluate student that include: Attendance & Punctuality; Initiative/Motivation/Interest/Attitude; interaction with others (clients, coworkers, etc.); Cooperation/ follow instructions & procedures; Ask questions appropriately; the professional 7 appropriate clinical appearance requirements; Professional & appropriate clinical behavior: Use of time and training opportunities; and Overall rate of visit/potential in this field. This evaluation will be provide at the conclusion of their internship to the supervising agricultural science teacher to determine student progress in the summer program. Fourth, students' classroom content and laboratory knowledge/skills will be evaluated weekly using formal assessments, daily assignments, and benchmark tests. Content covered during classroom instruction will be reinforced during laboratory exercises both on-campus and at local partner clinics. All laboratory activities will be evaluated to determine student retention of key knowledge in the CVA program. Program effectiveness will be evaluated based on the number of students that gained up to 80 clock-hours during June and July, mastery of core competencies as determined by the checklist, student internship performance as determined by the clinical hand-on training validation form, and classroom grades as determined by daily grades, test and labs.

Budget Narrative (Focus Area 1)

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.

[Empty text box for Budget Narrative (Focus Area 1)]

Budget Narrative (Focus Area 2)

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.

The summer program in CVA will require additional resources in the form of staffing, supplies, materials, travel and other operating cost. The instructional arrangement will be best served by having two Agricultural Science Teachers to team teach the course to allow maximum use of such a short window of time. Each teacher will be compensated in the form of a stipend with grant funds at a cost of \$6,500.00 each, and estimated fringe benefits cost at \$650.00 each (\$14,300). Students will be provided extensive instruction at the school's Agriculture Barn Laboratory, Ag classroom, and at partnering veterinary clinics by both teachers, which will allow for more intense instruction. Additional instructional and laboratory supplies and materials are needed to augment our existing inventory to include hands-on laboratory simulators, medical supplies and medical grade equipment. The two teachers will supervise all student internships at community partner veterinarian clinics. Teacher travel cost for training site visitation is estimated to total \$1,000. To increase student participation, it is proposed that the students be provided with a stipend to supplement their income and will allow them to forgo other summer-time paid employment that is outside of the veterinarian industry. Cost for student stipends who are not employed or receiving training by a private business will be up to \$1440 each (\$12 an hour up to 120 hours) for a maximum of 20 students who participating for a total of \$28,800. The proposed cost for augmenting our existing supplies/ materials, non-consumables and consumable instructional materials and resources for the delivery of instruction is \$5,900. Materials, supplies and equipment less than \$5000 includes ACT online training curriculum, TAMU Vet Science resources and various other instructional materials/ supplies to include but not limited to: paper, classroom materials, Vet Tech surgical instrument kits, Vet wrap, roll gauze, non-adhesive pads, surgical materials, autoclave, sterile syringes/ needles, fetal pig anatomy sets, dissection kits, canine heart/lung models, dental aging set, canine ear model, genetics kits, bovine udder simulators, hoof models, uterus models, pig stomachs, injection pads, kidney models, beef/ pork cuts models, vet trainers. Instructional material will be augmenting out existing supplies. The instructional material will be useful for future years to continue teaching CVA content. The district will provide a practicum course in the 2024-2025 school year in addition.

Program Requirements

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of need the LEA has that hinders the completion of courses within programs of study. (For example: describing scheduling conflicts, specific program of study teacher availability, etc.)

1b. Needs Assessment (Focus Area 2): Applicants must complete a Needs Assessment Summary indicating specific area of needs the LEA has to offer work-based learning opportunities. (For example: describing transportation limitations, describing scheduling conflicts, specific program of study teacher availability, etc.)

One of our great area of work-based leaning need is attaining the necessary clock-hours required fo the Certified Veterinary Assistant (CVA). The CVa is taught in our Program of Study in Animal sciencw which leads to the completion of a State approved Industry Based Certification (IBC) in as Certified Veteinary Assistant (CVA). The CVA credential requires mastery of a rigorous currciulum, passage of a comprehensive industruy based certification exam, completing 200 internship clock hours of classroom instruction and completing 300 hours on on-site, field expereince in the form internship at a partner Veterinary clinic. Presentingly, 11th grade students enrolled in the Veterinary Assistant during their senior year. Thei only allows students to gain approximately 180 clock hours of on site field experience which falls short of the required 300 clock hours. This proposal will offer the 2 credit Veterinary Medical Applications/ Agricultural Laboratory and field experience course during the summer monghts of May through July allowing students to gain up to 120 additional clock hours of on-site, hands-on field expeience in the form of an upaid internship at a partner veterinary clincis throughout the local community. Student that enroll in the Practicum of AFNR during their senior year commonly face scheduling challenges with band, atheltics, honors and AP class scheduling conflicas the Practicum of AFNR course is scheduled for 3 class periods for 3 credits. The duration of the practicum class as 3 credit is necessary to allow enough time for students to travel to work-based learning/ internship trainign sites. Offering internship opprotunties during the summer months removes the most class scheduling clonflicts with greater flexibility. Finally, students struggle with travel to internship siters as they often do not have the ability to supply their own transportation. By offering work-based learning internships in the summer months, our teachers have moe flexiblity to transport students to and from sites as needed, which significantly expands the number of eligile students that can participate in our summer work-based learning internship program.

Program Requirements, cont'd.

2. **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.

3. **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.

Through the Whitehouse Veterinary Medical Program students have the opportunity to learn from 14 different Veterinary Medical Partners in the Smith County Area. Grant funds will be used to establish, facilitate, and monitor internship programs at the following Veterinarian Clinics within the Whitehouse community to include: Our Family Vet- Bullard, West Tyler Veterinary Clinic, Spence and White Veterinary Hospital, Chapel Hill Veterinary Clinic, Shelley Drive Animal Clinic, Tyler Veterinary Center, South Tyler Animal Clinic, Starnes Animal Clinic, Copeland Road Animal Hospital, Animal Medical Center of Tyler, Dr. Lynn Foster Veterinary Clinic, Whitehouse Veterinary Hospital, and Flint Veterinary Clinic. The summer program in Certified Veterinary Assistant will utilize internship as our work-based learning model whereby students will gain up to 80 clock-hours at internship sites. Offering the veterinary medicine application with lab course over the summer months will increase the opportunity for on-site hands-on field experience as student intern at partner veterinary clinics. This program will meet student needs and is congruent with our district by increase student employability skills in the actual workplaces, facilitate a smoother transition from high school into the workplace for interns, and enhance interns' post-secondary opportunities in employment and higher education. Partner veterinarian clinics will benefit from the program with the creation of a pool of skilled-motivated candidates for employment, and the overall training costs of employees will be reduced. Well prepared employees will also improve employee retention and employee morale. In keeping with our mission, this program will offer relevant instruction which will benefit students with their learning, and allow them to gain access to workplace facilities, techniques, and technology, as well as promoting faculty interaction with the community partners. Community benefits include increasing the number of workplace-ready individuals who become economically productive members of society and improving the stability of our local workforce and economy.

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:

2023-2024 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 - Indirect administrative costs may be charged to this grant program.

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

Application Part 2:

2023-2024 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:		212906	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			\$ -	\$ 13,000	\$ 13,000
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:			\$ -	\$ 13,000	\$ 13,000
Substitute, Extra-Duty Pay, Benefits Costs						
24	6112 - Substitute Pay			\$ -	\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ -	\$ -
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ 1,300	\$ 1,300
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ 1,300	\$ 1,300
30	Total Program Costs:			\$ -	\$ 14,300	\$ 14,300

[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:

County District Number or Vendor ID: 212906	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	6200 - Rental or lease of buildings, space in buildings, or land	\$ -	\$ -	\$ -
2	Service: Specify purpose:	\$ -	\$ -	\$ -
3	Service: Specify purpose:	\$ -	\$ -	\$ -
4	Service: Specify purpose:	\$ -	\$ -	\$ -
5	Service: Specify purpose:	\$ -	\$ -	\$ -
6	Service: Specify purpose:	\$ -	\$ -	\$ -
7	Service: Specify purpose:	\$ -	\$ -	\$ -
8	Service: Specify purpose:	\$ -	\$ -	\$ -
9	Subtotal of professional and contracted services requiring specific approval:	\$ -	\$ -	\$ -
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ -	\$ -

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Application Part 2:

2023-2024 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: 212906		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:	\$ -	\$ 5,900	\$ 5,900
2	Total Program Costs:	\$ -	\$ 5,900	\$ 5,900

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Application Part 2:

2023-2024 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: 212906		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.	\$ -	\$ 28,800	\$ 28,800
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	64XX - Hosting conferences for non-employees.	\$ -	\$ -	\$ -
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ -	\$ 28,800	\$ 28,800
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ 1,000	\$ 1,000
11	Total Program Costs:	\$ -	\$ 29,800	\$ 29,800

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

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

County District Number or Vendor ID: 212906			Amendment #: 0		
Capital Outlay (6600)					
Description and Purpose	Quantity	Unit Cost	Focus Area 1	Focus Area 2	Grant Amount Budgeted
6669 - Library Books and Media (capitalized and controlled by library)					
1	N/A	N/A	\$ -	\$ -	\$ -
66XX - Computing Devices, capitalized					
2 (Enter description and brief purpose)		\$ -	\$ -	\$ -	\$ -
3		\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -
66XX - Software, capitalized					
10 (Enter description and brief purpose)		\$ -	\$ -	\$ -	\$ -
11		\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -
66XX - Equipment, furniture, or vehicles					
13 (Enter description and brief purpose)		\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
16 (Enter description and brief purpose)					
17	Total Program Costs:		\$ -	\$ -	\$ -

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

Application Part 2:

2023-2024 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:		212906	Amendment #		
Grant Period:	March 20, 2024 - September 30, 2024				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	\$ -	\$ 14,300	\$ 14,300
2	Professional and Contracted Services	6200	\$ -	\$ -	\$ -
3	Supplies and Materials	6300	\$ -	\$ 5,900	\$ 5,900
4	Other Operating Costs	6400	\$ -	\$ 29,800	\$ 29,800
5	Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds				N/A	
6	Total Direct Costs:		\$ -	\$ 50,000	\$ 50,000
7	Enter Percentage (%) of Indirect		\$ -	\$ -	\$ -
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:

County District Number or vendor ID: 212906	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.

All amendments must be submitted by email to: competitivegrants@tea.texas.gov

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

WHEN TO SUBMIT AN AMENDMENT

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

Revised Budget Request

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

FOR TEA USE ONLY

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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.

WHITEHOUSE VETERINARY HOSPITAL. P.C.

**KIRK W. REESE, D.V.M.
IVY SUDDUTH, D.V.M.
104 W MAIN ST
WHITEHOUSE, TX 75791
903-839-2057**

Whitehouse Veterinary Hospital has had the pleasure of being able to help educate students from Whitehouse High School through the Veterinary Medical Program. We are able to give students first-hand experience of what typically happens at a veterinary clinic. This is invaluable knowledge to the student at Whitehouse High School. We fully support the Whitehouse High School Veterinary Medical Program and feel that allowing students to have a summer clinical rotation program would greatly benefit the students. This extra time would ensure that students can reach the number of hours needed for their certification. This program is a great thing for these students that would help them further their future studies and career.



Kirk W. Reese, D.V.M.



Ivy Sudduth, D.V.M.

SHELLEY DRIVE ANIMAL CLINIC P.C.

118 SHELLEY DRIVE
Phone (903) 561-7373
TYLER, TEXAS 75701

J.P. Arnold, D.V.M.
Kathy A. Carlson, D.V.M.

M.K. Maris, D.V.M.
J.D. Carlson, D.V.M.

To Whom It May Concern,

We would like to extend our support to the Whitehouse Veterinary Medical Program for opening a summer program for their Veterinary Medical Rotations. We are in full support of the Whitehouse students as they strive to increase their skills and obtain more hours towards their Veterinary Assistant Certification. We have had several students from this program over the years and have truly enjoyed helping further their interests in the veterinary field and will continue to do so.

Justin Twomey, DVM

Justin Twomey, DVM

Jon D. Carlson DVM

Jon D. Carlson, DVM

Michael K. Maris

Michael K. Maris, DVM



Tuesday, January 30, 2024

South Tyler Animal Clinic
Bryan D Ramsey, DVM, PC
Tyler, TX 75703
(903) 561-1717

To whom this may concern:

It has been our pleasure to participate with Whitehouse ISD student training program. We enjoy seeing students that are interested in pursuing a career in veterinary medicine. We would love to continue to provide on sight training for the students through the summer program as well.

If you have any questions or concerns please do not hesitate to contact our office.

Yours truly,

Jodi Dana-HM
South Tyler Animal Clinic-Vetcor
jdana@vetcor.com



ROSE CITY ANIMAL CLINIC

January 30, 2024

To Whom It May Concern:

Rose City Animal Clinic would Like to extend our support of the Whitehouse Veterinary Medical Program, and them opening up a summer program for the veterinary medical rotations. We enjoy teaching their students about veterinary medicine and giving them the chance to receive hands-on experience so that they can increase their skills while obtaining the hours needed for their Veterinary Assistant Certification.

Thank you,

A handwritten signature in black ink that reads "Seth Shirey DVM". The signature is fluid and cursive, with the "S" and "DVM" being particularly prominent.

Seth Shirey, DVM



421 Highway 110 N, Whitehouse, Texas, 75791
azaleaanimalhospital@gmail.com
903-839-7235

January 26, 2024

To whom it may concern:

Azalea Animal Hospital strongly supports the Whitehouse ISD Veterinary Assistant program. We appreciate the opportunity to mentor students and show them what it looks like to work in veterinary medicine on a daily basis.

We are also glad to participate in the summer program.

Sincerely,

A handwritten signature in black ink that reads "Sydney Jay, DVM". The signature is written in a cursive style with a large, stylized "S" and "J".

Sydney Jay, DVM

Azalea Animal Hospital, Owner