



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.

Overview of the Program with Grant Funds: PfISD, in collaboration with the Texas Hotel & Lodging Association (THLA), is set to implement the Hotel Summer Camp for students interested in various career paths such as Hospitality and Culinary, Business, Accounting, Marketing & Sales, Entrepreneurship, and Engineering. The program aims to provide insights into career opportunities and post-secondary education within the hotel industry, covering areas like accounting, culinary arts, human resources, executive business administration, marketing and sales, and more.

During the THLA Summer Camp, students will engage in immersive experiences, applying concepts and skills learned in Business Management, Culinary Arts, Health and Wellness, and Engineering courses at their respective campuses. Workshops on industry overview, career options, customer service, effective communication techniques, SMART goals, facility tours, and business etiquette will be offered by industry experts.

The THLA Hotel Summer Camp is designed to reinforce the Texas Essential Knowledge and Skills (TEKS) in relevant courses, including Intro to Culinary Arts, Culinary Arts (2), Practicum: Culinary (2), Principles of BMF, Bus Info Mgt I, Bus Info Mgt II, Business Management, Principles of Human Services, Applied Nutrition/Dietetics, Intro to Eng. Design, and Engineering Design/Development.

This initiative aligns with PfISD's Strategy 3 and Focus Area 2, providing students with a new opportunity for workplace immersion, fostering firsthand experience, and aligning with the PfISD District Improvement Plan Goal 3 – "PfISD will connect high school to career and college." Strategy 3 emphasizes the expansion of CTE course offerings and work-based learning opportunities that align with industry standards, reinforcing PfISD's commitment to WBL initiatives and promoting engagement with workforce employers for career exploration and preparation.

In addition to the THLA camp work-based learning opportunity, grant funds will be used to cover transportation costs to two local summer camps for students exploring careers in healthcare (Dell Medical Camp) and construction (NAWIC Construction Camp).

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
Director of Career and Technical Education, PfISD, who oversees CTE programming (Existing Position)	Bachelor' s degree; valid Texas teacher certification; three (3) years' experience as a classroom CTE teacher.
delivering training to teachers, developing business partnerships. CTE Specialist, PfISD	Bachelor' s degree; valid Texas teacher certification; minimum of three (3) years' experience as a classroom teacher; CTE experience preferred.
CTE Teacher (Existing Position) - Provides students with learning activities and experiences & delivers TEKS related instructions, etc.	Qualifications: Bachelor' s degree* from an accredited college or university, valid Texas teaching certificate with required endorsements or required training for subject and level assigned. <i>Preferred: valid industry-based certification or licensure related to teaching</i>
Bus Driver	Qualifications: valid Texas CDL license (Class A or B, with P and S endorsements); 18+ yrs of age; safe driving record in accordance with state law and district requirements; pass TxDOT-certified physician physical annually

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 Goals and Objectives of the Proposed Program: The primary aim of the Hotel Camp is to offer students insights into Lodging and Resort Management occupations, fostering an understanding of various career paths within the hotel industry. This aligns with THLA's broader goal of increasing exposure to diverse and dynamic careers in the field. The hotel industry presents numerous opportunities, including roles in Accounting, Executive Office, Food and Beverage, Human Resources, Guest Services, Sales and Marketing, Property Management, Security, and Engineering. The Hotel Summer Camp endeavors to equip students with the ability to describe diverse career opportunities within the Hotel Industry, undergo Texas Friendly Customer Service training, comprehend postsecondary education options enhancing career growth, and exhibit appropriate interaction in professional settings and business dinner etiquette.

Program Objectives:
Expand Work-Based Learning (WBL) experiences to industry careers for PfISD CTE students.
Bridge the gap between high school coursework and firsthand, hands-on, well-rounded, and diverse knowledge of the industry.

Activities and Strategies:
To achieve these objectives, the program will implement various activities and strategies, including presentations by Hotel General Managers, an industry overview, a Hotel Department Manager panel, a resort property tour, sessions on dinner and business etiquette, Texas Friendly Customer Service training, SMART goal-setting seminars, effective communication seminars, and targeted recruitment focusing on students currently enrolled in related CTE courses, encouraging completion of related CTE Pathways.

It's worth noting that the leisure and hospitality sector contributed significantly to Texas GSP in 2016, amounting to \$57.9 billion, nearly 4 percent of the total. Accommodation and food services played a pivotal role, contributing \$47.4 billion and providing 89% of all jobs in the industry. The Austin market, as per the U.S. Bureau of Labor Statistics, demonstrated the strongest growth among Texas Metropolitan areas.

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.

[Empty text box for performance measures]

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.

The core data collected and reported may include the following:

- Number of students participating in the THLA Summer Hotel Camp training.
- Student information as a part of special data collection. This will determine the demographics of the students served.
- Information on business and industry partners offering work-based learning experience to the students as a part of the program.
- Total and average hours worked by students during the Hotel Summer Camp Program.
- Total and average hours worked by CTE Teachers during the Hotel Summer Camp Program.
- Collaborative pre-planning sessions with CTE Teachers, students, and guardians to maximize student participation.
- CTE Teacher feedback survey regarding rigor, value, reinforcement of classroom learning, objective & skills, etc.
- Evidence of training plans for each student in the program (if required by TEA)
- Evidence of culminating assessment or recognition of skills for each student in the program via teacher survey, student survey, and teacher observation of those administering the Hotel Summer Camp.

These performance measures will be used to provide greater context on the programs' effectiveness and will provide PfISD with guidance and feasibility of future programs and initiatives.

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 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.

Budget fund allocated will cover program costs associated with THLA Hotel Summer Camp that will provide students the opportunity to gain immersive work-based learning experiences. The fund will be used to cover student registration, teacher stipends, student and teacher transportation (via school bus??) and student and teacher meals.

The costs are outlined below:

Payroll / Teacher Stipends (5 Teacher Stipends at \$750 plus hourly rate for summer program coordinator) = \$4,370
 Supplies and Materials / Meals dinner day 2 (26 student at \$12 each and 5 teachers @ \$26) = \$442
 Other Operating Costs / Teacher Registration Cost (5 teachers x \$550 each) = \$2,750
 Other Operating Costs / Student Registration Cost (26 students x registration cost of \$450 each) = \$11,700
 Other Operating Costs / Transportation (1 school bus at \$480 (drop off & pick-up) = \$480
 Indirect Costs = \$130

Program Total: \$19,872

The registration fee includes lodging, potential industry guest speakers, business etiquette training, camp materials, curriculum tools, and the following meals:

- Day 1: lunch and dinner
- Day 2: breakfast and lunch
- Day 3: breakfast and lunch

Using the feedback post-camp surveys from teachers and students PflSD will determine if the goals and objectives of the

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.)

The Hotel Summer Camp within PfISD faces a significant challenge due to the absence of alternative funding sources to cover registration and related expenses. Given the socio-economic status of numerous PfISD families, the registration costs pose an impractical burden as an out-of-pocket family expense, exacerbating issues of equity and access for many of our students. The lack of financial resources creates barriers to participation, hindering students from exploring careers in the hospitality industry through the THLA Hotel Summer Camp.

To address this need, the CTE Summer Grant becomes crucial in providing funding that directly tackles the issue of equitable access and participation. This financial support aims to eliminate the financial barriers that PfISD families encounter, ensuring that all students have the opportunity to engage in the THLA Hotel Summer Camp and explore potential careers in the hospitality industry.

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.

The Texas Hotel and Lodging Association (THLA) is offering a special Hotel Summer Camp session at Texas A&M University for CTE students and teachers. The THLA Hotel Summer Camp will utilize a variety of work-based learning models to enrich the students' experience. These include:

- On-the-job training
- Job shadowing
- Industry leader panels
- Post secondary university tours
- Hands-on experiences

Student Engagement and Support:
A total of 26 PfISD students will actively participate in the THLA Hotel Summer Camp, engaging with the diverse work-based learning models mentioned above. This collaborative effort with THLA and the incorporation of various learning models aim to provide students with a comprehensive understanding of careers in the hospitality industry.

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

County District Number or Vendor ID:		227904		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	5		\$ -	\$ 3,750	\$ 3,750
2	Educational Aide	0		\$ -	\$ -	\$ -
3	Tutor	0		\$ -	\$ -	\$ -
Program Management and Administration						
4	Project Director	0		\$ -	\$ -	\$ -
5	Project Coordinator	0		\$ -	\$ -	\$ -
6	Teacher Facilitator	0		\$ -	\$ -	\$ -
7	Teacher Supervisor	0		\$ -	\$ -	\$ -
8	Secretary/Admin Assistant	0		\$ -	\$ -	\$ -
9	Data Entry Clerk	0		\$ -	\$ -	\$ -
10	Grant Accountant/Bookkeeper	0		\$ -	\$ -	\$ -
11	Evaluator/Evaluation Specialist	0		\$ -	\$ -	\$ -
Auxiliary						
12	Counselor	0		\$ -	\$ -	\$ -
13	Social Worker	0		\$ -	\$ -	\$ -
14	Community Liaison/Parent Coordinator	0		\$ -	\$ -	\$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)						
15	ESC Specialist/Consultant	0		\$ -	\$ -	\$ -
16	ESC Coordinator/Manager/Supervisor	0		\$ -	\$ -	\$ -
17	ESC Support Staff	0		\$ -	\$ -	\$ -
18	ESC Other: (Enter position title here)	0		\$ -	\$ -	\$ -
19	ESC Other: (Enter position title here)	0		\$ -	\$ -	\$ -
20	ESC Other: (Enter position title here)	0		\$ -	\$ -	\$ -
Other Employee Positions						
21	(Enter position title here)	0		\$ -	\$ -	\$ -
22	(Enter position title here)	0		\$ -	\$ -	\$ -
23	Subtotal Employee Costs:			\$ -	\$ 3,750	\$ 3,750
Substitute, Extra-Duty Pay, Benefits Costs						
24	6112 - Substitute Pay			\$ -	\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ 620	\$ 620
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ -	\$ -
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ 620	\$ 620
30	Total Program Costs:			\$ -	\$ 4,370	\$ 4,370

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: 227904		Amendment #:		
Professional and Contracted Services (6200)				
<p>NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.</p>				
Description of Service and Purpose		Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	6269 Rental or lease of buildings, space in buildings, or land	\$ -	\$ -	\$ -
2	Service:			
2	Specify purpose:	\$ -	\$ -	\$ -
3	Service:			
3	Specify purpose:	\$ -	\$ -	\$ -
4	Service:			
4	Specify purpose:	\$ -	\$ -	\$ -
5	Service:			
5	Specify purpose:	\$ -	\$ -	\$ -
6	Service:			
6	Specify purpose:	\$ -	\$ -	\$ -
7	Service:			
7	Specify purpose:	\$ -	\$ -	\$ -
8	Service:			
8	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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County District Number or Vendor ID: 227904		Amendment #:		
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:	\$ -	\$ -	\$ -
2	Total Program Costs:	\$ -	\$ -	\$ -

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County District Number or Vendor ID: 227904		Amendment #:		
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	64XX - Hosting conferences for non-employees.	\$ -	\$ -	\$ -
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ -	\$ -	\$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ 17,002	\$ 17,002
11	Total Program Costs:	\$ -	\$ 17,002	\$ 17,002

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

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County District Number or Vendor ID: 227904				Amendment #:		
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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County District Number or vendor ID: 227904		Amendment #
Grant Period:	March 20, 2024 - September 30, 2024	
		Fund Code/Shared Services Arrangement: 429/459

Program Budget Summary

Description and Purpose	Class/ Object Code	Source of Funds		Total Budgeted Cost
		Focus Area 1	Focus Area 2	
1 Payroll Costs	6100	\$ -	\$ 4,370	\$ 4,370
2 Professional and Contracted Services	6200	\$ -	\$ -	\$ -
3 Supplies and Materials	6300	\$ -	\$ -	\$ -
4 Other Operating Costs	6400	\$ -	\$ 17,002	\$ 17,002
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds				
6	Total Direct Costs:	\$ -	\$ 21,372	\$ 21,372
7	Enter Percentage (%) of Indirect	3.53	\$ 754	\$ 754
8	Grand Total of Budgeted Costs :	\$ -	\$ 22,126	\$ 22,126
Shared Services Arrangement				
9	6493	Payments to member districts of shared services arrangements	\$ -	\$ -
Administrative Cost Calculation				
10	Total Grant Amount Budgeted:			\$ 22,126
11	Reasonable and necessary administrative costs established for the program:			0.15
12	Maximum amount allowable for administrative costs, including indirect costs:			\$ 3,319

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