



**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.

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

Application stamp-in date and time

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

Grant period from

Pre-award costs permitted from

Required Attachments

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

See the Program Guidelines for for additional attachment information.

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

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

Amendment Number

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

Applicant Information

Organization CDN Campus ESC DUNS

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

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

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

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

Authorized Official Name Title

Email Phone

Signature Date

Shared Services Arrangements

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

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

Statutory/Program Assurances

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

Check each of the following boxes to indicate your compliance.

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

Summary of Program

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

The mission of Lancaster ISD, in collaboration with parents and community, is to ignite learning that translates into sustainable success for students in an ever-changing society. The Lancaster ISD Career and Technical Education (CTE) Department is an innovative, career focused organization that equips students to pursue and obtain industry-based certifications and key work-based learning experiences. This summer program will serve as a catalyst that can be leveraged into sustainable partnerships. For Focus Area 1, the program will engage 40 - 50 incoming 9th graders in a Summer Bridge Program to prepare them for future success across several different CTE Programs of Study: Engineering, Advanced Manufacturing/Drone, Business Management/Entrepreneurship, Healthcare Diagnostics, Digital Communications, Programming Software Development, Cybersecurity, Culinary Arts and Teaching & Learning (Education & Training). CTE Teachers skilled in these Programs of Study will serve as Program Facilitators with incoming 9th graders to build knowledge and skills with different projects using curriculum resources from firms such as ESTE2M Dreambuilders and ESposure. Projects will focus on high valued skills such as teamwork and collaboration, communications, problem solving, critical thinking, creativity, project management. In a Post-Secondary Summer Bridge Program, Focus Area 1 will also offer 8 graduating seniors the opportunity to secure industry-based certifications in CompTia+ IT fundamentals and FAA Part 107 Remote Drone license. An accelerated learning program will be offered to 10 incoming 11th and 12th graders to earn certifications in these same areas and in Patient Care Technician (PCT). These groups of students will serve as mentors/tutors for incoming 9th graders, work in CISCO Lab, Health Science Lab and/or serve as District IT Help Desk. Culinary students will work on accelerating their learning in preparation for the Certified Fundamentals Cook Certification. To foster interest in the field of Aviation, a group of students will be offered opportunity to participate in a Summer Camp with US Aviation. Experiences in this area will prepare students for and are transferable to high demand, high wage positions in various industries throughout the Dallas Fort Worth Metroplex and nationwide. Focus Area 2 is designed to offer various practical real-world experiences for students by utilizing them as interns with local employers such as Toyota, ESTE2M, ESposure and Lancaster ISD. Students will serve as Camp Counselors for both ESTE2M, ESposure and Lancaster ISD. Some students will also be utilized in the Lancaster ISD Technology Department to offer services to staff while learning valuable technology skills. Culinary students will be utilized to prepare the culinary lab spaces and student-run Tiger Bistro for operation for the upcoming school year as well as plan, prepare and implement a Summer Celebratory Ceremony. In partnership with Toyota, another group of students will be utilized to develop key collateral, reports and deliverables for the Toyota Leadership program. Experiences in this area will prepare students for and are transferable to high demand, high wage positions in various industries throughout the Dallas Fort Worth Metroplex and nationwide.

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
CTE Director/Program Director—Administer and overall programs (Existing)	Administrator Certification; 3 years of experience overseeing CTE Programs
Classroom Teachers or Program Facilitators—Oversee Daily Operation of program in selected disciplines (Existing)	1 year of classroom teaching experience; work-based learning class completion or pertinent industry experience and credentials
ESTE2M Dreambuilders/ESposure/US Aviation Coordinators-Provide STEM/ESports/Aviation Projects, Speakers and Epertise(Existing)	3 years pertinent industry experience and expertise
Program Evaluator	3 years experience in program evaluations
Camp Counselors	11th or 12th Grade Students with 2 Years in Program of Study Course Completion and/or other key program experiences

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.**

Focus Area 1 has three major goals: 1) through Summer Bridge Program provide incoming 9th graders opportunity to obtain key skills and knowledge for entry into the different CTE Programs of Study, 2) through Summer Bridge Program of graduating seniors provide students opportunities to obtain industry certifications in Comp Tia+ IT Fundamentals, FAA Part 107 License and 3) Provide incoming 11th – 12th students acceleration program to obtain certifications in Certified Fundamentals Cook, Comp Tia+ IT Fundamentals, FAA Part 107 License, Patient Care Technician. Students will experience at least one site visit to ESposure or other Industry Community partner. Students participating will have the opportunity to mentor incoming 9th graders, work to make CISCO Lab and Health Science Lab operational for upcoming school year. A final goal is to expose a group of students to the benefits of being in the aviation industry as pilots or mechanics. These skills and experiences will prepare students for and are transferable to high demand, high wage positions in various industries throughout the Dallas Fort Worth Metroplex and nationwide.

The goal of Focus Area 2 is to offer internship opportunities to obtain real-world practical experiences with local employers such as Este2m, ESposure, Lancaster ISD and Toyota. Students will practice key technical and success skills in teamwork and collaboration, communications, problem solving, critical thinking, creativity, project management along with coaching and mentoring incoming 9th graders on these skills with the implementation of key projects. These skills and experiences will prepare students for and are transferable to high demand, high wage positions in various industries throughout the Dallas Fort Worth Metroplex and nationwide.

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.**

Focus Area 1 Performance Measures—
 Each Incoming 9th Grade participant to complete an end of program evaluation with short reflection of experience
 Each Graduating Senior to complete outlined certification program material
 Each Graduating Senior to Adopt an Underclassman to Mentor
 Each Participant in Bridge Programs to receive a Satisfactory Program Performance Evaluation

Focus Area 2 Performance Measures—
 Each participant to complete an end of program evaluation with short reflection of experience
 Each Accelerated Program participant to complete outlined certification program material
 Each Participant to receive a Satisfactory Program Performance Evaluation

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.**

FOCUS AREA 1 includes \$24,000 total costs for stipends for 6 Program Facilitators with estimated benefits/payroll costs in the amount of \$6,000 and 1 Program Director stipend for \$1,000 with estimated benefits/payroll costs of \$250. Included are curriculum resource costs for ESposure, Este2M Dreambuilders and US Aviation in the amount of \$14,750, and Certification Exam Fees of \$4,000. At the end of this program, ESTE2M and ESposure are committed to award stipends to current 10th – 12th grade students who complete the program. The grand total cost for Focus Area 1 is \$50,000. This program will be operational Monday-Thursday, June 1 – June 30, 2022 from 9:30am -2:30 pm. Future adjustments will be made based upon unanticipated circumstances as needed. Adjustments will be discussed with the Chief of Equity and Accountability for the District. There are no current Summer CTE Programs thus no funds are currently allocated to similar programs. To meet future needs of students, weekly assessments of teachers, students and projects will occur with adjustments being made as needed. At the end of the program, a final evaluation will be made based on feedback from partners and student reflections to assess effectiveness for future programming. Program Director and Facilitators will engage in pre and post planning activities respectively during the months of May and July.

FOCUS AREA 2 includes \$12,000 total costs for stipends for 2 Program Facilitators (Teachers) at a cost of \$8,000 and \$4,000 for Program Director with estimated total benefit/payroll costs of \$3,000. Included are curriculum resource costs for ESposure and Este2M Dreambuilders in the amount of \$33,650. At the end of this program, ESTE2M and ESposure are committed to award stipends to current 10th – 12th grade students who complete the program. Also included are costs for transportation for work site visits for \$1,000 and supplies in the amount of \$350. The grand total cost for Focus Area 2 is \$50,000. This program will be operational Monday-Thursday, June 1 – June 30, 2022 from 9:30am -2:30 pm. Future adjustments will be made based upon unanticipated circumstances as needed. Adjustments will be discussed with the Chief of Equity and Accountability for the District. There are no current Summer CTE Programs thus no funds are currently allocated to similar programs. To meet future needs of students, weekly assessments of teachers, students and projects will occur with adjustments being made as needed. At the end of the program, a final evaluation will be made based on feedback from partners and student reflections to assess effectiveness for future programming. Program Director and Facilitators will engage in pre and post planning activities respectively during the months of May and July.

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.

CTE Programs of Study targeted for Focus Area 1 are Engineering, Advanced Manufacturing/Drone, Healthcare Diagnostics, Digital Communications, Design & Multimedia Arts, Programming Software Development, Cybersecurity, Culinary Arts, Teaching & Learning, Business Management and Entrepreneurship. We are estimating 68 students will be engaged and supported by this program.

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.

CTE Programs of Study targeted for Focus Area 1 are Engineering, Advanced Manufacturing/Drone, Healthcare Diagnostics, Digital Communications, Design & Multimedia Arts, Programming Software Development, Cybersecurity, Culinary Arts, Teaching & Learning, Business Management and Entrepreneurship. We are estimating 75 students will be engaged and supported by this program. The business and industry partners that will be involved in this area are ESposure, ESTE2M Dreambuilders, Lancaster ISD and Toyota utilizing the internship program with local employees work-based learning model.

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

County District Number or Vendor ID:		057913	Amendment # (for amendments only):		
Payroll Costs (6100)					
Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1 Teacher				\$ -	\$ -
2 Educational Aide			\$ -	\$ -	\$ -
3 Tutor			\$ -	\$ -	\$ -
Program Management and Administration					
4 Project Director			\$ -		\$ -
5 Project Coordinator			\$ -	\$ -	\$ -
6 Teacher Facilitator			\$ -	\$ -	\$ -
7 Teacher Supervisor			\$ -	\$ -	\$ -
8 Secretary/Admin Assistant			\$ -	\$ -	\$ -
9 Data Entry Clerk			\$ -	\$ -	\$ -
10 Grant Accountant/Bookkeeper			\$ -	\$ -	\$ -
11 Evaluator/Evaluation Specialist			\$ -	\$ -	\$ -
Auxiliary					
12 Counselor				\$ -	\$ -
13 Social Worker			\$ -	\$ -	\$ -
14 Community Liaison/Parent Coordinator			\$ -	\$ -	\$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)					
15 ESC Specialist/Consultant			\$ -		\$ -
16 ESC Coordinator/Manager/Supervisor			\$ -	\$ -	\$ -
17 ESC Support Staff			\$ -	\$ -	\$ -
18 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
19 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
20 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
Other Employee Positions					
21 Program Facilitators and Director	9		\$ 25,000	\$ 12,000	\$ 37,000
22 Program Director			\$ -	\$ -	\$ -
23	Subtotal Employee Costs:		\$ 25,000	\$ 12,000	\$ 37,000
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			\$ 6,250	\$ 3,000	\$ 9,250
28 61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		\$ 6,250	\$ 3,000	\$ 9,250
30	Total Program Costs:		\$ 31,250	\$ 15,000	\$ 46,250

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

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

County District Number or Vendor ID: 057913

Amendment #: 0

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	6269 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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County District Number or Vendor ID: 057913		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:	\$ 18,750	\$ 34,000	\$ 52,750
2	Total Program Costs:	\$ 18,750	\$ 34,000	\$ 52,750

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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: 057913		Amendment #: 0		
Other Operating Costs (6400)				
Expense Item Description		Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. Specify name and purpose of conference:	\$ -	\$ -	\$ -
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -
4	6413 - Stipends for non-employees other than those included in 6419.	\$ -		\$ -
5	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ -	\$ -	\$ -
6	6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ -	\$ -	\$ -
7	6495 - Cost of membership in civic or community organizations.	\$ -	\$ -	
8	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.	\$ -	\$ 1,000	\$ 1,000
11	Total Program Costs:	\$ -	\$ 1,000	\$ 1,000

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: 057913			Amendment #: 0		
Capital Outlay (6600)					
Description and Purpose	Quantity	Unit Cost	Focus Area 1	Focus Area 2	Grant Amount Budgeted
6669 - Library Books and Media (capitalized and controlled by library)					
1	N/A	N/A	\$ -	\$ -	\$ -
66XX - Computing Devices, capitalized					
2	(Enter description and brief purpose)				\$ -
3		\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -
66XX - Software, capitalized					
10	(Enter description and brief purpose)				\$ -
11		\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -
66XX - Equipment, furniture, or vehicles					
13	(Enter description and brief purpose)	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
16	(Enter description and brief purpose)				
17	Total Program Costs:		\$ -	\$ -	\$ -

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or vendor ID: 057913		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	\$ 31,250	\$ 15,000	\$ 46,250
2	Professional and Contracted Services	6200	\$ -	\$ -	\$ -
3	Supplies and Materials	6300	\$ 18,750	\$ 34,000	\$ 52,750
4	Other Operating Costs	6400	\$ -	\$ 1,000	\$ 1,000
5	Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds				N/A	
6	Total Direct Costs:		\$ 18,750	\$ 35,000	\$ 100,000
7	Enter Percentage (%) of Indirect		N/A	\$ -	\$ -
8	Grand Total of Budgeted Costs :		\$ 18,750	\$ 35,000	\$ 100,000
Shared Services Arrangement					
9	6493	Payments to member districts of shared services arrangements		\$ -	\$ -
Administrative Cost Calculation					
10	Total Grant Amount Budgeted:				
11	Reasonable and necessary administrative costs established for the program:				0.15
12	Maximum amount allowable for administrative costs, including indirect costs:				\$ -

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

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

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

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

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

Payroll 6100

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

Professional and Contracted Services 6200

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

Supplies and Materials 6300

Complete this worksheet to request supplies and materials.

Other Operating Costs 6400

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

Capital Outlay 6600

Complete this worksheet to request capital outlay costs.

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

Program Budget Summary

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

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

[Maximum Indirect Cost Workbook link.](#)

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

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

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

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or vendor ID: 057913	Amendment # 0
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SUBMITTING AN AMENDMENT

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

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

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address:
 Document Control Center, Grants Administration Division,
 Texas Education Agency, 1701 N. Congress Ave.,
 Austin, TX 78701-1494.

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

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

WHEN TO SUBMIT AN AMENDMENT

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

Revised Budget Request

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

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Instructions: Request for Amendment

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

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

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

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

Submitting an Amendment

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

How to Submit an Amendment

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

Pages to Include with an Amendment

*Required for **all** amendment requests*

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

Required for budget amendment requests

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

Assembling the Amendment

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

1. Complete page 1

- a. Complete the box in the upper right corner of the schedule by indicating the number of the amendment. The first amendment you submit for the grant is #1; if that amendment is approved, the next amendment becomes #2.
- b. Ensure all applicant information is current and correct.
- c. Ensure the authorized official information is current and correct. The authorized official must sign and date with the date that the amendment is being submitted.

2. Complete Appendix 1: Negotiation and Amendments

- a. Choose the section you wish to amend from the drop down menu
- b. Describe the changes you are making and the reason for the changes. Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.
(example) Payroll 6300 —Reduce amount for extra-duty pay—Staff was able to complete training during regular working hours.

3. If you are requesting a budget change, complete the Request for Amendment budget page

- a. In column A, enter the grand total for each class/object code in the most recently approved application or amendment.
- b. In column B, enter the amount being deleted from each class/object code.
- c. In column C, enter the amount being added to each class/object code.
- d. Column D and the total direct cost line will automatically calculate your changes

4. If you are requesting a budget change, complete the Program Budget Summary page and the corresponding supporting budget page. For each class/object code on the budget summary, strike through the previously approved amount and enter the new budgeted amounts. The total budgeted cost for each class/object code on the budget summary must match the grand total for each supporting budget page.

5. Do not resubmit any attachments required in the original application.