



**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.**

Bastrop ISD is applying for Focus Area 2 (work-based learning) and intends to use grant funds to offer paid internships to BISS students in the greater Bastrop area. According to the National Center for Education Statistics, Bastrop ISD is a rural distant district. The city of Bastrop is located approximately 35 miles east of Austin. The district serves students from Bastrop, Cedar Creek, Paige, Red Rock, Rockne, and vast rural areas of Bastrop County. Our mission as a district is to empower our graduates to become successful and productive in a global society. Two of our core beliefs are 1.) that community collaboration directly results in the growth of our schools, and 2.) that involvement beyond the classroom contributes to student success. Our proposed CTE Summer Internship Program aligns directly with our district mission and beliefs. Our district leaders and school board members are committed to offering CTE programs of study which are aligned with regional labor needs and workforce projections leading to living wage jobs. At this time, our need is to provide our students with meaningful work-based learning opportunities so that they can develop employability skills while providing value to our community and multiple businesses near our school district. Bastrop ISD will utilize grant funding to implement a summer internship program in partnership with the Bastrop Chamber of Commerce. Through a 98-hour program, we will provide students with 2 weeks of Career Preparation instruction (aligned with the Career Preparation I course, 18 hours) and training followed by 80-hour internships with local businesses, many of whom are members of the Bastrop Chamber of Commerce. Students are estimated to work 80 hours at their internship over the course of 2-8 weeks, depending on their internship placement and business needs. Businesses will be able to extend the internship beyond 80 hours using their funds if it is of value to their business. 45 students from Bastrop HS, Cedar Creek HS, and Colorado River Collegiate Academy (CRCA) will be served through the internship program. We are able to fully fund up to 32 students through this grant; we will use local funds and business contributions to fund the other 13 students. We will identify and encourage current 11th grade students who have taken at least two CTE courses to apply for the summer program. Current 12th grade students may apply and participate should space be available; these students would be funded from other non-grant funding sources. Students will earn course credit in Career Preparation I (PEIMS Service ID # 12701300). The Bastrop Chamber of Commerce will host at least 1 intern and will coordinate with chamber members to host the other 44 interns. The internship program is designed to collaborate with businesses in our community in order to provide meaningful work-based learning opportunities for our students. Interns will be placed with companies based on their course of study, interests, aptitudes, and aspirations to ensure a mutually beneficial relationship for the student and hosting business.

Qualifications and Experience for Key Personnel

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

Title and Responsibilities of Position	Required Qualifications and Experience
Individual TBD, BISS teacher, will co-teach Career Preparation I course and supervise interns from (existing position)	Certified to teach Career Preparation course; Experience monitoring work-based learning placements with local employers
Individual TBD, BISS teacher, will co-teach Career Preparation I course and supervise interns from (existing position)	Certified to teach Career Preparation course; Experience monitoring work-based learning placements with local employers
Amanda Brantley, BISS Director of College, Career, and Military Readiness, will coordinate grant activities (existing position)	Experience implementing and monitoring state and federal grant programs and supporting CTE programs and work-based learning
Steven Henn, BISS WBL & PTECH Coordinator, will coordinate internship placements with business partners (existing position)	Experience implementing state grant programs and evaluating outcomes of grants; Understanding of CTE and work-based learning programs in BISS
Becki Womble, President/CEO at Bastrop Chamber of Commerce, will help to source internship providers (external position)	Chief Executive Officer at Bastrop Chamber of Commerce; experience leading community-wide events

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.**

Our objective is to prepare students for successful entry into college, the workforce/a career, or the military after high school graduation. Bastrop ISD aims to support our students by collaborating with the Bastrop Chamber of Commerce and business partners to place students into summer internships with local businesses and organizations. We believe strongly in community involvement and collaboration and this program is a prime example of how our community supports students. Our goals for the summer program are: By August 31, 2022, successfully place 45 students into internships with local businesses and organizations. All participants (100%) will successfully complete the Career Preparation I course training and receive favorable marks from their internship sponsor. We will meet these goals and objectives by ensuring our leadership is equipped to support the CTE Summer Internship program. We will utilize our website and social media pages to spread awareness about the objective, mission, and activities. We will ensure students are enrolled in the program in time to plan for summer activities by beginning recruitment and enrollment as soon as the grant award is announced (April). We will target recruiting/enrolling 11th-12th grade students from Bastrop HS, Cedar Creek HS, and CRCA who have taken at least two CTE courses. We will ensure student success in the Career Preparation I course and internship by equipping the CTE teachers leading the course with instructional materials and supplies to provide instruction. The teachers will be supported by the Bastrop ISD administrators as needed to ensure students master the content and are successful in internship placements.

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.**

BISD's CTE Summer Internship Program will be focused on student outcomes and evaluated based on several performance measures and data points. We will collect data on the demographics of students who enroll in, participate in, and complete the program, including grade level, race/ethnicity, and economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership, our school board, and TEA grant reporting requirements. Our goal is to have all students (45) (100%) who participate in the program receive course credit for Career Preparation I (PEIMS Service ID # 12701300). Another goal is to have 100% of the students receive positive feedback from internship providers/sponsors regarding their on-the-job performance. A final goal is to receive indication from all internship providers/sponsors (100%) that they would be willing to host students again in future iterations of the program. We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the course teacher. We must provide wraparound services like these in order to provide an equitable setting for all students, the majority (approximately 70%) of whom are from economically disadvantaged households. Data on all of these services will be collected by the teacher and Bastrop ISD Career and Technical Education Department staff to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course, in addition to an internship training plan which will measure student competency and growth in technical skills and employability skills. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. To measure student learning objectives and outcomes in the internship, student internship training plans will be evaluated the first week of the program and at the end of the summer. We will administer a feedback tool with our business partners regarding our students behavior and performance during the internship to gather and analyze this data. The data will be both qualitative and quantitative and will provide insight on our success regarding our targeted goals, learning objectives, and student outcomes.

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.**

In order to offer this robust CTE Summer Internship Program to 45 students with paid internship positions, we will be utilizing this grant as well as CCMR Outcomes Bonus funds. Additionally, some internships will be fully funded by business partners. We will finalize logistics of the grant, including which student internships are fully grant funded, based on business needs. Incoming 12th grade students will be prioritized for enrollment. Current 12th grade students (graduating May 2022) may apply to participate should space be available, but these students would be funded using other (non-grant) funding sources including business contributions. Grant funding will be utilized to offer a summer internship program with Career Preparation I course (Focus Area 2) aimed at serving 45 students over the summer months. The program supports our district mission to empower our graduates to become successful and productive in a global society while also aligning to two core district beliefs: 1.) that community collaboration directly results in the growth of our schools, and 2.) that involvement beyond the classroom contributes to student success. Currently, we offer Career Preparation I during the school year and allocate CTE funding to support the program. Through this grant funding we will be able to serve additional students who may not be able to participate in Career Preparation during the traditional school year due to other scheduling constraints. This grant program will help our district provide additional capstone work-based learning experiences to 45 students. We believe that we will be able to utilize data and outcomes from this program to demonstrate the need and return on investment for future funding to our school board and community.

Approximately \$6,420 of the grant funds will be allocated to provide extra duty pay to the Career Preparation teachers. There will be two teachers for the program, one for each high school. The teachers will co-teach the course and co-supervise each internship placement. These teachers will be working additional time over the summer above and beyond their teaching contract.

Bastrop ISD will serve as the employer of record for all internships and will process payroll for the 45 interns. Our goal is to provide a stipend of \$1,280 (average wage of \$16 per hour) for the interns for 80-hour internships. Approximately 32 internships will be fully funded by this grant. The additional 13 internships will be funded using other funding sources, including local funds and business contributions. As such, approximately 80% of grant funding will be used to pay intern wages. One of our school district's beliefs is that involvement beyond the classroom contributes to student success. As such, we are investing in these experiences for our students.

\$750 has been allocated to procure instructional materials for the Career Preparation I course. Additionally, \$1,620 has been allocated to purchase 2 polos per intern, which will be worn at student internship placements to differentiate them as BISD interns.

We intend to use local funding and resources to provide additional instructional materials as needed, as well as the majority of transportation for the program. Some funding has been allocated to transportation in case a special need arises.

A small portion of funds (\$200) has been allocated for indirect costs.

Program Requirements

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

N/A

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

Grant funds from the 21-22 Summer CTE Grant Summer will allow Bastrop ISD to offer a CTE Summer Internship Program. The program will serve 45 students (target enrollment of incoming 12th grade students) from Bastrop HS, Cedar Creek HS, and Colorado River Collegiate Academy (CRCA). The overall program will last up to 10 weeks with the first 2 weeks focusing on preparing students for their 2-8 week internships. Students will receive course credit for Career Preparation I and will be paid for their internship hours. Students are estimated to complete 18 hours of internship training over the first 2 weeks and work 80 hours at their internship, depending on their internship placement. The internships will take place between mid June and mid August, depending on the needs of the business partner hosting each intern. If valuable to individual internship providers, businesses will be able to extend the internship beyond 80 hours using their business funds. The Summer Internship Program will support several Bastrop ISD programs of study. While all students will be eligible for the program, outreach and recruitment efforts will center on students who have taken two or more CTE courses. Based on conversations with the Bastrop Chamber of Commerce, students actively involved in the following programs of study may be attractive candidates for local businesses: Design and Multimedia Arts; Digital Communications; Business Management; Lodging and Resort Management; Manufacturing; and Health Science. The primary work-based learning model will be paid internships accompanied by the Career Preparation I course. Internships are effective career preparation experiences to help students gain real-world experience and develop their portfolio of employability skills. The Bastrop Chamber of Commerce will host at least one intern and has committed to sourcing additional internship placements with Chamber of Commerce members (including the City of Bastrop). Additional businesses/internship providers will include Bastrop ISD, Centum Oak Realty, Family Crisis Center, Bastrop County Historical Society.

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
<input type="text"/>	
<input type="text"/>	
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<input type="text"/>	
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March 24, 2022

Barry Edwards, Superintendent
Amanda Brantley, Director of College, Career, and Military Readiness
Bastrop ISD
906 Farm Street
Bastrop, TX 78602

Dear Mr. Edwards and Mrs. Brantley,

I am honored to write this letter of support for Bastrop ISD as it seeks grant funding from the Texas Education Agency related to the CTE Summer Grant. Centum Oak Realty was part of last summer's BISS Summer Internship program and looks forward to again hosting interns as part of the project this summer.

In addition to hosting interns, we want to promote as many students as possible being placed into internships because we know how valuable they are to the students and our community.

We look forward to working with you this summer.

Sincerely,


James Beck
Broker & Owner



PO Box 736/431 Old Austin Highway
Bastrop, TX 78602
512-321-7760 | 888-311-7755 (toll free)
www.family-crisis-center.org

March 24, 2022

Barry Edwards, Superintendent
Amanda Brantley, Director of College, Career, and Military Readiness
Bastrop ISD
906 Farm Street
Bastrop, TX 78602

Dear Mr. Edwards and Mrs. Brantley,

I am honored to write this letter of support for Bastrop ISD to seek grant funding from the Texas Education Agency related to the CTE Summer Grant. Family Crisis Center participated last year in the BISD Summer Internship program and we look forward to participating this year and once again hosting interns as part of this wonderful opportunity for both students and local businesses.

In addition to hosting interns, Family Crisis Center would like to advocate for as many students as possible being placed into internships. Having participated in the program last year, we recognize how valuable and beneficial these intern placements are to the students and our community.

We look forward to working with you again this summer.

Sincerely,

Sherry Murphy
Executive Director
Family Crisis Center
512-321-7760
SherryM@familycrisiscenter.us



Loose Cannon Industries
111 Watts Ln
Cedar Creek, TX 78612
www.LooseCannonATX.com
Inez@LooseCannonATX.com

March 24, 2022

Barry Edwards, Superintendent
Amanda Brantley, Director of College, Career, and Military Readiness
Bastrop ISD
906 Farm Street
Bastrop, TX 78602

Dear Mr. Edwards and Mrs. Brantley,

I am honored to write this letter of support for Bastrop ISD as it seeks grant funding from the Texas Education Agency related to the CTE Summer Grant. Loose Cannon Industries was part of last summer's BISS Summer Internship program and looks forward to again hosting interns as part of the project this summer.

In addition to hosting interns, we want to promote as many students as possible being placed into internships because we know how valuable they are to the students and our community.

We look forward to working with you this summer.

Sincerely,

A handwritten signature in blue ink, appearing to read "Inez", with a stylized flourish at the end.

Inez Escamilla
Owner / President

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

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

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

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

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

Payroll 6100

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

Professional and Contracted Services 6200

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

Supplies and Materials 6300

Complete this worksheet to request supplies and materials.

Other Operating Costs 6400

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

Capital Outlay 6600

Complete this worksheet to request capital outlay costs.

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

Program Budget Summary

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

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

[Maximum Indirect Cost Workbook link.](#)

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

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

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

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID:		11901		Amendment# (for amendments only):		
Payroll Costs (6100)						
Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Focus Area 1	Focus Area 2	Grant Amount Budgeted	
1 Teacher				\$ -	\$ -	\$ -
2 Educational Aide			\$ -	\$ -	\$ -	\$ -
3 Tutor			\$ -	\$ -	\$ -	\$ -
Program Management and Administration						
4 Project Director			\$ -	\$ -	\$ -	\$ -
5 Project Coordinator			\$ -	\$ -	\$ -	\$ -
6 Teacher Facilitator			\$ -	\$ -	\$ -	\$ -
7 Teacher Supervisor			\$ -	\$ -	\$ -	\$ -
8 Secretary/Admin Assistant			\$ -	\$ -	\$ -	\$ -
9 Data Entry Clerk			\$ -	\$ -	\$ -	\$ -
10 Grant Accountant/Bookkeeper			\$ -	\$ -	\$ -	\$ -
11 Evaluator/Evaluation Specialist			\$ -	\$ -	\$ -	\$ -
Auxiliary						
12 Counselor				\$ -	\$ -	\$ -
13 Social Worker			\$ -	\$ -	\$ -	\$ -
14 Community Liaison/Parent Coordinator			\$ -	\$ -	\$ -	\$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)						
15 ESC Specialist/Consultant			\$ -	\$ -	\$ -	\$ -
16 ESC Coordinator/Manager/Supervisor			\$ -	\$ -	\$ -	\$ -
17 ESC Support Staff			\$ -	\$ -	\$ -	\$ -
18 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -	\$ -
19 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -	\$ -
20 ESC Other: (Enter position title here)			\$ -	\$ -	\$ -	\$ -
Other Employee Positions						
21 (Enter position title here)			\$ -	\$ -	\$ -	\$ -
22 (Enter position title here)			\$ -	\$ -	\$ -	\$ -
23	Subtotal Employee Costs:		\$ -	\$ -	\$ -	\$ -
Substitute, Extra-Duty Pay, Benefits Costs						
24 6112 - Substitute Pay				\$ -	\$ -	\$ -
25 6119 - Professional Staff Extra-Duty Pay			\$ -	\$ 6,000	\$ -	\$ 6,000
26 6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -	\$ -
27 6140 - Employee Benefits			\$ -	\$ 420	\$ -	\$ 420
28 61XX- Tuition Remission (IHEs only)			\$ -	\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		\$ -	\$ 6,420	\$ -	\$ 6,420
30	Total Program Costs:		\$ -	\$ 6,420	\$ -	\$ 6,420

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

FOR TEA USE ONLY

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

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 11901	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	6290 - Rental or lease of buildings, space in buildings, or land			
2	Service: 6290 Miscellaneous Contracted Services Specify purpose: Student Internship Pay		\$ 40,960	\$ 40,960
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:	\$ -	\$ 40,960	\$ 40,960
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ 40,960	\$ 40,960

FOR TEA USE ONLY

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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:		11901	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:		\$ 2,370	\$	2,370
2	Total Program Costs:	\$ -	\$ 2,370	\$	2,370

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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: 11901		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	6413 - Housing 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.	\$ -	\$ 50	\$ 50
11	Total Program Costs:	\$ -	\$ 50	\$ 50

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:

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: 11901

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:

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: 11901		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	\$ -	\$ 6,420	\$ 6,420
2 Professional and Contracted Services	6200	\$ -	\$ 40,960	\$ 40,960
3 Supplies and Materials	6300	\$ -	\$ 2,370	\$ 2,370
4 Other Operating Costs	6400	\$ -	\$ 50	\$ 50
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
6	Total Direct Costs:	\$ -	\$ 49,800	\$ 49,800
7	<u>Enter Percentage (%) of Indirect Costs:</u> 0.4%	N/A	\$ 200	\$ 200
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

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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: 11901	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.