



**2021-2022 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 2022**

NOGA ID [Redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

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

Application stamp-in date and time

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

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

Grant period from **April 29, 2022-September 30, 2022**

Pre-award costs permitted from **Award Announcement Date**

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): **N/A**

Applicant Information

Organization CDN Campus ESC DUNS

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

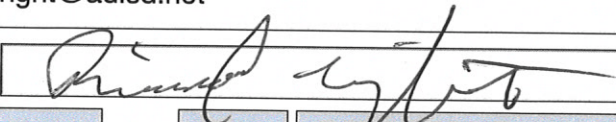
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized 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.**

Agua Dulce Independent School District is applying under Focus Area 2 (Work-Based Learning) in partnership with Banquete ISD. Should our district receive grant funding, our plan is to offer 6 paid internships to students from Agua Dulce Secondary School (4 students) and Banquete High School (2 students). Agua Dulce ISD will serve as the internship provider. Interns will support the district's Technology Coordinator over the summer and will be charged with performing tasks such as web design and maintenance, performing software updates on student and faculty computers, running new cabling/wiring in classrooms and offices, and troubleshooting computer and printer hardware issues.

Interns will also participate in, and receive credit for, Career Preparation I (PEIMS Service ID #12701300). Interns will work four days per week (Monday through Thursday) for a period of five weeks. Students will work from 8:00 AM - 1:00 PM. Each morning content from the Career Preparation I course will be covered and discussed with the interns. Each afternoon interns will perform tasks to support the district's Technology Department. The experience will be hands-on, meaningful work for the interns.

Agua Dulce is a small, rural town located approximately 35 miles west of Corpus Christi. The school district is one of the larger employers in the area, as the concentration of businesses in the Coastal Bend Region is in Corpus Christi. Providing work-based learning opportunities for our students is a growing priority and funds from this grant would allow us to implement a high-quality, meaningful, and impactful program for some of our students.

In July 2020 our School Board adopted a set of outcome goals for the district. One of the goals is that "the percentage of graduates that meet the criteria for CCMR will increase from 50% to 100% by August 2024." While work-based learning does not directly impact CCMR scores, we do believe that work-based learning is a valid strategy to help prepare students for college and career.

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
Mr. J.V. Salinas, Technology Director at Agua Dulce ISD, will plan internship experiences and supervise interns (existing position)	Technology Coordinator for 12 years, certified in Technology Applications, Masters Degree
Individual TBD, Career Preparation Teacher will assist with intern supervision and monitoring (existing position)	CTE teacher with experience planning and monitoring work-based learning experiences
Mr. Richard Wright, Superintendent, will coordinate financial aspect of grant activities (existing position)	Experience leading school-wide and district-wide programs; experience managing grant-funded programs
Gena Valles, Counselor at Agua Dulce Secondary School, will assist with student recruitment and enrollment (existing position)	High school campus counselor with experience and expertise providing college and career advising services to high school students
Shane Thomas, External Consultant, will assist with coordination of summer activities, data collection, analysis, and reporting (grant funded)	Experience coordinating/facilitating work-based learning experiences for students; experience collecting and analyzing data for state and federal grant programs

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Agua Dulce ISD seeks grant funding in order to plan and implement a summer internship program for Agua Dulce ISD and Banquete ISD students. Our primary goal is to provide a paid work-based learning experience to six (6) students. We aim to serve four (4) students from Agua Dulce Secondary School and two (2) students from Banquete High School. Interns will work four days per week (Monday-Thursday) for five weeks. Each morning, content from the Career Preparation I course will be covered and discussed with the interns. Each afternoon, interns will perform tasks to support the district's Technology Department. A secondary goal is to generate interest and enthusiasm for a Networking Services program of study which we intend to launch for the 2023-24 school year. Credit for Career Preparation I will be awarded for successful completion of the summer program. By August 2022, 6 students will have participated and completed the summer internship. All 6 students (100%) will successfully complete Career Preparation I (PEIMS Service ID # 12701300) and earn credit for the course. All 6 students will have completed at least 100 internship hours, working for Agua Dulce ISD to support our Technology Department. We will meet these goals by ensuring counselors are able to promote the opportunity to students who will benefit from the experience. We will support the Career Preparation teacher/internship supervisor by providing instructional materials and support for students. We will also contract with a technical assistance provider, CareerCraft, to help support the work-based learning aspect of the program and data analysis/reporting to measure program effectiveness through Internship Readiness Assessments/Training Plan development. Customized training plans will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship.

Performance and Evaluation Measures

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

To comply with grant reporting requirements, our team will collect data on the demographics of students who enroll in, participate in, and complete the summer internship program, including grade level, race/ethnicity, 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 and each of our school boards. Our goal is to have 100% of students who participate in the summer program to earn credit in the Career Preparation I (PEIMS Service ID # 12701300) course and complete the 100+ hour internship by August 31, 2022.

If necessary and appropriate, we will ensure that interns receive wraparound supports (tutoring, coaching, mentorship, transportation, meals) throughout the duration of the program.

Formative assessments will be utilized during the Career Preparation I component of the program to gauge the readiness of students to complete various tasks during the hands-on, work-based learning component of the program. Competency-based evaluations will be utilized as part of the training plan to record student ability and competency to perform various tasks while on the job.

Customized training plans will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship. The internship supervisors will meet weekly, at a minimum, with each intern to identify areas of strength and areas where the intern requires additional support and coaching.

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.**

Agua Dulce ISD does not currently offer any robust CTE programs of study. This is a priority for our district and we have developed plans to launch a Networking Systems program of study for the 2023-2024 school year. We do not currently allocate local funds for this program but plan to begin in fall 2023. We do not currently offer a summer CTE program or internship opportunity. Our proposed summer program would be 100% grant funded and seen as a pilot program for our new CTE revamp coming next year. This internship program will help generate student awareness and interest in Networking Systems and begin building our recruitment efforts for the new program of study.

Payroll (6100): \$20,900 has been budgeted in this category to provide extra-duty pay to the Career Preparation teacher and assistant teacher over the summer. Benefits contributions for salaries and stipends have also been accounted for in this calculation.

Professional & Contracted Services (6200): \$22,075 has been budgeted in this category to provide pay for student interns throughout the summer internship program. We plan to provide six (6) paid internships to students through a stipend of \$1,875 (average hourly rate of \$15). Interns will work between 100-125 hours throughout the summer program. Through this grant funding we will be able to serve students who may not be able to participate in work-based learning experiences during the traditional school year due to scheduling constraints and other obligations and commitments. This grant program will help our district provide capstone work-based learning experiences to 6 students. Funds have also been allocated to pay a contracted services provider to provide work-based learning support, general project management support, and data collection and analysis support.

Supplies & Materials (6300): \$2,000 has been budgeted in this category to procure instructional materials and supplies for the Career Preparation course. A small portion of the funds have been budgeted for the procurement of shirts for the interns to wear as a way of distinguishing them as interns.

Other Operating Costs (6400): \$5,000 has been budgeted in this category to cover any transportation expenses incurred as part of offering the internship program to students from Agua Dulce ISD and Banquete ISD.

Capital Outlay (6600): \$0 has been budgeted for capital expenditures as no large equipment is necessary for the completion of this summer internship program.

Indirect Costs: \$25 has been budgeted for indirect costs to the school district.

Program Requirements

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

N/A

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

We will utilize the work-based learning model of paid internships to provide this summer program to students from Agua Dulce ISD and Banquete ISD. Agua Dulce Independent School District will serve as the internship provider and employer of record. Interns will be paid as independent contractors and will receive a 1099 form from the school district documenting their earnings. Six (6) students will be selected as interns as part of the program (targeting enrollment of incoming 12th grade students). Interns will receive employability skills training through Career Preparation I instruction which will be infused (daily) into the summer program. Interns will support the district's Technology Coordinator over the summer and will be charged with performing tasks such as web design and maintenance, performing software updates on student and faculty computers, running new cabling/wiring in classrooms and offices, and troubleshooting computer and printer hardware issues. Students will learn valuable communication skills, collaboration skills, teamwork, and problem solving skills through this internship.

Customized training plans will be utilized for each of the interns to create scaffolded learning opportunities throughout the program as well as to document competency on specified tasks.

Agua Dulce Secondary School has plans to launch a Networking Systems program of study for the 2023-2024 school year. This summer internship program will help generate student interest and enthusiasm for work related to Information Technology. We intend for this summer program to increase student, parent, and community awareness and excitement about this future CTE pathway.

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section

Reason for Amendment

Agua Dulce Independent School District

Richard Wright, Superintendent of Schools

P. O. Box 250 1 Longhorn Drive

Agua Dulce, Texas 78330

rwright@adisd.net

Main Number 361-998-2542 Facsimile 361-998-2816

March 22, 2022

To: Texas Education Agency

From: Agua Dulce Independent School District

Subject: Internship Provider Letter of Support for 2021-2022 Summer CTE Grant _Focus Area 2

Dear Texas Education Agency staff,

Agua Dulce ISD will provide summer internships to students participating in the Agua Dulce ISD summer internship program. This is our letter of support to show that we are committed to this career learning opportunity for students as part of the 2021-2022 Summer Career and Technical Education grant.

We are looking forward to having the students as interns with us this summer.

Sincerely,

Richard Wright

Richard Wright
Superintendent
Agua Dulce ISD

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:		178901		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			\$ -	\$ 19,000	\$ 19,000
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ 1,900	\$ 1,900
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ 20,900	\$ 20,900
30	Total Program Costs:			\$ -	\$ 20,900	\$ 20,900

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

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

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 178901

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	6200 - Rental or lease of buildings, space in buildings, or land			
2	Service: Professional Services Specify purpose: Data Collection, Analysis and Work-Based Learning Support		\$ 10,825	\$ 10,825
3	Service: Miscellaneous Contracted Services Specify purpose: Student Internship Pay	\$ -	\$ 11,250	\$ 11,250
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:	\$ -	\$ 22,075	\$ 22,075
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ 22,075	\$ 22,075

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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: 178901		Amendment #: 0	
Supplies and Materials (6300)			
Expense Item Description		Focus Area 1	Grant Amount Budgeted
1	6300 - Supplies and materials that do not require specific approval:		\$ 2,000
2	Total Program Costs:	\$ -	\$ 2,000

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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:		178901	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 - 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.	\$ -	\$ 5,000	\$ 5,000	
11	Total Program Costs:	\$ -	\$ 5,000	\$ 5,000	

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: 178901				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:		178901	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	\$ -	\$ 20,900	\$ 20,900
2	Professional and Contracted Services	6200	\$ -	\$ 22,075	\$ 22,075
3	Supplies and Materials	6300	\$ -	\$ 2,000	\$ 2,000
4	Other Operating Costs	6400	\$ -	\$ 5,000	\$ 5,000
5	Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds				N/A	
6	Total Direct Costs:		\$ -	\$ 49,975	\$ 49,975
7	<u>Enter Percentage (%) of Indirect Costs:</u>	0.05%	N/A	\$ 25	\$ 25
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: 178901	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:		\$ -	\$ -	\$ -	\$ -

FOR TEA USE ONLY

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

Instructions: Request for Amendment

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

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

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

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

Submitting an Amendment

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

How to Submit an Amendment

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

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.