



**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](mailto: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 **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 **Merkel Independent School District** CDN **221904** Campus **Merkel High School** ESC **14** DUNS **100531383**

Address **1512 S 5th** City **Merkel** ZIP **79536** Vendor ID **17560020525**

Primary Contact **Joseph O'Malley** Email **omalley@merkelisd.net** Phone **325-928-5813 ext. 1100**

Secondary Contact **Renee Carey** Email **rcarey@merkelisd.net** Phone **325-928-4667**

**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 **Joseph O'Malley** Title **Superintendent**

Email **omalley@merkelisd.net** Phone **325-928-5813 ext. 1100**

Signature **Joseph O'Malley** Date **3/25/2022**

**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.**

Merkel Independent School District is applying for Focus Area 2 of the Summer CTE Grant in partnership with Trent ISD. We plan to serve 20 students through the program, targeting enrollment of incoming 12th grade students from both Trent ISD and Merkel ISD students. Our proposed plan is to facilitate work-based learning opportunities and Career Preparation coursework for Merkel ISD and Trent ISD high school students by collaborating with our existing local business partners as well as hosting interns at the school district.

Interns will also participate in and receive credit for Career Preparation I (PEIMS Service ID #12701300). For the first 2 weeks of the summer program, students will receive instruction related to the Career Preparation course. This time will be viewed as a pre-internship bootcamp. Successful completion of the bootcamp will be a prerequisite for continuing the internship portion of the summer program. If necessary, any student who has already completed Career Preparation I will receive instruction related to Career Preparation II (PEIMS Service ID #12701400). Upon completion of the bootcamp, interns will work as close to full-time as possible (32-40 hours a week) for a period of three weeks. Specific internship work schedules will be coordinated with the local business partners such as Taylor Electric, Taylor Telecom, Elliott Air Conditioning, and the Merkel ISD business, IT, and maintenance offices. Our goal is to expose students to a full-time work schedule as part of this experience.

Merkel is a small town on the I-20 corridor approximately 18 miles west of Abilene. Business and industry is generally concentrated in Abilene so providing work-based learning experiences in Merkel can be a challenge. Summer CTE Grant funds will help us create opportunities which may not be available during the school year due to travel and time limitations.

Merkel ISD's mission is to engage and empower students to meet challenges, demonstrate resilience, and achieve excellence. This summer work-based learning experience closely aligns to our mission and will benefit our students who participate in the program.

**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 Teacher (TBD) - serving as Career Preparation Teacher and internship supervisor for summer program (existing position)	CTE teacher with experience planning and monitoring work-based learning experiences
Program Coordinator (TBD) will liaise between district leadership, business partners, and Career Preparation teacher (existing position)	District or school staff member with experience managing large-scale projects; knowledge of grant funding/expenditure rules
Renee Carey, Merkel High School Principal, will oversee instructional delivery (existing position)	Experience implementing and monitoring state grant programs; strong understanding of school and program goals
Joseph O'Malley, Superintendent, Merkel ISD, will coordinate financial aspects of grant activities (existing position)	Experience leading district-wide programs; experience managing grant-funded programs
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.**

Merkel ISD seeks CTE Summer Grant funding to plan and implement a short-term summer internship program for students from Merkel ISD and Trent ISD. We aim to serve 20 students (targeting enrollment of incoming 12th grade students) this summer by coordinating and offering paid internships with Merkel ISD and several established business partners (Taylor Electric, Taylor Telecom, Elliott Air Conditioning). To prepare students for the internships, we will identify a qualified CTE teacher to run a two-week pre-internship bootcamp where content from the Career Preparation I course will be covered. Students will learn about workplace expectations and employability skills prior to being placed into internship positions with the district and our local business partners. A big picture goal is to generate additional buy-in from our community to showcase our growing and improving Career and Technical Education programs. The summer internship program is a strategy which we believe will help us strengthen existing partnerships and develop new partnerships.

We will support the Career Preparation teacher/internship supervisor by providing instructional materials and support for students. The Career Preparation teacher and program coordinator will liaise with the business partners to monitor students, identify student strengths, and troubleshoot any issues which arise. 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 provide valuable data insights to our stakeholders and comply with grant reporting requirements, our team (with support from CareerCraft) 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 20 students (100%) who participate in the summer program to earn credit in the Career Preparation I (PEIMS Service ID # 12701300) course and complete the 90+ hour internship by August 31, 2022.

During the two-week pre-internship bootcamp, the Career Preparation teacher will utilize formative assessments to gauge the readiness of students to move forward to 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.

Feedback will be gathered from internship supervisors at Taylor Electric, Taylor Telecom, Elliott Air Conditioning, and Merkel ISD to evaluate student behavior and performance and identify areas for improvement. Data and feedback collected throughout the program will be harnessed to evaluate feasibility of offering student internships in the future, as well as improvements for our CTE and Career Preparation courses.



**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.**

Merkel ISD does offer Career Preparation during the school year, but we have not previously supported summer work-based learning programming. Grant funds will allow us the opportunity to support students during the summer months. Our proposed budget has been developed to maximize our impact in a short amount of time.

\$11,175 has been allocated in the Payroll (6100) budget category to provide extra-duty pay to a primary Career Preparation teacher and an assistant internship facilitator, extra-duty pay to a grant manager, and funds to cover benefits contributions that the district includes in each payroll period.

\$38,000 has been allocated in the Professional and Contracted Services (6200) budget category. A majority of this will help pay interns as contractors for the school district. Interns will receive a 1099 from the school district. We plan on paying interns a stipend of \$1,650 (estimated average of \$15 per hour) and anticipate interns working between 90-125 hours during 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 students. A small portion of the amount will be used to pay a contractor, CareerCraft, for assistance with data collection, analysis, and reporting associated with the grant.

\$600 has been allocated in the Supplies and Materials (6300) budget category for the procurement of shirts (t-shirts and/or polo shirts) for the interns to wear as a way of distinguishing them as interns at their worksites.

\$125 has been allocated in the Other Operating Costs (6400) budget category primarily to cover any small, miscellaneous expenses which arise during the program. We plan to use local funds and resources to provide student transportation.

\$0 has been allocated in the Capital Outlay (6600) budget category. We do not anticipate that any capital expenditures will be necessary to complete the scope of the proposed project.

\$100 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.

Merkel ISD will utilize paid internships as the primary work-based learning model for our proposed summer program, serving 20 students (targeting enrollment of incoming 12th grade students) from Merkel ISD and Trent ISD. Students will also complete a pre-internship bootcamp prior to being placed with an internship provider which will include coverage of Career Preparation I coursework. If any enrolled students have already completed Career Preparation I, Career Preparation II will be offered as an alternative. 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. Merkel ISD will provide some internship opportunities to students who are in the following programs of study: Design and Multimedia Arts (Arts, A/V Technology, and Communications); Early Learning (Education and Training); Teaching and Training (Education and Training); Carpentry (Architecture and Construction). Our district can use interns to assist with light maintenance around the school facilities (Carpentry students), facilitating summer school remediation for our younger learners (Education and Training students), and assisting our business office with developing resources (Design and Multimedia Arts students). Taylor Electric is a large business in our region which offers opportunities for students to work in the field or in an office setting. Elliott Air Conditioning is a local business which could support students in learning HVAC skills as well as office-oriented work. Our district does not have programs of study for HVAC or Electrical, but many graduates end up working for these companies. We believe these experiences will help our students develop valuable employability skills and experience while gaining awareness of career possibilities for their lives. We believe these activities will also allow students to gain understanding of workplace responsibilities and settings necessary for long-term, successful employment.

**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**

# MERKEL INDEPENDENT SCHOOL DISTRICT

PO Box 430 Merkel, Texas 79536 Telephone (325) 928-5813 Fax (325) 928-3910



JOSEPH O'MALLEY, SUPERINTENDENT

March 22, 2022

To: Texas Education Agency

From: Merkel Independent School District

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

Dear Texas Education Agency staff,

Merkel ISD will provide summer internships to students participating in the Merkel 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,

A handwritten signature in black ink that reads 'Joseph O'Malley'.

Joseph O'Malley  
Superintendent  
Merkel ISD





**TRENT**  
**INDEPENDENT SCHOOL DISTRICT**  
**P.O. BOX 105    TRENT, TEXAS    79561**

PHONE: 325-862-6125

[www.trent.esc14.net](http://www.trent.esc14.net)

March 25, 2022

To: Merkel Independent School District  
From: Trent Independent School District  
Subject: Partner District Letter of Support for 2021-2022 Summer CTE Grant \_ Focus Area 2

Dear Superintendent O'Malley,

Trent ISD is honored to partner with Merkel ISD as part of the 2021-2022 Summer CTE Grant Program which will allow students from both districts to participate in a summer program involving Career Preparation and paid student internships.

Since Merkel ISD will be serving as the fiscal agent, my staff will work with your staff to finalize logistics for recruiting students for the program and providing transportation to allow students to access the program. I look forward to working with you and your team on this project.

Sincerely,

A handwritten signature in black ink that reads "Vanessa Oakley". The signature is written in a cursive style.

Vanessa Oakley  
Superintendent  
Trent ISD

**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: <b>221904</b>		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			\$ -	\$ -	\$ -
<b>Program Management and Administration</b>					
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			\$ -	\$ -	\$ -
<b>Auxiliary</b>					
12 Counselor				\$ -	\$ -
13 Social Worker			\$ -	\$ -	\$ -
14 Community Liaison/Parent Coordinator			\$ -	\$ -	\$ -
<b>Education Service Center (to be completed by ESC only when ESC is the applicant)</b>					
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)			\$ -	\$ -	\$ -
<b>Other Employee Positions</b>					
21 (Enter position title here)			\$ -	\$ -	\$ -
22 (Enter position title here)			\$ -	\$ -	\$ -
23	<b>Subtotal Employee Costs:</b>		\$ -	\$ -	\$ -
<b>Substitute, Extra-Duty Pay, Benefits Costs</b>					
24 6112 - Substitute Pay				\$ -	\$ -
25 6119 - Professional Staff Extra-Duty Pay			\$ -	\$ 9,900	\$ 9,900
26 6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27 6140 - Employee Benefits			\$ -		\$ -
28 61XX - Tuition Remission (IHEs only)			\$ -	\$ 1,275	\$ 1,275
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>		\$ -	\$ 11,175	\$ 11,175
30	<b>Total Program Costs:</b>		\$ -	\$ 11,175	\$ 11,175

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

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

County District Number or Vendor ID: 221904		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 <del>6269 Rental or lease of buildings, space in buildings, or land</del>	\$ -	\$ -	\$ -
2 Service: Professional Services Specify purpose: Data Collection, Analsis and Work-Based Learning Supp		\$ 5,000	\$ 5,000
3 Service: Miscellaneous Contracted Services Specify purpose: Student Internship Pay	\$ -	\$ 33,000	\$ 33,000
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:	\$ -	\$ 38,000	\$ 38,000
10 Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11 Total Program Costs:	\$ -	\$ 38,000	\$ 38,000

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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)**

County District Number or Vendor ID: 221904		Amendment #: 0	
<b>Supplies and Materials (6300)</b>			
<b>Expense Item Description</b>		<b>Focus Area 1</b>	<b>Focus Area 2</b>
1	6300 - Supplies and materials that do not require specific approval:		\$ 600
2	<b>Total Program Costs:</b>	\$ -	<b>\$ 600</b>

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

County District Number or Vendor ID: 221904		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	<del>64XX - Hosting conferences for non-employees.</del>	\$ -	\$ -	\$ -
9	<b>Subtotal of other operating costs (6400) requiring specific approval:</b>	\$ -	\$ -	\$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ 125	\$ 125
11	<b>Total Program Costs:</b>	\$ -	\$ 125	\$ 125

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

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County District Number or Vendor ID: 221904				Amendment #: 0		
Capital Outlay (6600)						
Description and Purpose	Quantity	Unit Cost	Focus Area 1	Focus Area 2	Grant Amount Budgeted	
<b>6669 - Library Books and Media (capitalized and controlled by library)</b>						
1		N/A	N/A	\$ -	\$ -	\$ -
<b>66XX - Computing Devices, capitalized</b>						
2	(Enter description and brief purpose)					\$ -
3		\$ -	\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -	\$ -
<b>66XX - Software, capitalized</b>						
10	(Enter description and brief purpose)					\$ -
11		\$ -	\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -	\$ -
<b>66XX - Equipment, furniture, or vehicles</b>						
13	(Enter description and brief purpose)		\$ -	\$ -	\$ -	\$ -
14			\$ -	\$ -	\$ -	\$ -
15			\$ -	\$ -	\$ -	\$ -
<b>66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)</b>						
16	(Enter description and brief purpose)					
17	<b>Total Program Costs:</b>			\$ -	\$ -	\$ -

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**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: 221904		Amendment #		
Grant Period:	April 29, 2021 -September 30, 2022			Fund Code/Shared Services Arrangement: 429/459
Program Budget Summary				
Description and Purpose	Class/ Object Code	Source of Funds		
		Focus Area 1	Focus Area 2	Total Budgeted Cost
1 Payroll Costs	6100	\$ -	\$ 11,175	\$ 11,175
2 Professional and Contracted Services	6200	\$ -	\$ 38,000	\$ 38,000
3 Supplies and Materials	6300	\$ -	\$ 600	\$ 600
4 Other Operating Costs	6400	\$ -	\$ 125	\$ 125
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
6	<b>Total Direct Costs:</b>	\$ -	\$ 49,900	\$ 49,900
7	<u>Enter Percentage (%) of Indirect Costs:</u> 0.2%	N/A	\$ 100	\$ 100
8	<b>Grand Total of Budgeted Costs:</b>	\$ -	\$ 50,000	\$ 50,000
Shared Services Arrangement				
9	6493	Payments to member districts of shared services arrangements	\$ -	\$ -
Administrative Cost Calculation				
10	Total Grant Amount Budgeted:			\$ 50,000
11	Reasonable and necessary administrative costs established for the program:			0.15
12	Maximum amount allowable for administrative costs, including indirect costs:			\$ 7,500

**FOR TEA USE ONLY**

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

**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: 221904	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	<b>Total Direct Costs:</b>	\$ -	\$ -	\$ -	\$ -

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