



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.

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

Grant period from

Pre-award costs permitted from

Application stamp-in date and time

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.**

Our district is applying for Focus Area 2 (work-based learning) and plans to offer a student internship with the Career Preparation I course, open to students from Freer ISD, Brooks County ISD, and Premont ISD. Freer ISD is a small, rural district in South Texas. Freer ISD is a district partner of the Rural Schools Innovation Zone (RSIZ). The RSIZ is a first-of-its-kind partnership made up of three school districts and two institutions of higher education (dual credit providers) in South Texas. The RSIZ is a nonprofit organization designed as a sustainable collaborative between Brooks County ISD, Freer ISD, and Premont ISD with a mission of providing rural students high-quality opportunities for postsecondary success. Our primary vision and goal is to reinvent the rural education experience by providing students in all three of our school districts more high-quality opportunities through shared partnership. Students in the RSIZ may attend academies at any of our district campuses, including the Ignite Technical Institute Career and Technical Academy (welding, building trades, electrical, heavy equipment) at Falfurrias High School, the Next Generation Medical Academy (health science) at Freer High School, the Grow Your Own Educator (education and training) and the STEM Discovery Zone Academies (STEM/engineering) at Premont Collegiate High School.

Our proposed summer program will support summer internships for students in the Next Generation Medical Academy at Freer High School along with students enrolled in Freer's graphic design program. Health science students from the Next Generation Medical Academy will be placed into internships with Christus Health System (local hospital and clinics). A total of 14 students will participate in the internship program. Health science students/interns will receive credit in either Career Preparation I (PEIMS Service ID #12701300). Graphic design students/interns will also receive course credit in Career Preparation I (PEIMS Service ID #12701300). Graphic design interns will assist the district by developing digital communications tools and marketing materials for various district departments and programs. Our goal is to support 14 internships as part of this program, enrolling students from the Next Generation Medical Academy and graphic design pathway. The program will last five weeks in total. Week #1 will consist of a pre-internship bootcamp where students will learn and practice employability skills and communication skills. TEKS from Career Preparation will be heavily emphasized during this week. Weeks 2 through 5 will be internship weeks where students will be receiving on-the-job training and working at Christus Health System or working for Freer ISD by helping the school district produce digital communication and marketing materials.

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
Mary Alice Cantu, Teacher at Freer HS, will teach Career Preparation & supervise health science interns (existing position)	Certified teacher and Registered Nurse; Academy Director for Next Generation Medical Academy
Lewis Cuellar, Teacher at Freer HS, will teach Career Preparation & supervise graphic design interns (existing position)	Certified teacher with over a decade of graphic design and communications experience
Linda Hinojosa, Principal at Freer High School, will oversee instructional delivery of the program (existing position)	Experience implementing and monitoring state grant programs; Strong understanding of Medical Academy goals and CTE pathways at high school
Conrad Cantu, Superintendent at Freer ISD, will coordinate financial aspect of grant activities (existing position)	Experience implementing and monitoring state and federal grants; Strong understanding of RSIZ goals and Freer ISD goals
Michael Gonzalez, Executive Director at Rural Schools Innovation Zone, will coordinate logistics & support student recruitment (existing position)	Experienced intermediary; Understands scheduling, logistics, and student populations for all three RSIZ districts

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.**

We will offer a work-based learning program (Focus Area 2) centered on Career Preparation I and paid student internships. Freer ISD will support students from Freer ISD, Brooks County ISD, and Premont ISD by collaborating with Christus Health System to place students (from our health science program) into internship positions over the summer. Graphic design students will serve as interns for Freer ISD to help various departments and programs develop impactful and engaging digital communications tools and marketing materials. By August 31, 2022, 14 students will be placed into summer internship positions within the Freer community. All 14 students will earn course credit for their work experience. Course credit will be for Career Preparation I (PEIMS Service ID #12701300). All interns (100%) will receive favorable marks from their internship supervisor/sponsor. We will meet these goals and objectives by ensuring our leadership is equipped to support the CTE Summer Internship program. 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 incoming 11th-12th grade students from Falfurrias HS (Brooks County ISD), Freer HS (Freer ISD), and Premont Collegiate HS (Premont ISD) who have taken at least two CTE courses related to Health Science or Arts, A/V, and Communications. We will ensure student success in the Career Preparation I course course and internship by equipping the CTE teachers leading the course with instructional materials and supplies to provide instruction.

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.**

Our Summer 2022 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 teams, our school boards, and TEA grant reporting requirements. Our goal is to have all students (14) (100%) of students who participate in the program receive course credit for Career Preparation I (PEIMS Service ID #12701300). We seek for all 14 (100%) of students to fulfill their internship responsibilities. 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 of whom are from economically disadvantaged households. Data on all of these services will be collected by the teachers and the Rural Schools Innovation Zone Executive Director to evaluate student need and intervention. During the first week of the program, there will be formative quizzes and summative exams delivered. We will utilize Internship Training Plans to measure student skills and abilities. The training plans will be evaluated (at a minimum) at the beginning and end of the internships. 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 experience, we will seek feedback from 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 whether our goals, learning objectives, and student outcomes were met successfully.

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.**

If Freer ISD receives this grant, our school district will use grant funds to offer a summer internship program for health science students from the Next Generation Medical Academy and for graphic design students from Freer High School. The health science internships will be available to students from Falfurrias HS, Freer HS, and Premont Collegiate HS who are members of the Next Generation Medical Academy. The graphic design internships will be available to students who have the requisite skill set to develop digital communications tools and marketing materials. Over the past three years our district and partner districts (Brooks County ISD, Premont ISD) have placed a greater emphasis on providing work-based learning opportunities for our students through the Rural Schools Innovation Zone. This grant program will help us support 14 students by providing meaningful and impactful summer employment opportunities (internships) for our learners. Through this grant funding we will be able to serve additional 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 additional capstone work-based learning experiences to 14 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 boards and communities. Local funds provide coursework within each of these CTE programs during the school year but do not currently provide summer program opportunities.

Payroll has been budgeted to pay extra duty pay to teachers and support staff to teach the summer courses and supervise interns during the summer. Required benefits contributions have also been included in the budget.

Additionally, funds will be used to pay student interns a stipend of \$1,250 each (average of \$12.50/hour for the 100 hour internship).

Instructional materials and supplies will be purchased for delivery of Career Preparation I instruction. Technology will be purchased for software and other materials required for the graphic design internship.

Transportation costs are high due to the rural area of Freer, Premont, and Falfurrias. We will allocate funds to transport students to and from Freer daily to receive instruction and access their internships.

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.

Not Applicable

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.

Funding from the 2021-2022 CTE Summer Grant will allow Freer ISD, and the Rural Schools Innovation Zone (Brooks County ISD, Freer ISD, Premont ISD), to offer a summer internship program which will support the Next Generation Medical Academy (health science) and the graphic design program at Freer HS. The summer internship program will last five weeks in total. The first week will focus on preparing students for the workplace experiences during weeks 2 through 5. All 14 student interns will work 100 hours during their internship experience. The internship program will directly support students enrolled in two programs of study: 1.) Healthcare Diagnostics, 2.) Design & Multimedia Arts.

Christus Health System will be the internship providers for student interns in the Healthcare Diagnostics program of study. The health science interns will take Career Preparation at Freer High School and complete internship responsibilities at Christus Health System locations (clinics, hospitals). Freer ISD will serve as the internship provider for the student interns in the Design & Multimedia Arts program of study. Students will intern for the school district by developing digital communication materials to support various departments and programs across the district. All internship positions will be paid experiences for our students. Internships are designed to provide students with real world experience and develop their resumes and deepen their skill sets.

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



Freer ISD
905 S. Norton Avenue
Freer, Texas 78357

March 22, 2022

To: Texas Education Agency
From: Freer Independent School District
Subject: Internship Provider Letter of Support for 2021-2022 Summer CTE
Grant _Focus Area 2

Dear Texas Education Agency staff,

Freer ISD will provide summer internships to students participating in the Freer 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.

Thank you,

Conrad Cantu

Superintendent
Freer Independent School District
905 S. Norton Avenue
Freer, TX 78357
Office 361.394.6025 ext. 111
Cell 956.473.9431

PREMONT INDEPENDENT SCHOOL DISTRICT

P.O. Box 530
439 S.W. 4th Street
Premont, Texas 78375

Phone: 361-348-3915 ext. 2000
Fax: 361-348-2882
premontisd.net

March 22, 2022

To: Freer Independent School District
From: Premont Independent School District
Subject: Partner District Letter of Support for 2021-2022 Summer CTE Grant _Focus Area 2

Dear Superintendent Cantu,

Premont ISD is honored to partner with Freer 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 Freer 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,



Steve VanMatre
Superintendent of Schools

**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:		66903		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			\$ -	\$ 16,500	\$ 16,500	\$ 16,500
26 6121 - Support Staff Extra-Duty Pay			\$ -	\$ 2,400	\$ 2,400	\$ 2,400
27 6140 - Employee Benefits			\$ -	\$ 3,780	\$ 3,780	\$ 3,780
28 61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:		\$ -	\$ 22,680	\$ 22,680	\$ 22,680
30	Total Program Costs:		\$ -	\$ 22,680	\$ 22,680	\$ 22,680

[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: 66903	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	6269 - Rental or lease of buildings, space in buildings, or land	\$ -	\$ -	\$ -
2	Service: 6290 Miscellaneous Contracted Services Specify purpose: Student Pay		\$ 17,500	\$ 17,500
3	Service: 6290 Miscellaneous Contracted Services Specify purpose: Transportation	\$ -	\$ 3,820	\$ 3,820
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:	\$ -	\$ 21,320	\$ 21,320
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ 21,320	\$ 21,320

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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: 66903		Amendment #: 0	
Supplies and Materials (6300)			
	Expense Item Description	Focus Area 1	Focus Area 2
1	6300 - Supplies and materials that do not require specific approval:		\$ 5,000
2	Total Program Costs:	\$ -	\$ 5,000

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

County District Number or Vendor ID: 66903		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 6499 - Hosting conferences for non-employees.	\$ -	\$ -	\$ -
9 Subtotal of other operating costs (6400) requiring specific approval:	\$ -	\$ -	\$ -
10 Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ 1,000	\$ 1,000
11 Total Program Costs:	\$ -	\$ 1,000	\$ 1,000

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

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 66903			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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General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or vendor ID: 66903		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	\$ -	\$ 22,680	\$ 22,680
2 Professional and Contracted Services	6200	\$ -	\$ 21,320	\$ 21,320
3 Supplies and Materials	6300	\$ -	\$ 5,000	\$ 5,000
4 Other Operating Costs	6400	\$ -	\$ 1,000	\$ 1,000
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
6 Total Direct Costs:		\$ -	\$ 27,320	\$ 50,000
7 Enter Percentage (%) of Indirect Costs:	0%	N/A	\$ -	\$ -
8 Grand Total of Budgeted Costs:		\$ -	\$ 27,320	\$ 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
General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3**

County District Number or vendor ID: 66903	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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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.