Texas Education Agency ® NOGA ID

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

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**.

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	Liberty Independent School District	CDN	146906	Campus	Liberty High School	ESC	05	DUNS	050667195

Address	1600 Grand Ave	City	Liberty	ZIP	77575	Vendor ID	1746001608

Primary Contact	Margaret Gardzina	Email	mcgardzina@libertyisd.net	Phone	936-336-7213
Secondary Contact	Ginger Ramer	Email	gkramer@libertyisd.net	Phone	936-336-7213

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	Margaret Gardzina	Title	Chief Academic Officer

Email	mcgardzina@libertyisd.net	Phone	936-336-7213

Signature	*Margaret Gardzina*	Date	March 28, 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.**

Liberty ISD is applying for this grant to offer a Focus Area 2 (work-based learning) opportunity. The program will provide paid internships and the Career Preparation I or II class to 25 students. We will be targeting enrollment of current 11th students who are enrolled in one of our CTE programs of study. The program may be expanded to include current 10th grade students should space be available.

Liberty ISD's mission is to ensure all of our students reach their full potential in order to successfully pursue college, a career, or the military after high school graduation. We seek to prepare students for high-wage, in-demand careers in our region. We need innovative opportunities to engage students and provide real world experience. The program proposed through this grant opportunity aligns with our mission and needs by offering real world experience to students through work-based learning (internships) and equipping them with employability skills that can be used throughout their careers. We offer targeted CTE programs of study aligned with labor market demands, including: Law Enforcement, Digital Communications, Design and Multimedia Arts, Business Management, Healthcare Therapeutic (Pharmacy Technician), Carpentry, and Welding.

Liberty ISD plans to offer a 5-week summer internship program for 25 students (targeting enrollment of current 10th and 11th grade students enrolled in a CTE program of study). Students will begin the program by completing a two-week Employability Skills Bootcamp, during which the teacher will prepare students for internship success via the Career Preparation course content. Some students will have already taken Career Preparation I; these students will take Career Preparation II this summer. The students will then complete a 3-week internship at a designated internship provider. Students in the Digital Communications, Design and Multimedia Arts, and Business Management programs will intern for Liberty ISD's communications team and business office and businesses sourced by the Liberty County Chamber of Commerce. Students in the Healthcare Therapeutic program will intern at CVS, Walmart, and Brookshire's pharmacies. Students in the Law Enforcement program will intern at our local police department and jail. Students in the Carpentry and Welding programs will intern at one of several local construction businesses who have expressed interest in working with students who may become welding journeymen. In order to be eligible for the internship program, students must meet the following requirements: express interest in career preparation, have zero unresolved truancy or disciplinary issues, commit to the entire five-week program, and have approval from the high school principal.

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
Penny Taylor, Teacher, will teach Career Preparation and supervise student internships (existing position)	Certified to teach CTE courses; experience teaching career preparation and readiness to high school students
Individual TBD, Assistant Teacher, will assist with Career Preparation and supervision of student internships (existing position)	Employed by Liberty ISD as a teacher or paraprofessional; experience facilitating work-based learning or project-based learning activities
Individual TBD, grant manager to provide support for the program business office/fiscal requirements (existing position)	Employed by Liberty ISD with knowledge of grant management processes; experience monitoring campus-wide programs
Lauren Dwiggins, External Consultant, will provide internship design guidance, lead data collection for reporting and evaluation (grant funded)	Experience facilitating work-based learning and internships, data collection, and delivering career preparation coursework
Internship Providers, will supervise student interns and monitor daily activities (existing positions)	Employed by the internship provider company; knowledge of their industry; ability to work with high school students

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.**

Liberty ISD seeks grant funding in order to plan and implement a summer internship program centered on work-based learning. Our primary goal is to provide a 5-week paid internship to 25 students. A secondary goal is to generate interest and enthusiasm for our CTE programs of study and build a strong pipeline of student interest and awareness of the program opportunities. Employability Skills Bootcamp (Career Preparation) will take place at Liberty High School on June 8-9 and June 13-17, 2022. Students will then intern for a total of 3 weeks at their internship placements. Days will vary based on the internship provider but are estimated to occur between June 20 - July 15, 2022. Credit for Career Preparation I or II will be awarded (interns who have already taken Career Preparation I will take Career Preparation II this summer). By August 2022, 25 students will have participated and completed the summer internship. All 25 students (100%) will successfully complete Career Preparation I (PEIMS Service ID #12701300) or Career Preparation II (PEIMS Service ID #12701400). All 25 students will have completed at least 90 internship hours. We will meet these goals by supporting the Career Preparation teacher by providing instructional materials and support for students. We will also contract with a technical assistance provider to help support the work-based learning aspect of the program and data analysis/reporting to measure program effectiveness through Internship Readiness Assessments. 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. Counselors will promote the opportunity to students who will benefit from the experience and require students to display interest and commit to the program.

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.**

Liberty ISD's Summer Internship Program will be focused on student outcomes and evaluated based on several performance measures and data points. We will collect data on the demographics of students who enroll in, participate in, and complete the program, including grade level, race/ethnicity, and economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership, both of our school boards, and TEA grant reporting requirements. We will measure student growth and mastery of employability skills through the use of internship training plans. Our goal is to have all 25 (100%) of students who participate in the program receive course credit for Career Preparation I or Career Preparation II and 100% of students to complete the 90 hour (paid) internship by August 31, 2022. We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the course teacher/internship facilitator. We must provide wraparound services like these in order to provide an equitable setting for all students. Data on all of these services will be collected by the teacher to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course, in addition to an internship training plan which will measure student competency and growth in technical skills and employability skills. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. Students will also be graded based on their completion of their internship hours and responsibilities, which will vary based on each internship placement. To measure student learning objectives and outcomes in the internship, student internship training plans will be evaluated the first week of the program and at the end of the summer at a minimum. We will also measure whether our coursework was successful in preparing students for the work-based learning experiences. The data will be both qualitative and quantitative and will provide insight on whether our goals, learning objectives, and student outcomes were successfully met. Additionally, we will seek feedback from all internship providers to gauge student behavior and performance. This will allow us to gather data to improve our CTE programs and Career Preparation instruction.

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.**

Liberty ISD is committed to offering strong CTE programs of study aligned with regional labor market demand and leading to high-wage jobs for our graduates. We currently offer our CTE courses during the school year, not the summer. This grant will allow us to provide an innovative summer program to engage students in a meaningful internship aligned with our CTE programs of study. 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 school district to possibly create a sustainable summer internship program over time. We would use local funds to provide instructional materials for Career Preparation I and II, as well as district-owned student laptops. Needed transportation will be provided using local funds as well. Grant funds will be used to provide the following:

Payroll (6100): $14,169 has been budgeted in this category to provide extra-duty pay to the Career Preparation teacher and assistant teacher over the summer, who will be leading instruction and supervising the internships. Required benefits contributions have also been accounted for in this calculation.

Professional & Contracted Services (6200): $35,250 has been budgeted in this category to provide pay for student interns (as contractors) throughout the summer internship program. We plan to provide 25 paid internships to students at a stipend of $1,210 for the five-week program. Interns will work between 90-100 hours throughout the summer program based on their internship placement and demonstration of mastery of the Career Preparation TEKS. 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. 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): $500 has been budgeted in this category to shirts for the interns to wear as a way of distinguishing them as Liberty ISD interns while at their work sites. Local funds will provide instructional materials for the Career Preparation coursework.

Other Operating Costs (6400): $25 has been budgeted in this category to cover any transportation expenses incurred as part of offering the internship program that are unable to be covered using local funding.

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: $56 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.

Liberty ISD plans to offer a work-based learning program centered on paid student internships and Career Preparation coursework. In order to be eligible for the internship program, students must meet the following requirements: express interest in career preparation, have zero unresolved truancy or disciplinary issues, commit to the entire five-week program, and have approval from the high school principal.

The 5-week summer internship program will enroll 25 students (targeting enrollment of current 10th and 11th grade students enrolled in a CTE program of study, prioritizing enrollment of current 11th grade students). Students will begin the program by completing a two-week Employability Skills Bootcamp, during which the teacher will prepare students for internship success via the Career Preparation course content. Some students will have already taken Career Preparation I; these students will take Career Preparation II this summer. The students will then complete a 3-week internship at a designated internship provider.

Students in the Digital Communications, Design and Multimedia Arts, and Business Management programs will intern for Liberty ISD's communications team and business office and businesses sourced by the Liberty County Chamber of Commerce. Students in the Healthcare Therapeutic program will intern at CVS, Walmart, and Brookshire's pharmacies. Students in the Law Enforcement program will intern at the Liberty Police Department and jail. Students in the Carpentry and Welding programs will intern at one of several local construction businesses who have expressed interest in working with students who may become welding journeymen.

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**

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* .

County District Number or Vendor ID:	146906		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			$ -	$ 12,500	$ 12,500
26	6121 - Support Staff Extra-Duty Pay			$ -	$ -	$ -
27	6140 - Employee Benefits			$ -	$ 1,669	$ 1,669
28	61XX - Tuition Remission (IHEs only)			$ -	$ -	$ -
29	**Subtotal Substitute, Extra-Duty Pay, Benefits Costs:**			$ -	$ 14,169	$ 14,169
30	**Total Program Costs:**			$ -	$ 14,169	$ 14,169

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:

County District Number or Vendor ID:	146906		Amendment #:		0

Professional and Contracted Services (6200)

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.

	Description of Service and Purpose	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	6269 - Rental or lease of buildings, space in buildings, or land	$	$ -	$ -
2	Service: Professional Services Specify purpose: Data Collection, Analysis and Work-Based Learning Sup|		$ 5,000	$ 5,000
3	Service: Miscellaneous Contracted Services Specify purpose: Student Internship Pay	$ -	$ 30,250	$ 30,250
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:	$ -	$ 35,250	$ 35,250
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	$ -	$ -	$ -
11	Total Program Costs:	$ -	$ 35,250	$ 35,250

County District Number or Vendor ID:	146906			Amendment #:	0

Supplies and Materials (6300)				
	Expense Item Description	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	6300 - Supplies and materials that do not require specific approval:		$ 500	$ 500
2	Total Program Costs:	$ -	$ 500	$ 500

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County District Number or Vendor ID:	146906			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.	$ -	$ 25	$ 25
11	Total Program Costs:	$ -	$ 25	$ 25

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

County District Number or Vendor ID: 146906				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:			$ -	$ -	$ -

	County District Number or vendor ID:		146906		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	$ -	$ 14,169	$ 14,169
2	Professional and Contracted Services	6200	$ -	$ 35,250	$ 35,250
3	Supplies and Materials	6300	$ -	$ 500	$ 500
4	Other Operating Costs	6400	$ -	$ 25	$ 25
5	Capital Outlay	6600	$ -	$ -	$ -
	Consolidate Administrative Funds			N/A	
6	Total Direct Costs:	$	-	$ 49,944	$ 49,944
7	Enter Percentage (%) of Indirect Costs:	0.11%	N/A	$ 56	$ 56
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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County District Number or vendor ID: 146906		Amendment #	0

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 applciation: 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 corresponsding 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.