



**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**.  
 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 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 **Tuloso-Midway Independent School District** CDN **178912** Campus **Tuloso-Midway High School** ESC **2** DUNS **099580680**  
 Address **9760 La Branch** City **Corpus Christi** ZIP **78410** Vendor ID **1746000620**  
 Primary Contact **John White** Email **jwhite@tmisd.us** Phone **361-903-6420**  
 Secondary Contact **Mahogany Garza** Email **mgarza@tmisd.us** Phone **361-903-6700**

**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 **Dr. John White** Title **Assistant Superintendent**

Email **jwhite@tmisd.us** Phone **361-903-6420**

Signature  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.**

Tuloso-Midway Independent School District (TMISD) is seeking grant funding under Focus Area 1 (CTE Coursework) and Focus Area 2 (Work-Based Learning) in partnership with Banquete ISD. TMISD Career and Technology Education Department's (CTE) mission is to empower all CTE students to explore, identify, select, and pursue a career pathway and gain technical and high-level academic skills to confidently and successfully transition into postsecondary and 21st Century career opportunities. Our proposed summer programs align with our mission. Our partner district for these programs will be Banquete ISD.

Focus Area 1: Our district requires every student to earn at least one credit related to technology. The Principles of Information Technology (PIT) course satisfies this requirement. Over the summer we will offer the course using a hybrid format where students will learn at home and in a classroom setting. We will target current 7th and 8th grade students for this course which will allow students more flexibility in their schedules later in their high school career, ideally freeing up space to take Practicum-level CTE courses their junior and/or senior year.

Focus Area 2: Our plan is to hire ten (10) students (targeting enrollment of current 11th grade students) as interns during the month of June to support the development of materials and the planning of our annual CTE Symposium. Our district is on a modified school calendar (year-round) and June is a prime opportunity for us to implement a work-based learning program for our students. Students from our high school's Information Technology program will intern with our district's IT Department and assist with updating software on district computers, repair machines, and assist with the deployment of new hardware to students and staff. Students from our high school's Marketing and Arts, A/V, and Communications programs will support the CTE Director with planning the Annual CTE Symposium. Interns will develop marketing strategies and resources for use during the event as well as materials to invite students, families, and business partners to attend the Symposium. The work-based learning experiences will be valuable for the students as they gain real-world experience while also providing value for TMISD. Interns will spend 4-5 weeks in the summer program working alongside district staff members. Prior to being placed in an official internship position, students will spend a week and a half in a Career Preparation bootcamp facilitated by several CTE teachers. The bootcamp will address course content from Career Preparation I while also ensuring that students have the prerequisite knowledge and skills needed for their hands-on training.

**Qualifications and Experience for Key Personnel**

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

Title and Responsibilities of Position	Required Qualifications and Experience
Mr. Gilley, will serve as lead teacher/coordinator for the FA 2 program (Career Preparation course/ internship) and supervise interns (existing position)	CTE teacher with experience planning and monitoring work-based learning experiences
2 Middle School Teachers (TBD), will serve as teachers for FA 1 program (Principles of IT course; existing positions)	CTE teachers with proper certification necessary to teach Principles of Information Technology
Mahogany Garza, CTE Department Head and STEM Coordinator; will serve as Grant Manager for the project (existing position)	CTE teacher with experience planning and monitoring broad CTE programs
John White, Asst. Superintendent for Leadership & Learning; will manage financial aspects of the summer program (existing position)	Experience leading school-wide and district-wide programs; experience managing grant-funded programs
Gabe Alvarado, Principal, Tuloso-Midway High School, will oversee instructional delivery and monitor CTE teachers (existing position)	Experience leading school-wide programs; experience managing grant-funded 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.**

FA 1: If awarded grant funding, TMISD will offer the Principles of Information Technology (PIT) course (PEIMS Service ID # 13027200) with the goal of supporting eighty (80) 7th and/or 8th grade students receiving credit for the course. This course satisfies a local graduation requirement and if taken in middle school (for high school credit) it will free up space in student schedules later in high school to take advanced-level CTE courses. All students in CTE programs of study are required to develop e-portfolios to showcase their knowledge and skills. The PIT course provides some content which will help students get an early start on building their e-portfolios while learning foundational knowledge regarding information technology.

FA 2: If awarded grant funding, TMISD will support ten (10) high school students who will be hired as interns for the school district during the month of June. The primary goal of the project is to provide hands-on, meaningful work experience for our Career and Technical Education students. This program will be viewed as a pilot since we have not offered such a program in previous years. Interns in the district Technology Department will support district staff by repairing hardware, updating software on school computers, and assisting with the deployment of laptops to students and staff. Interns for our Career and Technical Education Director will be assisting with the planning of the district's annual CTE Symposium, an event designed to engage our community with our CTE programs. Interns will help plan the program while also designing promotional materials for use prior to, and during, the event. Content from the Career Preparation I course (PEIMS Service ID # 12701300) will be addressed in a short bootcamp at the beginning of June. Our goal is that each intern works at least 96 hours during the duration of 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.**

District staff, with support from a technical assistance provider, will collect data on the demographics of students who enroll in, participate in, and complete each summer 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 our school board. We will ensure that students receive needed wraparound support (tutoring, coaching, mentorship, transportation, meals) throughout the duration of each program.

Focus Area 1: Our goal is to have at least 80 7th and/or 8th grade students complete the Principles of Information Technology course (PEIMS Service ID # 13027200) using a hybrid instructional delivery model where students will be at the school two days per week and learn at home other days of the week. iCEV curriculum will be utilized as part of the course. Formative and summative assessments will be used throughout the course to ensure learners are grasping and mastering the content at specified levels. When at the school, hands-on learning labs and virtual reality will be utilized to allow students to learn about information technology and tear down/rebuild computer hardware.

Focus Area 2: Our goal is to have all 10 students who participate in the program to earn credit in the Career Preparation I (PEIMS Service ID # 12701300) course and complete the 96+ hour internship by July 2022. Formative assessments will be utilized during the Career Preparation I component of the program to gauge the readiness of students to complete various tasks during the hands-on, work-based learning component of the program. Competency-based evaluations will be utilized as part of the training plan to record student ability and competency to perform various tasks while on the job. Customized internship training plans will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship. The internship supervisors will meet weekly, at a minimum, with each intern to identify areas of strength and areas where the intern requires additional support and coaching.



**Budget Narrative**

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Tuloso-Midway ISD is seeking grant funding under Focus Area 1 (CTE Coursework) and Focus Area 2 (Work-Based Learning) in partnership with Banquette ISD. TMISD Career and Technology Education Department's (CTE) mission is to empower all CTE students to explore, identify, select, and pursue a career pathway and gain technical and high-level academic skills to confidently and successfully transition into postsecondary and 21st Century career opportunities. Our proposed summer programs align with our mission and presents an opportunity to pilot innovative programs that may feasibly be offered in the future. Our partner district for these programs will be Banquette ISD. We do not currently allocate local funding for a program like this. We will be utilizing local funding and resources to provide most transportation expenses and student computers.

Focus Area 1: Our proposed budget for the Principles of Information Technology (PIT) summer program will allow us to reach a high number of students in a short period of time. Payroll (6100): \$11,210 has been allocated to provide summer pay for teachers, extra duty pay for a grant manager, and account for benefits contributions. Professional & Contracted Services (6200): \$7,500 - Tuloso-Midway ISD will contract with CareerCraft to provide us with support to assist with data collection, analysis, and reporting. CareerCraft will also provide strategic planning support to ensure programmatic and success. Supplies & Materials (6300): \$30,630 has been allocated to procure instructional materials and software for the PIT course. 14 TransfrVR headsets will be purchased to make the instruction very engaging for students when at the school building. The VR headsets will also be utilized for career exploration purposes. Other Operating Costs (6400): \$50 has been set aside for miscellaneous expenses which may arise during the program. Indirect Costs: \$610 has been set aside for indirect costs.

Focus Area 2: The COVID-19 pandemic has caused much of our district work-based learning to be paused. The proposed summer work-based learning program will help re-start our work-based learning for students. We've developed a thoughtful budget which we believe will help us achieve our goals and serve our students through a meaningful, real-world opportunity. Payroll (6100): \$24,268 - Just under half of our proposed budget will be allocated to cover payroll costs for student interns as well as extra duty pay for our CTE teachers and staff who will be planning the work-based learning experiences and supervising interns throughout the summer. We strive to hire ten (10) students and pay them each \$1,500 for successful completion of 96 hours of instruction and on-the-job training. Supplies & Materials (6300): \$25,132 - A significant percentage of our proposed budget has been allocated to procure instructional materials for Career Preparation, t-shirts and/or polo shirts for interns to distinguish them on campus, as well as photography and design equipment which the interns will use to develop materials for the CTE symposium. Other Operating Costs (6400): \$562 - A district-owned Suburban will be utilized to provide transportation for 16 days during the summer; running a 60 mile route each day. We've allocated funds to pay for the total mileage of the Suburban route. Indirect Costs: \$38 - the district wishes to put as much of the grant funds towards programming as possible and has allocated a minimal amount toward 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.

Grant funding from the 2021-2022 CTE Summer Grant will allow Tulo-so-Midway ISD to offer the Principles of Information Technology (PIT) course and serve eighty (80) 7th and/or 8th grade students from Tulo-so-Midway ISD and Banquete ISD. Our school district has a local graduation requirement indicating that all graduates must have earned at least one high school credit related to technology, which will be fulfilled by completion of this course.

Tulo-so-Midway ISD currently offers the following programs of study: STEM - Engineering, Information Technology - Information Technology Support and Services, STEM - Programming and Software Development, Manufacturing - Welding, Hospitality and Tourism - Culinary Arts. By taking the PIT course while in middle school, students will have more opportunities in high school to take advanced CTE courses, including Practicum courses. This course will serve as a foundation for understanding the foundations of information technology. We hope it instills an interest in STEM for some students, thus increasing recruitment and enrollment to our CTE programs of study.

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

Grant funding from the 2021-2022 CTE Summer Grant will allow Tulo-so-Midway ISD to offer a summer internship program which will directly support ten (10) high school students (targeting enrollment of current 11th grade students). Tulo-so-Midway ISD will serve as the employer of record and internship provider. Interns will work in multiple departments within the school district. The internship program will occur during the month of June while most students are on a break from our year-round academic calendar. Interns will work 96+ hours over the span of the month while also receiving instruction related to Career Preparation I.

Internships will be paid with interns earning a stipend of \$1,500 over the course of the program. Students from our Business Management, Marketing, Digital Communications, and Information Technology programs will be eligible to participate in the program. Customized internship 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 and responsibilities.



**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**



# Banquete Independent School District

**Adrian Peña**

Asst. Superintendent  
Chief Financial Officer

**Trustees:**

Joshua Garcia  
Lillian Neely  
Christopher Wildman  
Jose "Angel" Arce

Dr. Stacy Johnson, Superintendent

[sjohnson@banqueteisd.esc2.net](mailto:sjohnson@banqueteisd.esc2.net)

P.O. Box 369 – 4339 Fourth Street

Banquete, Texas 78339

Phone: 361-387-2551 Fax: 361-387-7188

**Tracy Wright**

President

**Omar Ramirez**

Vice-President

**Lilly Nash**

Secretary

DATE: March 22, 2022  
TO: Tulo-so-Midway Independent School District  
FROM: Banquete Independent School District  
SUBJECT: Partner District Letter of Support for 2021-2022 Summer CTE Grant Focus Areas 1 and 2

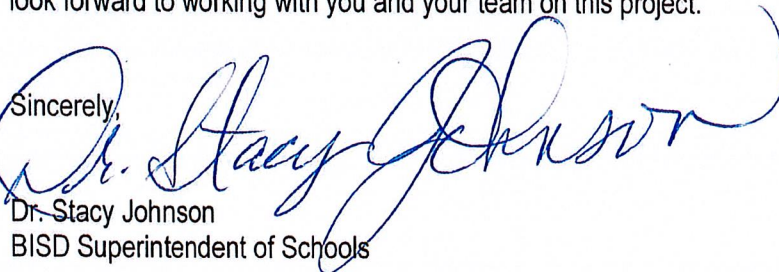
Dear Dr. White,

Banquete ISD is honored to partner with Tulo-so-Midway ISD as part of the 2021-2022 Summer CTE Grant Program which will allow students from both districts to participate in the summer programs involving:

- Principles of Information Technology course for interested students (Focus Area 1) and
- Career Preparation and paid student internships for the three Banquete ISD students (Focus Area 2)

Since Tulo-so-Midway 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,



Dr. Stacy Johnson  
BISD Superintendent of Schools





# TULOSO-MIDWAY INDEPENDENT SCHOOL DISTRICT

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March 22, 2022

**To:** Texas Education Agency

**From:** Tuloso-Midway Independent School District

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

Dear Texas Education Agency staff,

Tuloso-Midway ISD will provide summer internships to students participating in the Tuloso-Midway 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,

Dr. John White  
Assistant Superintendent for Leadership & Learning  
Tuloso-Midway 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).

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**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.

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**Professional and Contracted Services 6200**

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

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**Supplies and Materials 6300**

Complete this worksheet to request supplies and materials.

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**Other Operating Costs 6400**

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

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**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.

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**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:		178912		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 Student Internship Pay	10	0	\$ -	\$ 15,000		\$ 15,000
22 Bus/Suburban Driver	0	1	\$ -	\$ 1,120		\$ 1,120
23	<b>Subtotal Employee Costs:</b>		\$ -	\$ 16,120		\$ 16,120
<b>Substitute, Extra-Duty Pay, Benefits Costs</b>						
24 6112 - Substitute Pay				\$ -		\$ -
25 6119 - Professional Staff Extra-Duty Pay			\$ 9,500	5,336		\$ 9,500
26 6121 - Support Staff Extra-Duty Pay			\$ -	\$ -		\$ -
27 6140 - Employee Benefits			\$ 1,710	\$ 2,812		\$ 4,522
28 61XX - Tuition Remission (IHEs only)						\$ 1,710
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>		\$ 11,210	\$ 8,148		\$ 19,358
30	<b>Total Program Costs:</b>		\$ 11,210	\$ 24,268		\$ 35,478

[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: 178912	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	<del>6200 - Rental or lease of buildings, space in buildings, or land</del>	\$ -	\$ -	\$ -
2	Service: Professional Services Specify purpose: Data Collection, Analysis and Reporting	\$ 7,500	\$ -	\$ 7,500
3	Service: Specify purpose:		\$ -	\$ -
4	Service: Specify purpose:		\$ -	\$ -
5	Service: Specify purpose:	\$ -	\$ -	\$ -
6	Service: Specify purpose:	\$ -	\$ -	\$ -
7	Service: Specify purpose:	\$ -	\$ -	\$ -
8	Service: Specify purpose:	\$ -		\$ -
9	<b>Subtotal of professional and contracted services requiring specific approval:</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ 7,500</b>
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	<b>Total Program Costs:</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ 7,500</b>

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Via telephone/fax/email (circle as appropriate)	By TEA staff person:



Application Part 2:

2021-2022 Summer Career and Technical Education Grant

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

County District Number or Vendor ID: 178912		Amendment #: 0		
<b>Supplies and Materials (6300)</b>				
Expense Item Description		Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	6300 - Supplies and materials that do not require specific approval:	\$ 30,630	\$ 25,132	\$ 55,762
2	<b>Total Program Costs:</b>	<b>\$ 30,630</b>	<b>\$ 25,132</b>	<b>\$ 55,762</b>

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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:		178912	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	<del>6495 - Cost of membership in civic or community organizations</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</del>	
8	<del>6413 - Stipend for non-employees</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ -</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.	\$ 50	\$ 562	\$ 612	
11	<b>Total Program Costs:</b>	\$ 50	\$ 562	\$ 612	

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

**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: 178912				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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By TEA staff person:



County District Number or vendor ID: 178912		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	\$ 11,210	\$ 24,268	\$ 35,478
2 Professional and Contracted Services	6200	\$ 7,500	\$ -	\$ 7,500
3 Supplies and Materials	6300	\$ 30,630	\$ 25,132	\$ 55,762
4 Other Operating Costs	6400	\$ 50	\$ 562	\$ 612
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
6	<b>Total Direct Costs:</b>	\$ 49,390	\$ 49,962	\$ 99,352
7	<u>Enter Percentage (%) of Indirect Costs:</u>	1.296%	N/A	\$ 648
8	<b>Grand Total of Budgeted Costs :</b>	\$ 49,390	\$ 50,610	\$ 100,000
Shared Services Arrangement				
9	6493	Payments to member districts of shared services arrangements	\$ -	\$ -
Administrative Cost Calculation				
10	Total Grant Amount Budgeted:			\$ 100,000
11	Reasonable and necessary administrative costs established for the program:			0.15
12	Maximum amount allowable for administrative costs, including indirect costs:			\$ 15,000

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County District Number or vendor ID: 178912	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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**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.