



2024-2025 Summer Career and Technical Education Grant
Informal Discretionary Competition (IDC) Application Due 11:59 p.m. CT, April 9, 2025

NOGA ID

Authorizing legislation

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

This IDC application must be submitted via email to **competitivegrants@tea.texas.gov**.

The IDC 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, April 9, 2025**.

Grant period from **May 29, 2025 - September 30, 2025**

Pre-award costs permitted from **Not Permitted**

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):

Applicant Information

Organization **Garland ISD** CDN **057909** ESC **10** UEI **K8YHA5RS2DL5**

Address **501 S. Jupiter Rd.** City **Garland** ZIP **75042** Vendor ID **1756001650**

Primary Contact **Shermika Nelson Fluker** Email **snelson@garlandisd.net** Phone **972-487-3261**

Secondary Contact **Jason Adams** Email **JMAAdam2@garlandisd.net** Phone **972-487-3151**

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 **Ricardo Lopez** Title **Superintendent**

Email **rlopez23@garlandisd.net** Phone **972-487-3023**

Signature **Ricardo Lopez** Date **4/8/2025**

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 IDC 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 2024-2025 Summer Career and Technical Education Grant Program Guidelines.
- ☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 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 the Fall PEIMS Collection Process.
- ☒ 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 (Focus Area 1)

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.

Summary of Program (Focus Area 2)

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.

The Dallas-Fort Worth hospitality and tourism industry is experiencing a significant resurgence following an initial post-pandemic decline, generating over \$13 billion in revenue and over 80,000 jobs in 2024. However, staffing shortages continue to pose a significant challenge despite increased pay, benefits, and perks to recruit and retain employees. At the core of the problem are two main factors: a lack of skilled professionals and declining disinterest in the sector. To address these challenges, Garland ISD's Career and Technical Education (CTE) division is working to increase student interest and engagement in the hospitality industry through targeted work-based learning programs that will provide the knowledge and skills necessary for a successful transition into the workforce or a post-secondary pathway. In partnership with the Texas Hotel and Lodging Association (THLA), we are proud to offer our students the opportunity to participate in the 2025 High School Hotel Summer Camp in Houston, TX. This immersive, hands-on experience is designed to introduce students to the dynamic world of hospitality, offering a unique blend of structured training, industry mentorship, and real-world application.

Students will:

- Gain first hand exposure to the diverse career paths within the hospitality industry, from hotel management to event planning and guest services.
- Develop professional networks by connecting with industry leaders, peers, and potential mentors who can support their future career growth.
- Engage in interactive workshops, behind-the-scenes tours, and hands-on activities that bring classroom concepts to life.
- Strengthen their understanding of essential hospitality skills such as customer service, teamwork, and leadership.
- Explore potential internship and employment opportunities through our partnership with THLA, setting the foundation for a successful future in the industry

Qualifications and Experience for Key Personnel (Focus Area 1)

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

Qualifications and Experience for Key Personnel (Focus Area 2)

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
Director of Career and Technical Education (Existing)	Master's degree from an accredited university; Valid TX Teacher's Certificate; Valid TX Administrator Certification or other appropriate certification(s); 3 years of successful public school teaching and instructional leadership experience.
Family and Consumer Sciences Hospitality Teachers (Existing)	Valid TX teaching certification preferably with a specialization in FCS; bachelor's degree from an accredited university; at least 1 year of teaching experience in CTE.
Program Coordinator/Education Outreach & Foundation Director at THLA (Existing)	Qualifications and Experience are outlined by THLA.

Goals, Objectives, and Strategies (Focus Area 1)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Goals, Objectives, and Strategies (Focus Area 2)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Our first goal is to increase student engagement and interest in the hospitality industry. To achieve this, we aim to boost enrollment in the CTE hospitality and tourism career pathway, which currently has one of the lowest enrollment numbers across all program offerings. By actively highlighting the diverse and exciting opportunities within the hospitality field, we seek to attract more students to this dynamic, growing industry and ensure they understand the wide range of career options it provides. Our second goal is to provide students with hands-on, real-world experience in hospitality management and operations. The objective here is for each student who participates in the program to graduate from the CTE hospitality and tourism pathway with resume-building industry experience. This will ensure that students are not only gaining classroom knowledge but also practical skills that will make them competitive in the job market.

To meet these goals and objectives, a series of targeted strategies will be implemented:

- Hotel Industry Overview and Career Options Session: Introducing students to various roles in the hospitality sector.
- Texas Friendly Customer Service Certification: Teaching essential customer service skills and providing certification.
- Effective Communication Techniques Workshop: Focusing on professional communication skills in the workplace.
- SMART Goal Setting Session: Helping students create clear, achievable career goals.
- Tours of Hotel Properties: Offering students hands-on exposure to hospitality operations.
- Business Etiquette for Career Success Workshop: Teaching soft skills for professional success in hospitality.

Performance and Evaluation Measures (Focus Area 1)

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.

Performance and Evaluation Measures (Focus Area 2)

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.

The performance measures for this program are designed to assess and enhance student outcomes in customer service and hospitality skills, aligning directly with the purpose of preparing students for careers in the lodging and resort management industries. Students will demonstrate their acquired skills through a capstone activity, where they will showcase their customer service knowledge and hospitality abilities. Eight high school campuses will select a total of 40 students to participate in the THLA High School Summer Camp. Student outcomes for participation in this summer camp will be measured through several key activities, including the Texas Friendly Customer Service Certification, participation in an Effective Communication Techniques Workshop, a SMART Goal Setting Session, and a Business Etiquette for Career Success Workshop. Students will also gain practical knowledge through hotel property tours and learn valuable job search strategies.

Performance tools to evaluate these outcomes will include review and recall exercises, which focus on essential hospitality habits such as making a positive first impression, knowing your job, understanding the community, clear communication, effective problem solving, and leaving a lasting, positive impression on guests. The effectiveness of the program will be ensured through continuous monitoring and feedback. Regular evaluations of student participation and progress will be conducted, with particular emphasis on their application of the hospitality skills learned throughout the internship. By measuring these performance outcomes, we can ensure that students not only acquire the necessary skills but also have the opportunity to apply them in real-world scenarios, preparing them for successful careers in the hospitality industry.

Budget Narrative (Focus Area 1)

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.

Budget Narrative (Focus Area 2)

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.

The proposed budget of \$47,100 for the THLA High School Hotel Summer Camp will ensure equitable access to work-based learning opportunities for all students, addressing key needs such as staffing, supplies, materials, contracts, and travel. This funding request covers \$9,600 for teacher payroll, ensuring that 10 teachers are compensated for their roles in supporting and guiding students throughout the camp. \$5,500 for teacher registrations and \$18,000 for student registrations will secure enrollment for both teachers and 40 students, providing access to valuable learning experiences in the hospitality industry. Additionally, \$6,000 for student bags, professional attire, and supplies ensures that all students have the necessary resources to participate confidently and professionally, eliminating financial barriers for those from lower-income households. \$8,000 for transportation will cover the travel costs for students and teachers to attend the camp in Houston, further enhancing accessibility.

Program Requirements

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of need the LEA has that hinders the completion of courses within programs of study. (For example: describing scheduling conflicts, specific program of study teacher availability, etc.)

1b. Needs Assessment (Focus Area 2): Applicants must complete a Needs Assessment Summary indicating specific area of needs the LEA has to offer work-based learning opportunities. (For example: describing transportation limitations, describing scheduling conflicts, specific program of study teacher availability, etc.)

Garland ISD is committed to enhancing and expanding work-based learning opportunities for students, with a focus on three key areas to improve and address existing needs. One priority is increasing the number of credentials earned by CTE completers before graduation. This year, Garland ISD has seen a significant increase of 300 Industry-Based Certifications (IBCs) compared to the previous year, with a notable portion of these certifications awarded in the Hospitality industry. This growth reflects our ongoing commitment to providing students with tangible skills and qualifications that will benefit them in the workforce.

In addition, the district continues to prioritize the recruitment and retention of instructors who bring industry experience and represent the demographics of our student body. In response to the growing demand for culinary education, the district has hired an additional chef for the Hospitality Culinary program and converted a half-time position into a full-time role. These strategic staffing adjustments ensure that students receive high-quality instruction and mentorship, and that the programs are adequately staffed to meet the needs of all students.

Moreover, Garland ISD places a strong emphasis on maintaining frequent and meaningful engagement with industry professionals to ensure the relevancy and effectiveness of our programs. Advisory committee meetings have been held regularly, not only in formal settings but also through direct interaction with students in the classroom and during professional development sessions. This consistent collaboration with industry partners enables the district to stay aligned with current trends, address emerging needs, and ensure that our work-based learning opportunities remain valuable and impactful for students.

Program Requirements, cont'd.

2. **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.

3. **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.

The work-based learning model for this three-day itinerary is a dynamic educational experience designed to provide students with a blend of academic, technical, and employability skills. This model is part of a continued partnership between Garland ISD CTE and the THLA, the largest hotel association in the nation.

Day 1: Students participate in a panel discussion featuring experienced hotel managers from various departments such as facilities, food and beverage, and sales and marketing. In addition, students engage in interactive modules on professional communication, making positive first impressions, and demonstrating key hospitality skills. The day includes team-building activities and a session on business etiquette, reinforcing the importance of professional conduct in a workplace setting.

Day 2: Students travel to a nearby hotel for a tour and presentation, allowing them to apply both academic and technical skills in an actual hotel setting. This part of the program emphasizes the importance of workplace learning by showing students the inner workings of hotel operations. Back at the venue, students participate in modules that focus on effective communication, listening, and cultural awareness—skills vital for success in hospitality. Students also collaborate on sustainability-driven hotel concepts, a critical area of interest in the industry. The day concludes with a tour of a renowned hospitality college and a session on creating memorable hotel sensory experiences, giving students insight into both the operational and creative aspects of the field.

Day 3: After a campus tour that highlights further educational opportunities in hospitality, students engage in a final module on how to present themselves professionally in both in-person and digital environments. This is followed by a chance for students to present their hotel concepts, applying what they've learned throughout the program. The day also includes a career awareness fair, where students can network with potential employers and explore job opportunities. The program concludes with closing remarks and certificate presentations, marking the end of an educational experience designed to help students transition from the classroom to the workforce.

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

Application Part 2:**2024-2025 Summer Career and Technical Education Grant****Authorized by: General Appropriations Act, Article IX, Section 18.114(c)(v)****IMPORTANT NOTICE: Application Part 2 (these budget pages) is not compatible with Google Docs.**

Complete the supporting budget worksheets first, i.e., 6100, 6200, 6300.... The Program Budget Summary worksheet is linked to and will auto-populate with the amounts you entered on the respective supporting budget worksheets. All budgeted amounts must be entered in whole dollar amounts. **Do not enter any cents.**

On each supporting budget worksheet, complete the Total Program Costs and Total Direct Admin Costs lines. Together these lines must equal the Grand Total otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

If pre-award costs are allowable, budget all pre-award costs in the Pre-Award Cost column on the appropriate supporting budget worksheet(s).

Payroll 6100

Complete this worksheet to request payroll costs. Do not request funds for consultants or contractors on this worksheet; those funds should be requested on the Professional and Contracted Services 6200 worksheet.

Professional and Contracted Services 6200

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

Supplies and Materials 6300

Complete this worksheet to request supplies and materials.

Other Operating Costs 6400

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

Capital Outlay 6600

Complete this worksheet to request capital outlay costs.

Capital outlay means funds budgeted or expended to purchase capital assets, such as equipment, or expenditures for the acquisition cost of capital assets. Capital assets are tangible or intangible assets having a useful life of more than one year, which are valued at \$5,000 or greater per unit, or the applicant's capitalization level, whichever is less. Capital outlay may include expenditures to make improvements to capital assets that materially increase their value or useful life.

Program Budget Summary

This worksheet auto-populates from the supporting budget worksheets for Program Costs, Direct Admin Costs, and Pre-award Costs, if applicable. There are only a few fields that may require input from the grantee, if applicable, such as indicating *Consolidate Administrative Funds*, *Indirect Costs*, *Shared Services Arrangement*, or the *Administrative Cost Calculation*.

Indirect Costs - Neither direct nor indirect administrative costs may be charged to this grant program.

[Maximum Indirect Cost Workbook link.](#)

Shared Services Arrangement - If applicable, enter amount of payments to member districts on line 9.

Administrative Cost Calculation - Indirect administrative costs may be charged to this grant program.

For further guidance, refer to the [Budgeting Costs Guidance Handbook](#).

Application Part 2:

2024-2025 Summer Career and Technical Education Grant
Authorized by: General Appropriations Act, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID:		057909	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			\$ -	\$ 9,600	\$ 9,600
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ -	\$ -
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ 9,600	\$ 9,600
30	Total Program Costs:			\$ -	\$ 9,600	\$ 9,600

[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:

2024-2025 Summer Career and Technical Education Grant
Authorized by: General Appropriations Act, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID: 057909		Amendment #: 0		
Professional and Contracted Services (6200)				
<p>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.</p>				
	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: Teacher/Student Registration Specify purpose: To attend the THLA Hospitality Summer Camp	\$ -	\$ 23,500	\$ 23,500
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	Subtotal of professional and contracted services requiring specific approval:	\$ -	\$ 23,500	\$ 23,500
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ 23,500	\$ 23,500

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Application Part 2:

2024-2025 Summer Career and Technical Education Grant
Authorized by: General Appropriations Act, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID: 057909		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:	\$ -	\$ 6,000	\$ 6,000
2	Total Program Costs:	\$ -	\$ 6,000	\$ 6,000

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Application Part 2:

2024-2025 Summer Career and Technical Education Grant
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County District Number or Vendor ID: 057909		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.	\$ -	\$ -	\$ 8,000
	THLA Hospitality Summer Camp for hands-on learning experience in the hotel industry	\$ -	\$ 8,000	
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	64XX - Hosting conferences for non-employees.	\$ -	\$ -	\$ -
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ -	\$ 8,000	\$ 8,000
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ 8,000	\$ 8,000

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

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County District Number or Vendor ID: 057909				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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County District Number or vendor ID: 057909		Amendment #			
Grant Period:	May 29, 2025 - September 30, 2025				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	\$ -	\$ 9,600	\$ 9,600
2	Professional and Contracted Services	6200	\$ -	\$ 23,500	\$ 23,500
3	Supplies and Materials	6300	\$ -	\$ 6,000	\$ 6,000
4	Other Operating Costs	6400	\$ -	\$ 8,000	\$ 8,000
5	Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds				N/A	
6	Total Direct Costs:		\$ -	\$ 47,100	\$ 47,100
7	<u>Enter Percentage (%) of Indirect</u>	4.414%		\$ 1,991	\$ 1,991
8	Grand Total of Budgeted Costs :		\$ -	\$ 49,091	\$ 49,091
Shared Services Arrangement					
9	6493	Payments to member districts of shared services arrangements		\$ -	\$ -

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County District Number or vendor ID: 057909	Amendment # 0																																										
SUBMITTING AN AMENDMENT																																											
<p>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.</p> <p style="text-align: center; margin-top: 50px;">All amendments must be submitted by email to: competitivegrants@tea.texas.gov</p> <p>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.</p>																																											
WHEN TO SUBMIT AN AMENDMENT																																											
<p>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.</p>																																											
Revised Budget Request																																											
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 30%;">Description</th><th style="width: 10%;">Class/ Object Code</th><th style="width: 20%;">A. Grand Total from Previously Approved Budget</th><th style="width: 15%;">B. Amount Deleted</th><th style="width: 15%;">C. Amount Added</th><th style="width: 10%;">D. New Grand Total</th></tr></thead><tbody><tr><td>1 Payroll Costs</td><td>6100</td><td></td><td></td><td></td><td>\$ -</td></tr><tr><td>2 Professional and Contracted Services</td><td>6200</td><td></td><td></td><td></td><td>\$ -</td></tr><tr><td>3 Supplies and Materials</td><td>6300</td><td></td><td></td><td></td><td>\$ -</td></tr><tr><td>4 Other Operating Costs</td><td>6400</td><td></td><td></td><td></td><td>\$ -</td></tr><tr><td>5 Capital Outlay</td><td>6600</td><td></td><td></td><td></td><td>\$ -</td></tr><tr><td>6 Total Direct Costs:</td><td></td><td>\$ -</td><td>\$ -</td><td>\$ -</td><td>\$ -</td></tr></tbody></table>		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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Changes on this page have been confirmed with:	On this date:																																										
Via telephone/fax/email (circle as appropriate)	By TEA staff person:																																										

Instructions: Request for Amendment

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

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

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

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

Submitting an Amendment

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

How to Submit an Amendment

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

Pages to Include with an Amendment

*Required for **all** amendment requests*

1. Page one of the application with an updated signature and date
2. Appendix I of the application: Negotiation and Amendments

Required for budget amendment requests

3. Request for Amendment excel page
4. Program Budget Summary
5. Supporting budget pages

Assembling the Amendment

Follow these steps to complete all schedules required to be submitted:

1. Complete page 1

- a. Complete the box in the upper right corner of the schedule by indicating the number of the amendment. The first amendment you submit for the grant is #1; if that amendment is approved, the next amendment becomes #2.
- b. Ensure all applicant information is current and correct.
- c. Ensure the authorized official information is current and correct. The authorized official must sign and date with the date that the amendment is being submitted.

2. Complete Appendix 1: Negotiation and Amendments

- a. Choose the section you wish to amend from the drop down menu
- b. Describe the changes you are making and the reason for the changes. Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.
(example) Payroll 6300 —Reduce amount for extra-duty pay—Staff was able to complete training during regular working hours.

3. If you are requesting a budget change, complete the Request for Amendment budget page

- a. In column A, enter the grand total for each class/object code in the most recently approved application or amendment.
- b. In column B, enter the amount being deleted from each class/object code.
- c. In column C, enter the amount being added to each class/object code.
- d. Column D and the total direct cost line will automatically calculate your changes

4. If you are requesting a budget change, complete the Program Budget Summary page and the corresponding supporting budget page. For each class/object code on the budget summary, strike through the previously approved amount and enter the new budgeted amounts. The total budgeted cost for each class/object code on the budget summary must match the grand total for each supporting budget page.

5. Do not resubmit any attachments required in the original application.