



2023-2024 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, January 29, 2024

NOGA ID

Authorizing legislation

This LOI application must be submitted via email to loiapplications@tea.texas.gov.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, January 29, 2024**.

Grant period from

Pre-award costs permitted from

Application stamp-in date and time

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

Applicant Information

Organization CDN ESC UEI

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name Title

Email Phone

Signature Date

Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2023-2024 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 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 (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.

N/A

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.

Stafford Municipal School District (Stafford MSD) is applying for Focus Area 2 (work-based learning), with the intent of offering paid student internships with the Career Preparation I course. This grant will allow us to provide paid internships for 20 incoming 11th and 12th grade students. The students will work each day for an estimated 5-6 hours and attend Career Preparation each day for an estimated 2-3 hours for a period of 5 weeks. This will allow students to learn the Career Preparation course content and discuss their internship experiences with the teacher on a daily basis. The students will complete their internship with a capstone project, which will include a presentation to younger students (estimated for grades 8-10) about their internship experience and lessons learned. This will be utilized as a recruitment opportunity for 8th grade students to learn about the CTE programs available at the high school. A total of 15 student interns will intern for Stafford MSD (early childhood center, elementary school, information technology, marketing/communications, business office/human resources) and 5 students will intern at external business partners (Arms of Love Learning Academy, Micheaux Southern Cuisine). The internship will align with 5 of the 12 CTE programs offered at Stafford High School's College and Career Center: Education and Training (early learning); Business, Marketing, and Finance (Business Management, Marketing and Sales); Arts, Audio/Video Technology, and Communications (Design and Multimedia Arts, Digital Communications), Information Technology (Information Technology Support and Services), and Hospitality and Tourism (Culinary Arts). Through the internship, students will apply academic knowledge learned through CTE courses they have already taken to real-world work environments. Students will gain valuable employability skills through this experience and completion of the Career Preparation course.

Stafford MSD's goal is to offer high-quality college and career development to our students, with the mission of preparing students for successful entry into college, a career, or the military after graduation. We offer courses that are designed to prepare students with the technical and professional skills necessary to succeed in today's high-demand occupational environment. The curriculum used for all of our CTE programs is technically based, rigorous, relevant, and aligned with business/industry standards for the 21st Century workforce. Many of our programs offer industry-recognized credentials and dual credit opportunities. Through our College and Career Academy CTE programs, students have an opportunity to enter the job market with high-paying skills or they may continue their education in a postsecondary setting. We are in need of funding to expand real-world work-based learning opportunities for our students. Our proposed internship program meets our mission and needs by providing funding for a short-term internship that will make a lasting impact in the lives of our students.

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
N/A	

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
Individual TBD, Career Preparation teacher and lead internship supervisor/facilitator (existing position)	Employed as a teacher by Stafford MSD; experience teaching career preparation and readiness to high school students
Individual TBD, Grant Manager, will serve as assistant internship facilitator, support the teacher, and oversee grant spending (existing position)	Employed by Stafford MSD; experience assisting teachers and classroom instruction; experience monitoring grant activities and funds
Internship Supervisors at Stafford MSD, will supervise students on a daily basis and teach real world	Employed by Stafford MSD; knowledgeable about their industry and work responsibilities associated with jobs in their field
Internship Supervisors at External Business Partners, will supervise students on a daily basis and teach real-world work skills (existing positions)	Employed by External Business Partners; knowledgeable about their industry and work responsibilities associated with jobs in their field
TBD External Consultant, will assist with coordination of summer activities, data collection, analysis, and reporting (grant funded)	Experience coordinating/facilitating work-based learning experiences for students; experience collecting and analyzing data for state and federal grant programs

Goals, Objectives, and Strategies (Focus Area 1)

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

N/A

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?

The primary objective of our proposed program is to provide real-world work experience to our students. The primary goal and objective of our proposed program is to provide paid internships to 20 students who have completed at least two CTE courses. The internships will be aligned with 5 of the 12 CTE programs offered at our high school. A secondary goal is to promote community awareness and student interest in our CTE programs through an innovative summer internship program. Our goal is for all 20 students (100%) to successfully complete 163 internship hours and earn credit for Career Preparation I (PEIMS Service ID # 12701300). We will utilize targeted strategies to meet these goals. We will provide an equitable program by paying students \$10/hour (for 163 hours) because our students are majority economically disadvantaged and typically work during the summer. If we did not offer paid internships, many students would not be able to afford to participate due to summer pay expectations and obligations. We will recruit students to participate in the program as soon as possible this Spring so that our internship program will be competitive against typical summer jobs (fast food, grocery stores, retail, etc.). We will provide wraparound services as needed to each student so that they can be successful, including mentoring and tutoring. To help provide a supportive environment, we will ensure the teacher is prepared to teach the course with high-quality instructional materials and a strong understanding of student responsibilities at each internship placement. The teacher and grant manager (who will be serving as an assistant to the teacher) will conduct regular check-ins/drop-ins at each internship placement to check on the student and discuss any issues that arise. Customized internship training plans will drive our determination of student outcomes and student growth in both technical and soft skills.

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.

N/A

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.

Stafford MSD is committed to continuous improvement of our CTE programs and student work-based learning opportunities. Our program will be focused on student outcomes and evaluated based on several performance measures and data points. To comply with TEA grant reporting requirements, our team will collect data on the demographics of students who enroll in, participate in, and complete the summer internship program, including grade level, race/ethnicity, economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership and school board. Our goal is to have 100% of students (20) who participate in the summer program to earn credit in the Career Preparation I (PEIMS Service ID # 12701300) course and complete the 163 hour internship by August 31, 2024.

We will provide additional services to students who need support, such as tutoring and mentoring sessions with the course teacher/internship facilitator. 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 training plans will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. The internship supervisors will meet daily with each intern to identify areas of strength and areas where the intern requires additional support and coaching. We will also seek feedback from internship supervisors regarding the behavior and work performance of each intern. The data will be both qualitative and quantitative and will provide insight on whether our goals, learning objectives, and student outcomes were successfully met. Program and student outcomes will be summarized for district administration review to evaluate the program and determine feasibility of offering it in the future.

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.

N/A

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.

Stafford MSD’s goal is to offer high-quality college and career development to our students, with the mission of preparing students for successful entry into college, a career, or the military after graduation. We are in need of funding to expand real-world work-based learning opportunities for our students aligned with our CTE programs. Our proposed internship program meets our mission and needs by providing funding for a short-term internship that will make a lasting impact in the lives of our students. We currently allocate funds to employ some education and training students to help with elementary school instruction. We do not currently have local funds to pay for student internships in all the areas we are proposing (education, business, marketing, arts/AV, IT, and hospitality). This grant will provide funding for us to offer robust, 163-hour internships to 20 students this summer. We have not been able to offer a program like this before. We will provide an equitable program by paying students \$10/hour (for 163 hours) because our students are majority economically disadvantaged and typically work during the summer. If we did not offer paid internships, many students would not be able to afford to participate due to summer pay expectations and obligations. We will utilize outcome data from this summer program to determine the feasibility of offering a robust internship program in future summers. Local funds and resources will provide instructional materials and supplies for the Career Preparation course.

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. Additionally, funds have been allocated to provide fingerprinting services required for the student interns and to cover any transportation expenses incurred as part of offering the internship program. It is estimated that the majority of interns will not need transportation provided on most days but may be needed on a case by case basis.

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.)

N/A

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.)

Stafford Municipal School District is a small district that encompasses 7 square miles within the city of Stafford, Texas. The students in the district are predominantly from low income minority families and are from homes where the parents/guardians work hourly jobs with at most a high school diploma. Our students are often responsible for younger siblings while the parents/guardians work outside of the home. The District's approach to offering summer learning programs (We are Wild About Learning) is to provide learning opportunities for all grade levels thus allowing the older students who are responsible for younger students while their parents work, an opportunity to participate in learning opportunities while younger siblings are engaged in their own learning opportunities. We utilize the Summer Meals Program to provide breakfast and lunch daily as well as provide district transportation to and from their homes. By offering the majority of the summer internships throughout the district schools and departments, students are learning necessary job skills and experience and the district is benefiting from cost effective summer interns. This grant would allow us to compensate the 20 interns and teach the students about the importance of community resources to help struggling families and the their district.

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.

N/A

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.

Stafford MSD is applying for Focus Area 2 (work-based learning), with the intent of offering paid student internships with the Career Preparation I course. This grant will allow us to provide paid internships for 20 incoming 11th and 12th grade students. The students will work each day for an estimated 5-6 hours and attend Career Preparation each day for an estimated 2-3 hours for a period of 5 weeks. This will allow students to learn the Career Preparation course content and discuss their internship experiences with the teacher on a daily basis. The students will complete their internship with a capstone project in August 2024, which will include a presentation to younger students (estimated for grades 8-10) about their internship experience and lessons learned. This will be utilized as a recruitment opportunity for 8th grade students to learn about the CTE programs available at the high school. Through the internship, students will apply academic knowledge learned through CTE courses they have already taken to real-world work environments. A total of 15 student interns will intern for Stafford MSD (early childhood center, elementary school, information technology, marketing/communications, business office/human resources) and 5 students will intern at external business partners (Arms of Love Learning Academy, Micheaux Southern Cuisine). Education and Training students will intern at Stafford Early Childhood Center, Stafford Elementary School to support summer school instruction as assistant teachers (special education, remediation, tutoring) and some students will intern at Arms of Love Learning Academy; Business students will work with the Stafford MSD business office/human resources to complete summer reporting projects; Marketing and Arts, Audio/Video Technology, and Communications students will work with the Stafford MSD marketing and communications team to develop promotional materials, media, and videos for various school district programs, Information Technology students will work with the district IT staff to update district-owned computers (software), and Hospitality/Culinary Arts students will work with Micheaux to learn about the restaurant business, food preparation, and customer relations.

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



EARLY COLLEGE & CAREER HIGH SCHOOL
STAFFORD MUNICIPAL SCHOOL DISTRICT

STAFFORD EARLY COLLEGE AND CAREER HIGH SCHOOL

100 SPARTAN DRIVE
STAFFORD, TEXAS 77477
PHONE: 281.261.9207

January 23, 2024

To: Texas Education Agency
From: Stafford Municipal School District
Subject: Internship Provider Letter of Support for 2023-2024 Summer CTE Grant
_Focus Area 2

Dear Texas Education Agency staff,

Stafford MSD will provide summer internships to students participating in the Stafford MSD 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 2023-2024 Summer Career and Technical Education grant.

We will also be working with external business partners, including a local daycare and restaurant, to provide internships to students in our Education and Training, as well as our Culinary Arts CTE programs.

We are looking forward to having the students as interns with us this summer.

Sincerely,

Dr. Robert Bostic,
Superintendent of Schools