



**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

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](mailto: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, January 29, 2024**.

Grant period from **March 20, 2024-September 30, 2024**

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 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**

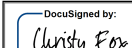
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized 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.

Austin Independent School District's (AISD's) mission is to prepare every student with the knowledge and skills to thrive in college, career, and life. To accomplish this, AISD partners with world-class universities, innovative businesses, non profit organizations, and engaged community leaders. Career and Technical Education (CTE) provides students with the academic knowledge and technical skills they need to gain entry to high-skill, high-wage opportunities in high-demand industries. CTE enables greater access to courses that prepare students for college and develops an understanding of industry-specific opportunities.

AISD aims to offer 12 students a choice of 4 welding courses that will take place within the existing summer education program at Navarro Early College High School (ECHS). The course options will be taught simultaneously and will be differentiated according to the individual student's prior knowledge and area of interest. The course options will be WLDG 1428 Shielded Metal Arc Welding, 1457 intermediate Shielded Metal Arc Welding, 1430 Gas Metal Arc Welding, and 1434 Gas Tungsten Arc Welding. Students will receive 4 credit hours from Austin Community College (ACC). The summer course will provide rising 11th and 12th graders an accelerated learning experience that ensures they are aware of metal fabrication career opportunities. The course will allow students to focus on foundational metal fabrication concepts and will reinforce interdisciplinary academic skills, increasing their success rate in other core and CTE classes during the traditional academic school year. This offering will prepare students for future studies at Austin Community College (ACC) and other post-secondary opportunities.

The course will be aligned with the Texas Essential Knowledge and Skills (TEKS) for Career Development and Career and Technical Education content, as it pertains to the extended practicum, which is recommended for rising 11-12th graders and gives students the benefit of deep engagement with high leverage TEKS required for students on this degree path. The analytical comprehension skill built into the TEKS Section will also support students preparing for their core class.

This grant will support the purchase of related supplies, including shop consumables and tools for student use. The grant will also provide some supplemental pay for the AISD instructor to hold extra duty instructional time on Fridays for students that have fallen behind or missed a day of class.

**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.

[Empty text box for Focus Area 2 summary]

**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
Teacher, Navarro Agriculture Department Leader	Valid Texas Teaching Certificate in Vocational
Welding Instructor, Austin Community College	Minimum of 5 years industry 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

**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?

Completing the summer coursework ensures a strong foundation for the upcoming school year and helps prepare students for future CTE coursework.

The goals of providing welding courses during Navarro ECHS’s summer program are: (1) Augment the current objectives for rising 12th grade students by helping them access fundamental metal fabrication/Agriculture curriculum; (2) Offer students the academic knowledge and technical skills they need to gain entry to high-skill, high wage jobs in high-demand industries; (3) Expose a greater number of students to welding career opportunities, including opportunities in plumbing and pipefitting; (4) Provide more focus time during the traditional academic school year for students who are struggling with other core classes; (5) Increase the overall completion rate for the Applied Agricultural Engineering program; (6) Help students working toward a CTE certification get a jump start on their program of study.

The welding summer class at Navarro ECHS will allow 12 rising 11-12th graders to spend nine weeks in an accelerated learning environment supervised by instructors with over 40 years of combined experience in their field. Participating students will benefit from strategies including hands-on access to industry standard welding and fabrication equipment with supplies and materials that simulate real-life experiences they can expect to encounter in a related career such as multiple welding processes, blueprint interpretation, fabrication, and joint design.

The course must be capped at 12 students because that is the most that the facility can accommodate. ACC will provide an instructor with over 20 years of industry experience and an AISD teacher with over 20 years of experience will act as a facilitator and ensure that the shop is open and stocked with consumables. The AISD teacher will also open the shop outside of the course schedule for students that have fallen behind or missed a day of class. The summer welding course will be 9 weeks long, in alignment with ACC’s summer school schedule, and will be held throughout June and July. The official class times will run from 8:00-12:30 Monday and Wednesday and the AISD teacher will supplement instruction with extension activities from 1:30-4:00 PM.

**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?

**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.

The evaluation protocol for the Navarro ECHS summer welding program will be designed to assess how students absorb and benefit from course content, instruction, and learning objectives that support the AISD CTE mission: to enable students to have the knowledge and resources they need to gain entry to a high-skill, high-demand career in a high-demand industry and prepare for college. The ACC instructor will conduct pre- and post-learning assessments and examinations of course content. The performance of the program will be evaluated based on the following performance and evaluation measure, which include milestones, critical success factors, and objectives addressed in the "Goals, Objectives, and Strategies" section above" (1)2 students will enroll in one of the four summer CTE welding courses that will be offered (2)The course will be nine weeks in duration, (3)100% of students enrolled in the course will pass the course (4)Students will receive 4 hours of college credit for completing the course. (5)100% of students will demonstrate enhanced knowledge and/or skills based on pre- and post-tests. (6) 90% of students will go on to complete additional CTE Agriculture curriculum the following school year and become CTE completers  
Additionally, AISD will collect data and report on the following mandatory performance measures:  
(1) Student information as a part of the fall PEIMS collection to determine the demographics of the students served (2) Number of students enrolled in the summer program. (3) Number of students completing the summer program (4) Report all data related to PEIMS (In the Fall PEIMS submission).  
AISD also tracks outcomes for its larger CTE program, including: (a) program alignment, (b) quality of instruction, and (c) access and equity. Program outcomes provide information about program effectiveness and help to facilitate decisions about program implementation and improvement. AISD works to ensure that its CTE programming contains the following elements of High Quality Programs: District and standards aligned curriculum, high quality instruction, prepared and effective program staff, and coherent sequences.

**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.

**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.

The proposed budget will cover the cost of the necessary supplies, equipment, and consumables that will facilitate hands-on experiential learning to help students understand the fundamentals of fabrication more deeply and strengthen their engagement with the curriculum, field, and potential career path. The budget also includes 32 hours extra duty/supplemental pay that will allow the AISD teacher to open the fabrication shop outside of contracted hours and instruct students that had to miss class or have fallen behind in the coursework.

Total payroll costs total \$1,271 and include

32 hours Extra Duty Pay for AISD teacher to open the fabrication shop outside of contracted hours and help students that are behind or have missed class (32 hours x \$36 + \$71 FICA Social Security + \$17 FICA Medicare + \$31 TRS=\$1,271).

There are not any professional and contract services in the proposed grant budget.

Supply costs total \$31,825 and include:

A Lincoln Electric Premium Welding Pack, \$600 per student = \$600 x 12 = \$7,200

Tools Required per Community College Partner List (Grinder, Clamps, Pliers, Squares), \$600 per student x 12 = \$7,200

Class Consumables (Gas, Electrodes/Abrasives/Steel), \$600 per student x 12 = \$7,200

Extension Project Consumables, \$600 per student x 12 = \$7,200

Tooling for Extension Projects: Table Kit 3 - 3/4" system \$3,150 + Cast Iron and Dragon Scale coat Fabricator Package \$695 + Cast Iron and Dragon Scale coat Minion Package \$380 = \$4,225

There are no Other Operating Costs in the proposed grant budget

Capital Outlay costs total is \$12,725 and includes:

Heavy Duty Welding Table \$11,625 shipping \$1,100 = \$12,725

Total Direct = \$47,021 | Indirect rate (5.718% x direct costs - capital outlay) = \$1,961 | Total Cost: \$48,982

**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.

[Empty text box for Focus Area 2 narrative]

**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.)

AISD resides within a large, diverse, and urbanized city with a population of 950,000 or more people. In the 2023-2024 academic year, the district served over 73,000 students in 116 distinct school settings. AISD has a strong CTE program that offers articulated credit and Industry Based certifications that engage students to perform well in school. The district's Comprehensive Local Needs Assessment (CLNA) for 2022-2023 reports that CTE Learner performance was higher than non-CTE learner performance in all areas: 4 year graduate rate; academic performance in math, reading, and science; postsecondary placement; and post secondary credential. AISD is committed to its focus on maintaining and increasing high performance level across all student performance accountability indicators, with a specific focus on increasing and maintaining high graduation rates and increasing the number of Industry-Based postsecondary credentials. This proposed summer CTE program, which will offer metal fabrication course options to AISD students, will address critical needs to help AISD meet its CTE goals:

1. Scheduling challenges: Students who struggle to complete core classes may find that the time needed to focus on core curriculum makes it challenging to complete CTE courses. Additionally all CTE students are encouraged to pursue advanced academic courses, however dual credit courses often conflict with the campus CTE schedule. A summer CTE course will address both concerns.
2. Inequities in performance: AISD CTE performance is lower for special subpopulations, including economically disadvantaged students. The small class size and the fact that this course will take place in the summer (when students do not have to split focus between multiple classes) means that students will benefit from additional support to ensure all participating students are successful.
3. This program will assist CTE students in becoming completers which will directly impact AISD goals. Currently many CTE students end their programs as a Concentrator, but getting an early start will help them become Completers before the 12th grade.
4. Post Secondary Attainment: Upon completion of the welding program, students will earn a welding certificate from ACC. This program will help students obtain the certification, which will in turn impact this area of improvement for AISD CTE.

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.)



**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.

The Navarro ECHS summer welding program will offer 4 hours of college credit aligned with the Applied Agricultural Engineering program of study. 12 students will be engaged in this focus area. The summer welding program is part of a larger program of study. The following courses will be made available and differentiated based on the students' fabrication skill and area of interest:

- Level 1: WLDG 1428 Shielded Metal Arc Welding
- Level 2: WLDG 1457 Intermediate Shielded Metal Arc Welding
- Level 3: WLDG 1430 Gas Metal Arc Welding
- Level 4: WLDG 1434 Gas Tungsten Arc Welding

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.

**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**