



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

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](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.



- 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): [Redacted]



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  Digitally signed by Debi Crawford Date: 2024.01.25 10:21:15 -06'00' 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.

[Empty box for program summary]

**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 overall mission of the program to be implemented with grant funds, is to take one more step toward implementation of a seamless pipeline including CTE courses in Construction, a pre- apprenticeship summer program, and creating an apprenticeship pipeline to the construction trades. It is not just Melissa, but all of Collin County that is in growth mode. The construction trades offer high demand, well paying, careers with substantial opportunities for advancement within the profession. The building of a "dirty lab" to house a construction program would be prohibitively expensive in Melissa as city building codes require a high percentage of any building to be covered in masonry. Melissa is a fast growth district. This year we are building a wing onto the high school, almost doubling the number of classrooms- many designed for particular CTE programs. Within the next year Melissa ISD will break ground on a second middle school and a sixth elementary school. There will be abundant access to actual construction projects in-district for at least the next 5 years.  
Last year's grant discussed the long range plan to create a Construction based program of study without the need to build facilities to house a "dirty lab". With new additional information of our contractor's post-graduation paid programs, our experience with the Summer Grant has given MelissaSD the opportunity to build a full pipeline to the Construction trades. As mentioned above, the Summer Grant Program will be utilized as a pre- apprenticeship program. In the process of actually visioning the full program now, Melissa is including our neighboring district as the plan is solidified and progresses. Anna also has a working relationship with Crossland. This grant will allow Melissa and Anna to create a clear pathway to this profession for area students.  
Also mentioned last year was the addition of a Principles of Construction course to be offered in the 24-25 school year. As Melissa planned, the Principles of Construction class is on the course selection opportunities for the 24-25 school year. The last two years of Summer CTE Grant have laid the foundation for this process. It is important that Melissa ISD be able to continue to offer this opportunity for our students so that the program serves as an introduction and recruiting opportunity to our contractor's formal program.  
Crossland's Apprenticeship/Internship Program provides the opportunity to begin it upon high school graduation. The Apprenticeship program is a paid program for students, upon high school graduation, to begin as an apprentice. The program allows for advancement right through the ranks from apprentice to craft superintendent. The Internship program is for college-bound students. It too is a paid program in which students participate each summer throughout their college career. Upon graduation, they may apply for full time employment with Crossland. This pathway allows promotion to Superintendent or Project Manager.

**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
Program Manager	at least 2 years of Project Management and supervision experience
2 positions- general maintenance including electrical, general installation, and repairs	at least 2 years of experience with general maintenance
2 positions- HVAC Specialist and plumbing and grounds	HVAC certification and at least 2 years of experience in HVAC; Plumbing certification and experience in the field
teacher	Certified teacher with CTE experience to train students in the NCCER curriculum of soft skills- an important skill to have when applying for a job.
2 Technology Specialist	At least 3 years of educational technology experience covering hardware and software 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?

**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 overall goal of this program is to continue to put into place the steps, described in last year's plan, to create a pathway to the Apprenticeship or Internship opportunities provided by one of the area's largest construction contractors. These programs offer paid Apprenticeship (straight into the construction industry) and Internship programs (college bound students during summers). This grant will provide a work based learning summer opportunity for students, serving as a pre-apprenticeship program for Melissa and Anna students. This process was started during the 22-23 Summer Workforce Grant. One of the goals of last year's grant was to add the opportunity for students to enter the Principles of Construction class as the first step to implementation of the full Program of Study beginning in the 24-25 school year. That goal has been achieved and students are now able to select the initial class in the POS for next school year.

The next steps in this process include- continuing the Summer Workforce program that uses the district's maintenance and technology staff to provide the authentic opportunity to complete relevant tasks in these areas. It will be important that students who want to apply for this program know all of the opportunities that this pre-apprenticeship program offers to them. Summer Grant participation provides the opportunity for students to "try on" this area of work as well as become more aware of the construction field, safety concerns, current vocabulary used in the industry and instruction concerning soft skills (Tools for Success) under their belts. This year's summer goals include:

Objective 1: Recruit students- hold 3 information sessions- 2 for students only and 1 for students and parents

Objective 2: Demonstrate a firm understanding of the Tools for Success curriculum by obtaining a score of 85% or better on an exam by the conclusion of the program. Provide three Lunch and Learn opportunities for students to interact with industry professionals.

Objective 3: Students are scheduled for either M/W or T/Th (8.5 hours per day). On these days students will complete activities in a rotation of work areas. If students miss a scheduled day of work, they must make up those hours during another week. All 170 hours must be completed by the end of the program.



**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.

Partners of Melissa CTE have told us yearly in our Advisory Meetings that it is equally important to learn the hard skills of the work. They have further stated that if students can learn the soft skills solidly before employment, it is much easier for the professionals to then teach them the hard, industry specific skills.

Each area supervisor will complete the following check sheet at the beginning and the end of each rotation using a 5 point scale:

1) Soft skills check sheet will include evaluation of:

Punctuality and attendance as measured by time punch cards;

Communications skills- (ex. communicate absence, follow procedures on making up time, listens carefully to instructions implementing appropriately or asking questions until the instructions are understood)

Thinking critically and solving problems

Obeys uniform and safety requirements

Works well with others in a team

Manages stress on the job

Students will work through the NCCER Tools for Success Curriculum weekly throughout the program.

2) Hard Skills check sheet with each rotation which will include:

Tools identification sheets (pre- post) The test identifies tools used in each rotation by name and purpose

Process order of tasks completed on each rotation.

Industry vocabulary identification- pre/post test

Skills performance rating at the end of the program (1-5 scale)

MelissaSD agrees to collect and submit the data required and included on page 13 of the Program Guidelines.

**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.

Melissa ISD will supplement, not supplant funds utilized to fund the Melissa Summer Workforce Grant program. In the two prior years this grant funded the program in total. The Melissa ISD Communications Department has aggressively shared information and photographs throughout the summer program on the district's social media and web platforms. This has allowed our community and also importantly, area employers, to see our students and their success in working with this program. This has opened up opportunities for Work Based Learning to be easier to find for our students during the school year. Melissa ISD will include our neighboring district, Anna, this year by offering them 20% of our open positions for their students. This arrangement will provide Anna with the opportunity to begin a similar program next summer. Anna will be able to share student successes via their own web and social media sites, thereby hopefully obtaining community support for them to start their own program next summer.

The goal of creating a pipeline from 1) Summer Grant's program serving as a pre-apprenticeship for students to explore the field and see if it is a fit for them - 2) Construction Program of Study - students enroll in this program of study 3) graduation and application to Crossland's Apprenticeship or Internship programs beginning the summer after graduation. 4) The first step in Crossland's program is called Kickstart- allowing both students and professionals to "try on" this opportunity before committing to either an Apprenticeship or Internship. This makes this Summer Grant Program an essential step in the process of ensuring that the program works. Funding for this program is essential in providing staffing stipends, student stipends, uniform shirts, minimal tool supplies to obtain enough supplies for student use, along with study materials for the soft skills portion of the experience. In last year's proposal, it was stated that funding of that grant offered the potential for accelerating this process by at least a full year. That is exactly what has happened with this grant. Its visibility is what provided the opportunity for the connection with the formalized Apprenticeship/Internship program that is already available to our graduates yet neither of us realized the link until recently.

**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.)

The Dallas Morning News reported in March of 2022 that, "Collin and Denton counties were among the the top 10 counties in the U. S. for population growth in the last year, according to data from the U. S. Census Bureau." "Five of the last year's top 10 largest-gaining counties" showed Collin County at Number 2 in the country.

Workforce Solutions, reported in January of 2023 that, "54% of jobs in Texas are considered middle-skill, which means more than a high school degree, but less than a college degree, is needed. Yet only 45% of Texans meet that criteria."

The Greater Texas Workforce Development Area 6 Labor Market Information shows that for the 2020-2030 period, the following jobs in the Architecture and Construction cluster show high growth/high wage potential: Security and Fire Alarm Systems, Electrical and Electronics Repairers, Powerhouse, Substation and Relay, Construction Managers, HVAC and Refrigeration Mechanics, Landscape Architects, Plumbers, Pipefitters and Steam, and Interior Designers. Compensation for these professions range from \$50,000-\$80,000.

Interest surveys over the last several years have shown student and community interest in programs where construction related skills are taught and that would prepare students for that 54% of jobs that are needed and lagging in Texas. Dates and percentages of student interest showed: 2015 student survey- 16%, 2022 student survey- 43%.

A growing need for the workforce trained in Architecture and Construction skills along with increasing interest in the opportunities to learn these skills in our student population, creates some urgency in finding a way to make this happen for our students. With the addition of access to an established professional program upon graduation we can feed this need and interest without facility requirements that we simply have no way to provide. The interest in these programs by students has increased significantly, in part due to this program and the sheer amount of building going on around the 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.

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.

Industry partners working with Melissa ISD in support of the Summer Workforce Grant program include the following companies with construction in the Melissa area:

Crossland- Construction  
WRA- Architects

The work-based learning model that will be utilized in this project is a career preparation and career training format in a practicum setting. By the end of the construction Summer Workforce activities, students will have spent a total of 170 hours interfacing with career workers within the district. An additional component of the program will be the interaction with industry professionals who can add context from a construction trade professional from outside the district to the work that students are doing. Purposeful time provided within the program, introducing students and professionals to one another for meaningful interactions will begin to build on the partnerships that are beginning for both students and contractors. Twenty students will participate in the program. A formal introduction to the Apprenticeship and Internship programs of Crossland will be provided by the area director/recruiter of the program. This introduction will allow students and the program recruiter to know one another, providing opportunities for communication and planning throughout the rest of the students' high school years. Students in Anna and Melissa will have the opportunity to participate.

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:**

**2023-2024 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* - Indirect administrative costs may be charged to this grant program.

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



Application Part 2:

2023-2024 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: 75-1611350		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			\$ -	\$ 1,200	\$ 1,200
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 Program Manager			\$ -	\$ 5,000	\$ 5,000
22 Work Area Leads (3) 1,200 Work Area Support (3) 1,000			\$ -	\$ 6,600	\$ 6,600
23	<b>Subtotal Employee Costs:</b>		\$ -	\$ 12,800	\$ 12,800
<b>Substitute, Extra-Duty Pay, Benefits Costs</b>					
24 6112 - Substitute Pay			\$ -	\$ -	\$ -
25 6119 - Professional Staff Extra-Duty Pay			\$ -	\$ -	\$ -
26 6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27 6140 - Employee Benefits			\$ -	\$ -	\$ -
28 61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>		\$ -	\$ -	\$ -
30	<b>Total Program Costs:</b>		\$ -	\$ 12,800	\$ 12,800

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:

Application Part 2:

2023-2024 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: 75-1611350	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>6269 - Rental or lease of buildings, space in buildings, or land</del>	\$ -	\$ -	\$ -
2	Service: Specify purpose:	\$ -	\$ -	\$ -
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>	\$ -	\$ -	\$ -
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	<b>Total Program Costs:</b>	\$ -	\$ -	\$ -

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2023-2024 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: 75-1611350		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:	\$ -	\$ 5,800	\$ 5,800
2	<b>Total Program Costs:</b>	<b>\$ -</b>	<b>\$ 5,800</b>	<b>\$ 5,800</b>

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2023-2024 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: 75-1611350		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.	\$ -	\$ 24,000	\$ 24,000
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	6497 - Hosting conferences for non-employees.	\$ -	\$ -	\$ -
9	<b>Subtotal of other operating costs (6400) requiring specific approval:</b>	\$ -	\$ 24,000	\$ 24,000
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ -	\$ -
11	<b>Total Program Costs:</b>	\$ -	\$ 24,000	\$ 24,000

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

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County District Number or Vendor ID: 75-1611350		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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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: 2023-2024 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: 75-1611350		Amendment #
Grant Period:	March 20, 2024 - September 30, 2024	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	\$ -	\$ 12,800	\$ 12,800
2	Professional and Contracted Services	6200	\$ -	\$ -	\$ -
3	Supplies and Materials	6300	\$ -	\$ 5,800	\$ 5,800
4	Other Operating Costs	6400	\$ -	\$ 24,000	\$ 24,000
5	Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds				N/A	
6	<b>Total Direct Costs:</b>		\$ -	\$ 42,600	\$ 42,600
7	Enter Percentage (%) of Indirect	3.646	\$ -	\$ 1,553	\$ 1,553
8	<b>Grand Total of Budgeted Costs :</b>		\$ -	\$ 44,153	\$ 44,153
Shared Services Arrangement					
9	6493	Payments to member districts of shared services arrangements		\$ -	\$ -
Administrative Cost Calculation					
10	Total Grant Amount Budgeted:				
11	Reasonable and necessary administrative costs established for the program:				0.15
12	Maximum amount allowable for administrative costs, including indirect costs:				\$ -

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## ANNA INDEPENDENT SCHOOL DISTRICT

To Whom It May Concern:

Anna ISD is pleased to be partnering with Melissa ISD for the 2023-2024 Summer Career and Technical Education (CTE) Grant. Our districts are working together to utilize the grant to create a pre-internship program working with Melissa ISD Maintenance and Operations. This pre-internship program will lay a foundation for students who are graduating or juniors who are 18 years old in the summer to participate in Crossland Construction's Kickstart program that leads to either their Apprenticeship or Internship programs the summer before they graduate. Kickstart is like an extended interview process, allowing both the student and the company to determine if proceeding is the right fit for both.

If you have any questions about this partnership for Anna ISD, please feel free to contact the Director of CTE & STEAM, Theodore J Mackey III.

### **Contact Information**

Anna ISD, Director of CTE & STEAM

[theodore.mackey@annaisd.org](mailto:theodore.mackey@annaisd.org)

O: 972-924-1128

M: 214-499-6029

Sincerely,

January 20, 2024

Theodore J Mackey III



WRA Architects  
12377 Merit Dr. #1800  
Dallas, TX 75208

January 16, 2024

Memorandum of Understanding

Melissa Schools  
1904 Cooper St,  
Melissa, TX 75454

Melissa ISD and partner organizations,

WRA Architects is delighted to continue our work in Melissa, Texas and alongside Melissa ISD. WRA has been collaborating with Melissa Schools since 2019 and are on-site regularly through the duration our partnership. This alignment underscores our mission to positively influence people's lives through design.

WRA Architects has a decades-long tradition of internship experiences and have expanded our commitment to include high school candidates since 2015. We have continued to formally develop our internship and apprenticeship program and strive to make it more meaningful and relevant to students. Our internship program has historically sought candidates with an interest in architecture 16 years of age or older, but are open to passionate candidates outside of that range. Focus areas may include architecture, construction science, interior design, graphic design, marketing, and digital design fabrication / reality capture.

We endeavor to tailor internship experiences to each candidate's needs, program of study, and sponsoring institution; including days / hours worked, credit requirements, and curriculum deliverables. Each participant will develop a "semester" of guided design exercises under direct supervision of full-time design staff at WRA. At the conclusion of the program, past program candidates have composed portfolios, designed conceptual projects under the guidance of staff, presented to professional colleagues, and provided design feedback used in realized projects.

Our team members are excited to attend career fairs, industry showcases or seminars to invest in future students. We specifically look forward to opportunities to present and answer student questions at Melissa ISD in their apprenticeship program, as proposed. The AEC industry is a wide ranging and dynamic field, and we are excited to meet the Melissa student leaders in this industry and to connect them with our collaborators in the future.

Best,

A handwritten signature in blue ink that reads "Nathaniel Havens". The signature is written in a cursive, flowing style.

**Nathan Havens, AIA, NCARB**  
Associate



833 S East Avenue | PO Box 45  
Columbus, Kansas 66725  
t 620.429.1414  
f 620.429.1412

To Whom This May Concern:

I am writing on behalf of Crossland Construction, a leading construction company with a strong commitment to fostering talent through internship and apprenticeship programs. We wish to express our wholehearted support for Melissa ISD - Construction Trades Pre-Apprenticeship grant application, aimed at supporting students interested in applying to internship programs after high school.

At Crossland, we have a proud history of designing and implementing highly successful internship and apprenticeship initiatives. We understand the transformative impact such programs can have on the lives of young individuals, providing them with practical experience, valuable skills, and a solid foundation for future careers in the construction industry.

We believe that the establishment of pre-apprenticeship programs is a crucial step in preparing students for the challenges and opportunities that lie ahead in the workforce. Our real builder mentality and Melissa ISD's commitment to bridging the gap between education and employment aligns perfectly with our in-house Academy career programs and partnership with The National Center for Construction Education and Research (NCCER). We are confident that Melissa ISD's proposed program will significantly contribute to the development of skilled professionals in the construction sector.

As advocates for workforce development in the construction industry, we understand the importance of initiatives like the one proposed by Melissa ISD and offer our full support in ensuring their students' success. We firmly believe that supporting such programs is vital for the growth and sustainability of our industry.

We appreciate your ongoing efforts to enhance educational opportunities and workforce readiness for students in Texas. We look forward to the opportunity to continue to support the future of developing these craft professionals.

Respectfully,

*Sammy Swanwick*



**Sammy Swanwick**

Director of Learning and Development  
833 S. East Ave. | PO Box 45  
Columbus, KS. 66725

t: 620.429.1414 c: 620-333-2233

[sswanwick@crossland.com](mailto:sswanwick@crossland.com)

[www.crossland.com](http://www.crossland.com)



Trust – Responsibility – Integrity – Passion



# CHOOSE YOUR PATH



## High School or Technical Students, Choose Your Path.

Our Kickstart program is a perfect way to learn more about the construction industry and discover which path is right for you. Join us for our eight-week summer program, where you will receive hands-on experience and gain valuable insights into the various avenues of the construction industry. At the end of the summer, you could earn an opportunity to go 'Straight-to-Work' with the potential to join our Apprenticeship Program, or if you decide you are "College-Bound," you have the opportunity to join our Internship Program.

**No matter which path you choose, Crossland has opportunities for you!**

*Straight-to-Work  
Apprenticeship*

Craft  
Journeyman

Craft  
Foreman

Craft  
Apprentice  
(i, ii, iii, iv)

Craft  
Mentor

Craft  
Superintendent

*College-Bound  
Internship*

Internship  
Year 2

Field  
Engineer

Superintendent

Internship  
Year 1

Internship  
Year 3

Project  
Engineer

Project  
Manager



## Kickstart Program

# HOW IT WORKS

### 1 Selection Process

We are looking for high school/technical school students who have strong work ethic, positive attitude, and a desire to learn.

### 2 Explore Your Options

Use this 8 week program to learn more about the opportunities and crafts within the construction industry.

### 3 Next Steps

At the end of Kickstart you will be evaluated on your performance and could earn an opportunity to go 'Straight-to-Work' with potential to join our Apprenticeship Program or go 'College-Bound'.