



**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](mailto:loiapplications@tea.texas.gov).

Application stamp-in date and time

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

**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.

Crowley ISD's vision is that all students will be equipped to reach their full potential in order to successfully navigate a diverse, evolving, global society. The goal of the district is to prepare students for high-wage, in-demand careers in the state of Texas and to support the goals of the state 60x30 plan. The Bill R. Johnson Career and Technology Education Center is an innovative, career focused campus that equips students to pursue and obtain industry-based certifications in their program of study. Students who are successful in completing these certifications will be provided opportunities to be better prepared for college, career, and military opportunities after high school. The data from the TEA CTE Alignment report dated January 2, 2024 indicated that in fall 2022, 26 Programs of Study were reported to TEA but that 19 Programs of Study had both completers and achieved industry based certifications. The Summer Certification program aims to increase more opportunities for those who have not successfully passed an industry-based certification. The Summer Certification program will offer 50 to 60 students the opportunity to secure industry-based certifications in from those approved by TEA in areas such as Leed Green Associate, Cybersecurity Fundamentals, FAA Part 107, Certified Pharmacy Technician, Entrepreneurship and Small Business, and other TEA approved IBCs. Students will be targeted from the programs of study who are current 11th or 12th graders and after classroom instruction including test preparation, the students will take the industry based certification exams. The grant funds will be used to provide classroom instruction, prepare for the test, and fund the industry based certifications.

A second summer bridge will target 80-100 incoming ninth and tenth graders and any existing students enrolled in the programs of study who need support with technical skills in the following programs of study: Engineering, Aviation, Carpentry, Health Science, Architecture, Information Technology, Computer Programming, and others that the spring 2024 formative assessment data shows a lack of technical skills focused on math and science. Crowley ISD was of the CTE Summer Grant in 2023 and ran the same program. Students who participated in the camp for technical skills are showing significant gains in their CTE programs compared to those who did not attend the camp.

**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.

Crowley ISD's vision is that all students will be equipped to reach their full potential in order to successfully navigate a diverse, evolving, global society. The goal of the district is to prepare students for high-wage, in-demand careers in the state of Texas and to support the goals of the state 60x30 plan. Crowley ISD has a growing CTE program with 34 programs of study. In the 2023-24 school year, 444 students are enrolled in practicum courses and supported through work-based learning including internships. However, due to the large number of students enrolled in practicums and the difficulty of finding employers to serve 444 students, not all students have been able to participate in an internship at a secondary site. By providing internships during the summer, 30-40 students will be able to participate in work-based learning activities and internships. The district demographics indicate that 75% of the students are low socioeconomic. In summer 2023, the district was a recipient of the summer CTE grant and the internship in the summer led to 5 students being hired as full-time employees in the district. While the district has many industry partners, most of the students do not have transportation available to them and public transportation is limited in the district. Therefore, the proposal is to offer in-district internships or internships where transportation can be provided.

This grant will provide students an opportunity to increase employability skills and offer internships in summer 2024. Our district understands that work-based learning is a critical component to ensuring students are career ready. The intent is to reinforce and apply skills learned in the CTE classroom; the outcomes that will be reinforced in the internship setting include communication, collaboration, problem solving, creativity, innovation, self-management, and workplace culture.

The proposed grant activities would provide internships to 11th and 12th grade students enrolled as on track to be a completer in one of the districts 34 programs of study. Some of the programs of study are Plant Science, Applied Agricultural Engineering, Carpentry, Digital Communications, Teaching and Training, Healthcare Therapeutics, Programming and Software Development, Networking, Law Enforcement, Business Management, and Entrepreneurship.

Crowley ISD proposes to offer a summer internship program for 30-40 students--targeting students who are currently in 11th or 12th grade and on target to be a completer in their enrolled program of study. Each student will be paid



**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
Program Director -- oversee accountability; adjust program as needed; handle all personnel issues	One year administrative experience overseeing CTE programs; ability to lead all phases of instructional programs. Ability to communicate and interact effectively with a variety of audiences.
Summer coordinator -- coordinate classes; supervise site; run data to measure outcomes; liaison for summer program with community members	Three years leadership experience preferred; must be able to input or retrieve data effectively and efficiently and interpret student outcomes. Must have experience with CTE data disaggregation and PLC process.
Classroom Teachers/Program Facilitators	One year CTE classroom teaching experience required; must have experience in industry based certifications or technical skills in CTE (depending on teaching assignment).

**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
Work-based learning coordinator	Certified to teach CTE courses; experience in work-based learning and internships. Must have experience with training plans and working with industry partners.

**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?

Focus area 1 has two major goals -- Summer IBC program and Summer Technical Skills Bridge program

The goals and objectives of the summer industry-based certification program will be to provide 50-60 students the opportunity to secure industry-based certifications in from those approved by TEA in areas such as Leed Green Associate, Cybersecurity Fundamentals, FAA Part 107, Certified Pharmacy Technician, Entrepreneurship and Small Business, and other TEA approved IBCs. Students will be targeted from the programs of study who are current 11th or 12th graders and after classroom instruction including test preparation, the students will take the industry based certification exams. The grant funds will be used to provide classroom instruction, prepare for the test, and fund the industry based certifications. These skills and experiences will prepare students for high-demand, high-wage positions in various occupations. The summer program will meet for four weeks for four days a week for approximately 64 hours. The strategies will include both pre- and post-assessments to determine the learning needs of each student related to their respective industry based certification exam. Both classroom instruction and test prep activities will be provided to each individual student and the experience will culminate by students taking their respective industry based certification exam.

The goal and objectives of the summer technical skills bridge program will be to provide 50-80 incoming ninth and tenth graders and any existing students enrolled in the programs of study who need support with technical skills in the following programs of study: Engineering, Aviation, Carpentry, Health Science, Architecture, Information Technology, Computer Programming, and others that the spring 2024 formative assessment data shows a lack of technical skills focused on math and science. The camp will be offered for two weeks for four days a week for approximately 32 hours. The strategies that will be used will be direct instruction on skills such as math, classroom organization, teamwork, technical vocabulary, and problem solving strategies. The format will be applied learning in a CTE classroom.

**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 goal will be to provide internships to 11th and 12th grade students enrolled as on track to be a completer in one of the districts 34 programs of study. Some of the programs of study are Plant Science, Applied Agricultural Engineering, Carpentry, Digital Communications, Teaching and Training, Healthcare Therapeutics, Programming and Software Development, Networking, Law Enforcement, Business Management, and Entrepreneurship. By August 2024, at least 30 students will have completed an internship and the supervisor from the internship placement will evaluate them using a work-based learning rubric. All students will be expected to complete 60-90 hours of internship experience.

The goals and objectives of the work-based learning experience is to provide each student with development in professional skills, ensure every students has a customized training plan, ensure all students have an internship placement that supports their program of study knowledge, and all students are provided with an evaluation to assist in their career growth. The strategies that will be used will be placement in an internship with a training plan of identified skills that need to be reinforced from the program of study. Additionally, each student will receive individual coaching from the supervisor of the placement and the work-based learning coordinator.

The strategies of the proposed program are classroom instruction on employability and professional skills, internship placement with a completed training plan, evaluations, and career coaching at the culmination of the internship.

**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.

For the summer industry based certification program, each participating student will complete the outlined certification objectives and exam required by the testing entity. The objectives of each industry based certification will be assessed and measured by a pre and post-test. After classroom instruction, each student will take their respective industry based certification. The measurement of the effectiveness of the summer industry based certification program will be the number of students who pass and receive a credential through an industry based certification.

For the summer technical skills bridge program, each incoming student will complete and end of the program evaluation with a brief reflection on their experience. Each participant will be given a pre- and post-assessment of technical skills to measure growth. The post-assessment will be used to measure performance and the growth of each student and the effectiveness of the program.

**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 work-based learning program will be measured by ensuring 100% of students who participate in the internship summer program complete a training plan which outlines goals to grow in both technical and professional skills over the duration of the internship. The internship coordinator will meet bi-weekly, at a minimum, with each intern to identify areas of strength and areas where the intern may require additional support and coaching. At the culmination of the internship, each intern will have a coaching session with the work-based learning coordinator to formulate an individual student plan for the student to assist them into entry into their chosen career path. The effectiveness of the program will be measured by the evaluations submitted by the workplace supervisor for each student and a survey of each student that has them evaluate their growth in the workplace skills after participation in the summer opportunity.

**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 summer certification program includes the following expenditures:

Payroll (6100):

8 teachers x 64 teaching hours x \$35 = \$17,920

8 teacher x 12 prep hours x \$35 = \$3,360

Program Director - \$4000

Supplies and Materials (6300)

Industry Based Certification Exams - \$12,000

Supplies and Curriculum - \$2700

The summer technical skills bridge camp includes the following expenditures:

Payroll (6100)

4 teachers x 32 teaching hours x \$35 = \$4,480

4 teachers x 6 prep hours x \$35 = \$840

Summer Bridge Coordinator - \$2000

Supplies and Curriculum - \$2700

**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.

Local funds will be utilized to provide transportation to the internship sites.

Payroll (6100)

\$4500 - Work-based learning coordinator

Professional Contracted Services (6200): \$43,500 has been budgeted in this category to provide pay for student interns (as contractors) throughout the summer internship program. We plan to provide paid internships to students at an hourly rate of \$15. At a minimum, 30 students will be provided an internship for between 60-90 hours of work throughout the summer.

Supplies & Materials (6300): \$2000 has been budgeted in this category to fund uniforms for the interns to wear as a way of distinguishing them as Crowley ISD interns while at their work-based placement.



**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.)

The data from the TEA CTE Alignment report dated January 2, 2024 indicated that in fall 2022, 26 Programs of Study were reported to TEA but that 19 Programs of Study had both completers and achieved industry based certifications. The Summer Certification program aims to increase more opportunities for those who have not successfully passed an industry-based certification.

For the summer technical skills bridge program, the EOC scores from Algebra I were used to determine that students need support in being ready for technical skills in their CTE classes. In the 2023-24 school year, 1265 9th grade students enrolled in CTE classes. Additionally, the 2021-22 STAAR Performance Report (last publicly available report) indicated that 43% of Crowley ISD students met standard compared with 57% at the state level; also, 4% of Crowley ISD students were at the masters level compared with 11% at the state level.

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.)

Crowley ISD has a growing CTE program with 34 programs of study. In the 2023-24 school year, 444 students are enrolled in practicum level CTE courses. However, due to master scheduling challenges and lack of industry partners, many students are not able to either enroll in a practicum level course or for those enrolled, not matched to an internship. The district has a CTE high school that serves two comprehensive high schools and two 9th grade centers. Matching bell schedules can be challenging. Also, with 444 students needing matching internships, the district has not been successful in finding enough industry partners even though it is an ongoing effort. By providing internships during the summer, at least 30 students will be able to participate in work-based learning activities. The district is 75% low socioeconomic. By the district providing transportation, more students will be able to access internships for career ready development. Additionally, by providing paid internships, students will be able to participate in development that supports their program of study rather than employment in traditional summer student jobs.



**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.

CTE programs of study targeted for IBC completion are Animal Science, Applied Agricultural Engineering, Plant Science, Architectural Design, Carpentry, Graphic Design and Multimedia Arts, Digital Communications (audio and video), Accounting & Financial Services, Business Management, Entrepreneurship, Culinary Arts, Information Technology Support and Services, Networking Systems, Automotive, Distribution & Logistics, Early Learning, Healthcare Therapeutics, Law Enforcement, Cosmetology, Barbering, Family & Community Services, Biomedical Science, Cybersecurity, Engineering, and Programming & Software Development. The summer program will target 50-60 students who will be engaged in and supported in attainment of industry based certifications.

The programs of study targeted for the Summer Bridge Technical Skills program include Engineering, Aviation, Carpentry, Health Science, Architecture, Information Technology, Computer Programming, Aviation Maintenance, Accounting & Financial Services, and Biomedical Science. The summer program will target 50-80 students who will be engaged in classroom instruction using real-world applications to increase technical skills.

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.

By providing opportunities in the ISD, students not only receive internships that allow them to apply academic, technical, and employability skills but also become connected with those in their community who work in their career interest areas. Previously, the district has hired graduates in areas such as technology and Education & Training. After last years summer internship opportunities, the district hired 8 graduates in health science. Some of the internship placement sites include CISD Police Department (Law Enforcement), elementary summer school and CISD child care (Early Learning and Teaching and Training), CISD Maintenance and Operations (Architectural Design, Applied Engineering, Plant Science, and Carpentry), CISD Office of Communications (Digital Communications and Graphic Design & Multimedia), CISD Technology Department (Information Technology and Support Services, Networking, Programming and Software Development), CISD Health Services (Healthcare Therapeutic), and CISD School Leadership and Business Office (Business Management, Accounting, and Entrepreneurship). The target for internships will be at least 30 placed students. Students will be supported by professional or employability skills assessment and training, an individualized training plan, weekly mentoring by the placement supervisor, and career coaching at the end of the experience from the work-based learning coordinator.

**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**