



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.

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 **March 20, 2024-September 30, 2024**Pre-award costs permitted from **Not Permitted**

Application stamp-in date and time

Required Attachments

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

See the Program Guidelines for for additional attachment information.

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

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

Amendment Number

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

N/A

Applicant Information

Organization Benavides ISD CDN 066-901 ESC 02 UEI F4TKXFBGKTW8

Address 106 W School Street City Benavides ZIP 78341 Vendor ID 74-6000360

Primary Contact Dr. Samuel Bueno Email sbueno@benavidesisd.net Phone 361-256-3000

Secondary Contact Darin Landrum Email dlandrum@benavidesisd.net Phone 361-256-3000

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 Dr. Samuel Bueno Title Superintendent

Email sbueno@benavidesisd.net Phone 361-256-3000

Signature *Dr. Samuel Bueno* Date 1/25/2024

DocuSigned by:

4EF74247594B499

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.

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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.

PROGRAM OVERVIEW: Benavides Independent School District's dedicated team has reviewed the grant guidelines, purpose, and performance objectives. With a strategic focus on these parameters, the district is actively seeking Summer Career and Technical Education (CTE) funds to facilitate the implementation of an impactful Summer Work-Based Learning (WBL) initiative. Tailored specifically to the Texas Education Agency (TEA) approved POS Health Science and Agriculture, Food, and Natural Resources Program of Study (POS), this program stands as an opportunity for students to cultivate essential employability skills within a high-demand occupational sphere. The primary aim is to deepen their understanding of Career and Technical Education (CTE) while equipping them with the tools necessary to excel in both higher education and future careers. The proposed program is designed to span a comprehensive four-week duration, engaging up to fifteen (15) high school level students. The team firmly believes that securing this grant will significantly enhance the educational experience of the district's current students, aligning with Benavides ISD's overarching mission of fostering a collaborative commitment among staff and the community to educate EVERY CHILD, ensuring they reach their fullest potential in life.

SPECIFIC NEEDS: In our unwavering commitment to supporting students, it is critical to emphasize the pressing need for funding within our district. Our students confront challenges that pose a threat to their prospects of securing employment opportunities and educational degrees. Key areas of concern include: a substantial majority of the district's students grappling with economic disadvantages (73.1% Economically Disadvantaged); every student qualifying for Title 1 support (100%), surpassing the state average of 64.6%; a Career or Military Ready graduate rate of 46.7%, falling below the state's average of 70.0%; a median household income of \$55,885, below the state's average of \$67,321; and Benavides ISD being a SMALL, RURAL district (5 priority points). (Sources: 2022-23 Texas Academic Performance Report, 2022 American Community Survey 5-Year Estimates)

ADDRESSING NEEDS: Through the implementation of this program, we are resolute in confronting students' challenges head-on. The overarching goal is to empower them with employability skills, thereby elevating their competitiveness in the job market. The acquisition of Career and Technical Education (CTE) course real-world experience will enrich their educational journey, ensuring they are well-prepared for the rigors of college and their prospective careers. As this transformative program unfolds, we anticipate witnessing a positive shift in the Career or Military Ready graduate rate. This shift will not only liberate students from the cycle of economic disadvantage but also serve as a vital bridge to overcome the rural limitations stemming from the scarcity of local businesses.

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
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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
SUPERINTENDENT (EXISTING) – Will supervise program personnel involved.	QUALIFICATIONS: Minimum of a Master’s Degree in Education or related field. EXPERIENCE: At least 2 years of experience in a Superintendent Position.
WBL PROGRAM DIRECTOR (PROPOSED) – Will oversee grant implementation, manage data collection, and assist with program evaluation.	QUALIFICATIONS: Bachelor's Degree in Education or related field. EXPERIENCE: 3 years of experience in CTE and knowledge of grant components, data collection, and budgeting.
WBL PROGRAM TEACHER (EXISTING) – Will facilitate and monitor students in the project-based learning on-site.	QUALIFICATIONS: Bachelor’s Degree in Education or a related field. EXPERIENCE: 2 years of experience in teaching.
SCHOOL COUNSELOR (EXISTING) – Will market to and recruit students for the program, assist with enrollment, and provide career pathway counseling.	QUALIFICATIONS: Minimum of a Bachelor's Degree in School Counseling or a related field. EXPERIENCE: Must have 2 years of experience in assisting students in selecting career pathways.
WBL BUSINESS/INDUSTRY PARTNER (PROPOSED) – Will be responsible for overseeing students as they receive work-based learning opportunities.	QUALIFICATIONS: Ability/knowledge to offer the targeted CTE training and oversight in work-based activities. EXPERIENCE: 4 years of experience in the targeted industry.

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?

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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?

GOAL/OBJECTIVE: Benavides ISD's Focus Area 2 initiative stands as a program dedicated to improving the academic journey of the district's students. Our OBJECTIVES are threefold: firstly, to furnish students with invaluable learning experiences; secondly, to instill crucial employability skills acquired in authentic workplace settings; and thirdly, to ensure a transition from education to the workforce. In the face of significant challenges encountered by the district's students, the realization of these objectives is integral to achieving our GOAL – an increase in median annual earnings within the region and a surge in post-secondary education participation.

STRATEGIES: Our path to success involves the execution of key STRATEGIES within the work-based learning program. Initiating collaboration with business partners, we will craft a learning schedule that MUTUALLY benefits students and businesses. Recognizing the importance of commitment and engagement, our strategy involves compensating students for their active participation in the program. We will address logistical challenges by facilitating transportation to and from the business site, ensuring involvement for ALL students.

ACTIVITIES: The work-based learning program is structured to provide AUTHENTIC, REAL-WORLD experiences that elevate students' development of essential workforce skills. Encompassing a spectrum of skills, particularly in Health Science, Electrical (1 priority point) and Agriculture, Food, and Natural Resources POS, students will immerse themselves in tasks such as receiving and admitting patients, taking vital signs, recording and documenting patient information, replacement and installation of electrical fixtures, inspection and repair of district facility's roofs, and updating and repair of district agriculture barn. These hands-on experiences not only amplify student learning but also constitute invaluable components for a transition into the workforce. This comprehensive approach not only ensures the program's effectiveness but also aligns with the objectives outlined in our grant application.

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.

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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.

Benavides ISD places an emphasis on the success of its grant program, recognizing the impact it holds on the educational journey of the district's students. The district has conducted a comprehensive review of the grant guidelines and performance measures, identifying crucial key indicators for tracking. These indicators serve as pivotal benchmarks for advancing student outcomes and attaining the program's overarching goals:
PERFORMANCE MEASURES: 1. Number of students actively engaged in the WBL internship. 2. Student information integrated into the fall PEIMS submission, encompassing demographics. 3. Compilation of business and industry partners actively providing work-based learning experiences to participating students. 4. Comprehensive tracking of total and average hours worked by students enrolled in the program. 5. Monitoring of total and average hourly earnings of students participating in the program.
6. Verification of training plans for each student involved in the program. 7. Documentation of partnership agreements with each business and industry partner participating in the program. 8. Validation of assessments or recognition of skills for each student enrolled in the program. 9. Rigorous reporting of all data associated with PEIMS in the Fall PEIMS submission.
PERFORMANCE MEASUREMENT TOOLS:
To effectively capture and analyze these statistics, the district will employ a range of data tools, including student enrollment lists, PEIMS, memorandums of understanding with business/industry partners, attendance/timesheets, payroll reports, assessments, student/stakeholder surveys, and feedback from business/industry partners.
With access to this comprehensive data set, the district is poised to conduct bi-weekly reviews of the performance measures. If challenges arise, hindering the achievement of set goals, the district is committed to engaging with all stakeholders collaboratively. Seeking solutions and, if necessary, arranging a meeting with TEA, underscores the district's dedication to addressing concerns promptly and ensuring the continued success of the grant program.

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.

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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.

BUDGET: Benavides ISD has conducted a review of grant goals and has developed the following budget to ensure it can provide the most impactful program:

- 6100 (\$8,275) – Funds have been allocated for a bus drive to transport students to and from worksites, professional staff extra-duty pay, and employee benefits.
- 6300 (\$24,010) - Funds have been allocated to purchase instructional supplies and resources that are needed to deliver real-world work experience.
- 6400 (\$11,100) – Funds have been allocated for compensation for up to 15 students who are not employed by a private business to receive work-based training.
- Indirect Cost Rate (\$6,615) - The district will use the indirect cost rate to recover the costs of managing the grant.

HIGH-LEVEL SNAPSHOT: Despite financial challenges, we are committed to optimizing available resources. Although we cannot provide paid summer internships, current funding allocations prioritize essential elements, which can be used to offset costs associated with running this WBL Program. For example, the district currently allocates funds to facilities, transportation, cafeteria personnel, computers/software, and classrooms. Funding sources for these allocations include local funds for maintenance, state transportation funds, Texas Department of Agriculture allocations for summer food programs, and the Instructional Materials Allotment (IMS) for hardware/software.

ADJUSTMENTS: If program adjustments become necessary, a collaborative meeting among stakeholders will be convened to thoroughly discuss and determine the changes essential for the program's success. In cases where program modifications are deemed necessary, the district will issue letters of intent to all stakeholders, ensuring transparent communication. To ensure compliance with regulations, any required modifications will strictly adhere to TEA rules for amendments, ensuring compliant adjustment process.

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.)

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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.)

Benavides ISD conducted a thorough needs assessment, identifying gaps and deficiencies at the community, district, and state levels. In alignment with the earlier overview, the district found the following critical areas of concern:

- A majority of the district's students experiencing economic disadvantages (73.1% Economically Disadvantaged);
- Every student qualifying for Title 1 support (100%), surpassing the state average of 64.6%;
- A Career or Military Ready graduate rate of 46.7%, falling below the state's average of 70.0%;
- A median household income of \$55,885, below the state's average of \$67,321; and
- Benavides ISD being a SMALL, RURAL district (5 priority points).

(Sources: 2022-23 Texas Academic Performance Report, 2022 American Community Survey 5-Year Estimates)

To confront the urgent challenges at hand and offer vital support, the district's Summer Work-Based Learning (WBL) program is ready to deliver concrete solutions to address students' obstacles. This initiative will furnish them with employability skills, significantly improving their competitiveness within the job market. Furthermore, an exploration of Career and Technical Education (CTE) will enrich students' educational journey, ensuring they are thoroughly prepared for both higher education and prospective careers. As a result, we anticipate a positive transformation in the Career or Military Ready graduate rate, empowering the district's students to break the cycle of economic disadvantage and actively contribute to the community's growth. Additionally, this program will play a crucial role in bridging the gap caused by the scarcity of local businesses, cultivating a skilled workforce capable of securing employment and catalyzing economic development in the rural area. This strategic initiative is strategically aligned with grant objectives, demonstrating a commitment to fostering educational and economic advancement within the community.

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.

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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.

PARTNERSHIP DETAILS AND STUDENT ENGAGEMENT: Benavides Independent School District has strategically formed vital partnerships with Santa Fe Home Health Agency (endorsed with a Letter of Support, earning 1 priority point) to facilitate crucial work-based training opportunities. Complementing off-campus work-based learning, the district will harness the expertise of local businesses, particularly RC Electric (acknowledged with a Letter of Support, securing 1 priority point), to host on-campus work-based learning experiences. This approach empowers students to cultivate essential employability skills including communication, delegation, time-management, and teamwork.

COMPREHENSIVE WORK-BASED LEARNING MODEL(S): Embedded within Benavides ISD's comprehensive Work-Based Learning (WBL) model is a carefully crafted framework that integrates internship opportunities and project-based learning. This model ensures that students will:

- Actively engage in impactful projects collaboratively developed with Santa Fe Home Health Agency and RC Electric.
- Receive transportation to and from worksites as needed, eliminating potential transportation barriers.
- Earn hourly wages while immersing themselves in significant real-world experiences, encompassing various tasks such as: 1) Installation and repair of electrical fixtures, 2) Inspection and updating of electrical fixtures, 3) Inspection and repair of roof, 4) Repair and update district facility, and 5) Ensure safe working environment.

Through these strategic alliances with Santa Fe Home Health Agency and RC Electric, Benavides ISD aims to broaden students' access to Career and Technical Education (CTE) courses, introducing paid summer WBL opportunities. This initiative holds the potential to yield substantial positive outcomes, contributing to the development of a skilled and workplace-ready talent pool, benefiting both students and the broader community.

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