



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

NOGA ID

Authorizing legislation

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto:loiapplications@tea.texas.gov).

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

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  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.

Not Applicable

**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:** In the upcoming 2023-2024 summer, Zapata County Independent School District (ZCISD) aims to provide 15 students with valuable work-based opportunities. The primary goal is to equip these students with essential employability skills, facilitate a smooth transition from education to the workforce, and empower them to secure jobs with higher median annual earnings while also encouraging further education.

**MISSION and SPECIFIC NEEDS:** ZCISD's mission is clear: "We will provide learning experiences and leadership opportunities to ensure a culture of excellence for all." This mission holds utmost significance, especially considering the economic challenges faced by a significant portion of our community. With an economically disadvantaged rate of 87.1% and all 3,373 students labeled as Title 1, over half of our student population falls under the AT-RISK category. To break the cycle of poverty, our district is committed to addressing these challenges by offering a clear pathway for students to pursue meaningful careers with higher median annual earnings.

**HOW WE ADDRESS THE MISSION AND NEEDS:** To fulfill our mission and meet the specific needs of our students, ZCISD is introducing targeted work-based learning opportunities in two key career pathways:

1. Heating, Ventilation, and Air Conditioning (HVAC) (1 priority point):

- Opportunity: Students will engage in a 4-week immersive paid internship and simulated work experience under the guidance of an HVAC certified technician.

- Activities: Participants will be involved in the regular inspection of HVAC systems, cleaning/replacing air filters, belts, and other components. They will also diagnose and repair malfunctions/breakdowns, working closely with other maintenance or facility management professionals.

2. Welding:

- Opportunity: Students will have the chance to participate in a 4-week paid internship to learn the fundamentals of welding through project-based learning.

- Activities: Participants will clean and prepare metal surfaces for joining, perform welding based on project blueprints, inspect completed welds to ensure they meet quality standards and specifications, and adhere to safety protocols while wearing appropriate Personal Protective Equipment (PPE).

By providing these targeted opportunities, ZCISD is committed to breaking barriers, fostering skill development, and paving the way for a brighter future for our students.

**Qualifications and Experience for Key Personnel (Focus Area 1)**

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Not Applicable	Not Applicable

**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
PROJECT DIRECTOR - Will oversee the program, grant, and ensure all performance measures are met. Existing position.	QUALIFICATIONS: Minimum of a Bachelor's Degree in Education or a related field. EXPERIENCE: Managing CTE, and other programs, including grant programs, personnel, and budgets.
PRINCIPAL – Will be responsible for managing day-to-day school activities, overseeing faculty and staff, and assisting in the program. Existing position.	QUALIFICATIONS: Minimum of a Bachelor's Degree in Education or a related field. EXPERIENCE: Must have at least 3 years of proven knowledge in managing day-to-day high school operations and activities.
PARTNERING DEPARTMENT LIAISON: Will be responsible for implementing the selected work-based learning opportunities.	QUALIFICATIONS: Minimum necessary to work in the targeted CTE POS. EXPERIENCE: Must have at least 3 years of proven knowledge in conducting work-based activities.
CTE PROGRAM TEACHER – 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.

**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?

Not Applicable

**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?

**FOCUS 2 - GOALS/OBJECTIVES:** The primary OBJECTIVES of the Focus Area 2 Program for the 2023-2024 summer CTE grant revolve around equipping students with essential job skills for a smooth transition from education to the professional realm. Our GOAL is to involve 15 students in programs focused on HVAC, Agriculture, and Welding. Collaborating with district departments and our skilled teachers, students will gain hands-on experience in these fields, fostering the knowledge and expertise needed for rewarding careers with increased median annual earnings.

**ACTIVITIES/STRATEGIES:** To support the district's objectives, the work-based learning program will implement the following STRATEGIES: Collaborate with ZCISD Maintenance Department (endorsed by a Letter of Support attached) and ZCISD CTE Department (endorsed by a Letter of Support attached) to create a learning schedule beneficial for both students and partners. Provide financial compensation for students participating in the program and offer transportation to and from the business site, if necessary. (Earn 2 Priority points for 2 Letters of Support).

Throughout the work-based learning initiative, students will engage in practical ACTIVITIES such as inspecting and performing routine maintenance on HVAC systems and preparing and inspecting sheet metal for joining in Welding. These experiences will enhance student learning, cultivate employability skills in real-world settings, facilitate a smooth transition from education to the workforce, and ultimately improve post-school outcomes, including increased employment and post-secondary attendance.

**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.

Not Applicable

**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.

FOCUS AREA 2 PERFORMANCE MEASURES - In pursuit of the 2023-2024 summer CTE grant, Zapata County ISD is committed to demonstrating a significant impact on Focus Area 2. To achieve this, the district will establish PERFORMANCE MEASURES aligned with program objectives and directly connected to student outcomes. The selected performance measures, based on TEA guidelines, include:

- Number of students engaged in internships training.
- Student information submitted during the fall PEIMS, determining student demographics.
- List of business and industry partners providing work-based learning experiences.
- Total and average hours worked by students in the program.
- Total and average hourly earnings of students in the program.
- Evidence of training plans for each student.
- Evidence of partnership agreements with business and industry partners.
- Evidence of culminating assessments or skills recognition for each student.
- Comprehensive reporting of PEIMS data in the Fall PEIMS Submission.

To ensure a proactive approach, the district will collect data on these measures weekly.

TOOLS USED TO MEASURE PERFORMANCE: Project personnel will employ various TOOLS to assess program performance, including student surveys, demographic information, performance reports, questionnaires, progress reports, grades, attendance records, and regular communication with CTE teachers and district partners. This holistic data collection approach aims to evaluate both program and student performance, with a specific emphasis on quality in Focus Area 2.

ENSURING EFFECTIVENESS: The gathered data will empower the district to evaluate the extent to which students meet established goals and objectives and assess the EFFECTIVENESS of strategies for student success. These measures will enable the district to make necessary adjustments, ensuring programs operate effectively and achieve intended outcomes.

**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.

Not Applicable

**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.

In preparation for the 2023-2024 Summer Career and Technology Education (CTE) grant, Zapata County ISD undertook a thorough evaluation of the district's requirements, objectives, and key milestones to ensure its readiness to implement the Summer CTE program. The proposed budget for Focus Area 2 is detailed below:

- 1. PAYROLL (\$12,100): This allocation covers teacher stipends, compensation for professional staff overseeing the Focus 2 program, and employee benefits.
- 2. PROFESSIONAL AND CONTRACTED SERVICES (\$5,240): Funds are earmarked for supporting data collection and analysis related to work-based learning activities.
- 3. SUPPLIES AND MATERIALS (\$6,900): Allocated to procure necessary supplies and materials for hands-on training and projects for Focus 2 students.
- 4. OTHER OPERATING EXPENSES (\$25,000): This category includes funds for transportation to work sites, covering vehicle maintenance, gas mileage, and expenses associated with paid internships.
- 5. INDIRECT COSTS (\$760): This allocation is reserved for overhead expenses based on Zapata County ISD's approved indirect rate.

SNAPSHOT OF FUNDS: The district does not currently provide paid internship opportunities. However, existing funds cover facilities, buses, cafeteria personnel, computers/software, and classrooms. Local funds cover facilities and maintenance, state transportation funds cover transportation-related expenses, state funds are allocated for summer food, and the state allotment for technology covers the hardware/software products.

ADJUSTMENTS TO MEET FUTURE NEEDS: ZCISD is proactively pursuing additional grant funds, seeking donations, garnering board support for sustained services, and strategically aligning current funding streams. These efforts are aimed at ensuring that our financial resources effectively contribute to achieving the goals outlined in the grant, fostering a successful and impactful summer CTE program.

**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.)

Not Applicable

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.)

**SPECIFIC CHALLENGES AND STRATEGIC SOLUTIONS:** The district's data clearly show a high demand for work-based learning opportunities. A significant 87.1% of our students face economic disadvantages, with all 3,373 students falling under Title 1, and more than half falling into the AT-RISK category. These economic challenges not only create difficulties for students in terms of transportation outside regular school hours but also emphasize the urgent need for immediate intervention and programs guiding them towards lucrative, high-demand career paths.

**ADDRESSING THESE CHALLENGES:** To effectively tackle these pressing issues, the district has formulated a comprehensive grant budget. This budget will secure essential funding to transport students to and from partnering businesses. Furthermore, funds will be allocated to compensate students for their involvement in summer work-based learning opportunities. This strategic approach aims to ensure that students graduate with the employment skills necessary for success in well-paying jobs, directly addressing the specific needs highlighted by these statistics.



**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.

Not Applicable

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.

**BUSINESS AND INDUSTRY PARTNERS INVOLVED:** Zapata County ISD (ZCISD), is set to embark on an impactful Career and Technical Education (CTE) grant initiative. This program places a strong emphasis on collaboration with both district and industry partners, recognizing their pivotal role in shaping students' career paths. ZCISD, located in a remote town away from major businesses, aims to provide valuable opportunities for 15 students through work-based learning modules in HVAC and Sheet Metal Welding. Aligned with the goals of Focus Area 2, our district has garnered support from industry professionals, earning us 2 priority points in our grant application. Mr. Luis Mendoza, a certified HVAC technician with ZCISD Maintenance, and Mr. Daniel Garcia from ZCISD CTE Department have provided signed letters of support, showcasing the community's endorsement. The Work-Based Learning Program at Zapata County ISD will focus on two key initiatives:

1. Heating, Ventilation, and Air Conditioning (HVAC): Students will actively engage in the inspection, cleaning, and repair of HVAC systems. This hands-on experience involves diagnosing malfunctions, collaborating with maintenance professionals, and gaining practical skills in HVAC maintenance.
2. Welding: Students will prepare metal surfaces, perform welding based on project blueprints, and ensure welds meet quality standards. Emphasizing safety protocols and the use of personal protective equipment, students will gain valuable experience in welding practices.

This immersive learning experience transcends traditional education, emphasizing practical skill acquisition. Students will develop crucial attributes such as effective communication, teamwork, problem-solving, critical thinking, and professionalism. Beyond the classroom, this grant aims to prepare students for success in the dynamic world of work, providing them with a competitive edge as they pursue their career aspirations.

**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**