



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.

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

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.

N/A

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 to be implemented - If awarded, McDade Independent School District will target up to 15 students to participate in an 8-week long Work-Based Learning (WBL) paid internship program. Students will receive pay for participating in internships on the McDade ISD campuses under the direction and supervision of district department heads - including focuses on IT, maintenance, business office, safety and security, and building/grounds. During this internship, students will work on specific maintenance and building projects around the campus. They will also track district inventory, provide office support/data entry, install software on computers, and perform other professional duties. While interning, students will receive real-world work experience and learn the value and importance of soft skills - teamwork, problem solving, communication, adaptability, critical thinking, time management, and interpersonal skills. This program will be monitored closely by a qualified McDade ISD staff member. This person will select and enroll students, align the internship activities with the student's skills and career desires, monitor the program daily through site visits with students and district department heads, and collect data throughout the project period. In addition, the staff member will oversee the students' PBL activity to include a report describing what they learned and where they need to make improvements for the future.

Mission and needs - McDade ISD's mission focuses on, "Preparing and guiding our students to achieve success on their path to the future." Being so small (355 total students) in a municipality with a population of just 1,285 (2020) results in limited opportunities for students of all ages. In McDade, there are really no significant businesses to speak of (a small cafe, gas station and an RV park) limiting student's opportunities to obtain summer employment that has depth and is meaningful. During the district's 2023 Comprehensive Needs Assessment, McDade ISD administration listed "graduates meeting college, career, and military readiness (CCMR) as an "area of concern." Only 12.5% of the graduates in 2021-22 were career or military ready and no student graduated with an industry-based certification (despite 80% of high school students being enrolled in a CTE program). In addition, more than 51.8% of students are economically disadvantaged in this small, rural area where educational attainment also is lacking.

Addressing needs - This internship program will address the needs and school mission by assisting students in becoming productive members of society by providing access to meaningful career and real-world experiences that lead to understanding the value of work. Work-Based Learning (WBL) opportunities such as these offered by McDade ISD in multiple pathways will be used by students to transition directly into the workforce or they can use it as building blocks toward post-secondary education. The idea is for these paid internships/professional real-world experiences to motivate students and show them what they can achieve through opportunities in careers they have an interest in.

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
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

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
Secondary School Principal - existing position - no grant funds - Will oversee project director and assist students in WBL opportunities.	Bachelor's Degree in Education or a related field. Experience: Must have 5 years of experience in managing day-to-day school activities, overseeing faculty and staff.
Superintendent - existing position - Will supervise the grant program and ensure all data is reported back to TEA as required through the assurances.	Experience: At least 3 years of experience being a Superintendent and involved in programs such as this, including CTE programming.
Project Director - existing position, but will receive stipend. Will oversee program in all facets, including enrollment, student selection and alignment.	Bachelor's Degree in education or a related field. Experience overseeing programs, grants, personnel, and budgets. Stipend included in grant budget.
District Leadership staff/department heads - existing positions and not paid through grant. Responsible for guiding interns and working with Director.	Ability and knowledge for oversight of work-based learning activities. Must have at least 4 years of proven knowledge of operations in specific departments and leading WBL opportunities.

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?

N/A

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?

Goals/Objectives - The main goal of the McDade ISD paid internship program is to provide 15 CTE students (mostly 11th and 12th graders) with quality, paid internship experiences in an area where summer jobs for students are already limited. The objectives of the program include:

- 1. Complement and align high school coursework into the workplace to provide students with diverse knowledge of future career possibilities.
- 2. Create an opportunity for 15 students to experience the working world and develop essential skills.
- 3. Provide students with the opportunity to be paid for their work in an atmosphere with oversight and expectations that are currently lacking in this rural district with minimal businesses and employment availability for students in summer.

Activities/Strategies - To achieve these goals and objectives, McDade ISD will implement the following:

- 1. Establish a paid internship program: The grant funding will support the development of a paid internship program at McDade ISD. This program will be specifically designed to meet the employment and experience needs of 15 CTE students in this small, rural community through WBL opportunities on campus at McDade ISD.
- 2. Student selection: The program will select up to 15 students who have already attended and completed at least 2 CTE courses in Manufacturing, Agriculture, Food, and Natural Resources, and Business, Marketing, and Finance, among others. These students will be chosen based on their interest and aptitude in these fields and interest in working in summer.
- 3. Program oversight: A dedicated district staff member will be assigned to oversee the internship program. This staff member will be responsible for coordinating the program, matching students with appropriate internship opportunities, and providing ongoing support through site visits and data collection to ensure quality experiences for students.
- 4. Students will use their Chromebooks to complete a project-based learning activity focused on career choices and readiness. Students will complete a report explaining what they learned during their summer internship experience.

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.

N/A

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.

Performance Measures:

1. Track the number of participating students and their demographic information.
2. Collect data on total and average hours worked, student earnings, and performance assessed through an internship rubric created by the program director based on student needs and desired experiences.
3. Develop weekly production reports in collaboration with program leaders and McDade ISD staff/department heads who are overseeing and working directly with students.
4. Conduct an assessment of overall quality of student work and efforts.

Measuring Tools:

1. Student in-takes, surveys, and questionnaires from students and McDade ISD staff/department heads to measure student competencies and growth in technical skills and employability skills.
2. Performance reports (weekly) from campuses and department heads hosting the interns.
3. Progress reports (weekly) and attendance sheets for participating students.
4. Meetings or on-site visits between program director and McDade ISD staff/department heads leading internships.

Ensuring Effectiveness Process:

1. Develop individualized plans for each student outlining goals and objectives for their internship.
2. Maintain regular communication between the program director and district staff/department heads to monitor student attendance, participation, and quality of work-based activities.
3. Conduct site visits to the campuses to ensure students are following their individual plans.
4. Have students create a multi-page report (including daily activities) about what they did and what they learned. Reports will be presented to district stakeholders for final assessment and feedback following the completion of the internship.

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.

N/A

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.

McDade ISD administration discussed on numerous occasions a project like this to help its students. During that process, the team developed a budget that would meet the needs, goals, and objectives for student development and success in a paid internship program. Leadership outlined the various costs of staffing, supplies and equipment needed to reach the goals, based on the number of students expected to participate, the depth of WBL activities, and length of the internship. All facets of a paid internship, including program oversight and operational requirements were analyzed for this budget.

PAYROLL and BENEFITS - (total - \$5,950) 1 - CTE/staff to lead, oversee, collect data, make site visits, and evaluate program. \$5,000 + 19% benefits

STUDENT INTERN STIPEND/PAY - (\$36,000) 15 students x \$15 per hour x 5 hours per day x 4 days per week x 8 weeks.

SUPPLIES AND MATERIALS - Includes technology devices - 15 - Chromebooks (\$6,000) for all students to work on career inventories, career surveys, create portfolios, and complete project-based learning activities during their internship.

INDIRECT - \$2,050

If awarded, the district will utilize existing local funds to impact areas in line with this grant and its purpose. The district will provide students access to classrooms, materials, software, and technology for the WBL Interns. Leadership also will look at any efforts to combine this internship with its existing career and industry counseling activities and efforts, including Project-Based Learning. The students will use the Chromebooks to create their inventories through career interest surveys, create portfolios, and write a report documenting what they learned during the 8-week program. The district does not have any additional funds to offer a quality bridge program such as this without the Summer CTE funding.

If adjustments are required, district administration will meet with the program director to discuss what changes will ensure success of the internship program. Any changes will follow the proper TEA procedures, including amending the application (if needed). If additional guidance is required, the district will contact TEA for assistance.

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.)

N/A

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.)

McDade ISD is a small and rural district. There are just a few small businesses within the city limits, which results in limited employment opportunities for students 16 and older. Even nearby towns such as Elgin (10 miles away) and Bastrop (15 miles away) are both relatively small and also have limited opportunities for students from McDade.

During the district's 2023 Comprehensive Needs Assessment, McDade ISD administration listed "graduates meeting college, career, and military readiness (CCMR) as an "area of concern." In addition, more than 51.8% of students are economically disadvantaged. Only 12.5% of graduates in 2021-22 were career or military ready and no student graduated with an industry-based certification (despite 80% of high school students being enrolled in a CTE program). Additionally, there are several needs the district and community face that results in a lack of quality WBL opportunities.

While the summer months are ideal for students to be able to experience full days allocated for on-the-job experiences, the lack of businesses in the area and required transportation to neighboring communities creates a reality in which McDade ISD itself must provide opportunities for its students on its campuses for summer employment.

For these reasons, McDade ISD staff and leadership are committed to providing these important Work-Based Learning experiences to district students on campus at McDade ISD. WBL is essential to the overall success of students upon graduation, especially in McDade, where students are not career and military ready (Goal has been set to have 80% of graduates to meet CCMR by the end of this school year. Students who experience WBL programs have an improved understanding of hard skills needed in their chosen career pathway and soft skills needed to have success in any job or career. WBL programs are effective for students to experience to pursue meaningful careers after high school.

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.

N/A

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.

McDade ISD is seeking grant funding to implement a Summer CTE paid internship program that lasts 8 weeks and is for 11th and 12th graders. It will run Monday through Thursday for 5 hours each day. This program will follow the guidelines for this TEA opportunity. There are minimal businesses located in tiny McDade - a gas station, cafe, and an RV park is about it. So, naturally, that is why this paid internship program focuses on providing all 15 internship opportunities in various Programs of Study and career pathways at McDade ISD campuses.

1. McDade ISD - Multiple district departments and staff will offer varied WBL opportunities including: Business Office, IT department, Maintenance Department, Building and Grounds Department, and the Safety/Security office. The interns will have the opportunity to experience a variety of activities and be involved in a number of career pathways. These experiences will occur under the watchful eye of the department heads at the school and under the oversight of the project director, who will create individual WBL plans to align with their CTE coursework and interests.

Through planning efforts made by the program director and other stakeholders, the internship will be aligned with CTE career pathways offered at McDade ISD. The internship will provide students with real-world employment experience by allowing them to work alongside professional educators, department heads, and experienced leaders in the school district.

The program will target students who are in the district's CTE program and have taken two or more CTE courses in various programs of study and career pathways. The beauty of the program occurring at McDade ISD campuses involves having one single entity provide multiple opportunities for students. By immersing themselves in this professional environment, the students will gain a deeper understanding of the industry they are studying and acquire valuable skills that will make them more marketable in the workforce after graduation or higher education.

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