



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 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

DocuSigned by:

Dr. Ron Lilie

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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.

OVERVIEW OF THE PROGRAM: Waelder ISD is seeking funds to implement a Summer CTE Grant that follows the Focus Area 2 guidelines. This Work-Based Learning program will target numerous programs of study such as HVAC and Sheet Metal (1 priority point); Nursing Science; Applied Agricultural Engineering; and Plumbing and Pipefitting (1 priority point). The programs will run between the hours of 8 AM and 12 PM, Monday through Thursday, for 3-4 weeks depending on the program selected. These programs will target and support a maximum of 10 students who will participate in job shadowing and internships. These offerings will be provided by and held on a Waelder ISD campus alongside the district’s nursing and building and trades departments as well as with our local partner, Gonzales County EMS/Rescue. These partnerships will enable the district to provide hands-on activities that will further develop human capital in state-identified high-skill, high-wage, in-demand occupations. The real-world work experiences that will be offered during programming could include but are not limited to: 1. Monitoring the school environment to ensure students/staff are in a safe environment. 2. Assisting students seeking medical attention to the appropriate location. 3. Welding and repairing pens used to hold farm animals. 4. Identifying, repairing, and installing various types of piping, tubing, and supports for plumbing projects. 5. Identifying, repairing, and installing various types of piping, tubing, and supports for plumbing projects. 6. Maintaining Heating, Ventilation, and Air Conditioning (HVAC) systems (i.e. replacing air filters).

OVERALL MISSION: Waelder ISD has defined its mission statement as being “committed to providing the best educational environment to ensure that all students reach their fullest potential to become responsible and productive members of society.”

SPECIFIC NEEDS: Unfortunately, the district faces different community and district demographic needs that make it difficult for this mission to be met. One of these needs is the geographic location, which is classified as rural, according to TEA, (5 priority pts.). This need, along with the others listed below pose barriers to meeting the district’s mission: 1. Rural-remote location from various educational opportunities. 2. 5.5% of the student population is Economically Disadvantaged (ED). 3. 92% of the student population is a minority. 4. 9.3% of students are homeless. 5. 75.2% are at-risk youth.

Unfortunately, all statistics referenced above are significantly higher than the state averages (Source: TAPR 2022-2023). With that said, the district has identified that this program could meet its current mission statement of helping students “become productive members of society” through this program. To ensure program success, the district plans on doing the following:

- Provide two (2) directors with a stipend of \$45/hour each, to ensure students are provided oversight during programming.
- Provide a bus for daily transportation.
- Provide students with work experience that can lead to higher median annual earnings compared to the current average in the area.
- Provide an hourly wage for students partaking in the internship program.

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
Project Director (2) - Oversee students on-site and assist with management and oversight of grant-related services.	Qualifications: Minimum of a Bachelor’s Degree in Education or a related field. Experience: Has 1 year of experience with managing programs, grants, personnel, and
Campus Counselor - Teach, support, and communicate the opportunities to participate in the bridge programs.	Qualifications: Minimum of a Bachelor’s Degree in Education or a related field. Experience: Must have 2 years of experience in assisting students in selecting careers.
Superintendent – Responsible for supervising the grant program and ensuring all data is reported back to TEA as required.	Qualifications: Minimum of a Master’s Degree in Education or a related field; and Superintendent Certification. Experience: At least 4 years of experience being a Superintendent.
N/A	N/A
N/A	N/A

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?

FOCUS AREA 2: Major Goals/Objectives: Waelder ISD's Focus Area 2 objective is to up to 10 students work-based learning opportunities. This objective aligns with the grant program's goal and district's overall mission to ensure that all students reach their fullest potential to become responsible and productive members of society.

ACTIVITIES/STRATEGIES: In conjunction with Waelder ISD's nursing and building and trades departments, the district will implement a Summer CTE Grant Work-Based Learning program that embeds real-world work experience for students. These experiences will include but are not limited to:

- Monitoring the school environment to ensure students/staff are in a safe and healthy environment.
- Assisting students seeking medical attention to the appropriate location.
- Welding and repairing pens used to hold farm animals.
- Boning and clipping animals prior to shows.
- Identifying, repairing, and installing various types of piping, tubing, and supports for plumbing projects.
- Maintaining heating, ventilation, and air conditioning (HVAC) systems (i.e. replacing air filters).

These key and insightful experiences will increase student learning, develop employability skills in actual workplaces, help students transition into the workforce, and can be used as building blocks toward post-secondary education.

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.

FOCUS AREA 2 PERFORMANCE MEASURES: Waelder ISD determined its performance and evaluation measures based on TEA guidelines to ensure program efficacy. The metrics listed below will be utilized as part of the evaluation measures:

- Number of students participating in internships or pre-apprenticeship training as part of the program.
- Student information to determine the demographics of the students served.
- Number of businesses and industry partners offering work-based learning experiences to students.
- Total and average hours worked by students in the program.
- Total and average hourly earnings of students in the program.
- Evidence of training plan(s) for each student in the program.
- Evidence of partnership agreements developed.
- Evidence of culminating assessments or recognition of skills for each student in the program.
- Collection of data related to PEIMS.

TOOLS USED TO MEASURE PERFORMANCE AND ENSURE EFFECTIVENESS: Waelder ISD will utilize the following means/tools to measure performance and ensure the program efficacy: Student/Stakeholder Surveys, Work-based Applications, Attendance Records, and PEIMS data.

Future indicators of success will be the number of students enrolled in CTE classes, as well as the number of after-school and summer jobs students acquire related to their field of study.

PROCESSES USED TO ENSURE EFFECTIVENESS OF GOALS/OBJECTIVES: Waelder ISD will utilize the data collected to determine whether the students in this summer program are meeting the goals and objectives, as well as how effective the strategies for student success are. The process for data collection includes the following: 1. Reviewing attendance records daily, 2. Administering surveys pre-and post-program completion, 3. Reviewing student work-based applications weekly to ensure constant progression, and 4. Reviewing PEIMS data (both pre-and post-program completion) and recent TAPR reports.

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.

Waelder ISD drafted the following budget based on the needs and goals of the program, including STAFFING, SUPPLIES AND MATERIALS, CONTRACTS, and TRAVEL. Waelder ISD's proposed budget is as follows:

- Pay for two (2) Project Director(s) (Focus Area 2 - \$5,760)
- Employee Benefits for Staff to provide work-based training (Focus Area 2 - \$1,440)
- Contracted Services to assist with data collection and analyses of work-based learning activities (Focus Area 2 - \$3,077)
- Supplies and materials necessary for the delivery of the program include but are not limited to: stethoscopes, syringes, welding rods, piping, etc. (Focus Area 2 - \$24,700)
- Other Operating fees to cover the costs associated with travel, gas, maintenance, etc., including funds for student internships (Focus Area 2 - \$12,100)
- Indirect fees to cover additional costs associated with implementing this program (Focus Area 2 - \$2,923)

ADJUSTMENTS TO MEET FUTURE NEEDS: Waelder ISD will always be on the lookout for additional grant funds, business donations, consideration from the board for continued services, and alignment of current funding streams to grant goals.

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.)

SPECIFIC AREA OF NEEDS OF THE LEA TO OFFER WORK-BASED LEARNING OPPORTUNITIES: Waelder ISD has a high percentage of minority students (92.5%) and students classified as economically disadvantaged/Title 1 (95.5%). Additionally, only 13.3% of our county (Gonzalez) has a Bachelor’s degree or higher, with the 15.4% considered to be living in poverty being majority in a minority group, leading to a lower tax base and fewer opportunities for the households’ students (such as paid internships). Therefore, this is a specific area of improvement that needs to be addressed. (Source: 2023 U.S. Census Quick Facts)

ADDRESSING NEEDS: To address Waelder ISD's needs, the district has created a detailed/specific grant budget that will provide funding needs to transport students to and from the district's campus (es). Waelder ISD has also ensured that it will allocate funding to cover costs associated with paying students to participate in the work-based learning opportunities during the Summer. By addressing these needs, Waelder ISD will increase engagement/participation and be more likely to meet its mission statement of helping students reach their fullest potential.

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.

BUSINESS AND INDUSTRY PARTNERS INVOLVED: Waelder ISD will offer a maximum of 10 students pay for participating in internships alongside the district's nursing and building & trades departments, who will serve as one partnering business, and Gonzales County EMS/Rescue, who will serve as the 2nd partnering business. Each business has provided a signed letter of support for this program (2 priority points)

WORK-BASED LEARNING MODEL(S): With collaboration and input from these businesses, Waelder ISD will offer real-world work experience by providing participating students the opportunity to conduct activities such as, but are not limited to:

- Monitoring the school environment to ensure students/staff are in a safe and healthy environment.
- Assisting students seeking medical attention to the appropriate location.
- Welding and repairing pens used to hold farm animals.
- Boning and clipping animals prior to shows.
- Identifying, repairing, and installing various types of piping, tubing, and supports for plumbing projects.
- Maintaining Heating, Ventilation, and Air Conditioning (HVAC) systems (i.e. replacing air filters)

The ultimate goal of offering these students job experience is to ensure they graduate with the ability to obtain employment. A key factor to keeping a job once employed is soft skills, therefore, in addition to the hands-on experience, they are also going to receive training on soft skills such as: 1. Communication, 2. Enthusiasm and Attitude, 3. Teamwork, 4. Networking, 5. Problem-solving and Critical Thinking, and 6. Professionalism.

These types of skills will not only allow for the participating students to be more marketable in the workforce, but also give them a competitive advantage in achieving their career goals.

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