



2023-2024 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, February 12, 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.

TEA must receive the application by **11:59 p.m. CT, February 12, 2024**.

Grant period from

Pre-award costs permitted from

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):

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.

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.

Overall Mission: Students will learn about career opportunities and post-secondary education related to the Lodging and Resort Management program of study and experience the lodging environment.

Students will attend and participate in a Texas Hotel and Lodging (THLA) 3-day summer internship for high school students to learn about Lodging and Resort Management career paths and related postsecondary education. The hotel industry offers an unparalleled setting to meet people from all walks of life and to experience new adventures every day. The hotel industry provides many exciting professional opportunities to explore, all with competitive pay and potential for career growth.

The hotel industry career pathways include occupations within a variety of hotel departments, often with the same employer. The most common hotel departments include Accounting, Executive Office, Food and Beverage, Human Resources, Guest Services, Rooms, Sales and Marketing, Security, Engineering, and Maintenance.

During this intensive, fun, and interactive camp, students will stay at a hotel and experience the following in a fully immersive environment:

- Hotel Industry Overview and Career Options session
- Texas Friendly Customer Service Certification
- Effective Communication Techniques session
- SMART Goal Setting session
- Tours of Two Hotel Properties
- Business Etiquette for Career Success Session
- Job Search Strategy session
- Hotel Industry College and Career Fair

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

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
Texas City ISD Hospitality or Culinary Teacher to provide an orientation to prepare students for the summer camp experience and chaperone student	Certified teacher who can provide guidance and instruction to students related to developing a resume, successful job shadow experiences, and expected professional behavior and attire while at the hotel summer camp.
TCISD employed Bus Driver	Licensed school bus driver to transport students from the school to the host hotel property and back to the school at the end of camp.
Texas City ISD CTE Administrator	Certified CTE Administrator to coordinate the logistics to enable students and teachers to participate in the Hotel Summer Camp, including but not limited to securing reservations and coordinating related financial considerations.

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?

[Empty response box for Focus Area 1]

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?

Program Objectives:

Upon completion of the Hotel Summer Camp:

- Students will be able to describe the varied career opportunities which exist within the Hotel Industry
- Students will earn the Texas Friendly Customer Service Certification
- Students will know about postsecondary education options, which enhance career growth within the Hotel Industry
- Students will know how to appropriately interact in a college and career fair
- Students will be able to demonstrate appropriate business dinner etiquette

Strategies to implement to meet stated objectives: The following items are included in the agenda of the Hotel Summer Camp:

Hotel General Manager presentation, Hotel Industry overview presented by a college professor, Hotel Department Manager panel, resort property tour, limited-service property tour, dinner and business etiquette presentation, Texas Friendly Customer Service certification, college tour, SMART goal setting seminar, effective communication and skills for success seminar, job search strategies seminar, college and career fair

Throughout the following school year (24-25), students will demonstrate the knowledge gained at the camp to lead lessons to fellow classmates. They will be expected to take the lead on planning an etiquette dinner for their peers to participate in. They will also create visuals to hang in the classroom to present information on postsecondary options available to peers, using knowledge gained from the college and career fair at the camp.

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.

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. Students will complete a KWL (Know, Want-to-know, and Learned) tool at the beginning of camp and at the conclusion of each session to measure knowledge and skills gained.
2. Students will participate in the etiquette dinner and then demonstrate appropriate etiquette skills learned during the subsequent dinner.
3. Student participation in the College and Career Fair will demonstrate knowledge and skills gained in camp seminars.
4. Earned Texas Friendly Certification will demonstrate customer service knowledge and skills learned.

Throughout the following school year (24-25), students will demonstrate the knowledge gained at the camp to lead lessons to fellow classmates. They will be expected to take the lead on planning an etiquette dinner for their peers to participate in. They will also create visuals to hang in the classroom to present information on postsecondary options available to peers, using knowledge gained from the college and career fair at the camp.

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.

[Empty text box for Budget Narrative (Focus Area 1)]

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.

The proposed budget will ensure teacher and student participation is equitable, that all interested students have an opportunity to participate in the Hotel Summer Camp, and that family financial situations will not prevent student participation. Participation in the Hotel Summer Camp will result in student knowledge and skill building that is lifelong learning.

The proposed budget will include the following:

1. \$1,200 – Stipend for the teacher chaperone (\$600 per teacher chaperone)
2. \$1,800 – Stipend for each student who attends the Hotel Summer Camp to be used for incidental expenses during the summer camp and to ensure no out of pocket expenses for students' families. The stipend will ensure that all interested students are able to participate and that family financial situations won't prevent student participation.
3. \$1,100 – Camp registration fee for teacher attending the Hotel Summer Camp (\$550 per teacher)
4. \$5,400 – Camp registration fee for students attending the Hotel Summer Camp (\$450 per student)
5. \$100 - Transportation costs to cover overnight parking while attending the Hotel Summer Camp

Note: Hotel Summer Camp registration fees cover hotel accommodation, all meals, camp materials, curriculum, transportation to tours, and trainers.

Total amount requested: \$9,600

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.)

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.)

Texas City ISD will partner with the Texas Hotel and Lodging Association (THLA) to provide students with the opportunity to participate in a Hotel Summer Camp at the Texas A&M University School of Hospitality, Hotel Management, and Tourism. Seminars will be presented by college faculty from Texas A&M University. Work-based learning models which will be used include the following: on the job training, job shadow, industry leader panels, tours, and hands-on-experiences. Texas City ISD will provide opportunities for 12 students to attend the Hotel Summer Camp. Each camp session will be limited to 50 students total.

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.

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.

Texas City ISD will partner with the Texas Hotel and Lodging Association (THLA) to provide students with the opportunity to participate in a Hotel Summer Camp at the Texas A&M University School of Hospitality, Hotel Management, and Tourism. Seminars will be presented by college faculty from Texas A&M University.

Work-based learning models which will be used include the following: on the job training, job shadow, industry leader panels, tours, and hands-on-experiences. Texas City ISD will provide opportunities for 12 students to attend the Hotel Summer Camp. Each camp session will be limited to 50 students total.

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