



**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 [lolapplications@tea.texas.gov](mailto:lolapplications@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   
 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.

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.

Focus Area 2: The mission of Copperas Cove Independent School District is to provide exceptional opportunities for each student through exemplary instruction which inspires academic success, personal excellence, and responsible citizenship. Our mission is directly in line with the CCISD Improvement Plan. Goal 1: CCISD will actively engage teachers and students in comprehensive educational experiences that foster meaningful learning and Goal 6: CCISD will create community involvement opportunities that foster academic success, personal excellence, and responsible citizenship. These goals are a part of TEA priorities identified in our Campus Improvement Plan by connecting high school to career and college. By attending the Texas Hotel & Lodging Association summer camp, students will have the opportunity to experience firsthand the concepts and skills that they have learned via our Hospitality and Tourism, Business, Marketing and Finance, Engineering, and Information Technology courses.

Students will attend and participate in a Texas Hotel and Lodging 3-day summer internship for high school students to learn about Lodging and Resort Management career pathways and related post-secondary education. The hotel industry offers an unparalleled professional opportunity to explore, all with competitive pay and potential career growth. The hotel industry pathways include occupations within a variety of hotel departments, often with the same employer. The most common hotel departments include accounting, executive and administrative offices, food and beverage, human resources, guest and client services, sales and marketing, housekeeping, security, engineering, and maintenance.

The purpose of the program is to ensure that all Texas high school students have access to high quality pathways to college and career. The camp will provide students with an opportunity to learn about Hospitality and Tourism pathways that can lead to in-demand, high wage careers and/or college participation. During this intensive, fun, and interactive camp, students will stay at a hotel and experience a fully immersive environment by learning career options, customer service, communication, SMART goal setting, business etiquette, job search strategies, a hotel college and career fair, hotel tours, and a certification in Texas Friendly Customer Service.

Hotel summer camp registration covers hotel accommodations, all meals, camp materials, curriculum, and trainers.



**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	

**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
Sandra Perry, CTE Coordinator Copperas Cove High School	Associates - Applied Science - Nursing Bachelors - Health Science - CTE Teacher for 22 years, Coordinator of CTE 3 yrs Health Science Teacher Certification
Robert Turner, Associate Principal Copperas Cove High School School District Administrator	Masters in Education Mid Management Certification Associate Principal of Copperas Cove High School
Copperas Cove High School Hospitality teacher(s) to prepare students for the summer camp experience and to chaperone students. (1 chaperone/6 students)	CTE certified teachers with knowledge of various Program of Studies who can provide guidance and instruction to students on expected behavior, attire, professionalism during the summer camp

**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?

Upon completion of the hotel summer camp, students will be :

1. Experts on topics covered during the summer camp. Students will be able to share their knowledge with other students in the pathways covered.
2. Describe various career opportunities that exist within the hotel industry.
3. Earn the Texas Friendly Customer Service certification.
4. Have knowledge about how postsecondary education will enhance career growth within the hotel industry.
5. Have knowledge about how to interact appropriately in a college and career fair.
6. Demonstrate appropriate business dinner etiquette and professionalism.

The above objectives will be met by attending and participating in the items that are included in the summer camp agenda.

- Hotel Industry overview
- Hotel manager presentations by various departments
- Full service property tour
- Event planner presentation
- Sports marketing presentation
- Business etiquette presentation
- Texas Friendly Customer Service training
- College tour and interactive activities and a College and Career Fair
- Workforce solutions presentation
- How to Present yourself in a Digital World session

**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. Students will complete a KWL (Know, Want-to-know, and Learned) tool at the beginning of the 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.
5. Students will be able to prepare and lead lessons during the following school year based on the knowledge they gained during the summer camp. This will allow them to share the information they learned with other students in the Lodging Pathway and help them to become ambassadors of the industry.
6. Students will complete a post camp evaluation of their camp experience. The data collected will be shared with school and district administrators of camp attendees and the THLA staff.

**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.

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 the family financial situations won't prevent student participation. Participation in the summer camp will result in student knowledge and skill building that is lifelong learning.

The proposed budget will include the following:

- \$9,000-Stipends for 6 teachers @ \$1500 each
- \$9,000 - \$250 x 36 students. 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 student's families. The stipend will ensure that all interested students are able to participate and that family financial situations won't prevent student participation. This is also a work base learning experience that we would like to pay for their time.
- \$6,250-Night before hotel rooms for 36 students (double occupancy), 6 teachers (single occupancy), 1 bus driver (single occupancy) Total - 25 Rooms @ approximately \$250/night
- \$1,376 -Dinner meal expense the night before and departure day travel 36 students, 6 teachers, 1 bus driver (43 participants @ \$16) x 2 days
- \$387-Breakfast meal expense the morning of the summer camp (not included on the first day)
- \$3,300-Camp registration fee for teachers attending the hotel summer camp (\$550/teacher)
- \$16,200-Camp registration fee for students attending the hotel summer camp (\$450/student)
- \$2000-Transportation to and from the hotel summer camp and bus driver stipend

Total cost for this grant: \$47,513.00

**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.)

We currently do not have many WBL opportunities for our Hospitality and Tourism program of study. We have recently implemented a practicum for our advanced culinary students to run a school based cafe and coffee shop that was implemented last school year. Currently this is the extent of the work base learning opportunity. We have a career preparation program that allows students the opportunity to work in the community, but the jobs are either limited or saturated in the hospitality and tourism industry. Many students do not have reliable transportation to get to and from the job. We currently have 3 teachers in the hospitality and tourism Program of Study as there is a definite interest and need in this area. However, we are limited in space in our facility. We currently only have one culinary kitchen and we are not up to industry standards at this time. Plans are in progress to upgrade our facility and high school to hopefully allow us to meet the industry standard as well as allow for space for another culinary lab. Some students also have schedule conflicts when it comes to scheduling our culinary courses. The courses are double blocked as well as our athletics, choir, and band which limits the courses students are able to take.



**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.

Local business and industry partners who work with our Career Preparation program are listed below. Many are fast food chains which does give some our students some hospitality experience, but we are limited in the tourism side. HEB, Walmart, Burger King, McDonald's, Taco Bell, Pizza Hut, Dominoes, Bushes Chicken, Raising Canes Chlcken, Chick-Fil-A, Dairy Queen, Bella Sera, and Giovanni's Italian Restaurant,

The work base learning models that are utilized are the statewide objectives for work-based learning:  
 Increase access and opportunity for all students to participate in career awareness and exploration activities in early grades.  
 Increase access and opportunity for all students to participate in high-quality capstone work-based learning experiences aligned to regional labor market conditions.

Encourage deeper connections between business and education by developing an Intermediary network.  
 Students will develop and demonstrate employability skills as defined by the Employability Skills rubric.  
 Local boards of education will adopt processes to support, monitor, and assess work-based learning experiences.

We are utilizing this model to allow students to obtain work based learning through their concentrator pathway. The anticipated number of students who will be engaged and supported are approximately 36 students.

**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*

<b>Amended Section</b>	<b>Reason for Amendment</b>
<input type="text"/>	<input type="text"/>
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