



**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](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

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.

[Empty text box for Focus Area 1 summary]

**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.

The mission of Mineral Wells ISD is to build a community of life-long learners in a student-centered climate emphasizing character and responsibility. The Mineral Wells ISD CTE Department is an innovative and career focused organization, whose purpose is to prepare students for employment in a high skill, high wage job and/or to continue their education. Work Based Learning (WBL) programs are effective activities that ensure students have the opportunity, experience, and credentials to pursue a meaningful career after high school. WBL opportunities provides students real-world experiences they can transition directly into the workforce or be a building block towards post-secondary education.

Mineral Wells High School is located in a rural area, with 65.9 % of students at risk and 72.8 % of student body who are economically disadvantaged. This grant will provide a work-based learning opportunity for high school students enrolled in one of several Programs of Study (POS). Partnering with MWISD, students will be paid interns within a district level department that aligns with their POS. The purpose of the work-based learning is to assist districts in facilitating and monitoring work-based learning experiences for students during the summer months. Mineral Wells ISD will provide summer internship opportunities for up to 20 students for 6 to 8 weeks with them receiving a stipend for their services. Departments where students will work may include the following: MWISD Nutrition (Culinary Arts POS), Maintenance (Welding POS, Construction POS, Ag Engineering POS), Transportation (Auto Tech POS), and Special Education (Education & Training POS).

Mineral Wells will also partner with local businesses. The WBL Program Coordinator will work with students to help them secure paid internships with local business partners. The Coordinator will meet with students to review training plans, focus on skills, and employer reviews. The program is designed to collaborate with businesses in the community to provide meaningful WBL opportunities for our students. Interns will be placed with companies based on their course of study, interest, aptitudes, and aspirations to ensure a mutually beneficial relationship for the student and hosting business.

**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
Deeann Hampton, Director of Career and Technical Education will coordinate grant activities, help supervise interns and source business partnerships.	Administrative Certification; 6 years of experience overseeing programs. (Existing position within the district.)
MWISD CTE Teacher, supervise work based learning interns, source business partners.	10+ years of classroom teaching experience, work based learning completion within pertinent industry experience and credentials. (Existing position within the district.)
MWISD CTE Teacher, supervise WBL Interns.	5 years of classroom experience, work based learning completion with pertinent industry experience and credentials. (Existing position within the district.)



**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?

**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?

The objective is to prepare students for successful entry into the workforce, college, or military after high school graduation. Mineral Wells ISD will support students by collaborating with business partners to place students into summer internships and also inside the MWISD organization. MWISD believes strongly in community involvement and collaboration and this program is a prime example of how our community can support our students.

The goal of the grant will be to provide hands-on opportunities for students to apply theory from class to authentic work. Scheduling during the school year may prevent students from having these opportunities, so having the summer program will allow them to meet the goal.

Activities/Strategies that will be used to accomplish the goals and objectives for the grant include:

1. Students will visit an employer booth at the MWISD and MW Community Career Fair; speak to a MWISD representative and express interest in employment.
2. Students will complete the application process for an intern position.
3. MWISD will utilize the website and social media pages to spread awareness about the objective, mission, and activities.
4. Students will be enrolled in the program in time to plan for summer activities by beginning recruitment and enrollment as soon as the grant award is announced.
5. Students will complete the application process and interview within the district or with participating businesses.
6. Students will be assigned to their district departments or begin employment with participating businesses.

**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.

Mineral Wells ISD will monitor and evaluate all performance and evaluation measures required and identified in the grant guidelines. We will collect data and report the following performance measures:

1. The number of students participating in the program.
2. Student demographic information will be pulled from the district's student management system.
3. Business participation, including MWISD, will include number of business partners offering work-based learning experiences to students as part of the program.
4. Hours completed: Total and average hours worked by students.
5. Training Plan(s) developed and monitored by WBL Coordinator.
6. Business/Partnership agreements for each business/industry partner.
7. Training plans will be signed by the student, parent, and employer.
8. Students will be evaluated on their work performance via the training plan and student evaluation form.
9. All data related to PEIMS will be collected.

**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.

**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 budget includes payroll, contracted services, supplies and materials.

Stipends will be given to 20 students who participate in the district led summer experiences.  
20 students x 20 hours a week x 8 weeks x \$11 per hour = \$35,200

This summer work-based learning experience will include 1 Administrator and 2 Coordinators. The administrator will receive a 1 time stipend of \$2,000 and the Coordinators will receive a 1 time stipend of \$5,000 each. These staff will conduct observations to monitor placements, generate training plans, and student evaluations/observations.

Supplies and materials will be used in the amount of \$2,100 to cover costs associated with work-based activities.



**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.)

In completing the Comprehensive Local Needs Assessment (CLNA) and evaluating program quality, the District realized that there was a need to increase WBL opportunities for students. The CLNA also revealed that students have scheduling conflicts preventing them from participating during the school year. Students enrolled in CTE courses are behind the state average in STAAR Reading/Language Arts, Mathematics, and Science and are going through tutorials and do not have room in their schedule to complete a work-based learning program.

By creating a summer work-based learning program within the district, students will be able to develop essential employability skills and build a strong, positive work history that they would not benefit from during the traditional school year. Students will have the ability to have real world experiences which will help contribute to student success.



**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.

Mineral Wells ISD will take part in providing student intern opportunities. The district looks to recruit at least 20 students to be placed in various positions for the summer including, but not limited to: Transportation (Auto Tech), Maintenance (Welding, Construction, Ag), Food Services (Hospitality & Tourism-Culinary), and Special Education (Education and Training).

Students who have a paid internship with private businesses are planned to participate for credit and employability training. The district anticipates 20 students from this group. Approximately 40 students are planned to participate in the summer program.

The district has chosen to establish and monitor an internship program with employers. In addition to making students more educated in the targeted fields, these work-based learning experiences will provide students the opportunity to strengthen their communication, problem solving, teamwork and professionalism skills, allowing them to be more competitive in their future plans.

**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**