



**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.

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**

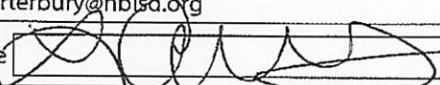
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized 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.

In a partnership between New Braunfels ISD (NBISD) and Comal ISD (CISD), NBISD will serve as the fiscal agent, hosting an on-site summer bridge program to offer an opportunity for students from both LEAs to earn their Certified Nurse Aide (CNA) certification. This program will be called the CNA C.A.M.P. (Career Academy for Medical Professions) and will be open to students pursuing a health science program of study who are not able to otherwise obtain this capstone certification. This grant will provide for all associated training costs, including staffing, equipment, consumables, required PPE, and exam costs for up to 20 students representing both participating LEAs.

According to local workforce data, healthcare related fields are high-need occupations in Comal County. Master scheduling and class size limitations are often barriers to students being able to pursue this option in high school. Staffing to open up more seats is prohibitive in both LEAs. By partnering together to ensure a viable class and better serve our community, this summer program will address all of these concerns and provide further opportunities for students to pursue careers in healthcare professions in both LEAs.

The mission of NBISD is "Engage. Empower. Learn." and the mission of CISD is "Provide opportunities for all, by working together as a community, and focusing on students current and future needs." The summer CNA C.A.M.P. is an opportunity to embody both of these in an exciting and practical way. By working together to engage students in learning that will empower them in both their current and future needs, we would be addressing the stated missions of both LEAs.

Certified Nurse Aides are an essential member of the healthcare community and their ability to perform basic healthcare duties while upholding the dignity of patients is dependent upon the training they receive. We are proud to offer a program with excellent training and a high pass rate on the state exam. This grant will allow us to extend the opportunity to a wider group of participants.

**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.

**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**

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|---|--|
| CNA Program Director and Instructor - Existing relationship with an external consultant | Long-term care experience, licensed RN with understanding of CNA licensing requirements and procedures, ability to train in all required skills and supervise clinical hours at a qualifying skilled nursing facility, oversee all documentation |
| New Braunfels ISD CTE Director - Existing   | Experience with Programs of Study, industry-based certifications, building partnerships, and all aspects of quality CTE programs; confirm instructors and location, facilitate all grant requirements and collection of data                     |
| Comal ISD CTE Director - Existing   | Experience with Programs of Study, industry-based certifications, building partnerships, and all aspects of quality CTE programs; assist NBISD CTE Director will all grant requirements and collection of data                                   |
|   |  |
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**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**

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**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?

The goal of the proposed CNA C.A.M.P. is to provide all required instruction, hours, and skills needed for students to successfully sit for the Certified Nurse Aide certification exam and for those students to leave as certified CNAs.

This will be accomplished through the following activities over the course of a six-week program:

- Classroom based instruction: this will consist of classroom instruction, training, skills practice, skills verification and progress towards required hours in all required state curriculum.
- Facility based instruction: this will consist of experience at an approved skilled nursing facility, in which students will be supervised as they master all required skills of the required state curriculum.
- CNA certification exam: this will consist of instructor guiding students through the registration of the state exam.

The tentative schedule will run over a six-week period in June - July 2024. Students will meet at their designated location Monday - Thursday, 9:00am - 3:00pm. They will begin with classroom based instruction to learn and practice skills before completing their required hours at the approved skilled nursing facility. After completion of all of their required instruction and hours, students will participate in review and exam preparation. Finally, they will take their CNA certification exam at an approved location.

**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?



**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 measures for the CNA C.A.M.P. are defined by Texas Health and Human Services. In order to earn this certification, students must complete:

1. 60+ hours of classroom instruction
2. 40+ clinical hours in an approved skilled nursing facility
3. Registration for CNA state exam
4. Successfully pass both the written and skills portion of the CNA state exam

Quantitative data will be collected throughout the CNA C.A.M.P., including the number of students enrolled, daily attendance, completion of at least 60+ classroom hours, successful completion of 40+ clinical hours, and 100% of students registering for state exam. The primary performance measure will be the passing rate on the CNA state exam. LEAs agree to report all required data as requested in grant guidelines.

The objective data will help determine the effectiveness of the program goal. These numbers will be used to establish baseline measures for future CNA C.A.M.P. programs and gauging success by increasing participation, attendance, and passing rates.

We will also gather qualitative data from program participants using an exit survey regarding the effectiveness of the summer pacing, instruction, and overall experience, as well as seeking feedback from the cooperating clinical facility.

**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.

**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.

NBISD and CISD are requesting a grant award of \$44,224 as outlined below:

\$25,000 - Student tuition (\$1,250 per student up to 20 students), which includes all instruction, background checks, textbooks, workbooks, Nurse Aide registration, state testing, required scrubs, and consumable training supplies (gowns, gloves, soap, lotions, baby wipes, food kits, paper towels, etc.). This is comparable to our current contract with this CNA provider. The only difference is that students would be able to keep their textbooks and scrubs. We also would want to use consumable supplies purchased solely for this purpose so that no consumable materials purchased through local LEA funds are exhausted. \$1,250 is approx \$700 cheaper than it would be for a student to earn their CNA at our local community college.

\$19,224 - Non-consumable training supplies including (2) Geriatric Auscultation Manikins (approximately \$6,136 each) and (2) Geriatric Simulators (approximately \$3,476 each). NBISD has the majority of non-consumable equipment needed to offer CNA training and it will be available for use during the course. However, to accommodate 20 students at once on an accelerated schedule, additional equipment is needed. This will allow for daily on-site access and rotations to equipment that are necessary to achieve the goals of this course. Specifically, the geriatric manikins will allow students to practice a majority of tested skills. The geriatric simulator suits allow students to grasp elder care and patient needs prior to clinical rotations.

At the conclusion of CNA C.A.M.P. , each LEA will retain 1 Geri manikin and 1 Geri simulator for use in their Health Science Programs of Study. These will allow this training to continue to meet the needs in this area for future students.

**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.

**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.)

Specific areas of needs for NBISD and CISD in offering work-based learning and certification opportunities to students in the area of Certified Nurse Aide are related to minimizing barriers that affect student participation:

- Master scheduling conflicts - since neither LEA is able to staff a teacher who meets all state requirements to teach the CNA course, both LEAs currently contract with an approved provider to instruct our students. Because of this, scheduling is limited to their availability. If a student has a conflict with the class period in which the CNA course is offered, they are not able to participate.

- Limited enrollment - As discussed above, the course is only available at one point per day in each LEA. In addition, due to clinical sites having a cap on how many students are allowed to do rotations, the course has limited seats available. Not all students are able to secure a seat in the course.

- Student conflicts - In some cases, students participate in many different areas within the LEA and have to choose one class over another. Many students who would benefit from obtaining their CNA certification for immediate employment, as a stackable credential, or to gain preferred admittance to nursing school are not able to participate due to being involved in other activities or programs.

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.)



**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.

The CNA C.A.M.P. will be open to students served by participating LEAs who have completed two or more courses for at least 2 credits in either the Nursing Science or Healthcare Therapeutic Programs of Study as of May 2024.

There will be a maximum of 20 students in this program. This number is due to the 1:10 instructor to student ratio requirement. The intent is for seats to be divided evenly across the participating LEAs, however, it will be dependent upon student interest. The program is open to any student who has met the concentrator definition in a healthcare program of study as listed above. All students who apply will attend an overview session to ensure they understand the commitment, time, and responsibility required to participate in this fast-paced course. If more than 20 students apply, there will be a seat lottery enforced. If fewer than 20 students apply, all eligible students will be accepted into the program.

Please note that non-consumable equipment purchased with these funds will continue to serve students in both LEAs at approximately 20 students per school year for the foreseeable future.

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.

[Empty response box for Focus Area 2]

**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**