



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.

Mesquite ISD Career and Technical Education would like to implement a Skilled Trades Academy during the 2024 summer school session. Our proposed Skilled Trades Academy recognizes the increasing demand for skilled professionals in the water treatment industry. To address this need, this 4-week summer course is designed to equip students with the knowledge and skills required to obtain their Class D Water Operator license. This comprehensive program combines theoretical learning with practical hands-on experience to ensure students are well-prepared for success in their careers as water operators. Students will complete a 20-hour TCEQ approved instructor-led course, that includes tours of water/wastewater facilities with the City of Mesquite, TCEQ labs, and North Texas Municipal Water District, as well as, demonstrations of equipment, field professional guest speakers, mock interviews, and license exam tutoring.

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
Kristi Krajca, Mesquite ISD CTE Director	
Kelly Brown, Mesquite ISD CTE Coordinator	
CTE Instructor	Texas Teaching Certification or TCEQ approved instructor
City of Mesquite Utilities Manager	External consultant
TCEQ Water and Wastewater Division	External consultant

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?

Major Goals/Objectives of the Mesquite ISD CTE Skilled Trades Academy:

Provide quality education, meet industry demands, promote career advancement, and ensure student success

Activities/Strategies for Obtaining Class D Water Operator License:

Comprehensive Curriculum: We intend to implement curriculum from the SETH project.

Hands-on Training: The academy will offer hands-on training opportunities where students can work with real-world water treatment equipment, conduct laboratory experiments, and participate in simulation exercises to develop practical skills.

Exam Preparation Sessions: Specialized exam preparation sessions will be conducted to familiarize students with the format and content of the Class D Water Operator license exam. Practice tests and quizzes will be administered to assess students' knowledge and readiness for the exam.

Industry Networking Opportunities: Skilled Trades Academy will facilitate networking opportunities for students to connect with professionals in the water treatment industry. Guest speakers, industry visits, and networking events will provide students with valuable insights and potential career opportunities.

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.

[Empty text box for Focus Area 1]

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.

Class D Water Operator License Exam Results: The passing percentage rate on the Class D Water Operator license exam will be tracked and analyzed to assess the effectiveness of the program in preparing students for certification.

Placement Tracking System: A placement tracking system will be used to monitor the employment outcomes of program graduates, including the types of positions secured and the employers they work for.

Surveys and Feedback Forms: Surveys and feedback forms will be administered to students at various points during and after the program to gather feedback on their satisfaction with the program, quality of instruction, and overall learning experience.

Retention Data: Data on student enrollment, progression, and completion rates will be collected and analyzed to assess the program's ability to retain students and keep them engaged throughout the duration of the program.

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.

Payroll: The budget allocates funds for hiring an experienced instructor with expertise in water treatment and certification exam preparation. This instructor will be paid based on the Mesquite ISD summer school hourly rate.

Supplies and Materials: Funds are allocated for purchasing necessary supplies and materials, including TCEQ licensing course and study guides, TCEQ licensing application fees, and PPE for students to wear on field trips. These resources are essential for delivering hands-on training and supporting students' learning needs. We have also set aside part of this budget for marketing and promotional items to be designed and distributed within our district.

Other Operating Costs: This section of the budget includes travel expenses related to local industry visits, as well as, transportation to and from the academy campus. We also would like to allocate a section of the budget to pay each student a stipend for completing this academy. This stipend is comparable to the starting rate for an employee in the utilities department with the City of Mesquite.

The program will conduct regular reviews and assessments of budget expenditures to ensure alignment with program needs and goals. This may involve analyzing spending patterns, evaluating program effectiveness, and identifying areas where adjustments may be needed.

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.)

[Empty response box for Focus Area 1]

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.)

Transportation limitations: We will offer this academy on a Mesquite ISD campus that is already hosting summer school courses so that our district bus transportation can be utilized for students needing transportation.

Scheduling conflicts: Students elect to take this course. It is not a requirement for their program of study or graduation.

Specific Program of Study Teacher Availability: This course may be taught by a current Mesquite ISD CTE instructor who holds a Texas Teaching Certification or an approved TCEQ instructor.

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.

Business and Industry Partners: City of Mesquite Utilities, TCEQ, and North Texas Municipal Water District (NTMWD)

Our work-based learning model will involve pairing students with experienced water treatment professionals who will serve as mentors throughout the program. Students will have the opportunity to observe and assist in real-world water treatment operations, gaining valuable hands-on experience under the guidance of seasoned professionals.

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