



**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](mailto:loiapplications@tea.texas.gov).

Application stamp-in date and time

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

**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.

**Vision Statement:** Nacogdoches ISD CTE students will be prepared with marketable skills, an entrepreneurial mindset and a genuin interest in service to others as they embark on the post-secondary path of their choosing.

**Mission Statement:** Nacogdoches ISD Career & Technical Education will meet the specific needs of a diverse and unique student population while continuing to provide career readiness instruction that is engaging, rigorous, and relevant to post-secondary educational standards as well as local, national, and global industry.

Nacogdoches ISD is pursuing this grant to provide a paid summer internship opportunity to students who are currently enrolled in one of fifteen programs of study offered at Nacogdoches High School. The goal is to align students into an internship that aligns with their practicum program in one of the following areas: Agriculture, Food, and Natural Resources, Applied Agricultural Engineering, Carpentry, Robotics, Law, Health Science, Health Informatics, Information Technology, Cosmetology, Culinary Arts, Engineering, Automotive, Teaching and Education, and Graphic Design, Marketing & Sales. This program will give students the chance to apply the educational knowledge and skills that they have learned in their high school program and apply that to job seeking, professional relationships, hands on, practical experience, and probelm solving skills within industry and professional settings.

The high school currently runs a 7-period school day which can cause scheduling conflicts with the placement of students into a working internship that offers the ideal timeline of students being able to take a practicum course the last two periods of the school day. On our current schedule, class periods are just 45 mintes (blocked would be 90 minutes) which does not allow enough time for students to travel to and from an internship and have adequate time to get an ideal working experience in the aligned field of study. We have a vast number of students who participate in other high school activities such as athletics and fine arts that also conflicts with the student's opportunity to participate in a work-based learning experience at the end of the school day.

The Career & Technical Education Summer Internship Program will provide an oppportunity for 25 CTE students who are entering their junior or senior year of high school, to take part in paid work-based learning in their current program of study in order to promote and prepare them for job readiness. This program will provide both in-district and commuinity 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
Director of College & Career Readiness (existing): Grant manager and CTE Summer Internship program director	Masters Degree in Educational Leadership, 2 years of administrator experience and/or 3 years of CTE teaching experience
CTE Instructor/Summer Internship Coordinator (proposed)- ensure proper training plans, worksite agreements, oversight of students placed in internships, multiple worksite visits, management of	-Knowledge of CTE programs at NHS -Current employee of the CTE program at NISD - Knowledge of community, regional and state resources -Ability to travel to worksites and supervise students placed in internships
Coordinator of College & Career Readiness (existing)- provide support in the above areas in the absence of the director or Summer Internship Oversight Teacher	Masters Degree in Educational Leadership or counseling, minimum of 3 years CTE teaching experience preferred

**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?

Goal 1: Students will establish meaningful connections between their internship experiences and their educational, career, and postsecondary aspirations.

Strategy 1: Students will submit a resume with their desired business and participate in the interview process for appropriate summer placement.

Strategy 2: Students will submit a pre and post, as well as weekly, reflections and growth plan that aligns with their internship responsibilities and experiences in order to help students identify key components of preparing for real-world learning and preparing for their next steps.

Goal 2: To have 70% of students enter an internship setting that aligns with their current program of study at Nacogdoches High School.

Strategy 1: Director of College & Career Readiness will make community and district business relationships to identify potential partnerships and intern placements of students for those that align with current programs of study at NHS.

Strategy 2: Summer grant personnel will hold an informational setting for students to attend to identify student interest.

Strategy 3: Summer grant personnel will meet with qualified students to identify the correct program of study and courses that have been completed within that program, as well as the students career goals.



**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.

The Summer Internship Coordinator will conduct regular on site evaluations and maintain communication with the student interns and participating businesses throughout the duration of the 6 week summer internship program. Internship dates will run in alignment with the NISD summer school calendar.

Week of April 15th- Student Informational Session/Sign-up

May 2nd- Deadline for Student Interest Packets to be returned to Summer Internship Coordinator/Director of CCR

May 13th-14th- Placement interviews with participating businesses and interns.

May 22nd- Students will be notified of their summer internship assignment

June 3rd- Internship orientation/First Day/CPR/First Aid Training

June 4th-6th, 10-13, 17-20, 24-27-- Site visit to all participating internship businesses. Contact will be made with the direct supervisor and the student intern to ensure that they have begun and have a well established schedule. Review the assigned and required documents that will be required to turn in to the Internship Coordinator weekly-timesheet, training plan, weekly evaluations, and reflections.

July 8-11, 15-17- Continue with weekly site visits to check in with interns and direct supervisors, review training documents and expectations, and provide feedback as needed to both.

July 18th- Final Day of internship through the Summer Internship Program/Recap and review with student interns and direct supervisors to collect all final documentation, including a final review survey for both supervisors and student interns. Supervisors and Summer Coordinator will meet with students about their final performance and review the overall experience of the internship 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.

**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 for the 2023-2024 Summer Career & Technical Education Grant would be used to fund the CTE Summer Internship Coordinator position and to pay the wages of students involved in the summer internship program. The budget will also include appropriate internship workwear, not limited to required shoes, clothing, protective equipment to ensure that the student may fully participate in the daily operations of their work-based learning experience.

CTE Summer Internship Coordinator: \$40/hr for a total of 120 hours over a 6 week period related to the grant- \$4800

Student intern wages- up to 25 students at a rate of \$11.25 per hour for a total of 120 hours over a 6 week period related to the grant for a total of \$33,750 (\$1350/student).

Uniforms, including but not limited to, specific shoes or protective clothing needed for summer interns based on their internship requirements-- \$5,000

Transportation cost if transportation assistance is needed from the high school to internship site- \$1000

CPR/First Aid Training and Certification: \$500

In the future, after the grant period ends, internships will continue in the upcoming school year. Participating businesses will have the option to offer paid or unpaid internships to CTE students interning at their location.

**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.)

The CTE Summer Internship Program offers students the chance to engage in work-based learning pertinent to their chosen field of study, mitigating many of the barriers encountered during the regular school year. During the academic term, internships are typically integrated into the CTE curriculum, but the limited duration of class periods – either 45 or 90 minutes if double-blocked – poses challenges. This abbreviated time frame restricts students' ability to commute to and from their internship sites, often dissuading potential employers from participating due to the insufficient time available for meaningful engagement. Consequently, students gain only a superficial understanding of a typical workday's rhythm, lacking insight into its entirety from start to finish. By contrast, the summer internship extends beyond these constraints, enabling students to immerse themselves more deeply in the workplace environment and familiarize themselves with industry standards and practices, thus enriching their real-world experiences.

Transportation presents another hurdle during the academic year, particularly for students reliant on school bus services. The narrow window of time within regular school hours makes it challenging for parents/guardians to facilitate transportation to offsite internship locations and back within the confines of a 90-minute class period. However, the summer internship alleviates this logistical constraint by affording parents/guardians the flexibility to transport students to their workplaces earlier and retrieve them later, thereby granting students longer shifts and a more immersive internship experience.



**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.

Nacogdoches ISD will serve as the primary industry partner for the Summer Internship Program.

Plant Services- Carpentry, plumbing, painting, electrical, HVAC  
Communications and Marketing Department  
Teaching and Learning Department  
Student Nutrition Department  
Transportation Department  
Health Services Department

Anticipated and potential secondary industry partners include, but are not limited to:  
Tenet Health (Nacogdoches Medical Center Hospital)  
East Texas Community Health Clinic  
Memorial Hospital and Clinics  
Nacogdoches County EMS  
Spirit Outfitters  
Stephen F. Austin State University  
Nac Space  
Elliott Electric  
Deep East Texas Workforce Solutions  
City of Nacogdoches

**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
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