



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

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

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.

Application stamp-in date and time

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
- General and application-specific Provisions and Assurances
- Debarment and Suspension Certification
- 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.

Our mission is to empower incoming 9th graders with skills, knowledge, and confidence necessary to excel in Career and Technical Education (CTE) programs of study. Through innovative and hands-on learning experiences, we will aim to prepare students for successful careers by equipping them with essential job skills, fostering a passion for lifelong learning, and nurturing a growth mindset. Our goal is to cultivate a supportive and inclusive environment where every student can discover their potential, explore diverse career pathways, and embark on a journey of personal and professional growth.

Workplace Soft Skills
 Implement interactive workshops and activities focused on communication, teamwork, time management, and problem-solving skills. Provide real-world scenarios and case studies to help students understand the importance of soft skills in the workplace. Integrate role-playing exercises and simulations to simulate workplace challenges and encourage critical thinking.

Career Exploration Workshops
 Host interactive workshops and guest speaker sessions featuring professionals from various industries to expose students to a wide range of career opportunities. Organize field trips to local businesses, technical colleges, and vocational training centers to provide firsthand exposure to different career paths and educational programs.

Mock Interviews
 Organize mock interview sessions with industry professionals to simulate real job interview scenarios. Provide students with constructive feedback and guidance on interview etiquette, body language, and effective communication. Incorporate common interview questions relevant to CTE fields to help students prepare adequately for future job interviews.

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 is to implement strategies that we can effectively partner with local businesses and provide valuable internship opportunities that enhance students' learning experiences and prepare them for successful careers in their chosen fields.

Establishment of a Partnership Network
 Identify potential partner businesses within the community that align with the CTE programs offered and students' career interests.

Career Fairs and Networking Events
 Organize career fairs and networking events to connect students with local businesses and facilitate internship opportunities.

Work-Based Learning Experiences
 Integrate work-based learning experiences, such as job shadowing, site visits, and industry tours, into the curriculum to expose students to real-world workplace environments and practices. Partner with local businesses to host these experiences, allowing students to gain firsthand insights into various industries and career pathways.

Internship Placement Services
 Offer internship placement services to match students with suitable internship opportunities based on their interests, skills, and career goals. Work closely with partner businesses to facilitate the internship placement process, ensuring a seamless experience for both students and employers.

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
Jacqueline Fields	CTE Business Practicum Teacher
Aaron Kennedy	CTE AV Practicum Teacher
Joe Eich	CTE Welding Practicum Teacher
Dr. Mikos Smith	CTE Engineering Teacher
Curtis Morgan	CTE Engineering Teacher

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
Erica Molett	Work-Based Learning Consultant (proposed)
Summer WBL Teacher Coordinator (TBD)	Proposed

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 internship opportunities provided through our partnership with local businesses can serve several major goals, including:

Hands-On Experience: Allow students to gain practical, hands-on experience in their chosen field or industry, enabling them to apply theoretical knowledge acquired in the classroom to real-world scenarios.

Skill Development: Provide opportunities for students to develop and refine essential job skills, such as communication, teamwork, problem-solving, and technical skills, enhancing their employability and readiness for the workforce.

Career Exploration: Enable students to explore different career paths and industries through exposure to diverse work environments, tasks, and responsibilities, helping them make informed decisions about their future career goals.

Networking and Professional Connections: Facilitate networking opportunities for students to build relationships with professionals in their field of interest, expand their professional network, and access mentorship and career guidance resources.

Resume Enhancement: Enhance students' resumes and college applications by providing them with valuable internship experiences that demonstrate their skills, accomplishments, and commitment to their chosen field.

Personal and Professional Growth: Foster students' personal and professional growth by challenging them to step out of their comfort zones, take on new responsibilities, and overcome obstacles, building confidence and resilience in the process. attributes required to thrive in a professional setting, including adaptability, professionalism, and a strong work ethic.

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?

By setting and achieving these goals, we can ensure that the internship opportunities provided through our partnership with local businesses are valuable, impactful, and beneficial for students as they prepare for their future careers.

Workforce Readiness: Prepare students for success in the workforce by equipping them with the knowledge, skills, and attributes required to thrive in a professional setting, including adaptability, professionalism, and a strong work ethic.

Long-Term Career Pathways: Support students in developing long-term career pathways by exposing them to potential career opportunities, industry trends, and educational pathways, empowering them to make informed decisions about their future careers and educational pursuits.

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.

To measure the effectiveness and success of the internship opportunities provided through our partnership with local businesses, we can consider implementing various performance measures, including:

Intern Satisfaction Surveys: Administer surveys to interns to gather feedback on their overall satisfaction with the internship experience, including the quality of mentorship, learning opportunities, and level of engagement.

Retention Rates: Measure the percentage of interns who complete their internship placements successfully and choose to continue their involvement with the partner business or pursue further opportunities in the field.

Skills Development: Assess interns' development of key job skills (e.g., communication, problem-solving, technical skills) through pre- and post-internship assessments or self-evaluations.

Project Completion and Impact: Evaluate interns' contributions to projects or tasks assigned during their internships and assess the impact of their work on the organization.

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.

To measure the effectiveness and success of the internship opportunities provided through our partnership with local businesses, we can consider implementing various performance measures, including:

Employer Feedback: Collect feedback from partner businesses regarding their satisfaction with interns' performance, professionalism, and contributions to the organization.

Number of Internship Placements: Track the number of students placed in internship opportunities and monitor progress towards meeting placement goals.

Networking and Professional Connections: Track the number of professional connections made by interns during their internships and assess the quality of these connections in terms of potential mentorship or future career opportunities.

Post-Internship Outcomes: Monitor interns' post-internship outcomes, such as employment placement rates, acceptance into higher education programs, or pursuit of further training or certifications in the field.

Long-Term Career Pathways: Follow up with interns after the completion of their internships to assess their progress towards their career goals and educational pursuits.

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.

The proposed budget addresses the diverse needs and goals of the career preparation program by providing resources and opportunities for hands-on learning, career exploration, professional development, and internship experiences. By investing in these initiatives, the program aims to empower students with the skills, knowledge, and confidence necessary to pursue successful careers aligned with their interests and aspirations.

Hands-On Experience and Skill Development:

The budget allocates funds for technology equipment, classroom supplies, and curriculum materials, providing students with hands-on learning experiences and resources to develop essential job skills such as communication, teamwork, and technical skills.

Career Exploration and Networking:

Funds are allocated for guest speakers, consultants, and travel expenses, allowing students to explore different career paths through interactions with industry professionals, networking events, and field trips to local businesses and vocational training centers.

Professional Development and Mentorship:

Funds are allocated for professional development workshops, providing students with guidance on resume writing, interview preparation, workplace etiquette, and professional communication. Additionally, the budget supports networking opportunities with industry professionals, fostering mentorship relationships and professional connections.

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.

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Internship Program and Work-Based Learning:

The budget includes funds for internship stipends, transportation for intern travel, and accommodation for field trips, enabling students to participate in internship opportunities and gain practical work experience in their chosen fields.

Career Readiness and Long-Term Pathways:

Through the allocation of resources for curriculum materials, technology equipment, and guest speakers, the budget aims to prepare students for success in the workforce by equipping them with the knowledge, skills, and attributes required to thrive in their chosen career pathways.

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.)

Access to comprehensive career preparation programs and meaningful work-based learning/internship opportunities is essential for equipping students with the skills, knowledge, and experiences necessary to thrive in the ever-evolving workforce. By providing students with hands-on learning experiences, exposure to diverse career pathways, and mentorship from industry professionals, we can empower them to make informed decisions about their future careers, bridge the gap between classroom learning and real-world applications, and cultivate the next generation of skilled and capable workforce ready to succeed in a competitive global economy

Benefits for Students:

- * Addressing scheduling conflicts: The program provides an alternative pathway for students who face scheduling conflicts that prevent them from enrolling in traditional Career and Technical Education (CTE) courses.
- Increasing awareness of opportunities: Students gain awareness of their ability to participate in work-based learning and internships while in high school, opening doors to valuable hands-on experiences and career exploration.
- * Enhancing preparedness for the workforce: By participating in work-based learning experiences and internships, students gain practical skills, industry exposure, and career readiness, preparing them for success in future careers.

Benefits for Teachers:

- * Professional development opportunities: Teachers have the opportunity to enhance their knowledge and skills in setting up practicum courses to mimic the workplace environment, improving the quality and effectiveness of their instructional practices.
- * Summer planning: Teachers can use the summer months to plan and prepare for the upcoming school year, ensuring that practicum courses are well-designed and aligned with industry standards and expectations.

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.)

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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 programs of study are listed below. Each program of study will provide an opportunity for 20 students to participate in the career preparation program.

Graphic Design and Multimedia Arts
 Digital Communications
 Business Management
 Nursing Science
 Welding
 Engineering

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.

Graphic Design and Multimedia Arts / Digital Communications
 Business and Industry Partner: ClearScope Media and Esposure
 Students Interns: 10

Business Management
 Business and Industry Partner:
 Student Interns: 5

Nursing Science
 Business and Industry Partner: Charlton Methodist and CVS Pharmacy
 Student Interns: 5

Welding
 Business and Industry Partner: MT Deason
 Student Interns: 5

Engineering
 Business and Industry Partner: HAKing Innovations and Seeds2STEM
 Student Interns: 10

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