



**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.

Katherine Anne Porter School (KAPS) is a public charter school with a mission to educate and empower students with the knowledge, skills, and practices to be successful and compassionate in school and life. KAPS has played a very unique role serving the needs of diverse (academically, emotionally and socially) students since 1998, and currently serves the needs of approximately 125 students from grades 7-12.

KAPS will conduct a CTE summer bridge program to prepare current grades 7-10 students to be successful in the Arts, Audio/Video Technology, and Communications Career Cluster with a summer session which will include the Principles of Arts, A/V, Technology, Graphic Design, Digital Media and Communications course (service ID: 13008200). The course will help prepare students to further develop their skills and knowledge in the areas of; Graphic Design and Multimedia arts pathways, they will choose the following school year. This opportunity will be open to all students who are transitioning from 7th grade to 9th grade during summer 2023.

**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.

KAPS mission will be to provide students career opportunities and post-secondary education within the Hospitality & Construction Industry (culinary, Boarding and Lodging in the Hotel Industry to gain skills, knowledge and experience in cooking and customer service.

This grant will provide opportunities to 10-15 students to work with local restaurants and hotels to gain an overview of skills and knowledge related to the Hospitality Industry in areas of culinary, finance and marketing. The summer program will include; Presentations from experts in the field representing chefs, finance and marketing, also academic experts from Institute of higher education-colleges, visit properties and attend seminars and will also provide career opportunities.

KAPS will also partner with Austin Metal Fabrication to provide the opportunity to gain practical knowledge in a Fabrication Environment. During which they will gain practical sense of learning the skills of the Welding, Sheet Metal & Fabrication trade.



**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
Mr. Michael Moore Current AV/Film/Graphic Design Teacher	20 years of experience in graphic design and AV/ Film/Mult Media using various softwares Nero, Photoshop, Adobe
Pam Tise	12 years of teaching in higher education along with student counselling
Subhas Mathew	Over 15 years experience as teacher and campus administrator

**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
John Boatman, Culinary Program Sponsor	Over 40 years experience in Food Management and a Navy Veteran
Quinten Vitela, Owner, Founder Austin Metal Fabrication	Owner and founder of Austin Metal Fabrication
Pam Tise	12 years of teaching in higher education along with student counselling
Subhas Mathew	Over 15 years experience as teacher and campus administrator

**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 and objectives**  
 To provide KAPS students the opportunity to explore and learn basics of Graphic Design, AV and Multimedia through high school, leading to advancing thier skills in Adobe products and other softwares to gain understanding of the various opportunities related to CTE pathway of Arts, Audio/Video Technology and communications.

**Activities**  
 KAPS will cover basic principles of design  
 Basic color theory  
 Layout and design as it pertains to computers, Reproducing art a.k.a. print design  
 Basic photographic skills (rule of thirds)  
 How to use a digital camera  
 Photoshop, and similar tools for design and animation (i.e. masking out areas in order to hide areas that were not meant to be seen).  
 Nero for and other tools for editing digital video and audio projects projects/ Understanding timelines and necessary features to be able to effectively edit projects.

**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?

**Goals/Objectives**  
 KAPS students will know postsecondary career opportunities within the Hospitality and Tourism Career Cluster, The Hospitality and Tourism Career Cluster focuses on the management, marketing, and operations of restaurants and other food/beverage services, lodging, attractions, recreation events, and travel-related services. Students acquire knowledge and skills focusing on communication, time management, and customer service that meet industry standards.  
 KAPS students will know the different career choices within the Hotel/Restaurant Industry (Chefs, Finance, Mng)  
 Students will visit restaurants, meet with General Managers and other department heads

KAPS will also partner with Austin Metal Fabrication to provide the opportunity to gain practical knowledge in a Fabrication Environment under the manufacturing career cluster. The Manufacturing Career Cluster focuses on planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering. During which they will gain practical sense of learning the skills of the Welding, Sheet Metal & Fabrication trade.  
 Visit the production plant, learn basic tools and how to operate them along with basics of welding.

**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.

KAPS students will be KAPS will explain Basic color theory, Layout and design as it pertains to computers, Reproducing art a.k.a. print design,  
Basic photographic skills (rule of thirds)  
How to use a digital camera  
Photoshop, and similar tools for design and animation (i.e. masking out areas in order to hide areas that were not meant to be seen).  
Nero for and other tools for editing digital video and audio projects projects/ Understanding timelines and necessary features to be able to effectively edit projects.

**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.

KAPS students will know postsecondary career opportunities within the Hospitality and Tourism Career Cluster, The focusing on the management, marketing, and operations of restaurants and other food/beverage services, lodging, attractions, recreation events, and travel-related services. Students acquire knowledge and skills focusing on communication, time management, and customer service that meet industry standards.  
Students will be able to explain the various roles in Hospitality and Tourism industry, learn basics of culinary art, marketing, budgeting and management.  
  
KAPS will also partner with Austin Metal Fabrication to provide the opportunity to gain practical knowledge in a Fabrication Environment under the manufacturing career cluster. The Manufacturing Career Cluster focuses on planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.  
Students will be able to identify and use tools, demonstrate basics of welding and gain practical sense of learning the skills of the Welding, Sheet Metal & Fabrication trade.

**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.

\$ 35000 will be budgeted towards purchase of supplies, materials, software and hardware, including travel, \$ 15000 will be budgeted towards staffing and other misc expenses

**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.

\$ 30000 will be budgeted towards purchase of clothing-aprons, chef dress, safety goggles, gloves, boots and other supplies, software and hardware as needed, including travel, \$ 20000 will be budgeted towards staffing and other misc expenses.



**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.)

During the school year we have many students who are interested in art and technology; Basic color theory, Layout and design as it pertains to computers, Reproducing art a.k.a. print design, Basic photographic skills  
How to use a digital camera  
Photoshop, and similar tools for design and animation (i.e. masking out areas in order to hide areas that were not meant to be seen).  
Nero for and other tools for editing digital video and audio projects projects/ Understanding timelines and necessary features to be able to effectively edit projects.  
However many of these students do not get the opportunity to explore these opportunities due to scheduling conflicts and other challenges, but would like the opportunity to explore these areas of study.

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.)

Culinary program is offered as an after school club and not many students are able to take part, however there is great interest in this area and a dedicated time during summer providing them work-based opportunity and learning from the industry experts will certainly benefit the students and overcome scheduling, transportation and other family challenges.

Similarily there are many students who are keen on the manufacturing career cluster but do not get the opportunity, to be able to visit a plant, learn basics of tool handling, welding along with being offered an internship, this will certainly generate great interest and a career path to some students



**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.

**Arts, Audio/Video Technology, and Communications Career Cluster**

The Arts, A/V Technology and Communications (AAVTC) Career Cluster focuses on careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services. Careers in the AAVTC career cluster require a creative aptitude, a strong background in computer and technology applications, a strong academic foundation, and a proficiency in oral and written communication. About 15 students will get the opportunity from grades 7-11 to benefit from this program and chose a career pathway.

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.

**Hospitality and Tourism Career Cluster**

The Hospitality and Tourism Career Cluster focuses on the management, marketing, and operations of restaurants and other food/beverage services, lodging, attractions, recreation events, and travel-related services. Students acquire knowledge and skills focusing on communication, time management, and customer service that meet industry standards. Students will explore the history of the hospitality and tourism industry and examine characteristics needed for success. The Culinary Arts program of study introduces CTE learners to occupations and educational opportunities related to the planning, directing, or coordinating activities of a food and beverage organization or department. This program of study also explores opportunities involved in directing and participating in the preparation and cooking of food. About 15 students will benefit from this program

**Manufacturing Career Cluster**

The Manufacturing Career Cluster focuses on planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.

The Welding program of study focuses on the development and use of automatic and computer-controlled machines, tools, and robots that perform work on metal or plastic. CTE learners will learn how to modify parts to make or repair machine tools or maintain individual machines, and how to use hand-welding or flame-cutting equipment. About 10 students will benefit from this opportunity to chose a career path in manufacturing.

**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**