



**2021-2022 Summer Career and Technical Education Grant**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 2022**

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, March 28, 2022**.

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  Campus  ESC  DUNS

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 2021-2022 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 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**

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Our district prides itself on the ability to prepare our students by providing the best possible educational opportunities. This program matches our districts goal in allowing students to have access to the areas in which they may one day be employed. By including all of our CTE programs, students will be given hands-on experience in a wide variety of areas. The quality classroom instruction in this program will help them determine which path they want to continue to learn through our high school and beyond.

Gruver Independent School District is rural district prepared to engage in both a Focus Area 1 Bridge Program and a Focus Area 2 Work-based Learning Program for students. Our improvements to the programs will impact more students and incorporate ALL of our CTE programs. Our district has 6% of its students diagnosed with dyslexia, compared to the State’s estimated average of 4.5%. 100% of our students are Title I. This program continues our districts mission to lead our students toward responsibility and productivity as citizens. Our students’ limitations (be they economic or otherwise) need not be a barrier to them because of our programs.

Focus Area 1: Our goal is to serve as many students with this Summer Program as we can and address their needs. While incoming freshman to seniors will be included this year, our Bridge Program will focus on incoming freshman or students close to completing CTE programs of study that may require additional assistance. Many of our students will benefit tremendously from the additional time with our highly qualified teachers. Students with learning disabilities (10% of our high school) and our migrant population will benefit from additional learning opportunities.

Focus Area 2: We will establish internship programs within our school district that utilizes local employers. Priority will be given to students who apply and meet one of our “high need” areas, such as those labeled at risk, impoverished, migrant, or single parent household. Our district records show 45% are economically disadvantaged, and our program aims to utilize the skills of this group. When surveyed, 43% of our seniors say they are looking to go into a trade school or directly into the workforce after high school. Many of our students will utilize the program offered through this grant to provide real-work experience to be used for future employment.

**Qualifications and Experience for Key Personnel**

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
Summer Program Director (Existing) Organization, reporting and supervision of grant-related services.	Bachelor’s Degree Required. Must have experience with managing personnel, grants, and budgets
CTE Teachers (Existing)- Work directly with students in both the Bridge and Work-based programs	Bachelor’s degree and certification or license in respective CTE areas required.
District Staff – including IT Director Will incorporate hands on experience within the school district	Bachelor's Degree and appropriate technology certification required.
Local Business Partner (s) (Existing) – Provide students sites for corresponding work	Must be appropriately certified/licensed and be able to provide safe working conditions that improve our students’ skills and knowledge in our CTE areas of study.
Business Manager (Existing) – Responsible for payroll services, application processing, and oversees execution of the budget.	Experience in accounting, finance, and operations in business, education, or governmental agencies.

**Goals, Objectives, and Strategies**

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Focus Area 1:  
 We will provide foundation courses for our CTE programs that go beyond simply introducing the subject, but will instead give students insight into careers locally that utilize the skills taught in our classes. All of our CTE staff will be involved, which allows us to include courses in Culinary Arts, Agricultural Design & Fabrication, Business Information, Animal/Plant Science, Anatomy, Computer Science, Unmanned Aircraft Systems, Graphic/Design, Web/Tech, Child Development, and Web Tech. Our courses will take the time to show each student their potential in each subject area, which will give our student better understanding of the right path for them.

Focus Area 2: Our students in the work-based learning will be provided with work in the areas relative to their educational path. This aspect of our summer instruction will take students beyond the classroom and put them in real-life work situations. Students will be able to develop their skills in many disciplines. Instruction will not only be provided by our teachers, but local business leaders and professionals from neighboring cities will aid our students in their efforts to improve their skills. Students will learn workforce skills like teamwork, communication, and discipline.

**Performance and Evaluation Measures**

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

GISD will consistently gain data on both programs throughout each week of the program. The Summer Project Director will collaborate with local administration and relevant staff in order to assess the programs and identify any potential problems.

Focus Area 1 – Our district will measure the following:

- The number of students served and the completion percentage of each student in each course
- All data related to PEIMS
- Student feedback on quality and relevance of courses
- Teacher feedback on potential improvements and additional needs
- Consultation with local businesses over future opportunities
- Surveys will be utilized throughout the program for teachers and students. At the end of the program, all parties involved will be able to provide feedback on both focus areas. Attendance records will also be utilized. Changes to participation and performance in our CTE classes will be monitored.

Focus Area 2 - Our district will measure the following:

- The number, total and average of hours and wages for each student in the program
- All data related to PEIMS
- An internship performance rubric with weekly production reports for each student
- Feedback from local businesses on the program and our workers

Hourly clock in/out documentation, and end of the summer evaluations for each worker will demonstrate performance. Our Summer Project director will also provide workers surveys and follow-up questions in order to improve the program in the future. At the conclusion of the program, all parties involved will be able to provide feedback on both focus areas. Students involved will be monitored for performance in their respective CTE classes as well.

**Budget Narrative**

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

After outlining the goals and needs of our Summer program, Gruver ISD developed the following budget containing direct costs only. The direct costs will provide students quality instruction, safe working materials, software, and equipment needed to learn and perform skills.

1. Payroll - \$35,700

Payroll costs for teachers that will provide course instruction  
Cost for Summer Program director to oversee both focus areas  
Supervisor costs for work-based programs

2. Supplies and Materials - \$44,390

Grant funds will be operated to aid each of our CTE programs in their efforts to educate this Summer  
Materials in Focus Area 1 will include welding materials, culinary supplies, metals for fabrication, software for business/ graphic design, greenhouse supplies, medical supplies, technological hardware, drone training technology, reading materials, crafts, and incentives to increase student participation and engagement in the program.

In Focus Area 2, funds will be used to purchase safety equipment, training materials, software licenses, tools, plants, fertilizers and a supply bag for workers.

3. Other Operating Costs - \$19,910

• This includes student stipends and responsible spending for student employment.

Our district has agreed to cover all transportation costs for the Summer Program this year. Both Focus Areas will require travel costs to neighboring cities or outlying areas. District funds are also currently covering the cost of facility maintenance, bus maintenance, hardware and software used in the program, classrooms, and district summer operating costs.

ADJUSTMENTS:

If the Summer Program requires adjustments, district administration, our business manager, and our Summer Project Director will meet to decide what changes are needed in order to ensure a productive, successful program continues. We will continue to seek business donation, appeal to our school board for more funding when needed, and view all grant options to aid our program. Our district will reach out to TEA if additional guidance is required and an amendment will be submitted to TEA if necessary.

## Program Requirements

1. **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.

Gruver ISD will continue to offer courses in Unmanned Aircraft Systems, Animal & Plant Science, Business Information Management, Welding, Medical Terminology, and Culinary Arts. We will expand Focus Area 1 this year to offer courses in Anatomy, Graphic Design, Computer Science, Agricultural Design & Fabrication, Web Tech, and Child Development. All incoming freshmen through seniors will be eligible for Focus Area 1 participation. This will allow educational opportunities to those who may be considering a program change. The courses will be offered in 3 to 4-day segments throughout June and July. Eight teachers will be used to teach in their appropriate courses and may offer multiple opportunities to learn their subject over the course of these two months.

Students participating in our Summer Bridge Program discover new interests, stay more engaged with the school, develop better relationships with their teachers, and are more likely to seek opportunities to learn in the future. Incoming freshman were more comfortable with the high school after completing our program.

We anticipate serving at least 40 students over the course of our Summer Bridge Program. Eight highly qualified teachers will be available throughout the Summer to provide quality learning opportunities for our students. Many of the incoming freshman will be strongly encouraged to participate and incentives will be provided so that participation is increased from last year. Our high school counselor will encourage students who may be exploring new tracks to participate in our courses as well.

2. **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.

Gruver ISD will continue to work within its IT Department to initiate computer science skills in our workers, which will include hardware repairs, software proficiency, computer maintenance, networking, and internet safety techniques. The district will also continue using its agricultural department to maintain and improve the district's greenhouse. This program allows us to utilize the greenhouse at a time of year we are not normally in school. New planting techniques, resources, and insights will be demonstrated and performed by our workers.

Local businesses have also agreed to voluntarily host our students in an effort to provide hands-on instruction and work opportunities relative to our CTE areas. Our district will work with partners like Western Bank, Hansford County Hospital District, Ag Partners, Gruver Ford, Aeroflight (internet provider), and local restaurants to provide our students these opportunities. Our local business will expand our teaching capabilities to now instruct students areas beyond what our school CTE courses can offer.

If additional training is required, our district will reach out to the Region 16 Education Service Center.

Our internship program with our IT Department, Facilities Management, and Agriculture Department will provide students will real-work experiences. Students will clock-in and out every day and learn career-building skills that will benefit them tremendously in the future. Our student-workers will become problem solvers who learn how to work as a team, communicate effectively, and demonstrate a professional, positive attitude. In order to gain employment, students will have to fill out a full district application, complete an interview process, pass a background check, and demonstrate employable characteristics. This learning model will give our students a major advantage toward a positive career path as adults.

**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**