



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

NOGA ID [Redacted]

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, March 28, 2022.**

Grant period from **April 29, 2022-September 30, 2022**

Pre-award costs permitted from **Award Announcement Date**

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): [Redacted]

Applicant Information

Organization **Wichita Falls ISD** CDN **243905** Campus **Career Education** ESC [Redacted] DUNS [Redacted]

Address **1104 Broad Street** City **WICHITA FALLS** ZIP **76301** Vendor ID **1756002774**

Primary Contact **Michelle Wood** Email **mwood@wfsd.net** Phone [Redacted]

Secondary Contact **Ana Griffiths** Email **agriffiths@wfsd.net** Phone **940235-1000**

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 **Michelle Wood** Title **Director of Career and Technical Education**

Email **mwood@wfsd.net** Phone **940 235-1091 ext 33005**

Signature  Date **3/23/2022**

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.**

WFISD have been working on providing learning for all students. In 2017 we expanded our CTE offerings with the opening of our Career Education Center. With this opening we are able to offer 26 career pathways to over 1600 students daily. As part of CTE we take our advisory committees and students needs very seriously and try to remove barriers for our goals of making our students ready for life after high school. This includes getting the ready for higher education or the workforce. In keeping with our goals we have found that there are several barriers to our students completing work based programs; these include the lack of drivers license and practicum hours that do not provide and income for many of our students that rely on that income. For the summer work based learning program and career and technical education we have several levels of opportunity.

1. One of the largely identified barriers to student employment and work based learning opportunities is driving. Many of our low socioeconomic students are not able to afford or attend a drivers education program, therefore not making the eligible for a drivers license. In many of our programs we this barrier simply makes students wait until they are 18 to get a license or drive without a license. We would like to implement to our completing juniors enrolled in a capstone CTE course an opportunity to complete both the classroom and driving portion of driving's education.
2. As part of the drivers education process we would like to train two CTE teachers as drivers education teachers that would take over the program for the future summers and provide ongoing trainings outside school time. This would also require the purchase of a used car and an adaptive break/acceleration system.
3. We would also like to offer a "scholarship" to students that work over the summer in their clinical/practicum setting. Many of industry certifications require many hours of clinical rotations and are unpaid. For many of our students working unpaid is not an option during the summer as they need the money when they are not in school. This "scholarship" would be set on hours worked and awarded at the end of the summer to those who meet the criteria. This also helps employers who cannot hire until students are 18 as they are working under a work based learning program.

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
Director of Career and Technical Education-	Has been in CTE for over 19 years programming CTE classes for both HS and college level. Has a masters in Career and Technical education and works at a campus with students to see success.
CTE Teacher- Become a Driver Education teacher	Qualify for Texas Drivers Education Instructors Certification. Teachers must have year of CTE experinece and be willing to work with student both in getting education done, but helping get them to the finish line of a drivers license.

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.**

Goals:

1. Remove for students to be eligible for work based learning based on financial hardships.
2. Provide sustainable drivers education program that will keep providing for students needs in the future.
3. Provide a qualified workforce for employers by removing age barriers.

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.**

Performance Measures:

1. Success of the drivers education initiative can be evaluated base on the number of students who complete the entire drivers education program and obtain a learners permit before the end of the summer.
2. Creating a sustainable drivers education program will be evaluated with the teacher completion of the Texas Drivers Education Instructor Certification Course and the purchase of a suitable car with adaptations.
3. Students participating in the work based learning "scholarship" initiative will be measured on industry based certification completion hour requirements and testing. Hours worked and employer surveys will also be used to see benefits of students work learning experiences.

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.**

Financial Summary

Payroll amount of \$6800, covers teachers time to enroll in a drivers education instructor course online. This course is 136 hours @ \$25/hr for two instructors.

Professional and contracted services provides payments for 15 students to take drivers education with a 3rd party local vendor @\$450/student, it also covers the teachers online instruction cost of \$1200/teacher for a total of \$9150.00

Supplies and materials are to cover the dual break/gas adaption for the car in the amount of \$750.00

Other operating supplies cover the scholarships for students working in a work based learning setting. This amount would cover 10 students work 150hours/summer @ \$12/hr for a total of \$18,000

Capital outlay is to purchase a safe but used car inthe amount of \$25,000 to elimiate the need for a third party vendor in the future and sustain the program to coninuously decrease barriers.

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.

For the worked based learning areas will include:

- Agrculture, Food, and Natural Resources - Animal Science (Students to finish their CVA certification) 5 students
- Health Science- Medical Therapy (Clinical Medical Laboratory Assistant certification hours) 4 students
- Transportation, Distrubution, and logistics- Automotive (18 years old barrier) 4 students
- Manufacturing- Welding (18 Years old barrier) 1student
- Archtiecture and Construction - Electrial, Plumbing, and Carpentry 1 student

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.

We are posposing that 10 students complete the drivers education portion this summer, but with training teachers and purchasing a vehicle this will grow each year to impact up to 30 per summer.

The business and industries include P.E.T.S clinic, simmons and Harlan Veterinary Clinic, Animal Hospital of Wichita Falls, VCA Callfield Animal Hospital, United Regional Health Care Center, Wichita Falls-Wichita County Public Health District, Foundations Automotive, Wichita Falls Ford House, Veterans Auto Repair, Toyota, Eddie Hills Fun Cycle, Wilbur Electric, Cozby Plumbing.

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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