



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.

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, March 28, 2022**.

Grant period from

Pre-award costs permitted from

Application stamp-in date and time

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.**

The mission of the Houston Independent School District's (HISD) College and Career Readiness (CCR) is in line with CTE Goal 3 of the Houston Independent School Districts' Improvement Plan, " to ensure that every student commits to a post-secondary plan " by offering a variety of pathways for students who are seeking entry into the workforce post-graduation (HISD District Improvement Plan). HISD offers the Hotel Summer Camp in partnership with the Texas Hotel & Lodging Association (THLA) for students interested in the Hospitality & Tourism Industry. The THLA is offering students an immersive experience in careers in the hotel industry including accounting, culinary arts, human resources, executive business administration, marketing and sales, and much more. While attending the Hotel Summer Camp students will have the opportunity to experience firsthand the concepts and skills that they have learned via Hospitality and Tourism courses at their prospective campuses. During the THLA Hotel Summer Camp, students will attend a career fair where they will be prepared to discuss and apply for immediate employment opportunities in the Hospitality and Tourism industry.

The THLA Hotel Summer Camp will reinforce the Texas Essential Knowledge and Skills (TEKS) in courses such as Principles in Hospitality Tourism (13022200), Foundations of Restaurant Management (N1302268), Practicum in Entrepreneurship (N1303425), Hotel Management (13022300), Travel and Tourism Management (13022500), Hospitality Services (13022800), Introduction to Event and Meeting Planning (N1302269), Practicum in Hospitality Services (13022900 or 13022910; 13022905 or 13022915), etc.

The THLA Hotel Summer Camp will also immerse students in actual industry / workplace setting to foster firsthand experience and experiential learning tasks aligned with the Work-Based Learning Continuum and 4 key phases of the Work-Based Learning - Career Awareness, Career Exploration, Career Preparation, and Career Training and therefore covers the requirements of Focus Area 2: Work-Based Learning Experiences. The partnership between THLA and HISD to offer the Hotel Summer camp further strengthens HISD's commitment to Work-Based Learning initiatives by enforcing the Pillars of Work Based Learning Success by ensuring a high level of engagement with workforce employers, ensuring work-based learning options align to regional labor market demands, and by utilizing dedicated staffing roles to further enforce work-based learning efforts.

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, Houston ISD, who oversees CTE programming (Existing Position)	Teacher certification with a minimum of 7 years of relevant work experience, Mid-Management educational certification.
Sr. Manager of College Readiness, Houston ISD (Existing Position) - coordinate, develop, and evaluate the district-wide CTE, etc.	Bachelor's degree with 3-5 years in college and career advising and program management.
Sr. CTE Program Specialist (Existing Position) - delivering training to teachers, developing localized business partnerships, etc.	Bachelor's degree required with 3 -5 years in CTE or counseling experience preferred.
CTE Teacher (Existing Position)- Provides students with learning activities and experiences & deliver TEKS related instruction, etc.	Appropriate qualifications per TEA & HISD Human Resources including relevant industry experience, Texas Teachers certificate, Alternative Certification Program approval, etc.

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.**

The Hospitality industry in Texas alone generated approximately \$63 billion in 2019 and had approximately 1.3 million jobs created by travel (gov.texas.gov). The goal of the program is for participating students to gain hands-on, work-based learning experience in the Hospitality and Tourism Industry to encourage students in the HISD's Hospitality and Tourism program of study or Hospitality and Tourism related courses to pursue immediate employment and or enrollment in higher education in a program related to Hospitality and Tourism.

The proposed objectives of the program are to 1) "Bridge" completed high school coursework in hospitality and tourism to firsthand, hands-on, well rounded, and diverse knowledge of the industry, and 2) "Bridge" Hotel Summer Camp training and experiences to real world experience into the hotels, resorts, etc., especially to students who otherwise would enter the workforce or leave high school with no relative or tangible experience in the hospitality industry. Therefore, this work-based learning opportunity creates a "bridge" over the competition for student attendees when entering the hospitality industry. Strategies to achieve these outcomes include vetting of students with targeted recruitment that prioritizes students with 1). successful completion of a the CTE Hospitality and Tourism Program of Study, 2) current enrollment (Spring 2022) in a Hospitality and Tourism course, 3) students with declared programs of study on their HISD Personal Graduation Plan (PGP) in Hospitality and Tourism.

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.**

As a Focus Area 2 initiative, the core data collected and reported may include the following:

- Number of students participating in THLA Summer Hotel Camp training.
- Student information as a part of special data collection. This will determine the demographics of the students served.
- Information on business and industry partner offering work-based learning experience to students as a part of the program.
- Total and average hours worked by students during the Hotel Summer Camp Program.
- Total and average hours worked by CTE teachers during the Hotel Summer Camp Program and pre-planning for connecting with students and parents during the summer to ensure student participation.
- CTE Teacher feedback via survey of the Hotel Summer Camp Survey (i.e., rigor, value, reinforcement of classroom learning objective & skills, etc.).
- Evidence of training plans for each student in the program (if required by TEA).
- Evidence of culminating assessments or recognition of skills for each student in the program via teacher survey, student survey, and observance of district personnel shadowing and administering the Hotel Summer Camp.

These performance measures will be used to provide greater context on the programs' effectiveness and will provide HISD with guidance and feasibility of future programs and initiatives.

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.**

Budget funds allocated will cover program costs associated the the THLA Hotel Summer Camp that will provide students the opportunity to gain immersive work-based learning experiences.

The funds will be used to cover student registration, teacher stipends, student and teacher transportation (via school bus), and student refreshments.

The costs for each of the related items are outlined below:

- Payroll | Teacher Stipends (8 Teacher Stipends at \$1,962.50 each) = \$15,700
- Supplies and Materials | Student Refreshments (50 Students- Snacks, beverages, etc. at \$86 each) = \$3,937
- Other Operating Costs | Student Registration Costs (50 students x registration cost of \$450 each) = \$22,500
- Other Operating Costs | Teacher Registration Costs (8 teachers x registration cost of \$550 each) = \$4,400
- Other Operating Costs | Transportation (2 school buses at \$200 per bus, per trip (drop off & pick-up) = \$800
- Indirect Costs = \$2,663

Program Total: \$50,000

The registration costs for teachers and students include transportation from University of Houston Hotel to other resorts and hotels, meals for students and teachers, overnight lodging for students and teachers, potential industry guest speakers, business etiquette training, camp materials, curriculum tools, etc.

The Summer Hotel Camp with HISD currently has no other existing forms of allocated funding to cover registration and related expenses. Because of the overwhelming socio-economic status of most of HISD families, these registration costs are not feasible as an out of pocket family expense and therefore further perpetuates issues of equity and access present to many of our students. Therefore funding via the CTE Summer Grant addresses equitable access and participation barriers of participation and career exploration by means of quality summer programming in the hospitality industry via the THLA Hotel Summer Camp.

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.

N/A

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.

The Texas Hotel and Lodging Association (THLA) is offering a special Hotel Summer Camp session for Houston ISD students and teachers. A total of 50 HISD students will attend the THLA Hotel Summer Camp from during mid-June 2022. This initiative will emulate the P - TECH work-based learning model by offering:

- "Structures to enable students to complete high school and work-based learning at no cost to students" (TEA P-TECH Benchmark 1).
- Plans "to serve or plans to scale up service to high school students, and shall enroll students who are at risk of dropping out as defined by [PEIMS] and who might not go to college otherwise" (TEA P-TECH Benchmark 2).
- "Strategic partnerships with business and industry partners " that define a variety of careers (TEA P-TECH Benchmark 3).
- " Relevant, high-skill work-based learning [...] to that responds to student interest and regional employer needs" (TEA P-TECH Benchmark 5).

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