



**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](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 **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 **Somerville ISD** CDN **026902** Campus **High School** ESC **6** DUNS **100076710**

Address **PO Box 625** City **Somerville** ZIP **77879** Vendor ID [Redacted]

Primary Contact **Amanda Flencher** Email **aflencher@somervilleisd.org** Phone **979-596-2153**

Secondary Contact **Karla Sparks** Email **ksparks@somervilleisd.org** Phone **979-596-2153**

**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 **Karla Sparks** Title **Superintendent**

Email **ksparks@somervilleisd.org** Phone **979-596-2153**

Signature  Date **3-25-2022**

**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.**

It is the district's mission to provide a safe educational environment that fosters academic achievement, post-secondary success, and ensures each student graduates from high school both college and career ready with the ability to become responsible, productive, and contributing citizens in a diverse world. Somerville ISD is seeking opportunities for students to obtain exciting professional opportunities to explore, all with competitive pay and potential for career growth.

Somerville ISD would like the opportunity to send up to 12 students and 2 teachers to the Texas Hotel & Lodging Association hotel summer camp which offers work-based learning opportunities.

During this intensive, fun, and interactive camp, students will stay at a hotel and experience:

- Hotel Industry Overview and Career Options
- Texas Friendly Customer Service
- Effective Communication Techniques
- SMART Goal Setting
- Tours of Hotel Properties
- Business Etiquette for Career Success
- Job Search Strategies

3-Day Summer Internships for High School Students to Learn About Lodging & Resort Management Career Paths

The hotel industry offers an unparalleled setting to meet people from all walks of life and to experience new adventures every day. There are many exciting avenues available to hotel employees to achieve their personal and professional goals and Somerville ISD would like this opportunity for our students and teacher to capitalize on these career possibilities.

**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
n/a	

**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.**

Students and teacher are provided insight and hands on experience to the many avenues of professional career paths within the hotel industry.

During this intensive, fun, and interactive camp, students will stay at a hotel and experience:

Hotel Industry Overview and Career Options

Texas Friendly Customer Service

Effective Communication Techniques

SMART Goal Setting

Tours of Hotel Properties

Business Etiquette for Career Success

Job Search Strategies

3-Day Summer Internships for High School Students to Learn About Lodging & Resort Management Career Paths

**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. Students will complete a KWL (Know, Want-to-know, and Learned) tool at the beginning of camp and at the conclusion of each session to measure knowledge and skills gained.
2. Student's participation in the etiquette dinner and then demonstration of appropriate etiquette during the subsequent dinner will demonstrate knowledge and skills learned.
3. Student participation in the College and Career Fair will demonstrate knowledge and skills gained in camp seminars.
4. Earned Texas Friendly Certification will demonstrate customer service knowledge and skills learned.

**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.**

The budget for registration covers hotel accommodations, all meals, camp materials, and curriculum. A staff stipend is to pay for staff attending the conference and a student stipend is to cover incidental expenses such as a snack or during through out the summer camp. To continue this program in the future, the district can budget to send the staff member that is required and work with the community to set up scholarship opportunities for those interested to cover the student costs.

**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 industry partner is the Texas Hotels & Lodging Association.

The hotel industry career pathways include occupations within a variety of hotel departments, often with the same employer. The most common hotel departments include:

- Accounting
- Executive Office
- Food and Beverage
- Human Resources
- Lobby and Guest Services
- Rooms
- Sales and Marketing
- Security, Engineering and Maintenance

The district plans to send up to 12 students and 2 teachers to engage in the hotel summer camp.

**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**