



**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 lolapplications@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.**

Vision Statement: Nacogdoches ISD CTE students will be prepared with marketable skills, an entrepreneurial mindset, and a genuine interest in service to others as they embark on the post-secondary path of their choosing.

Mission Statement: Nacogdoches ISD Career and Technical Education will meet the specific needs of a diverse and unique student population while continuing to provide career readiness instruction that is engaging, rigorous, and relevant to post-secondary educational standards as well as local, national, and global industry.

Nacogdoches ISD is pursuing this grant to provide summer learning opportunities for incoming 9-12th grade students to take accelerated CTE courses as well as implement a CTE Summer Earn & Learn Internship Program for incoming 11th and 12th grade students (Focus Area 2)

Nacogdoches High School runs a 7-period school day which creates scheduling conflicts that can prevent students from exploring CTE classes or becoming a POS completer. This creates a need for summer CTE classes to be offered as initial credit so that students have additional space in their class schedule to take advanced CTE courses and complete CTE programs (Focus Area 1). Additionally, the District needs to expand its current student internship program, which has been impacted by the pandemic (Focus Area 2). Specifically, the District needs more internship opportunities for students in building trades programs (Focus Area 2)

Providing accelerated/initial credit CTE classes will allow students to complete additional CTE coursework throughout the school year, which will lead to increased program completer rates, industry certification exam testing and passing rates, and additional opportunities for students advance their learning in their chosen CTE program (Focus Area 1). Developing an In-district student internship program will allow students to gain relevant industry experience while working for an employer whose work schedule will support students with part-time jobs (Focus Area 2). Both summer programs will improve the District's efforts to meet the needs of our students by creating engaging, rigorous, and relevant learning experiences that will preparing students for multiple postsecondary paths

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

CTE DIRECTOR (Existing): Grant manager and CTE summer program director

Masters Degree in Education Leadership; 2 Years Administration Experience; 3+ years teaching experience

SUMMER CTE TEACHERS: Provide instruction for CTE courses assigned; coordinate practicum assignments for assigned students (if applicable)

Teacher Certification; Bachelor's Degree; 2+ Years Teaching Experience

SUMMER SCHOOL FACILITATOR (Existing): Monitor summer courses programs and student attendance.

Bachelor's degree required; Master's degree preferred

SUMMER SCHOOL COUNSELOR (Existing): Provide guidance counseling services for students enrolled in summer learning programs.

Master's degree; school counselor experience required

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

Goal 1.1: Offer Business Information Management I and/or offer Principles of Arts, Audio/Video Technology, and Communications as an initial credit/accelerated course during summer school 2022. Target enrollment: 25-40 students
Strategies: Recruitment at middle schools (for incoming ninth graders) and existing health science students. Promotion via traditional print flyers, social media, and meetings with classes.

FOCUS AREA 2

Goal 2.1: Provide students with quality internship experiences. Monitor internship programs to ensure students complete appropriate and meaningful projects at the internship site while meeting safety guidelines. Target enrollment: 10-15 students.
Strategies: CTE director will meet with internship site mentors to discuss site needs and internship program guidelines. CTE practicum teacher will document student training plans in accordance with TEA and district policy. CTE Practicum Teacher and CTE Director will conduct on-site internship evaluations. District provides transportation to internship sites.

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.**

BOTH FOCUS AREAS: (Student Feedback) Students will complete course evaluations at the conclusion of the class; (Student Enrollment, Attendance, and Completion) CTE Director and Summer School Facilitator will monitor student attendance and grades daily; (Certification Passing Rates) Student performance on applicable Industry-Based Certification exams (ie. Microsoft Office Specialist)

FOCUS AREA 1: Student demographic information; number of students enrolled in summer program; number of students completing the summer program; course completion data, IBC testing/passing rates (if applicable).

FOCUS AREA 2: Student participation in internship program; student demographic information reported through PEIMS special data collections; business partner participation (including number of interns hosted per business/department); total and average hours worked by student; total and average earnings by student; Evidence of training plans; Partnership agreements; Internship Mentor evaluations of student intern; course completion

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.**

This grant would fund 3-4 CTE teacher positions for both focus areas to support the student demand for summer CTE class enrollment. Teachers are paid using the District's Summer Compensation Plan (approx. a \$4,800 stipend). The Grant Program will also fund student internship stipends upon their completion of the internship program (Focus Area 2). The district has not hired staff or student interns for CTE summer learning opportunities in the past. The District's CTE program often competes with Stephen F. Austin State University students for internship placements across our rural community. Our goal of funding our own district interns is to provide students with practical experience working in their respective industry.

The District will purchase supplies to support CTE summer courses for initial credit. The purchase of additional laptops and computers may be necessary based on student enrollment. Additional course-specific supplies, equipment, and technology that will also be necessary to support students through real-world, project-based learning. (Focus Area 1) The District will purchase student intern uniforms to wear while reporting to their internship site (Focus Area 2). Overall, approx. 45 percent of requested grant funds are allocated for instructional materials to support these summer learning opportunities.

Purchase of a computer monitoring software to monitor computer-based summer CTE classes (Focus Area 1). Funds are allocated for educational field trips for students enrolled in initial credit CTE classes (Focus Area 1). Funds are also allocated for student transportation between Nacogdoches High School and student internship sites (Focus Area 2). The district currently allocates approximately \$20,000 for educational field trips during the regular school year, but has not allocated travel funds to transport students to internship sites.

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.

CLASS1 : Business Information Management 1 (PEIMS: 13011400)

PROGRAM OF STUDY: Health Informatics

GRADUATION REQUIREMENT: This course supports students who need to complete a technology credit course (local requirement).

CLASS 2: Principles of Arts, A/V Technology, and Communications (PEIMS: 13008200)

PROGRAM OF STUDY: Digital Communications and Design & Multimedia Arts

GRADUATION REQUIREMENT: This course supports students who need to complete a technology credit course (local requirement).

CLASS 3: Floral Design (PEIMS: 13001800)

PROGRAM OF STUDY: Plant Science

GRADUATION REQUIREMENT: This course supports students who need to complete a Fine Arts credit course.

We anticipate 35-50 students will enroll in courses offered as part of the Focus Area 1 plan.

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.

Nacogdoches ISD will serve as the primary industry partner for the Summer Earn & Learn Internship Program. NISD anticipates hiring 10-15 student interns in the following departments:

Plant Services - Carpentry Department

Plant Services - Plumbing Department

Plant Services - Electrical Department

Plant Services - HVAC Department

NISD Police Department

Communications and Marketing Department

Student Nutrition Department

Transportation Department

Teaching and Learning Department

Health Services Department

Secondary industry partners include Nacogdoches Memorial Hospital and East Texas Community Health.

Students will enroll in either Practicum in Entrepreneurship (PEIMS: N1303425) or Career Preparation I (PEIMS: 12701300)

We estimate a total of 10-20 students will participate in the Summer Earn & Learn Internship Program.

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

