



2022-2023 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 16, 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, November 16, 2022.**

Grant period from **March 1, 2023-September 30, 2023**

Pre-award costs permitted from **Not Permitted**

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 **Tyler ISD** CDN **21290** Campus **CTC** ESC **07** UEI **079843447**

Address **1319 Earl Campbell Parkway** City **Tyler** ZIP **75701** Vendor ID **1756002675**

Primary Contact **Kristen Walls** Email **kristen.walls@tylerisd.org** Phone **903-262-1915**

Secondary Contact **Kasey Russell** Email **kasey.russell@tylerisd.org** Phone **903-262-1096**

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 **Marty L Crawford** Title **Superintendent**

Email **marty.crawford@tylerisd.org** Phone **903-262-1011**

Signature  Date **11/08/2022**

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 2022-2023 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 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 (Focus Area 1)

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.

[Empty text box for Focus Area 1 summary]

Summary of Program (Focus Area 2)

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.

The mission of the CTE Summer Internship Program is to provide paid internship opportunities for students enrolled in advanced CTE classes. The need exists to help CTE students bridge the gap between knowledge gained in the classroom and how it applies in the real world, enabling them to be more college and career ready. Students entering their senior year of high school will be provided the opportunity to participate in a paid internship over the course of the summer. Internships will be related to the participating student's program of study in order for the student to apply their educational knowledge, practice concepts learned in the classroom and gain practical on-the-job experience. Internships will be directly related to student's senior year practicum course, such as Agriculture, Food and Natural Resources, Architectural Design, Audio/Video Production, Business Management, Construction Technology, Culinary Arts, Education and Training, Graphic Design and Illustration, Health Science, Human Services, Information Technology, Law, Public Safety Corrections and Security, Manufacturing, Marketing, Science, Technology, Engineering and Mathematics.

The CTE Summer Internship Coordinator will oversee the program. The coordinator will be responsible for the following tasks to ensure overall success of the CTE Summer Internship Program. (1) Procuring internship opportunities, assisting students with the completion of applications, participating in job interviews, and providing job coaching. (2) Training students in work-related attitudes, habits, behavior, dress and communication skills. (3) Collecting weekly schedules for students and job sites, making visits to students on the job and keeping documentation from site evaluations. (4) Building and maintaining positive relationships with businesses, community, industry and higher education partners. (5) Complying with policies established by federal and state law, State Board of Education rule and the local Board of Trustees in pursuing the district's mission.

CTE Summer Internship Program (Focus Area 2)

Qualifications and Experience for Key Personnel (Focus Area 1)

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

Qualifications and Experience for Key Personnel (Focus Area 2)

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 Summer Internship Coordinator (proposed).
Coordinate work-based learning opportunities with local employers.

1. Knowledge of community, regional and state resources.
2. Prior work experience showing track record for creating business partners.
3. Ability to travel in town to supervise students placed in internships.

Goals, Objectives, and Strategies (Focus Area 1)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

[Empty text box for Focus Area 1 response]

Goals, Objectives, and Strategies (Focus Area 2)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

The CTE Summer Internship Program will provide paid summer internship opportunities for up to 30 CTE students entering their senior year of high school to promote college and career readiness. The program will establish partnerships with participating businesses to provide internship opportunities for students. Students and businesses will be identified and selected during March 2023, and internships will start after the completion of the school year, June 1, 2023. The CTE teachers with junior students will identify students that are work ready and share a link for those interested in participating to apply. The CTE Summer Internship Coordinator will meet with prospective businesses to create partnerships. Selected students will be given a letter of acceptance and matched with a participating business before the end of April 2023. Grant funds will be used to pay the CTE Summer Internship Coordinator and students during their summer internship.

CTE Summer Internship Program (Focus Area 2)

Performance and Evaluation Measures (Focus Area 1)

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.

Performance and Evaluation Measures (Focus Area 2)

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.

The CTE Summer Internship Coordinator will conduct regular on site evaluations and maintain communication with the student interns and participating businesses throughout the duration of the summer internship program.

June 1-10, 2023: Site visit to all participating businesses with interns. Contact will be made with the student and their direct supervisor to ensure internships have begun and schedules are well established. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

June 11-17, 2023: Contact participating businesses with interns via phone or email to maintain communication.

June 18-24, 2023: Site visit to all participating businesses with interns. The supervisor will complete a one page evaluation and provide comments related to the student's performance and overall experience. Meet with students to discuss evaluation and to get comments about their experience so far. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

June 25-July 8, 2023: Contact participating businesses with interns via phone or email to maintain communication.

July 9-15, 2023: Site visit to all participating businesses with student interns. Contact will be made with the student and their direct supervisor to ensure internships are continuing to progress accordingly. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

July 16-22, 2023: Contact participating businesses with interns via phone or email to maintain communication.

July 23-31, 2023: Site visit to all participating businesses with interns. The supervisor will complete a one page evaluation and provide comments related to the student's performance and the overall experience. Meet with students to discuss evaluation and to get comments about their experience. Students will complete a one page evaluation on their overall experience and will be given the option to make the information available to their supervisor.

CTE Summer Internship Program (Focus Area 2)

Budget Narrative (Focus Area 1)

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.

[Empty text box for Focus Area 1 narrative]

Budget Narrative (Focus Area 2)

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.

The proposed budget from the 2022-2023 Summer Career and Technical Education Grant would be used to fund the CTE Summer Internship Coordinator position and to pay wages of students involved in the summer internship program.

CTE Summer Internship Coordinator: \$30 per hour for 120 hours of work related to the grant; \$3,600 total.

Student intern wages: up to 30 students at \$11.25 per hour (not to exceed \$12.75 per hour) for 120 hours of internship work related to the grant; \$1,350.37 per student; \$40,511.10 total.

In the future, after the grant period has ended, internships will continue in the upcoming school year. Participating businesses will have the option to offer paid or unpaid internships to CTE students interning at their location.

CTE Summer Internship Program (Focus Area 2)

Program Requirements

1a. Needs Assessment (Focus Area 1)

1b. Needs Assessment (Focus Area 2)

The CTE Summer Internship Program provides opportunities for students to participate in internships related to their program of study, without some of the barriers that prevent them from participating during the school year.

During the school year, students can participate in work-based learning opportunities during their CTE class period. Class periods are 90 minutes, which makes the total time in opportunities limited, once students drive to locations, check-in and get started, and then prepare to return to school. Some employers that want interns, choose to opt out during the school year due to the abbreviated time they get with students during the school day. The CTE Summer Internship Program allows businesses to keep students for a longer period of time during the day, making their experience more meaningful.

Transportation is also a challenge during the school year. Many students do not have their own transportation to get to and from opportunities during the school day. Parents/guardians often cannot pick up students, take them to off site locations and pick them up and return them to school within 90 minutes. With the CTE Summer Internship Program, parents/guardians are able to take students in the morning on their way to work and pick them up later in the afternoon. Students are able to work longer shifts during the summer, making transportation easier to work out.

The CTE Summer Internship Program has been instrumental in providing work-based learning opportunities to both students and businesses that would normally not have the chance to participate.

CTE Summer Internship Program (Focus Area 2)

Program Requirements, cont'd.

2. **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.

[Empty response box for Focus Area 1]

3. **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 following business and industry partners will be involved in the CTE Summer Internship Program.

(1) Achieving Dreams, (2) Alzheimer’s Alliance, (3) Aramark, (4) Baylor Scott & White Texas Spine & Joint Hospital, (5) Caldwell Zoo, (6) Champions for Children, (7) Chick-Fil-A, (8) CHRISTUS Trinity Mother Frances Hospital, (9) City of Tyler Communications, (10) City of Tyler Main Street, (11) City of Tyler Parks & Recreation, (12) Clover Educational Consulting Group, (13) Conaway Homes, (14) Curl Up & Dye Salon, (15) East Texas Productions, (16) Express Employment Professionals, (17) FitSteps for Life, (18) Gold Leaf Gallery, (19) Goodwill Industries of East Texas, (20) Greater Texas Capital Corporation, (21) Hood Packaging Corporation, (22) It’s Bout Time Beauty, (23) KLTU, (24) Leadership Tyler, (25) Literacy Council of Tyler, (26) Lola’s Handcrafted Kitchen, (27) M. Roberts Media, (28) Nathaniel Moran, (29) Park Place Nursing & Rehabilitation Center, (30) Patient Care, (31) Prism Beauty Bar, (32) Prothro, Wilhelmi & Company, (33) Rudd Plumbing, (34) SCI Construction, (35) Tyler Area Business Education Council, (36) Tyler Area Chamber of Commerce, (37) Tyler Economic Development Council, (38) U Bank, (39) Xquisite Lash & Beauty Bar

This is not an exhaustive list of all the participating partners but shows the current businesses that have committed to participate. The CTE Summer Internship Program will provide paid summer internship opportunities for up to 30 CTE students entering their senior year of high school to promote college and career readiness.

CTE Summer Internship Program (Focus Area 2)

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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