



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

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, November 16, 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 UEI

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 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.

The overall mission of the Career and Technical Education (CTE) department is to empower all students with industry-specific opportunities that will allow them to further their post-secondary education or immediately pursue employment in the global workforce. CTE students will gain an understanding and knowledge of ethical behavior and workplace skills that are fundamental to career success. The CTE department is divided into thirteen career clusters. The Science, Technology, Engineering, and Mathematics (STEM) career cluster focuses on planning, managing, and providing scientific research and professional and technical services. These services include laboratory and testing, as well as research and development. First-year students of our CTE Cybersecurity program of study will learn about the occupations and educational opportunities related to the planning, implementation, upgrading, and monitoring of security measures for the protection of computer networks and information. In addition, students will explore responses to network security breaches and viruses, as well as the administration of network security measures.

Garland ISD Cybersecurity Summer Bridge program will allow second-year STEM students to build and perform complex network and penetration tests on multi-tiered hybrid domains. Upon completion of the program, students will be prepared to meet the challenges of today's advanced digital landscape.

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 overall mission of the Career and Technical Education (CTE) department is to empower all students with industry-specific opportunities that will allow them to further their post-secondary education or immediately pursue employment in the global workforce. CTE students will gain an understanding and knowledge of ethical behaviors and workplace skills that are fundamental to career success. The CTE department is divided into thirteen career clusters. The Hospitality and Tourism career cluster focuses on the management, marketing, and operation of the following sectors:

- Restaurants
- Lodging
- Attractions
- Recreational events
- Other travel-related services

Hospitality students will acquire communication, time management, and customer service skills that align with today's industry standards. Program participants will also explore the history of the hospitality and tourism industry and examine the characteristics of successful industry trailblazers. In conjunction with the Texas Hotel and Lodging Association (THLA), we have designed The Garland ISD Hospitality Project to prepare students for entry-level positions in the Hospitality and Tourism industry. Students will be offered an immersive experience that includes career exploration and post-secondary education options in Lodging and Resort Management. Additionally, students will experience the industry first-hand, as guests and staff members in a three-day residential summer program. Students will tour the full-service hotel properties of select colleges, and attend seminars to learn more about personal branding, employment strategies, and career progression from professors and community business leaders.

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
Existing Position: Director, Career and Technical Education (CTE): Responsible for the district's CTE Programs.	Teacher and principal certification with 1 year of relevant district work experience in CTE
Existing position: Cybersecurity Instructor: Responsible for developing and using effective teaching strategies to educate students.	Must be Texas certified or eligible and highly qualified to teach high school students

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
Existing Position: Director, Career and Technical Education (CTE): Responsible for the district's CTE Programs.	Teacher and principal certification with 1 year of relevant district work experience in CTE
Existing Position: CTE Teacher Responsible for assisting students with the exploration of CTE education and preparation.	Provide students with learning activities and experiences delivering TEKS-related instruction

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?

The primary objective of the Garland ISD Cybersecurity Summer Bridge program is for students to obtain the necessary technical knowledge and abilities to meet the challenges of the modern cloud environment. Participants will learn to create a top-level domain complete with the following components: Network connectivity, main and backup domain controllers, and servers (exchange server for email traffic, SharePoint web server, file server and a print server). Students will also acquire hands-on experience in performing penetration and compliance tests on secure domains. Strategies to assist in achieving these goals will include:

- Designing and developing a comprehensive plan to create networks for small businesses
- Designing an organizational chart with each participant having at least one assigned role
- Scheduling regular progress update meetings with all stakeholders
- Establishing communication channels and expectations between all teams
- Recording and documenting all troubleshooting

Research has found that programs with structured and focused, well-organized activities foster engagement and facilitate high quality learning opportunities (Gerstenblith et al, 2005; Abreton, Goldsmith, & Sheldon, 2005). The program will provide intentional, research-based activities that are designed to align with state standards, and school day curriculum. Intentionality in activity design will ensure students are provided opportunities for enhanced learning in a safe, fun, and engaging environment.

Research-based academic instruction will reinforce and enhance school-day learning. Innovative best practices will include the integration of SMART goals (Specific, measurable, achievable, relevant, and timely). The impact will reflect academic instruction and engaging STEM activities that equip students to think critically.

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 primary objective of the Garland ISD Hospitality Project is for students to experience the diverse knowledge of professionals in the hospitality industry through a work-based learning environment. Participants will learn about post-secondary education options that may enhance career growth within the hotel and lodging industry. Students will also acquire customer service skills and business practices and strategies that leading franchises attribute to their overall success.

Research-based enrichment activities will promote skill development and enhanced student engagement through service learning activities. Research has found that programs with structured and focused, well-organized activities foster engagement and facilitate high quality learning opportunities (Gerstenblith et al, 2005; Abreton, Goldsmith, & Sheldon, 2005). The program will provide intentional, research-based activities that are designed to align with state standards, and school day curriculum. Intentionality in activity design will ensure students are provided opportunities for enhanced learning in a safe, fun, and engaging environment.

Research-based academic instruction will reinforce and enhance school-day learning. Innovative best practices will include the integration of SMART goals (Specific, measurable, achievable, relevant, and timely). The impact will reflect academic instruction and engaging activities that equip students to select a career pathway in the hotel and lodging industry.

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.

The Garland ISD Cybersecurity Summer Bridge program is designed to prepare students for industry-recognized credentials and employment through real-world application configurations. Experiential learning has been proven to provide students with a more efficient level of engagement and comfort than simply reading over course material. Notably, participants will gain and understanding of the Lenovo Rack Servers, which allow for the operation of multiple virtual machines in the student lab. Each server will provide students with hands-on experience in virtualization. Program curriculum will reinforce and expand upon the knowledge base gained in previous courses, giving second-year students a better understanding of material found in the CompTIA ITF+, A+, Cisco CCT, CompTIA N+, and AZURE certifications. Students will be evaluated on best cloud computing practices such as virtual switches, hypervisors, and virtual NICs. Other key evaluation concepts will include disaster recovery and device hardening to equip participants with the necessary combination of skills to ensure network resilience. Upon completion of the course, students will be able to earn one of the aforementioned certifications or college credit.

Garland ISD will develop a plan for sustainability that leverages funding from at least four sources. These four sources will include existing school budgets (General, state compensatory, and Title funds), business and community support funding, as well as additional grant funding. We will seek to find ways to allocate existing district budgets. We intend to work at communicating success of the Cybersecurity Program. Additionally, we recognize the level of funding provided by the grant is significant and continuation of the same level of service will require funding from a variety of sources. We intend to develop an on-going evaluation of the return on investment of each activity and service provided.

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.

Performance will be measured by instructional and skills verification methods. Students will demonstrate customer service knowledge and skills through a capstone activity, which will allow each student to showcase their acquired skillset. Participants obtaining the Texas Friendly Certificate will demonstrate how to manage and enhance the delivery of quality customer service that is unique to the hospitality industry. Performance tools will include a review that focuses on six hospitality habits necessary for the assurance of quality customer service:

- Making a positive and impactful impression
- Demonstrating knowledge of the occupation
- Establishing familiarity with the community
- Maintaining open communication
- Handling problems effectively
- Making a good, lasting impression

Complete participation will be required for students to obtain their certification.

Garland ISD will develop a plan for sustainability that leverages funding from at least four sources. These four sources will include existing school budgets (General, state compensatory, and Title funds), business and community support funding, as well as additional grant funding. We will seek to find ways to allocate existing district budgets. We intend to work at communicating success of the Cybersecurity Program. Additionally, we recognize the level of funding provided by the grant is significant and continuation of the same level of service will require funding from a variety of sources. We intend to develop an on-going evaluation of the return on investment of each activity and service provided.

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.

Garland ISD is committed to providing cutting-edge software and collaborating with qualified Cybersecurity specialists to ensure a successful summer bridge program. One of our district's primary goals is to promote equitable participation by offering programs to all prospective students. The socio-economic status of many Garland ISD families may impede access to this summer camp. This budget proposal is a vehicle for translating our educational aspirations into a financial resource plan, which is critical to educational accountability. The funds requested will be allocated for payroll, professional/contract services, transportation, and supplies/materials.

The proposed budget allows for the allocation of finite resources to be prioritized to the needs of the Career and Technical Education Cybersecurity Summer Bridge Program. This budget proposal is a vehicle for translating our educational goals into a financial resource plan--that is, developing an instructional plan to meet student performance goals. This budget is the link between instructional goals and financial planning, which is critical to education accountability. Formal and informal assessments of the budget will be conducted with real-time adjustments made to ensure the effectiveness of the program.

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.

One of our district's primary goals is to promote equitable participation by making each of our programs available to all prospective students. The socio-economic status of many Garland ISD families may impede access to this summer camp. It is our desire that interested, hospitality students have the opportunity to participate in the Texas Hotel and Lodging Association summer camp regardless of their family's financial circumstances. This budget proposal is a vehicle for translating our educational aspirations into a financial resource plan, which is critical to educational accountability. The funds requested will be allocated for payroll, professional/contract services, transportation, and supplies/materials.

The proposed budget allows for the allocation of finite resources to be prioritized to the needs of the Career and Technical Education Hospitality Project. This budget proposal is a vehicle for translating our educational goals into a financial resource plan--that is, developing an instructional plan to meet student performance goals. This budget is the link between instructional goals and financial planning, which is critical to education accountability. Formal and informal assessments of the budget will be conducted with real-time adjustments made to ensure the effectiveness of the program.

Program Requirements

1a. Needs Assessment (Focus Area 1)

Garland Independent School District, (GISD), where 74.1% of students are economically disadvantaged, seeks funding for a Cybersecurity Summer Bridge Program. The program will increase the opportunity for 30 students from underrepresented populations to earn certifications or college credit.

In our cloud-based and hyper-connected world, the demand for cybersecurity professionals is rapidly increasing and expected to continue into the foreseeable future. According to Fortune Magazine, the number of unfilled cybersecurity roles worldwide grew 350% between 2013 and 2021, leaving exponentially more open positions than specialists needed to fill them. An identified gap for Garland ISD is the distinct disparity between workforce demand and student enrollment in the cybersecurity sector of the CTE program. Information Technology and STEM are the most in-demand career clusters in the Dallas-Fort Worth area, with 554 CTE learners. Per the Texas Workforce Commission, Information Technology ranks first in the Labor Market alone and twelfth in our school district, with only 162 CTE Learners enrolled in our current program. Overall, Information Technology is considered the least aligned program of study for CTE. The Garland ISD Summer Bridge Cybersecurity program is designed to increase these numbers while inspiring innovation, growth, and career pathway completion in STEM.

As with our previous successful efforts, we know the importance of broad-based understanding and ownership among our leadership team. Our decision to pursue 2022-2023 Summer CTE grant funds to support the design and launch of a Cybersecurity Summer Bridge Program was the result of multiple collaborative sessions among district leaders.

1b. Needs Assessment (Focus Area 2)

As the second-largest public school district in the Dallas-Fort Worth Metroplex, Garland ISD has 52,355 students enrolled, of which 74.1% are classified as economically disadvantaged. Funding would prove to be a catalyst for equitable student participation within Garland ISD boundaries.

This program would not only aid students in career exploration and obtaining a post-secondary education, it would drastically contribute to improving the rate of our nation's hospitality job market. According to a recent new member survey conducted by the American Hotel & Lodging Association (AHLA), the only national association representing all sectors of the U.S. lodging industry, 87% of survey participants indicated they are experiencing staffing shortages. As of August 2022, the U.S. Bureau of Labor Statistics reported that hotel employment was down by nearly 400,000 jobs compared to just two years ago. These staffing challenges are prompting reputable organizations like Omni Hotels & Resorts and the Texas Hotel and Lodging Association to raise awareness about the industry's plethora of opportunities, upward career mobility, and pay increases. Garland ISD aims to complement and continue these efforts through our Hospitality Project.

As with our previous successful efforts, we know the importance of broad-based understanding and ownership among our leadership team. Our decision to pursue 2022-2023 Summer CTE grant funds to support an immersive experience that will include career exploration in Lodging and Resort Management.

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.

The Cybersecurity Summer Bridge program aligns with the Science, Technology, Engineering, and Mathematics Career Clusters. This program is designed to support up to 30 participants.

The Cybersecurity program of study includes the occupations and educational opportunities related to planning, implementing, upgrading, or monitoring security measure for the protection of computer networks and information. This program of study may also include exploration into responding to computer security breaches and virus and administering network security measures.

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.

Business/Industry Partners

- Garland ISD will partner with the Texas Hotel and Lodging Association (AHLA) to offer students the opportunity to work with business and industry hospitality leaders within the Dallas-Fort Worth Metroplex

Work-Based Learning

- Work-based learning models include business, industry panels, on- the-job training and shadowing, facility tours, and experiential learning.

This program is designed to support up to 40 participants.

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