



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

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.

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**

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):

N/A

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 RFA # **701-22-106**SAS # **473-22****2021-2022 Summer Career and Technical Education Grant**

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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.**

Monte Alto Independent School District (ISD) is pursuing this opportunity to provide incoming 9th-12th graders with a high-quality CTE Summer Bridge Program (Focus Area 1), as well as, facilitate and monitor work-based learning experiences for students in grades 11th and 12th (Focus Area 2). By targeting both focus areas, the district will be able to meet not only the grant’s purpose but create and implement a program that aligns to the district’s mission of producing college, military, and career ready graduates that become productive members of a global society.

This mission will be met through a holistic approach that will involve not only key personnel, administration from the district, and Monte Alto ISD’s IT Department.

The summer bridge program, will provide students with TSI Prep courses, CTE courses in the targeted pathways Information Technology Support and Services, Networking Systems, Web Development, Accounting and Financial Services, Business Management, Entrepreneurship, and Marketing and Sales. Some of the industry recognized certifications upon successful completion of the program include: Welding, Patient Care, Microsoft Office Word, PowerPoint, Excel, Access, Advanced Word and Excel, Adobe Photoshop, InDesign, and Premiere Pro. The work-based learning experiences will require assistance from the Monte Alto ISD’s IT Department. While the district will use grant funding to cover expenses associated with a paid internship, the business will be responsible in providing students with work-based learning experiences that could include but are not limited to: Programming computers, Updating the school website, and Troubleshooting computer issues.

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
Business Management Instructor/ Media Specialist instructor : Will provide appropriate CTE courses.	Bachelor’s; Teacher Certification; and A minimum of 2 years of teaching experience.
Business Office/ IT Oversee job experiences students receive (Existing).	Master’s Degree in education or related field; and 15 years of experience in working in the IT department.
Monte Alto ISD’s Technology Specialist: Over workbased learning experiences (Existing).	Ability to over students technology-based learning experiences.
School Principal: Oversee CTE Program implementation (Existing).	Master’s Degree in education or related field; and 3 years of experience in serving as a school principal.

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: Offer students the opportunity to take a high-quality summer CTE program that is flexible, self-paced, and leads them to a high-demand occupation.

FOCUS AREA 1 OBJECTIVES: Enroll 20 students in the program; and graduate 10 students with an industry recognized certification in one of the following: Welding, Patient Care, Microsoft Office Word, PowerPoint, Excel, Access, Advanced Word and Excel, Adobe Photoshop, InDesign, and Premiere Pro.

FOCUS AREA 1 ACTIVITIES/STRATEGIES: Offer 2 mini sessions courses in the targeted pathways during summer school; Provide transportation to and from school; Provide mentoring and tutoring, when needed; and Provide remedial instruction for students who are not successful on coursework.

FOCUS AREA 2 GOAL: Provide work-based learning experiences for students in grades 11 and 12 for the summer months.

FOCUS AREA 2 OBJECTIVES: Enroll 15 in the program; and offer participants with at least 32 hours of work-based learning experiences.

FOCUS AREA 2 ACTIVITIES/STRATEGIES: Market and recruit the program through social media outlets, the district's website, and flyers. Detail partnership and schedule learning opportunities with key stakeholders of a company; Offer students transportation to and from the internship site; and Offer students over 32 hours of work-based learning opportunities.

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.**

To help track performance measures TEA has set out in the Summer CTE Guidelines, the district will ensure all registered students will be entered into the district's student management system (SMS) to record all demographic, course completion, and certification data. This will track data for both Focus Area 1 and Focus Area 2. In addition to this SMS, the district will also maintain a separate data sheet to record other data related to student outcomes and TEA set performance measures not directly reported in PEIMS.

To measure district success, the district has set out some success factors, these include for both Focus Area 1 and Focus Area 2:

1. 20 students enroll in the Summer Bridge Program (Focus Area 1);
2. 15 students enroll in the Work-based Learning Experiences Program (Focus Area 2);
3. A minimum of 20 students partake in TSI prep courses (Focus Area 1);
4. A 5% increase in the percent of college and career ready graduates (Focus Area 1 and 2); and
5. A 5% increase in the student population who graduates with an industry-based certification (Focus Area 1 and 2).

This data collected and tracked success factors will give the district a better picture on whether they are meeting benchmarks, as well as, how effective the program objectives and strategies are. If it is determined that the program will not meet the district's desired outcomes, then adjustments will be made with input from key stakeholders, and TEA when needed. Therefore, this process will ensure the program is successful in providing the participating students with the best possible educational opportunities for college and career success.

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.**

Monte Alto ISD's proposed budget will cover funds needed for both focus areas. Funds have been budgeted for payroll, professional and contracted services, supplies and materials, other direct costs, and indirect costs. Below you will find the budget allotments for each budget category and which focus area they relate to.

1. PAYROLL - \$22,140 - These funds will be used to cover the expense and benefits for the following individuals: two instructors who will teach the identified CTE courses for the targeted Summer Bridge Program, a bus driver to transport students to and from the internship site, a Technology Specialist to provide the work-based experiences, a TSI Prep teacher, and a stipend for a Project Director to oversee the CTE program.

The total of these expenditures do not exceed 75% of the grant total. This staff will be responsible for properly teaching CTE courses in accordance with the graduation requirements, as well as keeping the curriculum consistent so students receive the same opportunities as if they took the coursework during the school year. (Focus Area 1 and 2)

2. PROFESSIONAL AND CONTRACTED SERVICES - \$15,000 – Funds will be used to cover costs associated with: offering staff the professional development needed in order to implement the program successfully, TSI preparation support for students, certifications for students, and IHE orientation and training fees. (Focus Area 1)

3. SUPPLIES AND MATERIALS - \$24,300 - Funds will be used for supplies/materials needed for marketing and recruitment of the program. Items such as flyers, brochures, and other marketing materials will be created using these funds. Additionally, supply funding will be used to ensure work-based learning experiences can be provided. This will include purchasing technology devices and online resources (ZOOM, Google Platforms, etc.). Curriculum and equipment will also be needed and purchased through this line item. (Focus Area 1 and 2).

4. OTHER OPERATING COSTS - \$38,560 - Student stipend money has been allocated for internships. Transportation has also been included in this line item for students to travel to and from the internship site (s). (Focus Area 2)

ADJUSTMENTS: If it is determined that adjustments are needed, the stakeholders will meet to discuss how the program should be modified. If the stakeholders require guidance on addressing a certain issue, they will reach out to TEA so their concerns can be addressed properly. If modifications must be made, the district will first notify stakeholders such as: students, parents, partners, etc. If needed, an amendment will be submitted to TEA to receive authorization to modify the program.

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.

In the Summer CTE Bridge Program, Monte Alto Independent School District (ISD) will offer a series of different courses Computer Networking and Systems Administration, Web Development, Hospitality and Tourism, and Business Management. The courses offered for students pursuing these programs of study could include:

- Culinary Arts
- Drones Certification
- Adobe Certification
- Media Art
- Financial Literacy
- Cyber Security
- Website Design

These programs of study will range between 2-6 weeks depending on the length of certification, with them ranging from Monday-Thursday 8:00 a.m. to 12:00 p.m. For 3-weeks, a TSI prep class will be offered Friday and Saturday and will range from 8:00 a.m. to 12:00 p.m.

These course offerings will assist in emphasizing the knowledge and skills associated with basic computer education. Based on the current workforce demand for computer literate individuals, this will be crucial. Evidence of this includes Software Developers and Computer User Support Specialists both being within the top 20 high demand occupations. These occupations are expected to grow 31.41% and 18.85% by 2028, as per Texas Career Check. Additionally, these occupations have a median wage around \$80,504, which is higher than the surrounding area's median income of \$36,250 (Source: 2019 United States Census Bureau).

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.

A total of 15 students in the 11th grade and 12th grade are being targeted for this work-based program. To assist in providing an internship program that meets social distancing requirements, the district will provide students with internship programs at their campus.

During the program, students will have the opportunity to partake in job-shadowing and internships as the selected work-based learning models. Utilizing grant funds, the district will pay for students for their internships and ensure all students can attain knowledge in their chosen career pathway.

This 6-week summer program will be operated on a weekly basis. The operating hours for this program will be Monday through Thursday from 8:00 A.M. to 12:00 P.M. Each day, students will be picked up and transported to their assigned work zone (one of the campuses or the administration office). Once the students arrive at the assigned campus, district personnel will walk them through the assignments they have scheduled for that day. This constant oversight by district staff will ensure there are no gaps in their projected learning outcomes, and students receive the experience they need to graduate career ready.

CDN 108-915

Vendor ID 74-6011661

Amendment # N/A

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