



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 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

Pre-award costs permitted from

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):

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.**

Focus Area 1: CISD will provide students in 7th and 8th grade the opportunity to take a CTE Summer Bridge Program. Students will explore some of the CTE Programs of Study offered in CISD while learning employability skills necessary to prepare them for the workforce so we can benefit our community workforce and economy. We will utilize the General Employability Skills course to accomplish this. CISD will also offer an Acceleration Program for our students in our Ag Animal Science Program. Students will work with a Vet Tech and their teacher to take the Practicum in Ag course where they will be focused on learning the skills and techniques necessary to pass their Certified Veterinary Technician Certification. Our mission is to provide our students with the opportunity to explore opportunities within CTE while preparing them to be college and career ready by teaching them the skills they need to be successful in the workforce and providing them the opportunity to earn an industry certification. In addition, we want to ensure that our students in our Veterinary Assistant Program can complete a CTE Program of Study leading to their Certified Vet Assistant Certification. We will meet our mission by recruiting students at CMS for the Summer Bridge and at CHS for the Animal Science Program (Practicum in Ag). We will hire 3 CTE teachers for the Summer Bridge and Vet Assistant Program to teach the courses to 40 students and contract a Veterinary Technician to teach some of the skills and techniques students need to master for the Veterinary Assistant Certification.

Focus Area 2: CISD will provide students in upper level CTE classes a WBL experience. They will learn and develop employability skills in a workplace environment so the transition into the workforce will be smoother. Our partners will have a pool of skilled & motivated employees, decreased training costs, and improved employee retention & morale. Our community will have more work-place ready students who will be prepared to become economically productive members of society thus improving our community workforce and economy. CISD will recruit and hire 40 students to work in high skill, high demand areas that meet our local business needs. Our mission is to empower students to develop college and career readiness skills that bridge the gap between high school and their future endeavors. The specific needs of the organization include: provide students opportunities to use hard and soft skills they learn in the classroom, work with industry to provide students opportunities to gain work experience in high skill, high demand jobs, provide local industry with employees that meet their needs while preparing students to be college & career ready, and to provide students the opportunity to apply their classroom skills to the workforce to make what they are learning in class more meaningful. We will meet the mission and needs by selecting business partners that meet the definition of high skill, high demand workforce needs and recruiting students who in a coherent sequence of courses. Students will be selected using a non-discriminatory rubric without regard to race, color, national origin, sex, or handicap. Students will have individualized training to ensure they are equipped with the skills they need to be successful. Students will earn an industry-based certification. Students will have weekly meetings with the teacher and business

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
CISD Coordinator--Recruit students, Develop partnerships with local businesses for WBL sites in high wage, high demand areas for students and oversee the program.	This person must work in CISD as a CTE Coordinator and hold a Master Degree in Education.
CISD CTE Teachers--serve as the Teacher Supervisor for student interns for Focus Area 2 and teach the General Employability Skills and/or Practicum in Ag for Focus Area 1	Applicant must work in CISD as a CTE Teacher and meet all requirements to teach the course.
Business Training Sponsor--supervise student interns at the work-site, communicate with Teacher Supervisor, evaluate student progress/growth on the job.	Applicant must be an employee of the internship site and must be a supervisor of the student intern.
Veterinary Technician Consultant--work with Ag Animal Science teacher to teach the skills students need to pass the Certified Veterinary Technician Certification Exam	Applicant must be a Certified Veterinary Technician.

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: Provide students an opportunity to explore CTE offerings while learning important employability skills needed to prepare for the workforce after graduation. Students in the Accelerated Practicum in Ag class will learn the skills & techniques needed for them to earn their IBC in Certified Vet Assistant. All students will earn an Industry Based Certification. The activities/strategies include recruiting students who would benefit from the Summer Bridge or the Certified Vet Assistant Program, allowing students to explore opportunities available (learning about CTE Programs that lead to high wage, high demand careers in our area.) Students will learn valuable employability skills to prepare them for the workforce thus benefiting them and our local community & economy. Students will develop a resume and practice interview skills during the program and complete a portfolio. Students will earn an Industry Certification. Focus Area 2: Develop students' marketable workplace/occupational skills, improve their understanding of work ethic, provide local industry a highly trained/career-oriented workforce, narrow the gap between classroom skills & workforce practice, and provide students with work experience. Students will earn an Industry Certification. We will train students based on their needs, develop student supervision/evaluation plans with businesses to prepare students for the WBL experience, develop & implement individualized training plans for each student so they develop marketable workplace & occupational skills, instruct students on the soft skills needed to be successful in the workforce & teach work experience necessary for students to be successful employees; allow students to gain work experience while developing a strong work ethic needed to maintain their job, and meet regularly with the student/teacher/supervisor/business training sponsor to ensure the students' and business' needs are met. We will track and evaluate growth and performance at each meeting.

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.**

Focus Area 1: Evaluation based on the TEKS. Students in the Summer Bridge Program will be evaluated by their mastery of the TEKS for General Employability Skills and students in the Accelerated Vet Assistant Program will be evaluated on their mastery of the TEKS for Practicum in Ag. Students will be expected to earn an Industry Based Certification. Students in the Accelerated Vet Assistant Program will earn their Certified Vet Assistant Certification by the end of 2023 because the certification requires 500 hours of skills practice under the supervision of their Ag Animal Science teacher and a Certified Veterinary Technician, so students will continue their practice during the 2023 school year. Some of the tools used to measure performance include hands-on labs, quizzes and tests, portfolio development, projects, skills assessments, and other appropriate class work.

Focus Area 2: An evaluation tool will be used to evaluate the WBL program during a meeting with industry partners, supervising teachers, and the CTE Coordinator. Students will receive a copy of the evaluation tool and training on the appropriate way to respond during an evaluation during their orientation. Evaluations will be performed weekly to track growth, progress, and correct any negative marks before they become serious issues. The business training sponsor will complete the student performance evaluation and submit it to the teacher supervisor. Both will meet with the student to review performance and discuss improvement/growth goals for the following week. A final evaluation will be conducted at the end to evaluate overall growth from the experience. The student will be scored based on the following: Not Exposed, Training Level, Entry Level, and Exceeds Entry Level. There will be a comments section for the business training sponsor to make comments. Both areas: Some of the soft skills areas that will be covered include attendance and punctuality, dependability, appearance and grooming, cooperation, attitude, work ethic, listening skills, ability to follow directions, and restricting cell phone usage to breaks and after work hours. Other soft skills will be added based on the meeting proper to the start of the program. The hard skills students will need will be listed on their evaluation form and/or come from the TEKS for the course.

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.**

Focus Area 1: We will pay for 3 teachers stipends for teaching the students. We will pay 2 teachers who will be off contract during the time of the summer program \$4000 each plus benefits of 14% and one teacher who will be on contract but who will work after school and some weekends once the Fall semester begins \$3000 plus 14% benefits. In addition, we have budgeted a \$2000 plus 14% benefits stipend for the CTE Coordinator to supervise and oversee the grant program. We will pay a Vet Tech \$6000 to provide 300 hours of supervised skills/techniques practice that are required for the Vet Assistant Certification. We will spend \$1500 to purchase Bulb Portfolios for the students to create and use a digital portfolio. We budgeted \$12000 to purchase consumable and non-consumable supplies to teach the classes. We budgeted \$4000 to purchase scrubs for the students in the Vet Assistant Program and a professional outfit for the students in the General Employability Skills Program so they have a Professional outfit to wear for the mock interviews and for any interviews they may have for jobs. We budgeted \$4600 to purchase industry-based certifications for the students and \$2200 for field trips that will enhance instruction (to purchase professional outfit for interviews, and for vet students to visit veterinarians at an animal shelter, the zoo, and a Veterinary Technician school. The budget that we have prepared will ensure that we can provide a high-quality summer program for our students participating in the Summer Bridge Program as well as the Vet Assistant Program while ensuring they will be career ready by having them take an industry-based certification test. CISD does not currently offer a summer bridge program. CISD does offer an Ag Animal Science Program; however, we do not provide the students the opportunity to be trained by a Vet Tech to ensure they meet the 300 skills training hours under a Veterinary Technician they need to earn their Vet Assistant Certification. This opportunity will ensure our students will complete the program, earn a certification, and be able to enter the workforce as a Vet Assistant. We will adjustment as necessary to meet the needs of our students. For example, if the cost of the scrubs is less than anticipated but the cost of the professional attire for interviews is more than anticipated, we will adjust to use the extra money from the scrubs to cover the cost of the professional attire. The same adjustments can be made to the field trips if one costs more while another costs less.

Focus Area 2: We will pay two teachers \$3700 each for a total of \$7400 plus 14% benefits to act as the Teacher Supervisor for the 40 students that will participate in the program. In addition, we will pay the CTE Coordinator \$1800 plus 14% benefits to supervise and oversee the grant program. Most of the budget will go to pay the 40 students \$10 per hour for 20 hours per week for 4 weeks. The stipend amount for the students comes to \$32000. We budgeted \$1500 to purchase Bulb Digital Portfolios for our students participating in the program. We budgeted \$100 for any consumable supplies needed and \$1712 for indirect costs. We budgeted \$4200 to purchase industry-based certifications for the students. The proposed budget will meet the needs of the WBL program due to most of the funds being spent to fund the students' stipends. By using the funds to support student stipends, we can hire more students. Many of our students need to work in the summer. This opportunity allows them to work in a high wage, high demand field which provides them work experience that will allow them to meet their college and career goals. CISD currently offers one Career Prep class for students in CISD; however, we are unable to meet the demand that we have due to a lack of resources. We do not have the staff needed to supervise the program. This is an area that we would like to see improved upon because we believe that WBL is very important for our students to learn about being successful workers and to learn those career skills they will need throughout life. We believe this grant will provide our students an opportunity to be able to participate in WBL experiences as well as help them to be college and career ready. It is our hope that our business partners will see the talent of our students and how this opportunity will allow them to have skilled workers ready to enter the workforce. We believe this will lead to additional partnering in the future to provide our students with even more opportunities which will prepare them for future employment and help our business partners have a pipeline of workers. We will adjust as necessary to meet the needs of the program. If we have more students apply in one area over another, we will make sure that we accept the students based on their desire area to work so that they have an experience that prepares them for the career they want. We want to make sure that we meet the workforce needs as well as the student needs.

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.

For the CTE Summer Bridge Program for 7th and 8th graders, CISD will focus on the following programs of study: Information Technology (Computer Technician), Business, (Business Management and Entrepreneurship), Arts A/V (Design and Multimedia Arts and Digital Communications), STEM (Engineering), Health Science (Healthcare Therapeutic), Education and Training (Teaching), and Manufacturing/Construction (Welding and Construction throughout Ag Mechanics Program). The students selected for the Summer Bridge Program will take the General Employability Skills course. We will provide exploration of the careers that go with the focused programs of study as well as learning the soft skills needed in the career areas that they are interested in.

For the Acceleration Program for the Vet Assistant students in the Ag Animal Science program of study, students will earn credit in the Practicum in Ag course. During the program, the students will work with their Ag Science teacher and a Veterinary Technician that will be contracted to learn the skills and techniques needed in order to earn their Veterinary Assistant certification.

We will accept 40 students for the Focus Area 1 grant.

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 business partners that will be involved in the program include The East Harris County Empowerment Council, the Crosby ISD Maintenance Department, the Crosby ISD Human Resource Department, Millennium Construction, the Crosby Huffman Chamber of Commerce, and Scientific Drilling International. We have a few other local businesses that have said that they may be able to support this program as well, but we do not have them confirmed prior to submitting the application.

CISD will be able to engage and support 40 students with this grant. Students will earn credit is Career Preparation by participating in this summer WBL opportunity.

CDN 101906

Vendor ID 1746000635

Amendment #

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