



**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](mailto: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.

N/A

**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 Chapel Hill Independent School District (CHISD) Career and Technical Education Department is to create an environment where students learn real-world skills that foster a culture of college and career readiness. The expectation is for students to exhibit conduct which models a workplace environment and expose them to a variety of opportunities to prepare them for the workplace and postsecondary education. Focus Area 2 is designed to offer practical real-world experiences for students by utilizing them as interns with local employers. The Chapel Hill ISD Summer Internship Academy will provide paid internship opportunities for students enrolled in an advanced CTE course. The internship will provide work based learning experiences with professionals that will mimic classroom experiences while providing students exposure to their chosen career path. 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. The summer internship will be aligned with the student's senior practicum courses. Internship experiences will be offered in the following programs of study: Agriculture, Food and Natural Resources, Audio/Video Production, Business Management, Construction Technology, Culinary Arts, Education and Training, Graphic Design and Illustration, Health Science, Information Technology, and Welding.

The Career and Technical Education Coordinator will facilitate and oversee all aspects of the Internship Academy. This includes, (1) Creating a training plan with CTE teachers and determining the selection process for qualifying juniors. (2) Coordinating with business employers for initial interviews and requirements for the internship program. (3) Coordinating internship experiences with employers and maintaining communication via in-person site visits, phone, and/or email. (4) Scheduling job interviews, assisting with student applications, and job coaching. (5) Conducting weekly site visits to obtain student weekly schedules and documenting site evaluations.

**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 all work based learning experiences with local employers.

(1) Knowledge of Career and Technical Education career pathways and local resources; (2) Ability to track and facilitate internship opportunities.

**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?

N/A

**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 Summer Internship Academy will serve as an extension of the career academies at Chapel Hill High School. Students will serve in internships under three academies, "Academy of Business and Industry;" "Academy of Technology and Engineering", and Academy of Public and Human Service.

Major Goal: Through the internship program students will work in careers in Business and Industry that focus on planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Students will also have the opportunity to design and learn about the development and use of engines and machinery and test computer related equipment for commercial and industrial use. These skills and experiences will prepare students for high wage, high demand job opportunities locally and statewide. At the conclusion of the internship program students will have gained valuable skills to use in their practicum level courses. Employers will provide feedback to students through evaluations.

The CTE Summer Internship Coordinator will work with local employers to finalize internships and maintain consistent communication with employers. Additionally, the coordinator will work closely with CTE teachers to select and train students in order to prepare them for their upcoming job placement. Student participants will be identified through a selection process with the employer by May 2023. Students will participate in an interview process and receive a written and verbal communication of the awarded internship.

**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.

N/A

**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 Academy will collect and report the following data in order to measure student outcomes and progress. These performance measures will also be used to determine the effectiveness of the program and will be shared with employers to determine future program needs. Data will be collected via internship evaluation forms and student information entered in our student management software.

- Number of student participants in the Internship Academy.
- Number of local employers participating in the internship program.
- Total number of completed work hours by the students in the Internship Academy.
- Hourly earnings of each student in the Internship Academy.
- Program evaluation and a reflection of the experience to be completed by student participants.
- Employer feedback from performance evaluations with student ratings on specific job areas; as well as student recognitions or certifications earned during internship.
- Evidence of training plans and successful completion for each student in the internship program.
- Continuous on-site evaluations conducted by the CTE Internship Coordinator at each job site. Initial evaluations and weekly contact will be made to each employer and/or job site.
- Increased student enrollment in practicum courses.
- Student certification success rate.

**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.

N/A

**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.

Budget funds allocated will cover program costs associated with the Internship Academy and provide opportunities for students to gain relevant, hands-on work experience. The program will require staffing, student intern wages, travel expenses, and other operating expenses. There are no existing summer CTE programs thus no funds are currently allocated to similar projects. At the conclusion of the Internship Program, a final evaluation will be made based on feedback from employers and student reflections to assess effectiveness for future programming.

Staffing expenses: CTE Internship Coordinator: \$33 per hour for 120 hours of work related to the grant; \$3,960.00

Student intern wages for up to 30 students who are not employed by a private business: \$11.70 per hour (not to exceed \$12.75 per hour) for 120 hours of internship work related to the grant; The proposed cost for student stipend is \$1,404.00 per student; \$42,120.00

Allowable travel expenses for teacher site visitation: \$1,000.00

Printing and supply costs needed for CTE Summer Coordinator: \$1000.00

Student uniform shirt for internship placements: \$1000.00 (approximately \$25 per student, cost and sizes may vary)

**Program Requirements**

1a. Needs Assessment (Focus Area 1)

N/A

1b. Needs Assessment (Focus Area 2)

The CTE Summer Program grant would allow Chapel Hill ISD CTE department to expand work-based learning(WBL) opportunities for students entering their senior year in high school. Students are enrolled in introductory and advanced level CTE courses that prepare them for postsecondary education and/or industry based certifications. Any student that meets the prerequisite requirements with room in their schedule can participate in the WBL opportunity within their pathway during the school year. Throughout the year students participate in job shadowing but very few students can commit to the internships due to financial hardships. Many students obtain jobs outside of their career path in order to secure longer work hours for extra income. The CTE Summer Grant would allow students to work in their program of study and receive a stipend to supplement their income. Additionally, students provide their transportation to sites off-campus, and this does limit participation. CHISD works to create more opportunities within the district and campus to support those students and can continue this opportunity through the summer grant. Another barrier with work based learning opportunities is student schedule conflicts. Many students are involved in extra curricular activities and cannot commit to internships throughout the year. During the summer months, students have a more flexible schedule to allow participation in internship opportunities.



**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.

N/A

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 CTE Internship Academy will utilize the "internship" work based learning model to provide up to 30 students with a paid internship with local employers where students will gain hands-on, relevant experience. Students will participate in internships aligned with their approved program of study.

The following business and industry partners are involved in the CTE Internship Academy; however the district will continue to engage employers throughout the year.

Tyler RX Pharmacy, Jackson Water Supply, American State Bank, Christus Trinity Mother Frances Health System, Hood Packaging Corporation, MADD, Chapel Hill ISD Communications Department, Peltier Kia, Texas CPA East Texas, Christy's Safe Haven, Creative Kids Learning Center, East Texas Collision Repair, EMA Engineering, East Texas Refrigeration, CASA for Kids East Texas, AgriLife Extension, Tyler Junior College, Tyler Area Chamber of Commerce, North Tyler Veterinarian Clinic.

**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**