



**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.

Mission: The mission of Nederland ISD (NISD) is to provide an educational environment that will enable all students to develop essential academic skills and knowledge for a lifetime of learning and to prepare students to be responsible, contributing citizens in a diverse and changing world. In support of this, the mission of the Career and Technical Education (CTE) Department is to provide comprehensive course offerings and experiences that successfully prepare students for the challenges of post-secondary education and the 21st century workplace. The proposed NISD Summer CTE Program aligns to our mission by enabling a greater number of students to complete CTE programs of study and Industry-Based Certifications (IBCs) prior to graduation so that they can seamlessly transition to postsecondary education or the workforce in two fields identified as high-demand, high-wage in our local workforce area and in the state of Texas (Marketing and Sales and Engineering.)

Needs: In our 2022-2023 Comprehensive Local Needs Assessment (CLNA), NISD identified two Perkins performance accountability indicator targets that we did not meet: 5S1 Attained Recognized Postsecondary Credentials and 5S4 CTE Completer. While we have made progress in the number of CTE Coherent Sequence (Annual Graduates), increasing from 59.4% in 2018-2019 to 66.5% in 2019-2020 (2020-2021 TAPR), our students still face challenges to find enough room in their schedules to complete a full program of study with postsecondary credentials in four years. The NISD summer program will enable additional students to complete their program of study and associated IBCs by accelerating their CTE coursework, completing the Level 1 principles course for one of two programs of study (Engineering or Marketing and Sales) during the summer. These two programs of study were identified as high-interest in a survey of students conducted in October, 2022 and will lead to jobs that are target professions in our workforce area and the state. Texas Labor Market Information has identified marketing and sales careers (primarily market research analysts and marketing specialists) and engineers (primarily chemical and industrial) as high-demand, high-wage fields in our geographical area with a projected growth ranging from 28-37%. Texas Career Check for Southeast Texas predicts 504 annual openings for Chemical Engineers with an annual salary of \$140,187.00 and 1898 annual opening for Industrial Engineers with a salary of \$107,177.00.

**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.

**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
Project Manager--Responsible for lead planning and implementation of the project, including data reporting and evaluation	Master's Degree in education, successful experience leading grant projects and summer programs (existing position)
Principles of Business, Marketing, and Finance Teacher (Responsible for teaching courses)	Bachelor's Degree at minimum, SBEC Certification in Business and Finance (6-12), successful experience teaching courses (existing school year position with proposed extra duty summer pay)
Principles of Applied Engineering Teacher (Responsible for teaching courses)	Bachelor's Degree at minimum, SBEC Certification in Technology Applications (6-12), successful experience teaching course (existing school year position with proposed extra duty summer pay)

**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

**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?

Goals/Objectives:  
In the summer of 2023, a minimum of 15 NISD students will enroll in a foundational CTE summer course (Principles of Business, Marketing, and Finance), designed to accelerate their progress through our Marketing and Sales program of study. This will enable these students to participate in Work-based Learning (WBL) through practicums and earn IBCs in high-wage, high-demand jobs in our geographical area.

In the summer of 2023, a minimum of 23 Nederland high school students will enroll in a foundational CTE summer course, Principles of Applied Engineering, designed to accelerate their progress through our Engineering program of study. This will result in student participation in Work-based Learning through practicums and earning IBCs in high-wage, high demand jobs in our geographical area.

Activities/Strategies:  
Recruit students for summer courses based on interest in completing a program of study (completed in fall 2022).  
Develop an outline for the successful implementation of the goals and objectives of the program (spring 2023).  
Refine curriculum and conduct planning and training for summer courses (spring 2023).  
Purchase and prepare all supplies and materials (spring 2023).  
Hire staff (spring 2023).  
Implement courses (summer 2023).  
Evaluate Program (formative after each activity and summative at end of summer 2023).

**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?

**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 Measures:**

At least 15 Nederland high school students will participate in the Nederland Summer CTE program coursework for Principles of Business, Marketing, and Finance.

At least 23 Nederland high school students will participate in the Nederland Summer CTE program coursework for Principles of Applied Engineering.

At least 90% of enrolled Nederland students will successfully complete the Nederland Summer CTE program coursework

**Tools and Processes:**

Summer CTE program planning has begun and will continue into spring of 2023. This planning is led by the Project Director in collaboration with Summer CTE program teachers. Performance measures will be clearly defined and roles for data collection and reporting clearly described. Also, a timeline for data checkpoints, including midterm and final reports, will be established, and the team will meet at each of these checkpoints to evaluate student progress and create plans to correct course and intervene for individual students as needed. The Project Director will ensure all data is collected and submitted to the Texas Education Agency by their established deadlines (e.g., the number of students enrolled in the summer programs, the number of students completing the summer programs, student demographic information as part of the fall PEIMS collection, and all data related to PEIMS).

**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.

**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.

The proposed budget has been designed to ensure that all grant goals and objectives are met, including funds for extra-duty pay for the teachers, student and teacher user licenses for iCev for each course, and needed supplies and materials.

Personnel (6100) - NISD will pay 2 teachers at a rate of \$30 an hour to teach summer courses. 20 days x 4 hours a day x 2 teachers x \$30 = \$4800 + benefits.

Supplies (6300) - NISD will purchase iCEV licenses for the classes (\$500) and for each teacher (\$550 per teacher). In addition, supplies and materials required for the courses will be purchased, including robotics materials.

Supplies and materials will be selected based on alignment to the curriculum and the ability to support projects that engage students at a high level in addition to exposing them to industry standards. Supply chains are currently an issue for some materials. NISD staff will ensure that all materials ordered are able to be received in time to use for instruction during the summer program. Adjustments will be made if any requested supplies are not available.

**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.

**Program Requirements**

1a. Needs Assessment (Focus Area 1)

In our 2022-2023 Comprehensive Local Needs Assessment (CLNA), NISD identified two Perkins performance accountability indicator targets that we did not meet: 5S1 Attained Recognized Postsecondary Credentials and 5S4 CTE Completer. While we have made progress in the number of CTE Coherent Sequence Annual Graduates, increasing from 59.4% in 2018-2019 to 66.5% in 2019-2020, our students still face challenges to find room in their schedules to complete a program of study with postsecondary credentials in four years. District graduation requirements, along with student interest in extracurricular and co-curricular activities, limit the amount of space to schedule courses students want and need. The interruption to instruction that occurred due to the pandemic has increased this challenge as some students work to catch up on credits and to access needed interventions. For example, several of our engineering students currently find it difficult to fit Engineering Design and Presentation I and II into their schedules without taking core courses during the summer. By offering two level 1 Principles CTE courses during the summer, students will gain credit toward their program of study while meeting graduation requirements and participating in school activities.

In addition, we consistently survey students' interests and postsecondary goals, along with examining local and state labor market trends, to ensure alignment with our offered programs of study. Offering Principles of Business, Marketing, and Finance during the summer, will enable us to offer two new courses next school year - Virtual Business to provide a level 2 CTE course towards Business Management and Marketing and Sales and Social Media Marketing, a level 3 course in Marketing and Sales which will add a new program of study to match student interest. Texas Labor Market Information has identified Market Research Analysts, Marketing Specialists, Chemical and Industrial Engineers, and Industrial Engineering Technologists and Technicians as careers with high annual growth expected to continue to trend up, providing current annual salaries up to \$140,187.

1b. Needs Assessment (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.

If awarded, Nederland ISD will offer two courses in our Summer CTE Program:

- 1) Principles of Business, Marketing, and Finance (Marketing and Sales Program of Study) - 15-20 students in grades 9 through 12.
- 2) Principles of Applied Engineering (Engineering Program of Study) with 23-30 students in grades 9 through 12.

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.

**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**