



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.**

Career and Technical Education (CTE) and Work-Based Learning (WBL) programs are effective activities to ensure that students have the opportunity, experience, and credentials to pursue meaningful careers after high school. CTE aligns Texas education goals with its diverse industry needs and opportunities; ensuring that all Texas high school students have access to high-quality pathways to college and career. WBL opportunities provide students with real-world experiences they can use to transition directly into the workforce or can be building blocks towards post-secondary education.

Weatherford High School is located in a rural area. 45.8% of WHS students are at risk and 32.7% of students are economically disadvantaged. This grant will provide a work-based learning opportunity for high school students currently enrolled in one of the Programs of Study (POS) listed below. Partnering with Weatherford Independent School District, students will be paid Interns within a district level department that aligns to their POS. The purpose of the work-based learning experience (focus Area 2) is to assist districts in facilitating and monitoring work-based learning experiences for students during the summer months.

WISD District Department and Program of Study Alignment: WISD Child Nutrition/ Support Services Department (Hospitality and Tourism - Culinary); WISD Community Education and/or WISD Curriculum and Instruction Department -(Education and Training - Teaching and Training); WISD Athletics Department and/or WISD Health Services Department - (Health Science - Healthcare Therapeutic); WISD Business & Finance Department - (Business, Marketing and Finance - Business Management); WISD Transportation Department - (Transportation - Automotive); WISD Communications Department - (Arts, Audio/Video Technology, and Communications - Design & Multimedia, Digital Comms); WISD Facilities Department - (Manufacturing - Welding); WISD Facilities Department - (Architecture and Construction - Carpentry); WISD Technology Department - (Science, Technology, Engineering and Mathematics - Programming & Software Development).

The mission of the Weatherford ISD is to educate, engage and empower all students in a safe and positive learning environment to discover and reach their greatest potential. Weatherford ISD is located in rural Parker County, Texas and Weatherford High School serves 2,398 students in grades 9-12; of which 32.7% are economically disadvantaged. This grant would allow 22 students greater access to a meaningful career obtaining valuable industry experience over an 8-week period.

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
Dr. Kady Donaghey Executive Director of College Career and Counseling	Existing position within the district.
Conny Garcia Career and Technical Education Program Coordinator	Existing position within the district.
Kristy Dowd Director of Human Resources	Existing position within the district.
WISD Department Leaders	Existing positions within the district.
WISD CTE Teachers	Existing positions within the district.

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.**

Goal of the grant is to provide hands-on opportunities to students to apply theory, what they learned in class, to authentic work. The primary objective is to provide students with an authentic work-based learning opportunity directly aligned with their classroom content and knowledge.

Activities/ Strategies used to accomplish the goal and objectives of the grant:

1. Students will visit an employer booth at the WHS Career Fair; speak to a WISD representative and express interest in employment.
2. Students will complete the application process for an intern position.
3. Students will interview for a district department position with the Career and Technical Education administrative team and applicable district department leader.
4. Interns will be assigned to a district department where they will shadow and be given work to complete.

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.**

Weatherford ISD will monitor and evaluate all performance and evaluation measures required and identified in the grant guidelines. We agree to collect data and report on the following mandatory performance measures:

1. The number of students participating in the grant program will be recorded using the number of actual students hired as interns gathered from Human Resources.
2. Student demographic information will be collected and pulled from the District's student management system.
3. Weatherford ISD will be the business partner.
4. The total hours worked by students will be collected by the District Payroll Management System. This data will also be used to calculate the average hours worked by the students.
5. The total and average hourly earning of students will be collected by the District Payroll Management System. This data will also be used to calculate the average hours worked by the students.
6. Cooperative Education training plans for each student will be used and completed by the related district department. District CTE staff will also monitor the implementation of the training plans and make adjustments as necessary.
7. Cooperative Education Training Agreement and Training Plans will be signed by student, parent and employer.
8. Students will be evaluated on their work performance via the Cooperative Education Training Plan and Student Evaluation form. Training Plans will be specific to each project, and final evaluations will be completed by the related district department leader.
9. All data related to PEIMS will be collected.

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.**

Weatherford ISD will use the Summer Career and Technical Education Grant to implement a pre-apprenticeship training program for students entering their 11th or 12th grade year. A maximum of 22 students will be hired through the established District employment process. These students will each complete an 8-week internship. These interns will work 19-20 hours per week at \$12 per hour for a total of 8 weeks, including benefits (\$40,132). Student interns will be provided uniform shirts to identify them as District staff while working on District property with an approximate cost of \$220.

District CTE program staff members will be provided extra-duty pay to monitor the students in collaboration with their supervisor from the assigned district department. These staff members will conduct observations to monitor the program and make adjustments throughout the program based on the needs of the students. Approximately \$7,540 will be spent on extra-duty pay, including benefits for these staff members.

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.

N/A

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 work-based learning model that will be used is a paid internship experience. Work-based learning aids students in developing essential employability skills and builds a strong, positive work history. This experience will also help students build an important network of peers and employers that often connect the dots between job seeker and the right position.

Weatherford Independent School District will serve as the industry partner. WISD will benefit from this partnership through the opportunity to "grow their own" pool of skilled and motivated potential future employees, may experience improved employee retention, reduced training and recruitment costs.

A maximum of 22 interns will be hired for the eight-week internship with the opportunity to work 19-20 hours per week.

Students currently enrolled in a related program of study will have the opportunity to apply for these opportunities. Interns will be assigned to a district department related to their program of study.

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