



**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).

Application stamp-in date and time

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, 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.

Agua Dulce ISD is located in Agua Dulce, a small, rural town located approximately 35 miles west of Corpus Christi. The school district is one of the larger employers in the area, as the concentration of businesses in the Coastal Bend Region is in Corpus Christi. Our district is a key work-based learning and internship provider for our students due to very limited employment and businesses in the area. In July 2020 our School Board adopted a set of outcome goals for the district. One of the goals is that "the percentage of graduates that meet the criteria for CCMR will increase from 50% to 100% by August 2024." While work-based learning does not directly impact CCMR scores, we do believe that work-based learning is a valid strategy to help prepare students for college and career. Providing work-based learning opportunities for our students is a growing priority and funds from this grant would allow us to implement a high-quality, meaningful, and impactful program.

Agua Dulce ISD is applying under Focus Area 2 (Work-Based Learning) in partnership with Banquete ISD. Should our district receive grant funding, we will offer 8 paid internships to students from Agua Dulce Secondary School (6 students) and Banquete High School (2 students). Agua Dulce ISD will serve as the internship provider. Interns will support the Agua Dulce ISD and Banquete ISD Technology Coordinators over the summer and will be charged with performing tasks such as web design and maintenance, performing software updates on student and faculty computers, running new cabling/wiring in classrooms and offices, and troubleshooting computer and printer hardware issues. Interns will also participate in, and receive credit for, Project-Based Research (PEIMS Service ID# 12701500). The interns will complete coursework while completing independent research projects regarding a student-chosen subject in the field of information technology. Students will also have the opportunity to earn a Microsoft Word certification through this program. Interns will work four days per week (Monday through Thursday) for a period of five weeks. Students will work from 8:00 AM - 1:00 PM. Students will meet as a class at designated times throughout the summer to complete their coursework and independent research projects with a final formal presentation, while receiving guidance on employability skills. The experience will be hands-on, meaningful work for the students and provide awareness and insight into careers in the information technology field.

**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
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

**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
J.V. Salinas, Technology Director and Teacher at Agua Dulce ISD, lead Project-Based Research and internship design (existing position)	Technology Coordinator for 12 years, certified in Technology Applications, Masters Degree
Valerie Aguilar, Teacher at Agua Dulce ISD will assist with intern supervision and student research project monitoring (existing position)	CTE teacher with experience planning and monitoring work-based learning experiences
Richard Wright, Superintendent of Agua Dulce ISD, will oversee the program (existing position)	Experience leading school-wide and district-wide programs; experience managing grant-funded programs
Dana Riley, Business Manager of Agua Dulce ISD, will coordinate financial aspects of grant activities (existing position)	Experience facilitating/expending grant funds in compliance with TEA grants
Lauren Dwiggin, External Consultant, will assist with coordination of summer activities, data collection, analysis, and reporting (grant funded)	Experience coordinating/facilitating work-based learning experiences for students; experience collecting and analyzing data for state and federal grant programs

**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?

Agua Dulce ISD's primary objective is to prepare students for future careers by implementing a summer internship program for Agua Dulce ISD and Banquete ISD students who are interested in the field of information technology. Our primary goal is to provide a paid work-based learning experience to eight (8) students. A secondary goal is to generate interest and enthusiasm for a Networking Services program of study which Agua Dulce ISD intends to launch beginning in the 2023-24 school year. By September 2023, 8 students will have participated and completed the summer internship. All 8 students (100%) will successfully complete Project-Based Research (PEIMS Service ID# 12701500) and earn credit for the course. All 8 students will have completed at least 100 internship hours, working for Agua Dulce ISD and Banquete ISD to support our Technology Departments. We aim to serve 6 students from Agua Dulce High School and 2 students from Banquete High School. Interns will work four days per week (Monday-Thursday) for five weeks. Daily, interns will perform tasks to support the Agua Dulce ISD and Banquete ISD Technology Departments. Through the program, students also will earn credit for the Project-Based Research course. Each student will choose a topic/issue related to their internship work and complete independent research projects while meeting as a class to discuss their projects and internships/employability skills throughout the summer. Additionally, students will complete research project deliverables in Microsoft Word and will have the opportunity to earn a Microsoft Word certification during the program. We will meet these goals and objectives by ensuring counselors are able to promote the opportunity to students who will benefit from the experience in the spring. We will support the two teachers/internship supervisors by providing planning time and support from campus and district administrators. We will also contract with a technical assistance provider, CareerCraft, to help support the work-based learning aspect of the program and data analysis/reporting to measure program effectiveness through Internship Readiness Assessments/Training Plan development. Customized training plans will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship and Project-Based Research course.

**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.

Our goal is to have 100% of students who participate in the summer program to earn credit in the Project-Based Research course (PEIMS Service ID# 12701500) and complete the 100+ hour internship by September 30, 2023. Agua Dulce ISD will collect data on the demographics of students who enroll in, participate in, and complete the summer internship program, including grade level, race/ethnicity, economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will also monitor and report to TEA: a list of business/industry partners offering work-based learning to students through this grant program, total and average hours worked by students in the program, total and average hourly earnings of students in the program, training plans for each student in the program, partnership agreements for each business partner involved in the program, and a recognition of skills/growth for each student in the program. All applicable data will be reported in the PEIMS Fall Submission. Other data and artifacts (such as training plans) will be maintained locally and reported to TEA upon request. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership and each of our school boards.

Formative assessments will be utilized during the Project-Based Research component of the program to gauge the readiness of students to complete various tasks during the internship. Competency-based evaluations will be utilized as part of the training plan and Project-Based Research to record student ability and competency to perform various tasks, conduct and synthesize independent research, and demonstrate appropriate employability skills. Customized training plans will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship. The internship supervisors/teachers will meet weekly with each intern to identify areas of strength and areas where the intern requires additional support and coaching. If it's determined that students need additional support for success, we will ensure interns receive wraparound supports (which may include tutoring, coaching, mentorship, transportation, meals) throughout the duration of the program.

**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.

A priority for Agua Dulce ISD is to build robust CTE programs of study aligned with regional labor market needs and high wage career pathways. Agua Dulce ISD does not currently offer any robust CTE programs of study. However, our district plans to launch a Networking Systems program of study beginning in the 2023-2024 school year. We do not currently allocate local funds for this program but plan to beginning in fall 2023. We do not currently offer a summer CTE program or internship opportunity. Our proposed summer program would be 100% grant funded and seen as a pilot program for our new CTE revamp coming next year. This internship program will help generate student awareness and interest in Networking Systems and begin building our recruitment efforts for the new program of study. With increased student enrollment in the program of study, we plan to utilize CTE weighted funding and CCMR Outcomes Bonus funds to offer future iterations of work-based learning opportunities to students. Payroll (6100) funds have been allocated to pay for two teachers to lead the program. The teachers will lead instruction of Project-Based Research and monitor student internships. Funds have also been allocated for a grant manager to oversee grant expenditures and purchase requisitions. Benefits contributions for these extra duty pay stipends have also been accounted for in this calculation. Professional & Contracted Services (6200) funds have been allocated in this category to provide pay for 8 student interns throughout the summer internship program through a stipend of \$1,875 (average hourly rate of \$15 for 100-125 hours of work). Funds have also been allocated to pay a contracted services provider to provide work-based learning support, general project management support, and data collection and analysis support. Supplies & Materials (6300) funds have been budgeted for the procurement of shirts for the interns to wear as a way of distinguishing them as interns, as well as a Certiport license which will allow the interns to earn a Microsoft Word certification as part of the summer program. The summer internship program will take place during our regular summer school programming, which will allow our district to utilize local funds (not grant funds) to pay for other operating costs, such as transportation and other expenses (front office staff, indirect costs).

**Program Requirements**

1a. Needs Assessment (Focus Area 1)

N/A

1b. Needs Assessment (Focus Area 2)

Agua Dulce ISD is a 2A school district with 406 students in grades PK-12. 77% of the student body are Hispanic and 77% are Economically Disadvantaged. Our small, rural community does not have many summer learning opportunities for students. Currently offered summer school programs focus on academic remediation, rather than enrichment. This grant program will allow us to provide an innovative learning experience for students who are ready to explore career opportunities in the field of information technology. These students will gain work experience and employability skills that many of them would not otherwise have access to until they enter postsecondary/college education. This program will allow students to gain real work experience in the Agua Dulce ISD and Banquete ISD Technology Departments and may help the students gain insight into their career aspirations and postsecondary goals.

This information technology internship program could not be offered during the regular school year because the technology department is only open during the school day, when students are in other academic classes and electives. Additionally, because Agua Dulce ISD does not offer a CTE program of study aligned with this work (we plan to launch a Networking Systems program of study in the 23-24 school year), there are no comparable courses/opportunities currently available outside of this grant. Our master schedule is currently full, with little room for modifications due to limited staffing. Because we are a small, rural school district with limited staff, many classes only have one section offered. Students have to prioritize extracurricular activities and electives due to this limitation. The summer program will allow students to fully participate in a paid internship and research project (Project-Based Research course) without scheduling constraints and competing academic/extracurricular responsibilities they have during the regular school year.



**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.

Student interns will work for Agua Dulce ISD and Banquete ISD's Technology Departments. The school districts will serve as the business/industry partners for this program because our districts are major employers for our rural area. Interns will support the districts' Technology Coordinators over the summer and will be charged with performing tasks such as web design and maintenance, performing software updates on student and faculty computers, running new cabling/wiring in classrooms and offices, and troubleshooting computer and printer hardware issues. Students will learn valuable communication skills, collaboration skills, teamwork, and problem solving skills through this internship.

We will utilize the work-based learning model of paid internships to provide this summer program to students from Agua Dulce ISD and Banquete ISD. Agua Dulce ISD will serve as the primary/main internship provider and employer of record. Eight (8) students will be selected as interns as part of the program (targeting enrollment of incoming 11th and 12th grade students).

Interns will receive employability skills mentoring and conduct research on a networking systems/information technology topic of their choosing through the Project-Based Research course, which will be infused (daily) into the summer program. Customized training plans will be utilized for each of the interns to create scaffolded learning opportunities throughout the program as well as to document competency on specified tasks. Agua Dulce ISD has plans to launch a Networking Systems program of study for the 2023-2024 school year. This summer internship program will help generate student interest and enthusiasm for work related to Information Technology and community awareness about this CTE pathway to be offered next school year.

**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**