



2022-2023 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 16, 2022

NOGA ID [Redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

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.

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, November 16, 2022.**

Grant period from **March 1, 2023-September 30, 2023**

Pre-award costs permitted from **Not Permitted**

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): **N/A**

Applicant Information

Organization **La Villa ISD** CDN **108914** Campus **La Villa Early College HS** ESC **1** UEI **023571698**

Address **500 E 9TH St** City **La Villa** ZIP **78562** Vendor ID **1746011562**

Primary Contact **Robert Munoz** Email **robert.munoz@lavillaisd.org** Phone **956-262-4755**

Secondary Contact **Veronica Alejandro** Email **veronica.alejandro@lavillaisd.org** Phone **956-262-4755**

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 **Robert Munoz** Title **Superintendent**

Email **robert.munoz@lavillaisd.org** Phone **956-262-4755**

Signature  Date **11/15/2022**

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.

La Villa ISD will utilize grant funds to implement a summer program in partnership with Lyford CISD. The program will include work-based learning (paid student internships) and the Project-Based Research course. At La Villa ISD, we are committed to providing an environment of academic excellence where rigorous instruction is delivered in every classroom. Our mission is to create equitable opportunities for our students in order for them to be prepared for college, career, or the military and tomorrow's global workforce. Our goal is for every student to earn a viable diploma and associate degree or at minimum 12 college credit hours, a certificate(s) and/or endorsement(s) necessary to be successful as they pursue family-sustaining careers aiding in the transformation of our community. This grant meets the goals of our district by providing work experience to students and allowing them to gain knowledge and understanding of high-wage, high-demand industries in our region. Our district leaders believe it is valuable to offer career preparation and work-based learning to give our students the chance to explore careers and industries while learning valuable employability skills. Because our students are majority economically disadvantaged and have lived most of their lives in our rural town, many of our students are in need of work-based learning experiences to expand their perspectives on career pathways. Additionally, we are in need of an innovative opportunity to engage students during the summer in a way that will prepare them to work in high-wage, in-demand industries, such as law enforcement and healthcare. This internship program will provide work experience and course credit in Project-Based Research for 30 students. The internship will have two cohorts: a law enforcement cohort (15 students) and a health science cohort (15 students). This will be offered in conjunction with La Villa ISD's CTE programs of study in Law Enforcement (Law and Public Safety) and Health Science (Healthcare Therapeutic). These programs provide strong, high-wage, in-demand career pathways due to our close proximity to a large prison, the US-Mexico borders, and major healthcare employers. We will use grant funds to pay student interns to develop health and safety materials for elementary and secondary school campuses. The program/internship will require 90 hours of work from the students over five weeks. Students will learn and practice virtual collaboration skills to work as a team and produce accurate, factual, and relevant health and school safety materials. Law enforcement students will update school evacuation maps for both campuses and make informational safety videos for elementary students to learn about the do's and don'ts of how to follow school safety rules. Healthcare students will make health and wellness guides for both campuses and make informational health videos for elementary students to learn about germs and hygiene practices to utilize while on campus. Students will work in teams to produce these products. They will work individually to research issues in healthcare and law enforcement and write a culminating research paper. Their findings will be presented to district leadership at the end of the summer.

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	

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
Individual TBD, La Villa ISD teacher, will teach Project-Based Research and lead the Health Science interns (existing position)	Teacher at La Villa ISD with credentials to teach CTE courses and experience teaching health science content; knowledge of employability skills in healthcare industry
Individual TBD, La Villa ISD teacher, will teach Project-Based Research and lead the Law Enforcement interns (existing position)	Teacher at La Villa ISD with credentials to teach CTE courses and experience teaching law enforcement content; knowledge of employability skills in law and public service industry
Veronica Alejandro, La Villa ISD, will serve as grant manager and facilitator (existing position)	Staff member at La Villa ISD with knowledge of instructional practices, ability to collaborate with multiple stakeholders, and experience managing grant activities/funds
Veronica Torres, La Villa ISD, will lead business operations related to grant expenditures (existing position)	Staff member at La Villa ISD with knowledge of business office procedures, grant expenditures, and TEA grant compliance
Lauren Dwiggins, External Consultant, will assist with internship design and program evaluation (grant funded)	Experience designing work-based learning; experience conducting data analysis for program evaluation

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?

La Villa ISD's objective is to provide innovative, engaging career preparation and exploration opportunities for our students. Our mission is to create equitable opportunities for our students in order for them to be prepared for college, career, or the military and tomorrow's global workforce. Through this grant, the goal of La Villa ISD and Lyford CISD is to provide a Summer Internship Program, which will allow our students to gain exposure to and knowledge of career opportunities and employment skills within Law Enforcement and Health Science/Healthcare while taking the Project-Based Research course (PEIMS Service ID # 127015000). Our goals are the following: By September 2023, 30 students from La Villa ISD and Lyford CISD will have participated in and completed requirements for the Summer Internship Program (90 hours), including the development of health and safety resources for La Villa ISD. All 30 students (100%) will have completed and passed the Project-Based Research course, completed research papers, and final, formal research presentations. All students (100%) will have received positive feedback from our internship supervisors (La Villa ISD staff), as measured by feedback and Internship Training Plans.

We will meet these goals and objectives by implementing the following strategies: We will ensure our teachers are equipped to teach Project-Based Research and lead the internship by providing design support from an external contractor who has experience designing internships for high school students. We will target enrollment of incoming 11th and 12th grade students who have taken at least two CTE courses within the related programs of study previously. Students will be required to demonstrate commitment for the summer. We will begin recruitment and enrollment as soon as the grant award is announced (January) to give students time to adjust summer plans. We will ensure student success by providing individualized mentoring and coaching. Finally, we will develop individualized Internship Training Plans for each student to monitor progress and growth throughout the internship and research project.

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.

La Villa ISD's Summer Internship Program will be focused on student outcomes and evaluated based on several performance measures. La Villa ISD and Lyford CISD 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. Our goal is to have all 30 (100%) of students who participate in the program receive course credit for Project-Based Research and 100% of students to complete the 90 hour (paid) internship by September 2023. We will provide additional services to students who need support, such as coaching and mentoring sessions. Data on all of these services will be collected by the teachers to evaluate student need and intervention. There will be formative assessments delivered during the course, in addition to an Internship Training Plan which will measure student competency and growth in technical skills and employability skills. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit. Students will also be graded based on their completion of the internship projects (develop materials and educational videos for law enforcement and healthcare-related issues and practices on our school campuses). We will seek feedback from internship supervisors regarding our students behavior and internship performance to gather and analyze this data. The data will be both qualitative and quantitative and will provide insight on whether our goals, learning objectives, and student outcomes were successfully met.

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.

Grant funding will be utilized to offer a Summer Internship Program to high school students from La Villa ISD and Lyford CISD, implementing a program aligned with our districts' goals to ensure students are prepared for college, career, or the military and tomorrow' s global workforce. While all students may apply for the program, our recruitment and enrollment efforts will be focused on incoming 11th and 12th grade students who have taken at least two prior CTE courses. Furthermore, we will prioritize enrollment of students who have taken CTE courses or express strong interest in the Law Enforcement (Law and Public Safety) or Healthcare Therapeutic (Health Science) programs of study. The program will be open to 30 students from our school districts and will last five weeks, leading to completion of a 90 hour internship and the Project-Based Research course. We currently do not allocate funds to offer this type of program course during the school year. With this grant, we will be able to offer this opportunity during the summer and generate community buy-in to provide more innovative opportunities like this. Without summer grant funding, it would be more challenging for our rural school district to offer an internship. We do believe that we will be able to utilize data and outcomes from this program to demonstrate the need and return on investment for future funding to our school boards and communities. We hope this summer program will elevate our other CTE opportunities (nursing science, law enforcement programs of study), thus generating more student interest in CTE/career readiness and leading to more students becoming CTE concentrators and completers in future years. In order to deliver the program, we will utilize grant funding to pay for a health science teacher and a law enforcement to teach the Project-Based Research course and lead the internship, as well as a grant manager who will be assisting with the program. Funds will be allocated to pay our external contractor, CareerCraft, to assist with internship design and program evaluation through development of Internship Training Plans to measure program outcomes. Funds are allocated to pay student interns a stipend of \$900 (average of \$10/hour for 90 hours). Funds will also be allocated to procure internship t-shirts for students to wear while working. A small amount of funds have been allocated to indirect costs for the school district. Local funds will be utilized to provide transportation.

Program Requirements

1a. Needs Assessment (Focus Area 1)

N/A

1b. Needs Assessment (Focus Area 2)

La Villa ISD is a small, rural school in the Rio Grande Valley region of south Texas. Our community and student population have limited opportunities due to our rural location as most jobs require commutes to the urban areas of the RGV. Our student body is over 91% Economically Disadvantaged and 99% Hispanic, which are groups who are underrepresented in the law enforcement and healthcare industries. Our specific areas of need are: providing meaningful summer experiences in our rural area, expanding summer opportunities beyond intervention, transportation challenges for students, scheduling conflicts, and teacher availability. Currently offered summer school programs focus on academic remediation, rather than enrichment. Because quality summer opportunities are so limited in our area, we have found that when we are able to offer a program such as this, it is extremely popular with students and much appreciated by our community. This grant program will allow us to provide an innovative learning experience for students who are ready to explore career opportunities and learn workplace readiness skills in the law enforcement and healthcare industries. 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 internship program could not be offered during the regular school year because of student schedules, master scheduling, and teacher availability. 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. Because most of our students are economically disadvantaged, many students cannot access transportation to an internship that occurs after school hours. Additionally, our master schedule is currently full, with little room for modifications due to limited staffing in our CTE programs. There is no availability for that teacher to lead this program during the 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.

La Villa ISD will utilize these grant funds to implement the work-based learning model of student paid internships alongside Project-Based Research course instruction. The program will be open to 30 students (targeting enrollment of incoming 11th and 12th grade students) from La Villa ISD and Lyford CISD. The internship (hosted by La Villa ISD as the business/industry partner and large employer in our community) will be 90 hours and take place over 5 weeks during the summer (June through early July). The Summer Internship Program will be anchored in Project-Based Research, which will provide course credit for students. There will be two cohorts of student interns: 15 students will complete the healthcare internship and 15 students will complete the law enforcement internship. Course content will be delivered over the five week timeframe and will require students to conduct research on issues related to healthcare/health science or law enforcement, write a comprehensive research paper, and conduct a formal presentation to district leadership. Alongside the TEKS requirements, students will be employed as interns via La Villa ISD serving as the internship provider and employer of record. The internship will center on our students developing resources and educational videos related to healthcare and law enforcement practices that students encounter while on La Villa ISD campuses. This program ties in with our CTE programs of study in Law Enforcement (Law and Public Safety career cluster) and Healthcare (Health Science career cluster), which are aligned to high-wage targeted occupations in our region. This internship will require students to develop usable and presentable products which will develop critical thinking and collaboration skills. The goal of this internship is to expose students to career opportunities that are in high-demand in our region and lead to high wage career trajectories. We believe these experiences will help our students better comprehend their CTE course content and gain awareness of career possibilities for their lives.

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

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