



**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](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, March 28, 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  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.**

Focus Area #2:

Overall Mission: Students will learn about career opportunities and post-secondary education related to the Lodging and Resort Management program of study as well as experience growth opportunities to learn customer service and professionalism skills.

The intent of this grant is to send six business, marketing, and finance students and two teachers to a 3-day internship experience June 22-24, 2022 provided by the Texas Hotel & Lodging Association. The 3-day internship experience is designed to give students an overview of the hotel industry, learn customer service skills, and improve communication skills. If awarded, the grant would cover the costs of attendance and transportation to and from the hotel and convention center.

During this internship/camp experience, students will stay at the Westin Galleria Dallas and participate in the following sessions:

- Hotel Industry Overview and Career Options Session
- Texas Friendly Customer Service Certificate
- Effective Communication Techniques Session
- SMART Goal Setting Session
- Tours of Two Hotel Properties
- Business Etiquette Session
- Job Search Session
- Hotel Industry College and Career Fair

The internship/camp registration covers the costs of the curriculum, camp materials meals, and accommodations.

**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**

The CTE Coordinator will be responsible for grant administration.

LeighAnn has been the CTE coordinator for 3 years and will be overseeing the arrangements, registrations, and accommodations for the implementation of the grant. This is an existing position.

A business teacher will be the person taking the students to the internship experience

Natalie has been a business teacher for 10 years and will be a chaparone during the internship experience. This is an existing position.

A second business teacher will be the other teacher taking the student to the internship experience.

Leslie has been a business teacher for 3 years and will be a chaparone during the internship experience. This is an existing position.

**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.**

## Focus Area #2:

Program goals and objectives:

Upon completion of the Hotel Summer Camp, we will:

\* increase students' opportunities for networking with other students interested in the fields of business, marketing and finance as well as potential employers in the hospitality industry.

\* expose our students to the hospitality industry and explore various career fields within the industry such as marketing, accounting, executive office, guest services, and human resources.

\* help facilitate our students in the building of leadership and customer service skills

Activities/Strategies:

Activities that will be implemented in meeting these goals are program sessions in Hotel Industry and Career opportunities, Effective communication, Goal Setting, Business Etiquette, and Job Search Strategies.

**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.**

## Focus Area #2

Performance Measures identified for this program are SMART Goal setting, Business Meeting and Dinner Etiquette and Career Fair participation.

The tools used to measure the performance will be a pre and post survey about their Hospitality and Hotel Industry knowledge, final formal dinner etiquette observations, and reflection about the career fair as well as information collection of at least 3 professional contacts.

Students will also earn a Texas Friendly Certification to demonstrate customer service knowledge and skills learned.

**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.**

## Focus Area #2

## Budget Narrative

The proposed budget will ensure teacher and student participation is available to all interested in the opportunity to attend the Hotel Summer Camp.

The proposed budget will include the following:

1. \$500 - Expense for the use of a district suburban, gasoline, and parking fees to the host hotel and back to the school district at the conclusion of the Hotel Summer Camp.
2. \$1300- Expense for camp registration fees for two teachers attending the Hotel Summer Camp (\$650 per teacher)
3. \$3300-Expense for the camp registration fees for six students attending the Hotel Summer Camp (\$550 per student).

**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.

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 school district is partnering with the Texas Hotel and Lodging Association (THLA) to provide students with the opportunity to participate in a Hotel Summer Camp at the Westin Galleria Dallas. Students will also have the opportunity to attend a college visit and participate in seminars by college faculty from the University of North Texas.

Work-based learning sessions will include: on-the-job training, job shadowing, industry/panel presentations, tours of hotel and college campuses, and collaborative sessions. Mansfield ISD will provide opportunities for six students to attend the Hotel Summer Camp. Two teacher chaparones will attend along with the six students.

**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**