



**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

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

Application stamp-in date and time

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 **April 29, 2022-September 30, 2022**

Pre-award costs permitted from **Award Announcement Date**

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 **Arlington Independent School District** CDN **220-901** Campus **District** ESC **11** DUNS **78544475**

Address **690 E. Lamar Blvd** City **Arlington** ZIP **76011** Vendor ID **756000119**

Primary Contact **Sara Mahoney** Email **smahoney@aisd.net** Phone **682-867-7360**

Secondary Contact **Brenda Lohse** Email **blohse@aisd.net** Phone **682-867-7331**

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 **Dr. Marcelo Cavazos** Title **Superintendent**

Email **lbenjami@aisd.net** Phone **682-867-7344**

Signature  Date **3/28/2022**

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 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.**

AISD Mission. The Arlington Independent School District (AISD), located between Dallas and Fort Worth, is the 13th largest school district in Texas and serves 59,453 students from PK-12 (TEA, Snapshot 2020). AISD operates 78 campuses, with a goal to graduate students exceptionally prepared for college, career, and citizenship.

CTE in AISD. Through the Career & Technical Education (CTE) Department, AISD offers an enhanced educational system that prepares students for the future. The CTE Department oversees curriculum development and implementation, instructional resources, student identification, and staff development for the CTE program. AISD offers 12 different career pathways for students 9-12 – including two programs which are the grant project emphasis: Hospitality/Tourism and Fashion Design.

Need. In a changing, global marketplace, employers need individuals with technical knowledge/skills who are prepared for in-demand, high-skill, and high-wage careers. CTE programs offer a sequence of courses that provide coherent & rigorous content, are aligned with challenging academic standards & relevant technical knowledge/skills for further education/careers in current/emerging professions (TEA, 2021). AISD will offer students two unique CTE summer learning programs: Hospitality/Tourism and Fashion Design. These summer programs directly connect to AISD’s mission of creating relevant learning experiences for students and connect with grant FOCUS AREA 1 to increase awareness, enthusiasm, and enrollment in these CTE programs of study.

1. **Hospitality & Tourism Mission:** Learn about career opportunities & post-secondary education. In summer 2022, 2 teachers & 6 high school students will attend/participate in a Texas Hotel and Lodging (THLA) 3-day High School Hotel Summer Camp to learn about Lodging & Resort Management career paths & related post-secondary education. The 2022 High School Hotel Summer Camp will be held in Dallas & students experience sessions about the Hotel Industry, (e.g., Career Options, Customer Service, Communication, Goal Setting, & Job Search Strategies). Registration includes hotel accommodations, meals, camp materials, curriculum, and trainers. Students who attend the Hotel Summer Camp experience will share their knowledge in a Showcase Event for AISD students, staff, & community partners.

2. **Design/Multimedia Arts: Fashion Design Mission:** Learn about career opportunities & post-secondary education. Summer 2022, 7 high school students & 2 teachers will travel to the Fashion Institute Design and Marketing (FIDM) 2 Days of Fashion event, providing students with a unique college experience related to the fashion design industry. During the 2-day event held in Los Angeles CA, students will participate in hands-on workshops, attend presentations/guest speaker panels, meet industry professionals, & tour the campus. Students who attend the 2 Days of Fashion experience will share their knowledge in a Showcase Event for AISD students, staff, & community partners.

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
Hospitality & Tourism Teacher. Provide students with learning activities & experiences to fulfill their potential for intellectual, emotional, physical and social growth.	Bachelor's degree from accredited university required. Valid Texas teaching certificate, Hospitality services industry experience (preferred). Minimum 1 year experience.
Fashion Design Teacher. Provide students with learning activities & experiences to fulfill their potential for intellectual, emotional, physical and social growth.	Bachelor's degree from accredited university required. Valid Texas teaching certificate. Fashion Industry experience (preferred). Minimum 1 year experience.
CTE Specialists (2). District-level support for CTE programs, pathways, and teachers.	Bachelor's degree from accredited university required. Valid Texas teaching certificate or eligible for alternative certification or local teaching permit. Minimum 3 years experience.
Coordinator, CTE. Plan, coordinate and supervise all CTE programs, pathways, and teachers. Leads the development and alignment of CTE programs.	Master's degree from accredited university required. Valid Texas teaching certificate or eligible for alternative certification or local teaching permit. Minimum 3 years experience.
Director, CTE. Plan, organize, manage, and administer the District's CTE programs, pathways, and teachers.	Master's degree from accredited university required. Valid Texas teaching certificate or eligible for alternative certification or local teaching permit. Minimum 5 years experience.

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.**

Specific Goal/Objectives for Summer Programs 1 & 2
 Goal: Increase enthusiasm, foster innovation, & prepare students for college/career in the 1) Lodging/Resort Management & Travel, Tourism & Attractions; & 2) Design & Multimedia Arts: Fashion Design programs of study.
 Program 1 Objectives. By 9/30/2022:
 6 students will increase knowledge of Lodging/Resort Management career pathways/post-secondary education by participating in Texas Hotel & Lodging Association 3-day High School Summer Camp.
 6 students will earn the Texas Friendly Customer Service Certification.
 students will increase enthusiasm for the Hospitality & Tourism career pathway by creating a portfolio and sharing it at a showcase event with other AISD students, staff, and community partners.
 Program 2 Objectives. By 9/30/2022:
 7 students will increase knowledge/skills in fashion design by participating in hands-on workshops, attending presentations/guest speaker panels, meeting industry professionals, and touring the Fashion Institute Design and Marketing campus in Los Angeles, CA.
 7 students will increase enthusiasm by creating a portfolio and sharing at a showcase event with other AISD students, staff, and community partners.

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.**

Per TEA grant guidelines for Focus Area 1, AISD will collect data and report on the following mandatory performance measures:
 Student demographics of the students served as measured by AISD enrollment and ethnicity data.
 Number of students enrolled in the summer program as measured by attendance logs maintained by program teachers/sponsors.
 Number of students completing the summer program as measured by attendance logs maintained by program teachers/sponsors.
 PEIMS data on students/course completion as reported to TEA.
 Number of students who attend the Showcase event highlighting the summer program as measured by attendance logs maintained by teachers/sponsors.
 Program 1 Objectives. By 9/30/2022:
 Knowledge of Hospitality & Tourism as measured by pre and post interviews conducted by the teachers who attend the camp as sponsors.
 Industry Certifications as measured by the number of certificates earned at the Texas Hotel and Lodging Association 2022 High School Summer Camp.
 Increase enthusiasm for Hospitality & Tourism as measured by the course enrollment in the Hospitality and Tourism pathway as well as an increase in the number of students entering the industry after high school.
 Program 2 Objectives. By 9/30/2022:
 Increase knowledge/skills in fashion design as measured by pre and post interviews conducted by the teachers who attend the camp as sponsors.
 Increase enthusiasm for Fashion Design as measured by course enrollment in the Fashion Design pathway as well as an increase in the number of students entering the industry after high school.

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.**

To fully implement the 2021-2022 Summer Career and Technical Education grant and meet the needs and goals of the program, Arlington ISD will require supplemental funding in the amount of \$23,042. AISDs goal is to increase enthusiasm, foster innovation, and prepare students for college/career in the 1) Lodging/Resort Management & Travel, Tourism & Attractions; & 2) Design & Multimedia Arts: Fashion Design programs of study. The district will offer students in these two programs the opportunity to attend specific off-campus summer experiences that enhance and supplement their academic learning.

In AISD Summer Program 1 (Hospitality & Tourism) six students will attend the Texas Hotel & Lodging High School Hotel Summer Camp in Dallas, chaperoned by two teachers. Students will arrive at the appointed time to a designated campus, and then ride by AISD transportation to the conference in Dallas, stay 2 days/3 nights, and then return by AISD transportation to the AISD campus. At the beginning of the 2022-2023 school year (prior to grant end date 9/30/2022), students will plan and participate in a Showcase Event for their parents & community.

Staffing: Extra duty pay + fringe for teachers, for each day of travel (\$840).

Supplies: Showcase Event includes invitations, signage/banners, brochures for promoting programs/courses, supplies for activities, portfolio, & video (\$1600).

Travel (In-state): Registration for 6 students and 2 teachers, & AISD transportation (\$4700). Registration includes lodging and meals.

Total Expenses Summer Program 1: $\$840 + \$1600 + \$4700 = \$7,140$

In AISD Summer Program 2 (Fashion Design), seven students will attend the Fashion Institute Design and Marketing (FIDM) 2 Days of Fashion Event, chaperoned by two teachers. Students will arrive at the appointed day/time to a designated campus, and ride by AISD transportation to the airport and travel by plane to Los Angeles, CA. At the beginning of the 2022-2023 school year (prior to grant end date 9/30/2022), students will plan and participate in a Showcase Event for their parents & community.

Staffing: Extra duty pay + fringe for teachers, for each day of travel (\$1120).

Supplies: Showcase Event includes invitations, signage/banners, brochures for promoting programs/courses, supplies for activities, portfolio, & video (\$1600).

Travel (Out-of-state): Registration, air travel and luggage, hotel, meals, and ground transportation for 7 students and 2 teachers (\$12,350).

Total Expenses Summer Program 2: $\$1120 + \$1600 + \$12,350 = \$15,070$

Total direct costs: $\$7,140 + \$15,070 = \$22,210$

Arlington ISD actively seeks additional funding streams and sustainability for programs. We will maximize local funding, grants, and partnership investments to increase the capacity and impact CTE programs. AISD is fully committed to providing programs that lead to increased student success, and will identify additional philanthropic investors to support programs over time. Currently, no funds are allocated to similar summer programs. To meet future needs of students, assessments will be made based on feedback from students, staff, administrators, and partners for each program element, with adjustments made as necessary. At the end of the program, a final evaluation will be made based on feedback from stakeholders to assess effectiveness for future programmatic and financial needs.

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.

Summer Program 1- Hospitality & Tourism aligns with two programs of study--Lodging & Resort Management and Travel, Tourism & Attractions

One of the grant program objectives is to increase enthusiasm for the Hospitality & Tourism career pathway by having the six students who attend Summer Program 1 create a portfolio and share it creating a portfolio and sharing it at a showcase event with other AISD students, staff, and community partners. This objective will be measured by the course enrollment in the Hospitality and Tourism pathway as well as an increase in the number of students entering the industry after high school.

During the 2021-22 school year, AISD had 932 students enrolled in courses in the Hospitality & Tourism career pathway (PEIMS, 2022). These courses include Principles of Human Services (CC1250), Travel and Tourism Management (CC1253), and Hospitality Services (CC4253).

Summer Program 2- Design and Multimedia Arts: Fashion Design aligns with the Fashion Design program of study.

One of the grant program objectives is to increase enthusiasm for the Fashion Design career pathway by having the seven students who attend Summer Program 2 create a portfolio and share it at a showcase event with other AISD students, staff, and community partners. This objective will be measured by the course enrollment in the Fashion Design pathway as well as an increase in the number of students entering the industry after high school.

During the 2021-22 school year, AISD had 427 students enrolled in courses in the Fashion Design career pathway (PEIMS, 2022). These courses include Fashion Design I (CC1256) and Fashion Design II (CC4257).

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.

N/A

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