



**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.**

OVERVIEW: Humble Independent School District is prepared through quality staffing to provide students an opportunity to gain experience and provide coursework to assist in succeeding from the start of their middle school career through the ability to experience a newly innovative CTE experience that will give them awareness to a number of CTE programs of study before they enter high school.

FOCUS 1 - Humble ISD will implement a Career and Technology Education (CTE) Summer Academy program for middle school students. This grant will target students who have a desired interest to find more about the following programs of study: STEM (Science, Technology, Engineering, & Mathematics), Health Science, Law & Public Service, Human Services (Culinary Education), Architecture & Construction, Transportation, A/V & Animation, Agriculture, and Business Management. Through this three day Summer Academy program, we will target approximately 90 students. The program will run from 8 a.m. to 4:00 p.m. Monday through Thursday, will be held at West Lake Middle School and taught by the Humble ISD CTE staff members. Three teachers and 1 academy coordinator will be required for the duration of the program. Each teacher will teach specified classes during this span of time and the camp coordinator will ensure smooth flow and assist however needed. This grant is intended to assist students in obtaining a head start on a CTE pathway for students when they enter high school.

NEEDS AND MISSION: Our mission as the Humble ISD CTE department is to expose students to a unique combination of classroom and work experiences where they can acquire new information, concepts, techniques, and procedures related to their specific career interests. Our goal is to ensure that all students are prepared to succeed in post-secondary education and in a world that is increasingly oriented toward highly skilled jobs. Each one of these programs presented during the summer academy align with the purpose of this grant, reaching students who want to have an awareness of various career paths that they can choose after high school through CTE certifications and eventually opportunities to pursue degrees from an institution of higher education.

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
CTE Administrator - Responsible for managing day-to-day activities, overseeing staff, and assisting students however needed. Existing position.	District Administrator, supervisory experience, content knowledge.
Summer CTE Camp Coordinator - Responsible for overseeing focus area programs and ensuring all performance measures. Proposed Position.	Current CTE teacher, content knowledge, ability to multitask and problem solve.
District CTE teacher - Will teach the courses for Focus 1. These are current staff members in Humble ISD. Existing positions.	Ability to offer the targeted CTE programs of study. Must have at least 2 years of prior experience and knowledge in programs of study being taught.

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 1 - GOALS AND OBJECTIVES - Humble ISD intends to assist more students in choosing their desired program of study or career pathway earlier in their educational career. This will allow more students to become CTE completers by taking a coherent sequence of courses and obtaining industry based certifications relevant to their program of study.

ACTIVITIES TO BE IMPLEMENTED – Upon entering the campus for Summer school program, students will be guided to appropriate locations for first rotation. Students will then be provided an overview of several CTE programs available to them for the summer academy. Students will receive an in-depth overview and compilation of activities for each of the career clusters to be covered during the camp. The program will ensure each student has access to technology and materials needed to complete the CTE coursework/activities in one of the classes they are assigned to. All courses offered will be instructed by highly-qualified Humble ISD CTE teachers who are well-versed in the subject matter they will be teaching.

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.**

PERFORMANCE MEASURES - Humble ISD staff will collect data both during and after the CTE Summer Bridge Camp proposed here. The CTE Project Director will collaborate with the staff to assess and identify any potential problem areas.

TOOLS USED TO MEASURE PERFORMANCE: The CTE department personnel will gather and assess several pieces of data, including, but not limited to: student demographics, student surveys, performance reports, parent questionnaires, attendance sheets and meetings with CTE teachers to gather information for analysis of the program.

ENSURING EFFECTIVENESS: The data collected will help Humble ISD determine whether the students in this program are meeting the goals and objectives and how effective the strategies for student success are. In the Focus Area 1, attendance and participation will be analyzed after the completion of the camp to ensure effectiveness and engagement. To evaluate performance, the following measures will be used: the number of students who enter the CTE Summer Academy and complete the program; the number of students who enroll in the CTE Wheel Exploration course, and the number of students who choose a designated CTE program of study upon entering 9th grade.

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 develop the proposed budget for this Summer CTE grant, the Humble ISD CTE administration outlined needs, goals, and milestones for student development and success. Then, the district researched the cost of the staffing, supplies and materials, curriculum and equipment needed to reach those goals. Next, the district determined how many students would be participating in the program and if they would require additional materials, technology, etc.

FOCUS AREA 1

Based on these available courses, the district developed the following budget for the CTE Summer Bridge Camp Program:

Payroll (\$9,451) - This includes costs for a staff member to be the camp coordinator and three highly qualified teachers (all extra duty pay) that will provide instruction during the camp.

Supplies and Materials (\$30,000) - Grant funds will be utilized to purchase instructional supplies and resources that are needed for the delivery of instruction during the camp. This will include relevant, module kits for students to utilize during the Summer Bridge Program so that students can complete assignments. Students will also receive a t-shirt to identify them as CTE Summer Bridge Camp attendees.

ADJUSTMENTS: If it is determined adjustments to the program are needed, the stakeholders will meet to discuss what changes are needed that will help to ensure the success of the program. If the stakeholders require guidance on addressing a certain issue, they will reach out to TEA so their concerns can be addressed properly. If needed, an amendment will be submitted to TEA to receive authorization to modify the program.

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.

Humble ISD will provide a new CTE Summer Bridge Program for incoming middle school students. During this Summer Bridge Program, approximately 90 students will be provided the opportunity to take part in course sampling through a rotation into each of CTE program focus areas: Health Science (Healthcare Therapeutic), Law and Public Service (Law Enforcement), STEM (Engineering), IT, Education and Training (Early learning), Hospitality (Culinary), Architecture (Architectural design and carpentry), A/V (animation), Agriculture (food and animal science), Human Services(Health and Wellness), and Marketing. This summer bridge camp will allow each participating student to obtain an idea or a "peek" into all of these opportunities for potential options of career pathways in order for them to make better informed decisions on which pathway they would prefer to follow as they prepare to begin their high school career.

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.

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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