



**2021-2022 Summer Career and Technical Education Grant  
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 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](mailto:loiapplications@tea.texas.gov).

Application stamp-in date and time  
3/28/2022 12:15 AM

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): [Redacted]

**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: Hardin ISD plans to create a summer work-based learning internship program for students within Hardin and Hull-Daisetta ISD. The creation of a summer work-based learning internship program promotes college and career readiness skills and expands the learning experiences for all CTE students with alignment to area labor market demands. In addition, CTE students are allowed to utilize skills learned in the classroom within a practical work setting. Students will engage in career prep exercises such as completing a job application and practicing interview and soft skills. In the small, rural community of Hardin and Hull-Daisetta ISD, there are several local businesses that want to partner with the school to provide extended learning opportunities for students. The mission of the summer internship program is to increase career readiness skills by providing extended work-based learning opportunities that lead to long-term work opportunities for the 22-23 school year.

The program will address the mission and needs of the Hardin and Hull-Daisetta ISD communities by providing work-based learning experiences that extend beyond the classroom and lead to additional work-based learning opportunities within the community, further expanding opportunities for students. The internships will also create a school-community partnership that will strengthen the relationship with the school, students, and future employers.

**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
Dr. Ashlee Boothe, Director of Curriculum and Instruction	Former CTE teacher; former CTE coordinator; former board advisor for Texas Association of Future Educators; former board advisor for Hospitality Educators of Association of Texas; oversee CTE budgets
Stacy Tucker, High School Principal	Oversees CTE campus curriculum and instruction; manages CTE budgets
Stacy Sanders, career preparation teacher	Oversees the campus career preparation courses; manages the work-based learning internship program

**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.**

The overall goal for the work-based learning program is to provide students with industry-based experiences that will potentially lead to long-term career experiences while making school-community connections. Students will engage in an interactive hybrid work-based learning experience. During the first week of the internship, students will participate in a work orientation, complete a job application, gain interview skills, and demonstrate soft skills needed for work placement. Students will then begin work placement on the second week, while continuing online instruction to receive career preparation I credit. Students will continue the work-based learning program throughout the summer time.

**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.**

A variety of data points will be utilized to determine the success of the program goals and outcomes. A career inventory pre- and post-survey will be used to determine growth of student career readiness skills. The career preparation teacher will record data to determine how many students are placed in a summer internship as compared to previous school years. The career preparation teacher will also record the anticipated number of work-based learning placements for the 22-23 school year. The qualitative and quantitative data will be evaluated by the CTE Advisory Committee to determine if the work-based program is meeting its goals. If the program is not showing growth, then the committee will reevaluate the components of the program and performance measures, while making adjustments as needed.

**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.**

The budget consists of staffing for a CTE teacher to over see the summer program at \$30 per hour. The teacher will work a total of 68 hours during the summer for a total of \$2,040. The program will be offered to 30 students who will be paid \$7.25 per hour for a total of 152 hours during the summer for a total of \$33,060. Travel is a concern in our district, so Hardin ISD will offer transportation to one community-supported location on the north end of the district for those students who are employed by the district for a total of \$1,000.

Adjustments may need to be made to attract businesses to ensure a wide-range of opportunities for students to engage in work-based learning experiences. The student minimum wage may need to be increased to attract additional interest by students and to serve as a competitive advantage to local businesses for hiring student workers.

**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.

Students will have the opportunity to gain business and industry experience from community partners such as, but not limited to: Hardin ISD, Hull-Daisetta ISD, Maci Feed, Hardin Grocery, Simply Country, Health Fix, Rusty Cajun, and Liberty County Chamber.

The work-based learning module that will be used is a blend between career experience and career engagement. Depending on the job placement of the student, the student may be engaged in activities such as apprenticeships, on-the-job training, or internships. In all job placements, students will be paid as they learn specialized industry skills while gaining employability skills.

**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**