



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

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 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.

**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.

The TEA CCMP purpose is to ensure that all Texas high school students have access to high quality pathways to college and career. The THLA Hotel Summer Camp will provide students with an opportunity to learn about hospitality and tourism pathways that can lead to in-demand, high wage careers and/or college attendance. During the camp, students will learn about career opportunities and post-secondary education related to the Lodging and Resort Management program of study while experiencing the lodging environment from a guest and staff perspective through job shadowing, educational breakout sessions, and on the job training. The hotel industry provides many exciting professional opportunities, all with competitive pay and potential for career growth in an unparalleled setting to meet people from all walks of life and to experience new adventures every day. The hotel industry performance results in Texas have been tremendous, with many markets bouncing back to pre-pandemic demand levels! Total Texas lodging revenues were \$3.26 billion in the First Quarter of 2022, up 54.7% compared to 1Q 2021 and 7.2% higher than First Quarter 2019! Despite the COVID19 pandemic, the Texas hospitality sector still added nearly 30,000 net new hotel/motel rooms (up 6.5%) since 1Q 2019. According to the Texas Workforce Commission, the Leisure and Hospitality sector is now at roughly 94% of pre-pandemic employment with 482,200 jobs.

The hotel industry career pathways include occupations within a variety of hotel departments, often with the same employer. The most common hotel departments include Accounting, Executive Office, Food and Beverage, Human Resources, Lobby and Guest Services, Rooms, Sales and Marketing, and Security, Engineering and Maintenance. Students are expressing interest in these hotel departments and the related occupations and will learn more about the occupations from the immersive learning opportunity provided by the hotel summer camps.

During this intensive, fun, and interactive camp, students will stay at a hotel and experience the following:

Hotel Industry Overview and Career Options Session

Job Shadow Opportunities

Texas Friendly Customer Service Certification

Effective Communication Techniques Session

SMART Goal Setting Session -Tours of Two Hotel Properties

Business Etiquette for Career Success Session During a Plated Dinner

Job Search Strategies Session

Hotel Industry College and Career Fair

Knowledge gained from the above-mentioned activities address select Texas Essential Knowledge and Skills (TEKS) included in

**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

**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
TCISD CTE Teacher, preferably a Hospitality or Culinary teacher, to provide student orientations to prepare students for the summer camp experience.	Certified CTE teacher who can provide guidance and instruction to students related to developing a resume, successful job shadow experiences, and expected professional behavior and attire while at the hotel summer camp.
TCISD employed bus driver	Certified school bus driver to transport students from school district location to the host hotel property and back to the school district location at the end of the camp.
Adult TCISD CTE Staff Member, Chaperone (1 chaperone is required for every six students who attend the hotel summer camp)	Certified CTE teacher who has experience traveling with students and who understands school district policies and procedures for traveling with students.
Texas City ISD CTE Administrator	Certified CTE Administrator to coordinate the logistics to enable students and teachers to participate in the Hotel Summer Camp, including but not limited to securing reservations and coordinating related financial considerations

**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?

**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?

Upon completion of the Hotel Summer Camp:  
students will be able to describe the varied career opportunities which exist within the Hotel Industry.  
students will earn the Texas Friendly Customer Service Certification  
students will know about postsecondary education options which enhance career growth within the Hotel Industry  
students will know how to appropriately interact in a college and career fair  
students will be able to demonstrate appropriate business dinner etiquette  
Strategies to implement to meet stated objectives:  
The following items are included in the agenda of the Hotel Summer Camp:  
Hotel General Manager Presentation  
Hotel Industry Overview presented by a college professor  
Hotel Department Manager Panel  
Full-Service Hotel Property Tour  
Student Job Shadow Opportunities  
Dinner and Business Etiquette Presentation  
Texas Friendly Customer Service Training  
Hospitality College Tour/Presentation  
SMART Goalsetting Seminar  
Effective Communication and Skills for Success Seminar  
Job Search Strategies Seminar  
College and Career Fair Culminating Event

**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.

**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.

Students will complete a KWL (Know, Want-to-know, and Learned) tool at the beginning of camp and at the conclusion of each session to measure knowledge and skills gained.

Student's participation in the etiquette dinner and then demonstration of appropriate etiquette during the subsequent dinner will demonstrate knowledge and skills learned.

Student participation in the College and Career Fair will demonstrate knowledge and skills gained in camp seminars

Earned Texas Friendly Certification will demonstrate customer service knowledge and skills learned.

Students will complete a post camp evaluation of their camp experience. The data collected will be shared with school district administrators of camp attendees and the THLA staff.

**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.

**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.

The proposed budget will ensure teacher and student participation is equitable, that all interested students have an opportunity to participate in the Hotel Summer Camp, and that family financial situations won't prevent student participation. Participation in the Hotel Summer Camp will result in student knowledge and skill building that is lifelong learning.

The proposed budget will include the following:

\$ 1,200 - Stipend for the teacher chaperone (\$600 each)

\$ 1,500 - Stipend for each student who attends the Hotel Summer Camp to be used for incidental expenses during the summer camp and to ensure no out of pocket expenses for student's families. The stipend will ensure that all interested students are able to participate and that family financial situations won't prevent student participation (\$150 per student)

\$1,100 - Camp registration fee for teachers attending the Hotel Summer Camp (\$550 per teacher)

\$ 4,500 - Camp registration fee for students attending the Hotel Summer Camp (\$450 per student)

Note: Hotel Summer Camp registration fees cover hotel accommodations, all meals, camp materials, curriculum, transportation to tours, and trainers.

Total Amount requested: \$8,300

**Program Requirements**

## 1a. Needs Assessment (Focus Area 1)

## 1b. Needs Assessment (Focus Area 2)

TCISD will partner with the Texas Hotel and Lodging Association (THLA), The University of Houston School of Global Hospitality Management, the University of North Texas, and the host hotel property to provide students with the opportunity to participate in a Hotel Summer Camp at a selected host hotel property. Seminars will be presented by college faculty from the Texas colleges and universities and/or industry leaders. Work-based learning models which will be used include the following: on the job training, job shadow, industry leader panels, tours, and hands-on-experiences.



**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.

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.

TCISD will partner with the Texas Hotel and Lodging Association (THLA), The University of Houston School of Global Hospitality Management, the University of North Texas, and the host hotel property to provide students with the opportunity to participate in a Hotel Summer Camp at a selected host hotel property. Seminars will be presented by college faculty from the Texas colleges and universities and/or industry leaders. Work-based learning models which will be used include the following: on the job training, job shadow, industry leader panels, tours, and hands-on-experiences.

**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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