



**2023-2024 Summer Career and Technical Education Grant  
Letter of Interest (LOI) Application Due 11:59 p.m. CT, January 29, 2024**

NOGA ID

Authorizing legislation

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto:loiapplications@tea.texas.gov).

Application stamp-in date and time

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, January 29, 2024**.

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  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 2023-2024 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 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.

Through a combined partnership with Lubbock ISD and two rural districts, Slaton ISD and Roosevelt ISD, Lubbock ISD will host an in-person accelerated summer course for "Introduction to Welding." The course will be used to meet three primary goals: Increase the number of students able to complete a Welding Program of Study, enable rural ISDs the opportunity to pursue the implementation of a Welding Program of Study in concurrence with their existing Agricultural Mechanics program, and to offer the potential to rural ISDs to increase or begin their participation in a dual credit welding partnership program with South Plains College.

Based on the list of targeted occupations from the South Plains Workforce Development Board, Welders, Cutters, Solderers, and Brazers are in high demand. All participating districts have unique challenges to overcome in providing a complete program of study with adequate space, staffing, and resources. The accelerated summer course will help to offset some of these challenges. The course will run for a minimum of 5 weeks and produce at least 76 hours of student learning and training.

The course will be offered to incoming 10th or 11th graders interested in pursuing a welding career or Program of Study. There will be a maximum of 36 seats in the course. 60% of seats will be allocated to Lubbock ISD and 40% of seats will be allocated to students from rural districts (7 students each). If a district does not fill their allocated seats, they will be available for another district to utilize in order to ensure maximum participation in the course.

Lubbock ISD has a robust Welding Program of Study. During the 2023-2024, there were 91 students enrolled in Welding 1, 64 students in Welding 2, but only 24 students in Practicum. The district does not currently offer an Introduction to Welding course due to limitations on space and staffing. By offering Introduction to Welding during the summer, it allows rising 11th graders an opportunity to complete their Program of Study, and reduces the time-commitment barrier of 10th graders who are currently opting out of the Practicum offering. Our partnering districts are small and rural (Slaton ISD high school enrollment of 362, Roosevelt ISD high school enrollment of 350) with a high proportion of economically disadvantaged students (Lubbock 73.1%, Slaton 73.2%, Roosevelt 73.7%). These smaller numbers provide staffing/space restrictions and budgetary constraints that Lubbock ISD is able to assist with by providing access to facilities and instruction during the summer. This access will provide student an opportunity to complete their Program of Student and meet the requirements for course credit transfer in a dual-credit Welding pathway at South Plains College.

**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.

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**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
Welding Instructor #1 (lead instructor). Safely supervise students; operate equipment; maintain grades; and communicate with students and parents.	Certified CTE instructor with 21 years of both welding and instructional experience; Lubbock ISD Employee
Welding Instructor #2. Safely supervise students; operate equipment; maintain grades; and communicate with students and parents.	Certified CTE instructor with 9 years of both welding and instructional experience; Lubbock ISD Employee.
Welding Aide. Provide safety and instructional oversight during the hands on portion of the lab; be available for lab prep work during instruction.	Welding instructional aide with 3 years experience; Lubbock ISD Employee
Lubbock ISD CTE Administrators. Oversight of all CTE courses, programs, and pathways; project manager for all externally funded CTE projects.	Lubbock ISD Executive Director of CTE; Lubbock ISD Coordinator of CTE
Rural ISD CTE Administrators. Ensure students' prerequisites have been met; transcript course credit; ensure enrollment in welding course(s)	Slaton ISD and Roosevelt ISD CTE Administrators as appropriate.

**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

**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?

GOAL 1: Implement a 5-week, intensive, hands-on Introduction to Welding course in an industry-standard facility. Instructors will guide students through the process of understanding the safety considerations in the welding industry, the standards for types of welds and their applications, and the technical aspects of welding including settings and adjustments based on environment and application. By increasing the available seats for incoming students, we will be able to provide more opportunities for students to complete a Practicum course, connecting them with industry needs.

GOAL 2: Enable students to receive enhanced training in an industry standard lab. This heightened training will allow the ISDs to interject trained students into their existing Ag Mechanics program with the potential of gauging student interest for development of a welding program of study to operate concurrently with the existing structure.

GOAL 3: Through the partnership of Lubbock ISD, Roosevelt ISD and Slaton ISD, Roosevelt and Slaton ISD students will be prepared to enter into a dual credit opportunity with South Plains College. This summer program will increase the number of students at Roosevelt and Slaton ISD with the preparatory training necessary to enter into the program.

STRATEGY 1: Students will be recruited through interest surveys and campus promotional efforts with counselors. Transportation needs will be addressed and managed by the participating districts. Emphasis will be placed on removing barriers to access for any students who would like to participate in an accelerated program.

STRATEGY 2: Students will be given intense safety training for the first 3 days. This training will be in accordance with industry standards. All personal protective equipment will be provided at no cost to the student.

STRATEGY 3: Daily activities will consist of 1 hour of classroom instruction on equipment setup and calibration, weld types and applications, and basic levels of inspection. The following 3 hours each day will be spent welding in different applications under the direct oversight of qualified instructors. All consumable materials will be provided by the grant.

STRATEGY 4: Grades and attendance will be used to monitor development of student mastery. Parent communication will be utilized to provide grade updates and feedback. Upon successful completion of the course w/ 90% attendance, students will receive 1.0 credit for Introduction to Welding on their transcript and have guaranteed placement in a Welding 1 course.

**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?

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**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.

By the end of this course, students will be able to successfully implement proper safety procedures in a welding lab, read and interpret welding blueprints and symbols, and set up and calibrate welding equipment in accordance with industry standards. Students will demonstrate proficiency in three separate welding functions, including oxy-fuel cutting, shielded metal arc welding, and gas metal arc welding. Each weld will be inspected and approved by a qualified evaluator.

Program success will be measured by the successful completion of at least 70 hours of curriculum and hands-on training. Collaborating ISDs will also track enrollment into a Welding 1 or Ag Mechanics program as a result of the students participation in this program. Long term data collection will also indicate the impact of this program on completed programs of study in Welding. Students must meet at least 90% attendance and successfully perform all 3 welding processes in order to receive credit for the class.

**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.

**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.

\$12,500 - Staffing (\$5,000 for each instructor + \$2,500 for 1 teacher's aide)  
\$ 5,400 - Protective Equipment (PPE) (estimated at \$150 per student)  
\$21,600 - Supplies (consumable and non-consumable supplies for student learning)  
\$ 1,104 - Indirect Cost Rate (2.796%)

\$40,604 TOTAL COSTS

The requested amount of the grant is \$40,604. Personal Protective Equipment (PPE) (\$5,400) includes gloves, welding hoods, glasses, boots, jackets and aprons for all students at no out-of-pocket cost. This will remove potential barriers for students and encourage higher levels of participation from our low socio-economic populations.

Consumable supplies (\$7,000) include items such as metal, rods, wires, grinder wheels, etc. Consumables ensure adequate hands-on training and skill development for all students in both a classroom and lab setting. Non-consumable supplies (\$14,600) include Iron-worker blades used to cut the raw material into individual pads used for different weld practices, and two multi-process welding machines to allow more students individual welding time, and a hydraulic press to increase the capacity to break test the welds for inspection. These supplies will ensure that the lab has all the equipment, necessary parts and capacity to offer a full service summer program.

**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.

*(This area is currently blank for the user to provide a budget narrative for Focus Area 2.)*

**Program Requirements**

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of need the LEA has that hinders the completion of courses within programs of study. (For example: describing scheduling conflicts, specific program of study teacher availability, etc.)

Based on a summary of local needs performed in conjunction with participating districts as well as the Manufacturing Industry Advisory Panel, Lubbock ISD has identified the following areas of concern:

The amount of prepared students currently entering the manufacturing industry is insufficient to meet the market demand in Lubbock and the surrounding areas. This accelerated summer activity would increase the participation in existing welding programs, as well as enhance the opportunities for participation in practicums and internship experiences as the student progresses through the program of study.

Smaller rural districts lack the resources and manpower to complete a program of study and sufficiently equip students for entry into the workforce. The partnership with Lubbock ISD will allow resources such as access to industry standard equipment and labs and access to high quality instructors with a system for training students for certification and industry participation.

In Lubbock ISD, students are only able to access the welding program as incoming sophomores, limiting the amount of classes they are able to take. Allowing an opportunity for an Introduction to Welding class opens up more scheduling opportunities for students, allowing students who will not have availability for a practicum class as a senior the ability to still complete a program of study and be career ready upon graduation.

The ultimate goal of the summer course is to increase CONTINUANCE in a welding program of study and close course gaps which currently prohibit students from completing three or more welding courses.

1b. Needs Assessment (Focus Area 2): Applicants must complete a Needs Assessment Summary indicating specific area of needs the LEA has to offer work-based learning opportunities. (For example: describing transportation limitations, describing scheduling conflicts, specific program of study teacher availability, etc.)



**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.

The goal is to enhance continuance and completion of a WELDING Program of Study. The course used to close this gap is "Introduction to Welding".

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.

**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**