



**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 **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.

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 **March 20, 2024-September 30, 2024**

Pre-award costs permitted from **Not Permitted**

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 TX 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.

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.

Focus Area #3:

Overall Mission: Students will learn about career opportunities and post-secondary education related to the Lodging and Resort Management program of study as well as experience growth opportunities to learn customer service and professional skills.

The intent of this grant is to send twelve business, marketing, and finance students and two teachers to a 3-day internship experience at a local hotel provided by the Texas Hotel and Lodging Association. The 3-day internship experience is designed to give students an overview of the hotel industry, learn customer service skills, and improve communication skills. If awarded, the grant would cover the cost of attendance and transportation to and from the hotel and convention center.

The following items are included in the agenda for the Hotel Summer Camp:

1. Hotel Industry Overview and Career Options
2. Texas Friendly Customer Service
3. Effective Communication Techniques
4. SMART Goal Setting
5. Tours of Hotel Properties
6. Business Etiquette for Career Success

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

Director of CTE and CCMR will be responsible for the grant administration.	The Director of CTE has five years of administrative experience and will oversee the arrangements, registrations, and accommodations for the implementation of the grant. This is an existing position.
Two business, marketing, and finance CTE teachers will provide student orientations and prepare studentns for the camp.	The CTE certified teachers will provide guidance and instruction related to professionalism and building their professional portfolios. These teachers will serve as chaparones during the camp (one teacher per 6 students).

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?

[Empty response box for Focus Area 1]

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?

Focus Area #2:

Students will describe the varied career opportunities that exist within the hotel industry, earn the Texas Friendly Customer Service Certification, learn about postsecondary education options which enhance career growth in the hotel industry, demonstrate appropriate business dinner etiquette and attire.

Strategies/Activities:

Students will attend a presentation about the hotel industry by a college professor and general manager, participate in a hotel panel with industry partners, tour a full-service property, job shadow hotel personnel, attend a formal dinner where they will dress professionally and demonstrate professional etiquette, attend numerous conference sessions on goal setting, job search strategies, customer service, and college success.

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.

Focus Area 2:

Students will complete a pre-assessment to determine their prior knowledge prior to attending the camp. At the conclusion of the camp, students will write a summary of the key takeaways and share that information with their fellow attendees. Students will also demonstrate the etiquette techniques they learned during their dinner activity. Students will complete a post-camp evaluation to measure learning that will be evaluated by the CTE teachers and director.

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 and that all interested students, regardless of their ability to pay, have an opportunity to attend the Hotel Summer Camp.

Proposed Budget:

\$1000 (Stipend for teacher chaperones; \$500 each)

\$500 (Expense for transportation to and from the Hotel Summer Camp and payment for parking)

\$1100 (Camp registration fee for teachers attending the Hotel Summer Camp (\$550 per teacher)

\$5400 (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.

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.)

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.)

The school district is partnering with the Texas Hotel and Lodging Association (THLA), The University of Houston School of Global Hospitality Management, Texas A & M University, and the host property to provide students with the opportunity to participate in Hotel Summer Camp at a selected host hotel property. Seminars will be presented by college faculty from Texas colleges and universities and 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.

trict is partnering with the Texas Hotel and Lodging Association (THLA), The University of Houston School of Global Hospitality Management, Texas A & M University, and the host property to provide students with the opportunity to participate in Hotel Summer Camp at a selected host hotel property. Seminars will be presented by college faculty from Texas colleges and universities and 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. There will be 12 students who will be engaged and supported with this program.

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.

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Amended Section

Reason for Amendment

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