



**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.

**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 mission of the CTE Summer Internship Program is to provide paid internship opportunities for students enrolled in advanced CTE classes. The need exists to help CTE students bridge the gap between knowledge gained in the classroom and how it applies in the real world, enabling them to be more college and career ready. Students entering their senior year of high school will be provided the opportunity to participate in a paid internship over the course of the summer. Internships will be related to the participating student's program of study in order for the student to apply their educational knowledge, practice concepts learned in the classroom and gain practical on-the-job experience. Internships will be directly related to student's senior year practicum course, such as Accounting and Financial Services, Animal Science, Architectural Design, Audio/Video Production, Automotive Collision and Repair, Automotive Technology, Business Management, Construction Technology, Cosmetology, Culinary Arts, Engineering, Exercise Science, Family and Community Services, Firefighting, Graphic Design and Illustration, Health Science, Human Services, HVAC, Information Technology, Law Enforcement, Manufacturing Technology, Marketing, Plumbing, Teaching and Training, Welding.

The CTE Summer Internship Coordinator will oversee the program. The coordinator will be responsible for the following tasks to ensure overall success of the CTE Summer Internship Program. (1) Procuring internship opportunities, assisting students with the completion of applications, participating in job interviews, and providing job coaching. (2) Training students in work-related attitudes, habits, behavior, dress and communication skills. (3) Collecting weekly schedules for students and job sites, making visits to students on the job and keeping documentation from site evaluations. (4) Building and maintaining positive relationships with businesses, community, industry and higher education partners. (5) Complying with policies established by federal and state law, State Board of Education rule and the local Board of Trustees in pursuing the district's mission.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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
CTE Summer Internship Coordinator (proposed). Coordinate work-based learning opportunities with local employers.	Knowledge of community, regional and state resources. Prior work experience showing track record for creating business partners. Ability to travel in town to supervise students placed in internships.

**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?

The CTE Summer Internship Program will provide paid summer internship opportunities for up to 30 CTE students entering their senior year of high school to promote college and career readiness. The program will establish partnerships with participating businesses to provide internship opportunities for students. Students and businesses will be identified and selected during March 2024, and internships will start after the completion of the school year, June 1, 2024. The CTE teachers with junior students will identify students that are work ready and share a link for those interested in participating to apply. The CTE Summer Internship Coordinator will meet with prospective businesses to create partnerships. Selected students will be given a letter of acceptance and matched with a participating business before the end of April 2024. Grant funds will be used to pay the CTE Summer Internship Coordinator and students during their summer internship.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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.

The CTE Summer Internship Coordinator will conduct regular on site evaluations and maintain communication with the student interns and participating businesses throughout the duration of the summer internship program.

June 1-8, 2024: Site visit to all participating businesses with interns. Contact will be made with the student and their direct supervisor to ensure internships have begun and schedules are well established. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

June 9-15, 2024: Contact participating businesses with interns via phone or email to maintain communication.

June 16-22, 2024: Site visit to all participating businesses with interns. The supervisor will complete a one page evaluation and provide comments related to the student's performance and overall experience. Meet with students to discuss evaluation and to get comments about their experience so far. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

June 23-July 6, 2024: Contact participating businesses with interns via phone or email to maintain communication.

July 7-13, 2024: Site visit to all participating businesses with student interns. Contact will be made with the student and their direct supervisor to ensure internships are continuing to progress accordingly. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

July 14-20, 2024: Contact participating businesses with interns via phone or email to maintain communication.

July 21-31, 2024: Site visit to all participating businesses with interns. The supervisor will complete a one page evaluation and provide comments related to the student's performance and the overall experience. Meet with students to discuss evaluation and to get comments about their experience. Students will complete a one page evaluation on their overall experience and will be given the option to make the information available to their supervisor.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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 from the 2023-2024 Summer Career and Technical Education Grant would be used to fund the CTE Summer Internship Coordinator position and to pay wages of students involved in the summer internship program.

CTE Summer Internship Coordinator: \$33.33 per hour for 120 hours of work related to the grant; \$4,000 total.

Student intern wages: up to 30 students at \$11.24 per hour (not to exceed \$12.75 per hour if less than 30 students) for 120 hours of internship work related to the grant; \$1,349.90 per student; \$40,497 total.

In the future, after the grant period has ended, internships will continue in the upcoming school year. Participating businesses will have the option to offer paid or unpaid internships to CTE students interning at their location.

\*\*\*CTE Summer Internship Program (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.)

[Empty response box for Focus Area 1]

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 CTE Summer Internship Program provides opportunities for students to participate in internships related to their program of study, without some of the barriers that prevent them from participating during the school year.

During the school year, students can participate in work-based learning opportunities during their CTE class period. Class periods are 90 minutes, which often makes the total time in opportunities limited, once students drive to locations, check-in and get started, and then prepare to return to school. Some employers that want interns, choose to opt out during the school year due to the abbreviated time they get with students during the school day. The CTE Summer Internship Program allows businesses to keep students for a longer period of time during the day, making their experience more meaningful.

Transportation also proves to be a challenge during the school year. Many students do not have their own transportation to get to and from work-based learning opportunities during the school day. With the 90 minute time frame, parents/guardians often cannot pick up students, take them to off site locations and turn around and pick them up and return them to school, especially with many of them working themselves. However, during the CTE Summer Internship Program, parents/guardians are able to take students in the morning on their way to work and pick them up later in the afternoon. Summer allows students to work longer shifts than the 90 minute class period, making transportation easier to work out.

The CTE Summer Internship Program has been instrumental in providing work-based learning opportunities to both students and businesses that would normally not have the chance to participate.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*



**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.

The following business and industry partners will be involved in the CTE Summer Internship Program.

(1) Alzheimer's Alliance, (2) Angel Layettes, (3) Artmire's Urban Forestry, (4) ASAP Roofing & Solar, (5) ATW Creative Services, (6) Autozone, (7) Baylor Scott & White Texas Spine & Joint Hospital, (8) Business Education Council, (9) Caldwell Zoo, (10) Chick-fil-A, (11) CHRISTUS Trinity Mother Frances, (12) Christy's Safe Haven, (13) City of Tyler, (14) City of Tyler Animal Control, (15) City of Tyler Municipal Court, (16) Clover Educational Consulting Group, (17) CMC Neptune, (18) Conaway Homes, (19) Conterra, (20) Davidson Law Group, (21) Discovery Science Place, (22) East Texas Food Bank, (23) East Texas Productions, (24) EMA Engineering, (25) ETX Air Conditioning & Heating, (26) Evans Real Estate, (27) Express Employment Professionals, (28) Fathom Realty, (29) Goolsbee Tire, (30) Habitat for Humanity, (31) Hood Packaging, (32) Jalapeno Tree, (33) Kourage Health, (34) Lash Studio 214, (35) Lola's Handcrafted Sandwiches, (36) St. Paul Children's Services, (37) Stantec, (38) Starbrite Therapeutic Equestrian Center, (39) Telco Plus Credit Union, (40) Texas Materials, (41) The Fostering Collective, (42) The University of Texas at Tyler, (43) Tyler Area Chamber of Commerce, (44) Tyler Economic Development Council, (45) Tyler Morning Telegraph, (46) U Bank, (47) UT Health East Texas, (48) Visit Tyler

This is not an exhaustive list of all the participating partners but shows the current businesses that have committed to participate. The CTE Summer Internship Program will provide paid summer internship opportunities for up to 30 CTE students entering their senior year of high school to promote college and career readiness.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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**