



**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](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, 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  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.

**OVERVIEW OF THE PROGRAM:** Pettus ISD's mission is to assure that all students acquire knowledge and develop skills and work habits that will enable them to become productive members of society. Pettus ISD partners with neighboring colleges and engaged community leaders to prepare students for college, career, and life. Career and Technical Education provides Pettus ISD students with the academic knowledge and technical skills they need to gain entry to high-skill, high-wage, and high-demand industries. Pettus ISD aims to ensure that students in the district have the opportunity to gain the experience and credentials needed to succeed. The district is proposing to offer a Summer Bridge Program for incoming 9th grade students and an Accelerated Summer Bridge Program opportunity to assist upperclassmen in completing the Level 2 Course: Agricultural and Mechanics and Metal Technologies/ Lab. During the Summer Bridge Program, 20 students will be afforded the opportunity to earn course credit by participating in a three-week program to be held June 3 - 21, 2024 on Monday-Thursday, from 8:00 am - 3:00 pm. The district will offer an Applied Agricultural Engineering Program of Study Summer Bridge Program allowing students to earn course credit for the following courses: Principles of Agriculture, Food, and Natural Resources or Agricultural Mechanics and Metal Technologies/Lab. This focused CTE Summer Bridge Program will provide a direct link to CCMR, while providing a bridge for 8th graders to transition to high school and for upperclassmen to use the tools available to continue to explore college and career areas of personal interest.

**SPECIFIC NEEDS:** Pettus ISD is a rural district comprised of approximately 186 square miles and encompasses the communities of Pettus, Choate, Normanna, Mineral, Tuleta, and Tulsita. Pettus ISD faces unique challenges due to the rural setting. The need of the district is to provide innovative learning opportunities for our students with hands-on, project-based learning.

**ADDRESSING NEEDS:** Focus Area 1 will ensure students enter high school with knowledge and familiarity of the CTE programs of study. The Summer Bridge Program will be implemented with high fidelity which will ensure that rising 9th grade students will enter high school with additional knowledge and familiarity of high demand CTE programs and current high school students will be on a clear trajectory toward postsecondary success.

**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.

**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
Anna Garcia: Director of Curriculum and Instruction: Responsible for overseeing grant management. (Existing)	Oversight experience in a school district setting, including administrative efforts and grant experience. (Existing)
Project Director: Responsible for overseeing the Focus Area 1 Program and ensuring all performance measures are cited as met. (Existing)	Experience with managing programs, grants, personnel and budget. (Existing)
Project Coordinator: Responsible for assisting students with selecting career paths. (Proposed)	Coordinate the monitoring and evaluating of programs being offered. (Proposed)
Career Counselor: Responsible for career advice and planning with students in CTE programs. (Existing)	Experience in assisting students in selecting career paths. (Existing)
District Teaching Staff: Responsible for teaching, supporting, and communicating the targeted CTE programs of study. (Existing)	Ability to offer the targeted CTE programs of study. Must have prior experience and knowledge in the programs of study being taught. (Existing)

**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?

OBJECTIVES: The goal of the Applied Agricultural Engineering Summer Bridge Program is to allow incoming 9th grade students to take a foundational CTE course (Principles of Agriculture, Food, and Natural Resources: TSDS PEIMS Code 13000200) and upperclassmen will be afforded the opportunity to enroll in (Agricultural Mechanics and Metal Technologies: TSDS PEIMS Code 13002200).

GOALS: By September 2024, at least 20 students will have participated in and completed requirements for the Applied Agricultural Engineering Summer Bridge Program. All 20 students will have completed and passed Principles of Agriculture, Food, and Natural Resources or Agricultural Mechanics and Metal Technologies and participated in the work-based learning opportunity. At least 75% of students who participate in the Summer Bridge Program will continue taking courses in the Applied Agricultural Engineering Program of Study at Pettus ISD. The overall goal is to increase the number of CTE concentrators and completers in the Applied Agricultural Engineering Program of Study.

ACTIVITIES/STRATEGIES: A recruitment fair will be held in May of 2024 which will allow all 8th and 9th grade students and parents to attend and be well-informed of the Summer Bridge Program. The following activities will be conducted as part of the Summer Bridge Program: provide incoming 9th grade students and their parents with a career exploration fair that details the different CTE Programs of Study offered at Pettus High School; schedule time for incoming 9th grade students to meet with the campus counselor to determine which Program of Study best aligns to their interests and goals; and, offer Level 1 Course: Principles of Agriculture, Food, and Natural Resources and Level 2 Course: Agricultural Mechanics and Metal Technologies/Lab. For the Accelerated Summer Bridge Program, the following activities will be conducted: schedule time for upperclassmen to meet with the campus counselor to review courses that will be offered during the summer, provide students with course sequences which will help them gain knowledge and ensure highly-qualified teachers are secured.

**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?

*(This area is currently blank for input.)*

**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 MEASURES:** The performance of the program will be evaluated based on the following performance and evaluation measures: (1) at least 20 students will enroll in the Applied Agricultural Engineering courses that will be offered; (2) the course will be three weeks in duration; (3) 100% of students enrolled will pass the course; (3) students will receive one credit for completing the course; (5) 100% of students will demonstrate enhanced knowledge of pre-and post- tests; and, (6) at least 75% of the students will complete additional courses in the Applied Agricultural Engineering Program of Study the following school year and become completers.

**TOOLS USED TO MEASURE PERFORMANCE AND TO ENSURE EFFECTIVENESS:** Pettus ISD will collect data and report on the following mandatory performance measures: (1) student information as part of the Fall PEIMS collection; this will determine the demographics of the students served; (2) number of students enrolled in the Summer Bridge Program; (3) number of students completing the Summer Bridge Program; and (4) report all data related to PEIMS.

**PROCESSES USED TO ENSURE EFFECTIVENESS OF GOALS/OBJECTIVES:** The data collected will assist the district in determining whether the students in the program are meeting the goals and objectives. Pettus ISD will track outcomes for the Summer Bridge Program, including (a) program alignment, (b) quality of instruction, and, (c) access to the program courses. The district will work to ensure that the Applied Agricultural Engineering Program of Study consists of (1) district and standards aligned curriculum; (2) high-quality instruction; (3) prepared and highly-qualified program staff; and, (4) coherent sequences.

Benchmark #1: April through May 2024: District wide Student Recruitment Efforts  
 Benchmark #2: May 1 - May 30, 2024: Recruitment of highly qualified staff for the Summer Bridge Program.  
 Benchmark #3: June 3 - June 21, 2024: Students will complete a Career Inventory at the beginning and end of the Summer Bridge Program. Program attendance will be monitored to ensure program success.

**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.

**BUDGET DEVELOPMENT:** To develop the proposed budget for the Summer Bridge Program, Pettus ISD leadership team outlined needs, goals, and milestones for student development and success. The district researched the cost of the staffing, supplies and materials, curriculum, software and equipment needed to reach the goals. The team discussed and determined how many students would be participating in the program, which programs of study/courses would be included in the program, and number of days and hours the program would be offered.

**SNAPSHOT OF FUNDS CURRENTLY ALLOCATED:** If awarded, the district's plan is to leverage funds to impact the identified areas: providing students access to the classrooms and cafeteria, materials, software and technology.

**BUDGET SPECIFICS:**

Code 6100: Payroll: Total - \$9,720

2 CTE teachers working for 3 weeks, 4 days per week and 8 hours per day (includes prep time) @ \$35 per hour = \$6,720.

Project Director will ensure the Summer Bridge Program is implemented in accordance with grant guidelines and timelines and ensure all reports are in place to ensure program success = \$1,500. Project Coordinator will coordinate and monitor the courses of study being offered = \$1,500.

Code 6300: Supplies and Materials: Required supplies and materials needed for Applied Agricultural Engineering Courses (e.g., welding helmets, flame retardant coats, scratch awls, welding gear, etc.) = \$34,280

Code 6400: Capital Outlay: (5) @ \$1,200 Dell Laptops to be used for hands-on programming, career inventories and assigned research projects = \$6,000

**HIGH-LEVEL SNAPSHOT:** Presently, there is no Summer Bridge Program nor Accelerated Summer Bridge Program operating at the district level. Local funds are being used to cover the cost of using the facilities, buses, cafeteria, and classrooms.

**ADJUSTMENTS TO MEET FUTURE NEEDS:** The district leadership team will meet to discuss changes that need to be made in order to ensure the success of the program. TEA will be contacted if guidance is required.

**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.

**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.)

SPECIFIC NEEDS THAT HINDER COURSE COMPLETION IN THE AREA OF STUDY: Pettus ISD is a rural district that encompasses several surrounding communities. Due to the remote locate of the school district, transportation is limited beyond the regular school day hours. Additionally, it is difficult to have parents transport students beyond the school day hours, especially during the summer time. This poses an issue when attempting to schedule a summer program for secondary students.

ADDRESSING NEEDS: To address needs, the district has created a grant budget that will provide funding needed to cover the costs associated with paying qualified teachers to instruct the identified courses during the summer. This will assist students in completing courses within the Applied Agricultural Engineering Program of Study, assist with the students' transition into high school, and assist with expediting the pace of study.

Pettus ISD has specific areas of need for this grant: teacher availability, course capacity, student interest, and student scheduling conflicts (due to the secondary teachers teaching multiple courses). The Summer Bridge Program will allow the district to offer the program outside of the regular school year constraints, thus allowing an additional 20 students to develop knowledge and skills regarding career and educational opportunities, personal development, industry standards, and developing an understanding of agricultural mechanics as it relates to safety and skills in tool operation and metal working techniques. Students participating in the Summer Bridge Program will earn course credit for one of two courses: Principles of Agriculture, Food, and Natural Resources or Agricultural Mechanics and Metal Technologies/Lab.

The Summer Bridge Program will give the students at Pettus ISD a meaningful, engaging summer learning experience that our rural community and economically disadvantaged population typically cannot offer.

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.

PROGRAMS OF STUDY AND THE CTE COURSE(S) THAT WILL BE OFFERED: The Pettus ISD Applied Agricultural Engineering Summer Bridge Program will offer a one-credit Principles of Agriculture, Food, and Natural Course and a one-credit Agricultural Mechanics and Metal Technologies/Lab within the Applied Agricultural Engineering Program of Study. Both courses are part of a larger Program of Study that includes the following courses:

- Level 1: Principles of Agriculture, Food, and Natural Resources
- Level 2: Agricultural Mechanics and Metal Technologies/Lab
- Level 3: Agricultural Structures Design and Fabrication
- Level 4: Agricultural Equipment Design and Fabrication

The Summer Bridge Program will be a three-week program. In addition to earning course credit for either Principles of Agriculture, Food, and Natural Resource or Agricultural Mechanics and Metal Technologies/Lab, students will earn their industry-based certification and participate in a work-based learning and expanded learning opportunity.

The primary goal is to increase interest and enrollment in the Applied Agricultural Engineering Program of Study which will lead to occupations that are currently listed as high demand (6.792 projected Texas annual openings as of January 22, 2024) in the state of Texas (welders, cutters, solderers, and brazers) as per Texas Career Check.

NUMBER OF STUDENTS WHO WILL BE ENGAGED AND SUPPORTED: Pettus ISD is targeting up to 20 students to participate in the Summer Bridge Program.

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**