



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

NOGA ID [Redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

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

**Applicant Information**

Organization **Hempstead ISD** CDN **237902** ESC **4** UEI **V9Z1DWMA4QR**

Address **1440 13th Street/ PO Box 1007** City **Hempstead** ZIP **77445** Vendor ID **1746001076**

Primary Contact **Diana Wood** Email **woodd@hempsteadisd.org** Phone **979.826.3304**

Secondary Contact **Brittany Anderson** Email **andersonb@hempsteadisd.org** Phone **979.826.3304**

**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 **Herbert O'Neil** Title **Superintendent**

Email **oneilh@hempsteadisd.org** Phone **979.826.3304**

Signature  Date **1/24/2024**

**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.

Focus Area 1: Hempstead ISD implemented a new pathway, Welding and Brazing, in the 2023-2024 school year. The program was created in response to community and student surveys, industry needs, and the data presented by the Texas Workforce Commission. Metalwork is predicted to have a 20.2-24.9% growth in the Gulf Coast region by 2030 and is designated as a high-growth, high-wage career field by the Texas Workforce Commission in their October 2023 report on the Gulf Region.

The mission of Hempstead High School is " In partnership with our families and community, HHS is committed to developing a welcoming and structured environment in which college and career-ready students create, collaborate, communicate and critically think."

To provide our students with career-ready focused programming with a community foundation. Hempstead ISD would like to expand on last year's highly successful Summer Bridge Program. Last year 14 students completed their Introduction to Welding coursework and 13 earned their NCCER Core certification. We would like to offer this opportunity again through our partnership with Blinn College and expand opportunities for students to take Welding 1 during the summer and take their AWS certification test. We would also like to engage community businesses and solicit proposals for other industry-based certification opportunities that are offered in Waller County.

**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 2: Hempstead ISD recently completed a 5-year strategic plan. Goal 1 of that plan states: "Hempstead ISD will provide the tools and resources to support effective teaching and learning that fosters communication, engagement, and critical thinking." The first strategy listed under Goal 1 is "Create engaging environments for students across all levels that lead to hands-on real-world application". The second strategy listed under Goal 1 is "Create a plan for ensuring each student is provided customized learning opportunities."

In support of this goal and utilizing both strategies, Hempstead ISD would like to grow its paid summer internship from work-based learning positions based solely in the district (Summer 2023) to work-based learning positions that are developed in partnership with local businesses and non-profit organizations. The summer program would be structured based on the Texas Work-Based Learning Framework. Students would complete an employability skills training then they would work in local businesses and non-profits where students can apply theoretical concepts learned in the classroom to real-world scenarios, reinforcing their understanding of academic subjects.

The CTE summer program bridges the gap between theory and practice, allowing students to see the relevance of their studies in a professional setting. It also exposes students to diverse tasks and challenges, enhancing both technical and soft skills, and contributing to a well-rounded skill set. Students will have the opportunity to establish connections with professionals and mentors in their chosen field. Networking can be a valuable resource for future job opportunities, advice, and guidance. Building a professional network early on can open doors to internships, scholarships, and other educational opportunities. Additionally, participation in a summer work-based learning program adds valuable experience to students' resumes. It sets them apart from their peers when applying for college or future employment.

**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
NCCER Trainer: Complete NCCER Core training with students and complete certification assessments.	Certified NCCER Core Trainer Existing through partnership with IHE
Project Director: Manage reporting and fiscal requirements, oversee and coordinate program activities, MOUs and coordinate student payroll	Masters Degree in Education 10+ years educational experience, 5+ years in school leadership, 3+ years in grant management Existing in LEA
CTE Paraprofessional or Teacher: Supervise and possibly transport students to IHE or community based IBC training facility	Employee of HISD and clean driving record Proposed
Community Based IBC Trainer: Lead students through a TEA Recognised IBC course that aligns to established pathways	Certified to instruct and proctor certification test to students. Proposed, would be identified through RFP process after grant award

**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
Project Director: Manage reporting and fiscal requirements, oversee and coordinate program activities, MOUs and coordinate student payroll	Masters Degree in Education 10+ years educational experience, 5+ years in school leadership, 3+ years in grant management Existing in LEA
CTE Paraprofessional or Teacher: Transport students to work-based learning sites, check on attendance and skills checks	Employee of HISD and clean driving record Proposed
Employability Skills Trainer: Complete a training for students before they begin their work based learning	Employee of ESC4 or documented experience delivering Employability skills trainings based on the Texas Work Based Learning Framework and Employability Skills Rubric Proposed
Payroll specialist: Complete student employee onboarding, manage time sheets, issue checks	Employee of HISD Existing in LEA

**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: 15 students will earn credit for Introduction to Welding by the end of July 2024.  
 Goal #2: 15 students will earn their NCCER Core Certification in the Introduction to Welding summer course.  
 Goal #3: 15 students will participate in an IBC preparatory course and IBC assessment provided by a community partner identified through an RFP process.

CTE Summer Bridge students will engage in a 4-week intensive course course focused on mastering TEKS and experiential learning.

The objectives of the program are:

- Foster a mindset of safety in students (NCCER)
- Build foundational knowledge of metallurgy concepts (TEKS and lab activities)
- Build community partnerships with the RFP process and secure new resources for IBC preparation for our students.
- Provide career and post-secondary advising to students (local IHE partnership)

**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?

Goal: By the end of summer 2024, 20 high school CTE students will have completed 80 hours of paid, work-based learning aligned with the primary program of study.

The objectives of this program are:

- Bolster employability through training and mentorship
- Facilitate stronger community connections through strategic student placements in local businesses and non-profit organizations.
- Encourage post-secondary exploration via trade school, college, and industry tours.
- Practice interview skills with mock interviews.
- Complete a resume, cover letter, and personal finance project.
- Pay students between \$12.00 and \$15.00 per hour based on whether their position requires them to already hold a certification.

Hempstead ISD is anticipating 20-25 students participating in the Summer Internship Program. HISD will utilize the local Chamber of Commerce and Workforce Solutions to find placements for our students with local businesses. The first week of the program students will attend a training on employability skills before reporting to their internship sites.

**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.

Student growth will be measured using the following instruments:

Preassessments: NCCER Core pre-test, iCEV Intro to Welding concepts pretest

Formative Assessments: Journals, lab reports, project rubrics, NCCER unit quizzes, skills checks, Exit tickets, and weekly employability skills rubrics

Summative assessments: NCCER Certification, Introduction to Welding final exam, Final Skills Check, and career research project.

Project effectiveness will be measured using the following tools:

- Percentage of participating students who earn credit for the course.

-The percentage of participating students who earn an IBC in their CTE pathway.

-The number of students who sign up for Level 2 CTE courses following their participation in the Summer Bridge program.

**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.

Student growth will be measured using the following instruments:

Preassessments: Employability skills pretest, Pre-program survey

Formative Assessments: Journals and weekly employability skills rubrics, employability skills training post-test

Summative assessments: Employer and student post-employment assessments, Post-program survey

Project effectiveness will be measured using the following tools:

-The number of students who sign up for a Level 4 CTE course following their participation in the Summer Bridge program.

-The number of local businesses that agree to directly hire a student for a work-based learning position during the school year.

-Student and employer survey results

-Number of students who demonstrate their employability skills in their workplaces as evidenced by their employers' post-employment survey results

**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.

Hempstead ISD will use the awarded grant funds to pay for the entirety of the Summer Bridge Program. There are no funds allocated for these programs locally.

Staffing:  
 CTE Teacher: \$25.00 per hour x 112 hours + benefits/taxes= \$3,350  
 Program Director: \$1,500 stipend

Supplies and Materials:  
 Tool kits for participating students: \$235 per kit x 30 students= \$7,050

Contracts:  
 NCCER Core Training= \$10,000 for course materials, instruction, and certification assessment  
 IBC Certification course= \$10,000 for course materials, instruction, and certification assessment (specific IBC will be determined via an RFP)  
 Busses and Van for the program: \$1,500 from HISD Transportation

**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.

Hempstead ISD will use the awarded grant funds to pay for the Summer Internship Program. There are no funds allocated for these programs locally, however, we are looking to partner with local businesses in a cost-sharing program via MOU. Students will be paid by the school district but there will be a 50/50 split between the district and the business with each entity paying \$6.00 per hour to each student. Non-profit organizations will not pay the students and they will be paid by the school district utilizing grant funds.

Staffing:  
 Student pay: \$12 per hour x 80 hours + benefits/taxes= \$1200 x 20 students = \$24,000  
 (Cost sharing MOUs will allow us to add additional students to the program)  
 CTE Teacher: \$25.00 per hour x 90 hours + benefits/taxes= \$2,700  
 Payroll Specialist: \$1,000 stipend  
 Program Director: \$1,500 stipend

Supplies and Materials:  
 Supplies for Interns: \$3,200

Contracts:  
 Employability Skills Training: \$3,750  
 Busses and Van for the program: \$1,500 from HISD Transportation

**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.)

**Need #1: Metal Workers in the Gulf Coast region**

The summer bridge program is designed to accelerate students' progress toward an AWS certification and allow them to participate in a Work Based Learning program in their junior and senior years. Metalwork, as an industry, is projected to have a 20.2-24.9% growth in the Gulf Coast Region by 2030. Welders, structural steel workers, and braziers are all designated as high-growth, high-wage careers by the Texas Workforce Commission.

**Need #2: Opportunities for students to earn CTE Credit outside of the traditional school day**

Based on the data presented in the 2022 Comprehensive Local Needs Assessment our district is below the state average for the percentage of students who are CTE Completers. (Texas averages 37% and Hempstead averages 28%) The CLNA committee looked into this issue and found that many students have to choose between taking CTE courses and participating in activities such as band, theater, or athletics due to the limited number of class periods they have available for electives.

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.)

**Need #1: Transportation**

Based on Hempstead ISD's 2022 Comprehensive Local Needs Assessment Committee's SWOT analysis and parent/ student survey results, students' access to transportation is the most limiting factor in their participation in work-based learning opportunities. Only 5% of students (16+) have a personal vehicle and only 28% of students (16+) have a family vehicle that they can access for consistent transportation to a work site.

**Need #2: Limited spots on student schedules**

The CLNA Committee review of student surveys found that many eligible students who have completed their CTE Pathways through Level 3 coursework do not participate in our work-based learning program due to remediation for EOC courses or participation in band, theater, and athletics limiting the number of available class periods they have on their schedules. The requirements of 2-3 class periods limit the participation in work-based learning aligned to their program of study.



**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.

Program of Study: Manufacturing  
 Specialty:Welding  
 Course: Introduction to Welding TSDS PEIMS Code: 13032250  
 12-15 students

Program of Study: TBD: If awarded the grant we will complete an RFP for a community partner to conduct an IBC course that we can not offer during the regular school year due to staff limitations.

Specialty: We are hoping for Brazing or Accounting or Cosmetology  
 Course: TBD  
 12-15 students

**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.

Hempstead ISD will host interns in the following Programs of Study:  
 Education and Training: Early Learning (Elementary School Summer School) (2 students)  
 Health Science: Healthcare Therapeutics (Summer School Nurses) (1 student)  
 Agriculture, Food and Natural Resources: Applied Agricultural Engineering (Maintenance teams) (2 students)  
 Agriculture, Food and Natural Resources: Animal Science (Vet Med) (1 student)

Additionally, we will seek community partners (Businesses and non-profits) to accept interns for a summer internship. We have the following business fields interested:

Manufacturing: Welding (Local forge)(2 students)  
 Hospitality and Tourism: Culinary (Local Bakery)(2 students)  
 Business, Finance and Marketing: Accounting and Financial Services (County tax office)(2 students)  
 Agriculture, Food and Natural Resources: Animal Science (therapeutic riding non-profit)

We are hoping to place 20 students for 80 hours of work.

HISD will utilize the WBL framework. Students will complete a one-week employability skills training before beginning their internships.

**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**