



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 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.

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**

Application stamp-in date and time

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.

N/A

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.

Hardin Independent School District and its high school are looking to secure grant funds to establish a Summer CTE grant-funded paid internship program that aligns with the TEA opportunity guidelines. The program will offer paid internships for up to 16 students in grades 11 and 12 and will run for six (6) weeks, from Monday to Thursday, from 7 a.m. to 4 p.m. with a 1-hour lunch break each day. The internships will take place at Hardin ISD, Simply Country Cafe, and Maci Feed & Supply (potentially more businesses will be added later), providing students with valuable real-life business experience they would not typically have without this grant program.

Hardin ISD is a small city with limited job opportunities for high school students, with Beaumont, a larger city, located 35 minutes away. The district's leadership and team members are regularly approached by juniors and seniors seeking summer employment opportunities in the area. Additionally, 62.2% of Hardin students are economically disadvantaged, and 42.18% are at-risk. Liberty County, where Hardin is located, has a high poverty rate (19.9%) significantly higher than that of the state of Texas, with the median household income being 25% lower than the state average. Educational attainment is also lacking, with only 78.4% of people aged 25 and older having a high school diploma (compared to the statewide average of 85%), and just 10.6% of people aged 25 or older holding a bachelor's degree or higher (32.3% of people in Texas have a bachelor's degree or higher). These statistics highlight the need for additional opportunities for students to gain experience, earn money in summer, and break the cycle of poverty.

The High School Principal's mission is to create a school with "unlimited potential for our students, families, teachers, and the community." This grant-funded paid internship program aligns with this mission, providing up to 16 students with access to meaningful career and real-world experience. The internships will enable students to work in a professional environment related to the educational opportunities provided by Hardin ISD. The paid internships are expected to motivate students to continue pursuing certifications and gain career experience in their chosen fields. Work-Based Learning (WBL) opportunities, such as those offered through this program, will help students transition directly into the workforce or serve as building blocks towards post-secondary education. These paid internships and real-world experiences are intended to motivate students and demonstrate what they can achieve through career opportunities they have an interest in. However, this paid internship opportunity will not be possible without Summer CTE grant funding.

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
Assistant Superintendent – Responsible for supervising the grant program and ensuring all data is reported back to TEA as required.	Minimum of a Bachelor's Degree in Education or a related field. Experience: At least 3 years of experience being a Superintendent and involved in programs such as this, including CTE programming. Existing position.
Campus Principal – Responsible for managing day-to-day activities, overseeing faculty and staff, and assisting in selecting students and programs.	Minimum of a Bachelor's Degree in Education or a related field. Experience: Must have years of experience in managing day-to-day school activities, overseeing faculty and staff, and assisting students in selecting careers.
Counselor/CTE Staff – Responsible for overseeing program staff, aligning curriculum and ensuring performance measures as cited are met.	Minimum of a Bachelor's Degree in counseling/CTE or a related field. Experience overseeing programs, grants, personnel, and budgets. Proposed in grant budget, but this person is a current counselor to be paid through stipend.
Business Liaison - These personnel will be responsible for supporting the internships and other work-based learning opportunities for students.	Ability and knowledge to offer the targeted CTE trainings and/or oversight of work-based activities. Must have at least 4 years of proven knowledge of business and work-based learning programs. Not a paid position.

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?

N/A

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?

Hardin ISD's paid internship work-based learning objective is to provide quality, CTE focused summer jobs/experiences for students in a location where opportunities are limited due to the city's rural and remote nature. The goal of the grant and this focus area is to provide hands-on opportunity for students with an authentic, work-based learning experience that directly aligns with their interests, classroom curriculum, and knowledge base. Through the paid internship program, students will obtain a better understanding of the skills and abilities required to become quality and reliable employees in any industry they choose. This work-based experience will help create a smoother transition for students moving from high school into the workforce in various industries. The purpose of the paid internships is to prepare students in ways that can't be duplicated in the classroom, especially for students focused on fields where hands-on experiences are imperative to learning and developing skills in preparation of joining the workforce after high school.

The following activities and strategies will be implemented to meet the goals and objectives set forth in this work-based learning internship program.

1. Provide paid internships for up to 16 students who already have attended and completed CTE coursework at Hardin.
2. Provide students with employment experiences at the school and in area businesses they wouldn't necessarily have the opportunity to experience.
3. Provide job experiences in businesses that are related to business knowledge, building maintenance, basic construction, retail sales, customer service, warehouse operations, restaurant operations, and technology, among others.
4. Meet the needs of 11th and 12th grade students who request quality employment opportunities, which will have significant district oversight and align with student needs.
5. Provide students the opportunity to understand their skillsets, interests, and create and build a portfolio to help them in their future employment or college pursuits.

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.

N/A

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.

To ensure the program provides positive outcomes for the students, a comprehensive set of performance measures will be implemented. These measures will include:

1. Tracking the number and demographics of students participating in the program.
2. Recording the total and average hours worked by each student.
3. Monitoring student performance using an internship rubric.
4. Weekly production reports, which will be developed jointly between program leaders and business partner liaisons, to provide further insight into student progress.
5. Creating and maintaining a list of business and industry partners, along with any agreements involved in the program.
6. Assessing the overall quality of student work and efforts to recognize the skills acquired by them.

All measures will be aligned with student outcomes and consistent with the program's objective of providing paid internships and quality work-based learning experiences. We will use various tools to evaluate data related to program and student performance. These tools include student intake forms, surveys, performance reports from the businesses hosting the internships, questionnaires from both students and business personnel, progress reports for participating students, attendance sheets, and meetings or on-site visits between program staff and business liaisons.

To ensure the program's effectiveness, a thorough process will be implemented. Before the program begins, staff will develop individualized plans for each student, outlining their goals and objectives for the internship. Throughout the program, regular communication will be maintained with business liaisons to monitor student attendance, participation, and the quality of their work-based activities. Site visits will also be conducted to ensure that students are following their individual plans. As a final assessment, students will present their portfolio showcasing their work and accomplishments to a panel of district stakeholders. This presentation will provide valuable feedback and help determine the overall effectiveness of the program.

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.

N/A

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 counselors and administration at Hardin ISD recently held a meeting to develop a budget for this Summer CTE grant application that would address the needs, objectives, and goals for student development and success in a paid internship work-based learning opportunity. The administration outlined the various costs of staffing, supplies, curriculum, equipment, transportation, and equipment that would be required to achieve the goals, based on the number of students expected to participate in the paid internships. If granted, the district will use the funds to impact areas in line with this grant and its purpose. The district will provide students with access to classrooms, materials, software, and technology as needed for their internships. The administration and school staff will focus on Project-Based Learning and the creation of student portfolios and presentations that can be developed during their internship work. The district doesn't have sufficient funds to offer a paid internship program such as this without the Summer CTE funding.

The budget includes a pay of \$12 per hour for 16 students for 6 weeks, 4 days per week, for 8 hours per day, totaling \$36,864. The payroll total of \$3,000 will provide the director a stipend to oversee the program (benefits - \$510). Supplies and materials will cost \$6,080, which includes Chromebooks for all 16 students to work on career inventories, career surveys, create portfolios and complete project-based learning activities during their internship program. Contracted services will cost \$1,440, which includes College-Career Plus for 16 students at \$90 per license/year. Students will use Chromebooks to complete career projects (surveys and inventories, etc.) on this online platform. Indirect total is \$2,106.

If any changes or adjustments are required, the district administration will meet with program leaders to discuss what changes will ensure program success. Any modifications will follow the proper TEA procedures, including amendments to the application (if needed). If additional guidance is required, the district will contact TEA for assistance. If the modifications significantly impact program operation, the district will communicate with students, staff, and parents.

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.)

N/A

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.)

Hardin ISD is a rural district with relatively limited employment opportunities. However, the district's administration and Career and Technical Education (CTE) staff are determined to provide a range of work-based, real-world experiences to their students. The principal and other Hardin ISD leaders have acknowledged that such experiences are crucial for the success of students after graduation, particularly in gaining an understanding of the importance of soft skills. Work-Based Learning (WBL) programs, such as a paid internship as proposed here, are an effective way for students to gain experience, opportunities, and qualifications to pursue a meaningful career after high school.

Hardin ISD leadership recognizes several needs related to providing quality WBL opportunities, including:

- 1. Providing grant-funded paid internships - Most businesses within the Hardin city limits are relatively small and do not have the capacity to pay for student internships, let alone more than one. This grant funding, a significant portion of which will be used to pay students, will help local businesses like Maci Feed & Supply and Simply Country Cafe, overcome that barrier to pay students a decent wage while providing them with a unique and valuable work-based experiences.
- 2. Providing work-based, real-world experiences - Every spring, sophomores and juniors at Hardin ISD ask administrators about quality employment opportunities in the area. In recent years, it has been difficult to find local employers who have the ability to take on students because of time and because of fiscal limitations. However, with this grant funding and program, the district will be able to offer paid internships that will help students develop skills they can use to transition directly into the workforce or as building blocks toward post-secondary education. In addition, these paid internships will impact the local businesses in this small town and build a potential employment base for the future.

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.

N/A

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.

Hardin Independent School District and its high school are seeking grant funds to implement a Summer CTE grant funded paid internship program that follows the guidelines for this TEA opportunity. The paid internship program for up to 16 students in grades 11 and 12 will operate for 6 weeks, Monday through Thursday from 7 a.m. to 4 p.m.

As part of the program, students will participate in paid internships, working in various facets and areas, using a work-based experience model. Among the partners to include, but not limit to (based on students interest):

- 1. Hardin ISD - maintenance department, basic construction, business experience, computer repair, and other hands-on real world experiences.
- 2. Simply Country Cafe - culinary arts, customer service, restaurant experience, business experience.
- 3. Maci Feed & Supply - business/office/professional experiences, stocking, customer service, cashier experience.

Through collaboration and input from these listed partners and potentially others, this program will offer students real world experience by working alongside professional and skilled business people. The district CTE director will be responsible for ensuring alignment with the work-based learning experiences and the student's knowledge and skill level. These internships will involve students learning both soft and hard skills to help them understand what it is like to have a professional job in an industry they are studying. These 16 students will learn valuable skills to make them more marketable for the workforce. Students are expected to strengthen skills such as communication, enthusiasm, attitude, teamwork, networking, problem-solving, critical thinking, and professionalism.

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