



**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**.

Application stamp-in date and time

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, January 29, 2024**.

Grant period from **March 20, 2024-September 30, 2024**

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

**Required Attachments**

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

See the Program Guidelines for for additional attachment information.

**Select Focus Area (Applicants May Select One or Both Focus Areas)**

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

**Amendment Number**

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds): [Redacted]

**Applicant Information**

Organization **La Villa Independent School District** CDN **108914** ESC **1** UEI **023571698**

Address **500 E. 9th Street** City **La Villa** ZIP **78562** Vendor ID **1746011562**

Primary Contact **Veronica Alejandro** Email **veronica.alejandro@lavillaisd.org** Phone **956-262-4755**

Secondary Contact **Ida Prado** Email **ida.prado@lavillaisd.org** Phone **956-262-4755**

**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 **Robert Munoz** Title **Superintendent**

Email **robert.munoz@lavillaisd.org** Phone **956-262-4755**

Signature  Date **2/1/2024**

**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.

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.

La Villa ISD is eager to leverage grant funds to introduce an innovative summer program, a collaborative effort with a neighboring school district, Lyford CISD. This initiative is designed to encompass work-based learning through paid student internships and the incorporation of the Project-Based Research course. Our overarching mission is to create equitable opportunities, ensuring our students are well-prepared for success in higher education, career pursuits, military service, and the dynamic global workforce of tomorrow.

Recognizing the unique needs of our predominantly economically disadvantaged students, many of whom have spent most of their lives in our rural town, the imperative is clear. To empower these individuals, we aim to offer enriching work-based learning experiences that broaden their perspectives on potential career pathways. The proposed summer program aligns seamlessly with our district's objectives, aiming to provide invaluable work experiences to students while exposing them to high-wage, high-demand industries prevalent in our region. Specifically, the program will facilitate paid internships for 30 students, distributed evenly between two cohorts: a law enforcement cohort (15 students) and a health science cohort (15 students). This initiative dovetails seamlessly with La Villa ISD's CTE programs in Law Enforcement (Law and Public Safety) and Health Science (Healthcare Therapeutic). Given our proximity to significant institutions such as a large prison, the US-Mexico borders, and major healthcare employers, these CTE programs provide robust, high-wage, in-demand career pathways.

The summer internship program will span five weeks, requiring 80 hours of dedicated work from participating students. The immersive experience will see students collaborate virtually, honing essential teamwork skills while producing accurate, factual, and pertinent health and safety materials for La Villa and Lyford communities. The Law Enforcement cohort will research and develop evacuation plans for sporting events and create accident response plans for school buses. Students will engage in individual research on pertinent healthcare and law enforcement issues, culminating in a comprehensive research paper. The findings will be presented to district leadership at the program's conclusion, showcasing the depth of knowledge and skills acquired during this transformative experience.

This grant serves as a catalyst for bridging the gap between classroom learning and real-world applications, equipping our students with the tools and experiences necessary to thrive in high-demand industries. La Villa ISD is excited about the potential impact of this program on our students' futures and the broader transformation of our community.

**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
N/A	
N/A	
N/A	
N/A	
N/A	

**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
Individual TBD, will teach Project-Based Research and lead the Health Science interns (existing position)	Teacher at La Villa ISD with credentials to teach CTE courses and experience teaching health science content; knowledge of employability skills in healthcare industry
Individual TBD, teacher, will teach Project-Based Research and lead the Law Enforcement interns (existing position)	Teacher at La Villa ISD with credentials to teach CTE courses and experience teaching law enforcement content; knowledge of employability skills in law enforcement industry
Veronica Alejandro, ISD, will serve as grant manager and facilitator (existing position)	Staff member at La Villa ISD with knowledge of instructional practices, ability to collaborate with multiple stakeholders, and experience managing grant activities/funds
Amalia Munoz, La Villa ISD, will lead business operations related to grant expenditures (existing position)	Staff member at La Villa ISD with knowledge of business office procedures, grant expenditures, and TEA grant compliance
CareerCraft, External Consultant, will assist with internship design and program evaluation (grant funded)	Experience designing work-based learning; experience conducting data analysis for program evaluation

**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?

La Villa ISD is dedicated to fostering innovative and engaging career preparation and exploration opportunities for our students. Aligned with our mission to create equitable pathways for academic and professional success, our collaboration with a partner school district, Lyford CISD, aims to launch a transformative Summer Internship Program. This program not only provides exposure to career opportunities but also integrates the enriching Project-Based Research course (PEIMS Service ID # 127015000), enhancing students' academic and practical skill sets.

Our primary objectives for this initiative are clear: By September 2024, we aim to have 30 students from La Villa ISD and Lyford CISD successfully complete the Summer Internship Program, accumulating a total of 80 hours. Their participation will contribute to the development of health and safety resources tailored for our community. Furthermore, we aspire for a 100% completion rate in the Project-Based Research course, accompanied by the successful submission of research papers and the delivery of final, formal research presentations.

To meet these ambitious goals, a strategic framework has been established. Recognizing the importance of effective teaching in Project-Based Research and internship leadership, we are providing design support through an external contractor with a proven track record in designing impactful internships for high school students. Our enrollment strategy focuses on incoming 11th and 12th-grade students who have previously completed at least two CTE courses within the related programs of study. Emphasizing commitment, we will initiate recruitment and enrollment as soon as the grant award is announced, allowing students ample time to adjust their summer plans.

Ensuring the success of each participating student is paramount. To this end, we will implement individualized mentoring and coaching, providing personalized support to address unique needs and challenges. Additionally, we will craft Internship Training Plans tailored to monitor the progress and growth of each student throughout the internship and research project.

In summary, La Villa ISD's commitment to student excellence and career readiness is evident in the comprehensive and strategic approach taken in designing and implementing the Summer Internship Program.

**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.

La Villa ISD's Summer Internship Program is designed with a strong focus on student outcomes, utilizing a comprehensive set of performance measures aligned with the program's objectives. To assess the impact of the program, demographic data of enrolled, participating, and completing students will be collected, including grade level, race/ethnicity, economically disadvantaged status, and special education needs.

Reporting to TEA will encompass key metrics, including a list of business/industry partners, total and average hours worked, total and average hourly earnings, training plans, partnership agreements, and recognition of skills/growth for each student. All relevant data will be included in the specified PEIMS submission reporting period, with additional artifacts and data kept locally for prompt reporting upon request.

Utilizing TSDS PEIMS data, we aim to provide analytical insights for district leadership and school boards. The program's success will be measured by ensuring that all 30 participating students receive course credit for Project-Based Research and complete the 80-hour paid internship by September 2024. For students requiring extra support, coaching and mentoring sessions will be provided, with collected data informing ongoing evaluations of student needs and interventions.

Formative assessments, coupled with an Internship Training Plan, will gauge student competency and growth in technical and employability skills. These assessments will guide instruction, identify intervention needs, and evaluate TEKS mastery for course credit. Student grades will reflect their completion of internship projects, which involve developing materials, products, and/or educational videos on law enforcement and healthcare-related issues and practices within our school campuses.

In addition to quantitative data, we recognize the importance of qualitative insights. Feedback from internship supervisors will be sought and analyzed, shedding light on our students' behavior and performance during the internship. This combined qualitative and quantitative approach ensures a holistic understanding of whether our goals, learning objectives, and student outcomes were successfully met.

**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.

Grant funding is crucial for implementing the Summer Internship Program, aligning with La Villa ISD's and Lyford CISD' s overarching goals of preparing students for college, career, or the military. Targeting incoming 11th and 12th-grade students with CTE backgrounds or strong interest in Law Enforcement and Healthcare Therapeutic programs, this five-week program will accommodate 30 students, combining an 80-hour internship with the Project-Based Research course. The grant enables us to overcome financial constraints and generate community buy-in, opening avenues for more innovative opportunities. Without summer grant funding, providing internships in our rural district would be challenging. The program's success will yield valuable data and outcomes, serving as a compelling case for future funding requests to school boards and communities. To deliver the program effectively, grant funds will cover the extra duty pay of a health science teacher and a law enforcement instructor, both responsible for teaching Project-Based Research and leading the internship. A grant manager will assist with program coordination. CareerCraft, our external contractor, will receive funds for internship design and program evaluation, including the development of Internship Training Plans to measure outcomes. Student interns will receive a stipend of \$880 (averaging \$11/hour for 80 hours), promoting financial inclusion. Funds will also cover the procurement of small misc. supplies and materials, internship t-shirts, fostering a sense of identity and cohesion among participants. A portion of the budget is allocated for indirect costs incurred by the school district. Local funds will be utilized for transportation, facilitating student participation. This comprehensive budget ensures that each aspect of the program, from staffing and supplies to contracts and travel, is meticulously accounted for. Additionally, funds are strategically allocated to amplify the impact of the program on our CTE opportunities, such as nursing science and law enforcement programs, ultimately boosting student interest and engagement in career readiness. The proposed budget not only meets the immediate needs of the Summer Internship Program but also positions La Villa ISD to catalyze long-term benefits, enhancing the overall landscape of career and technical education within our district.

**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.)

La Villa ISD and Lyford CISD, nestled in the rural Rio Grande Valley of south Texas, grapple with unique challenges hindering the provision of work-based learning opportunities. Our small size, remote location, and the distinct socioeconomic composition of our student body—over 91% economically disadvantaged and 99% Hispanic—contribute to these hurdles.

Specifically, our needs encompass the scarcity of enriching summer experiences, the desire to expand opportunities beyond academic intervention in current summer school programs, transportation challenges for economically disadvantaged students, scheduling conflicts, and constraints related to teacher availability. This grant program is instrumental in addressing these challenges, providing a crucial solution by offering an innovative summer learning experience tailored for students exploring career opportunities in law enforcement and healthcare. The summer setting serves to overcome constraints such as student schedules, master scheduling intricacies, and limited teacher availability during the regular school year.

Transportation barriers for economically disadvantaged students are effectively mitigated by the daytime schedule of the summer program. Additionally, the staffing limitations in our CTE programs are overcome, allowing us to offer essential work-based learning experiences. The grant program, by facilitating teacher involvement and program leadership during the summer, fills a crucial void in overcoming the challenges associated with teacher availability. In conclusion, this Needs Assessment Summary outlines the multifaceted challenges faced by La Villa ISD and Lyford CISD and emphasizes the transformative impact of the grant program in providing our students with enriching opportunities essential for their future success.



**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.

La Villa ISD will utilize grant funds to implement a dynamic work-based learning model, combining student paid internships with the instructional framework of the Project-Based Research course. Open to 30 students, with a focus on incoming 11th and 12th graders, the program will span 5 weeks during the summer, offering an 80-hour internship experience (hosted by La Villa ISD, our business/industry partner, and supported by local employers). Anchored in Project-Based Research, the Summer Internship Program will provide course credit, with two distinct cohorts: 15 students for the healthcare internship and 15 for the law enforcement internship. Over the program duration, students will engage in research, produce comprehensive papers, and deliver formal presentations to district leadership. In conjunction with TEKS requirements, students will be employed as interns, with La Villa ISD acting as the internship provider and employer of record.

Aligned with our CTE programs in Law Enforcement and Healthcare, this internship aims to foster critical thinking and collaboration skills as students develop resources and educational videos pertinent to healthcare and law enforcement practices on La Villa ISD campuses. These tangible products, to be distributed to the community, will serve as a bridge between classroom learning and real-world applications, enhancing students' understanding of high-demand career opportunities in our region. The ultimate goal is to expose students to lucrative career paths, aligning with the high-wage occupations targeted in our region. By immersing students in these experiences, we anticipate enhanced comprehension of CTE course content and increased awareness of diverse career possibilities, empowering them to make informed decisions about their futures. This comprehensive approach ensures that the Summer Internship Program not only provides valuable experiential learning but also aligns seamlessly with La Villa ISD's broader educational and career goals.

**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**

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