



2023-2024 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, February 12, 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.

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, February 12, 2024.**

Grant period from **April 3, 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): **N/A**

Applicant Information

Organization **Evant ISD** CDN **050901** ESC **12** UEI **N/A**

Address **339 Memory Lane** City **Evant** ZIP **76525** Vendor ID **1746000826**

Primary Contact **Jennifer Ingram** Email **jingram@evantisd.org** Phone **254-471-5536**

Secondary Contact **Shana Wooton** Email **swooton@evantisd.org** Phone **254-471-5536**

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 **Jennifer Ingram** Title **Superintendent**

Email **jingram@evantisd.org** Phone **254-471-5536**

Signature  Date **02/09/2024**

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.

OVERVIEW OF THE PROGRAM: EVANT ISD is seeking grant funds to implement a CTE summer bridge programming for incoming 8th and 9th graders. The program will familiarize our students with a high-demand program of study Agricultural Engineering in the AFNR career cluster and Business Management in the BMF career cluster. The summer bridge program will target 20 students. The students will learn about the CTE program of study, tour industry partners, explore career opportunities and have exposure to networking best practices.

OVERALL MISSION AND NEEDS: EVANT ISD has defined its mission statements as follows "It is our mission to ensure success through CTE offerings and provide our community of students a pathway to success!"

The district has identified that this program would not only meet its current and overall mission statement but can even meet and assist with some of our current district demographic needs:

- 66% of the student population is Economically Disadvantaged (ED);
- 44.5% of the student enrollment is a minority (Hispanic & African American)
- 32% of students enroll in IHE after high school compared to the state of 52.6% 2020-2021 TAPR.

ADDRESSING NEEDS: EVANT ISD understands that it is crucial we address these needs. Therefore we will implement Focus Area 1 successfully and according to the guidelines. With Focus Area 1, EVANT ISD students will gain relevant experience, expand their network for future opportunities and will ensure the opportunity to expedite relevant certifications.

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.

[Empty text box for Focus Area 2 summary]

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
CTE Summer Bridge Instructor - Provide Summer Bridge CTE courses, as well as, oversight and data collection. Existing Position	Minimum of a Bachelors Degree; Experience: At least 4 years of prior experience and knowledge in programs of study being taught.
Campus Counselor - Teach, support, and communicate the opportunities to participate in the bridge programs. Existing Position	Minimum of a Bachelor's Degree in Education or a related field. Experience: Must have 2 years of experience in assisting students in selecting careers.
Summer Bridge Consultant - Oversee the Summer Bridge program and ensure the curriculum and courses offered are essential. Proposed Position	Minimum of a Master's Degree in Education or a related field. Experience: Must have 4 years of experience working on implementing CTE programs.
Superintendent - Responsible for supervising the grant program and ensuring all data is reported back to TEA as required. Existing Position	Minimum of a Master's Degree in Education or a related field; and Superintendent Certification. Experience: At least 4 years of experience being a Superintendent.

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?

FOCUS AREA 1: Major Goals/Objectives of The Proposed Program: EVANT ISD's Focus Area 1 objective is to offer 20 of our students a Summer Bridge Program within the Agricultural Engineering & Business Management Pathways. This objective aligns with the grant program's goal and the district's overall mission of preparing students for college, career, and workforce readiness.

- ACTIVITIES/STRATEGIES: EVANT ISD will implement the following activities as part of the Bridge Program:
- Provide a tour of the campus to help ensure they are confident on their first day of school.
 - Provide a student orientation of the CTE program of study and summer bridge goals and objectives.
 - Provide 8 learning modules that focus on the respective program of study (either agriculture or business)
 - Provide 2 learning modules that focus on career preparation around elevator speeches and networking with industry partners.
 - Provide a tour of an industry partner facility.
 - Introduce students to all key leadership team members including the campus counselor.

The district can effectively implement the Focus Area 1 Program with the above activities and strategies.

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?

[Empty response box for Focus Area 2]

Performance and Evaluation Measures (Focus Area 1)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

FOCUS AREA 1 PERFORMANCE MEASURES: EVANT ISD determined its performance and evaluation measures based on the guidelines to ensure the program performs well. Therefore, the following metrics will be measured:

1. Student Diversity: Student information to determine the demographics of the students served.
2. Number Served: Number of students enrolled in the summer program.
3. Program Completion: Number of students completing the summer program.
4. All data reported to fall PEIMS Collection as an Extended Year Submission

TOOLS USED TO MEASURE PERFORMANCE AND TO ENSURE EFFECTIVENESS: EVANT ISD will utilize the following means/tools to measure performance and ensure the program's effectiveness: Student/Stakeholder Surveys, Texas Academic Performance Report Data, Attendance Records, Sign-in Sheets, and student artifacts. Future indicators of success will be based on the number of students interested and a review of increased enrollment numbers in CTE classes.

PROCESSES USED TO ENSURE EFFECTIVENESS OF GOALS/OBJECTIVES: EVANT ISD will utilize the data collected to determine whether the students in this program are meeting the goals/objectives and determine how effective the strategies for student success are. The process for data collection includes the following:

- Analyzing participation after each week of programming;
- Reviewing Attendance Records Daily;
- Administering the surveys pre-and post-program completion;
- and Collecting student artifacts.

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.

EVANT ISD drafted the following budget based on the needs and goals of the program, including STAFFING, SUPPLIES AND MATERIALS, CONTRACTS, and TRAVEL. EVANT ISD's proposed budget is as follows: 1) Extra Duty Pay for Professional Staff and Support Staff to provide a Summer Bridge Program (Focus Area 1 - \$4,360) 2) Funds have been allocated to cover the cost for bus drivers to transport students to and from the partnering IHE that will provide facilities for the CTE coursework. (Focus Area 1 - \$640) 3) Professional development will be provided for CTE teachers to assist them in integrating academics into the career and technical education skills. (Focus Area 1 - \$10,000) 4) Pay for a Project Consultant (Focus Area 1 - \$25,000) 7) Supplies and materials necessary for the delivery of the program to include but are not limited to: computers for the CTE courses, notebooks, notepads, binders, etc. (Focus Area 1 - \$10,000)

HIGH-LEVEL SNAPSHOT: EVANT ISD is partner with professional services organization to provide the summer bridge program at Evant ISD. In addition the district is providing CTE programs alignment of course offerings, industry partner agreements and professional organizations affiliations.

ADJUSTMENTS TO MEET FUTURE NEEDS: EVANT ISD will always be on the lookout for additional grant funds, business donations, consideration from the board for continued services, and aligning current funding streams to grant goals.

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.

[Empty text box for Focus Area 2 narrative]

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: EVANT ISD has a high percentage minority population (Hispanic and African American), and a very high percentage of our students are classified as economically disadvantaged/ Title 1. These factors, alongside current poverty rates and 63.8% of students being economically disadvantaged. EVANT ISD has determined that the limited transportation provided by parents beyond the regular school hours is due to this factor. Additionally, only a quarter of the district's teachers have a Master's Degree, which is lower than the state's average. This means there are only a few teachers that can teach the required coursework – due to not having this degree and needed certification (s). Therefore, these factors are major contributing forces that hinder course completion within the program (s) of study.

ADDRESSING NEEDS: EVANT ISD will address the needs listed above, the district has created a detailed/specific grant budget that will provide the funding needed to support students to and from the school by aligning the timing of Summer Bridge with current schedule openings to not increase the number of days partner transportation is increased. Additionally, funds will be allocated to cover costs associated with paying qualified teachers to instruct courses during the Summer. By doing so, our students will be on a path to postsecondary education and a high-paying job, to address the needs of the district.

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.)

[Empty response box for Focus Area 2]

Program Requirements, cont'd.

2. Focus Area 1: Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-programs-of-study> for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

PROGRAM(S) OF STUDY AND THE CTE COURSE(S) THAT WILL BE OFFERED: EVANT ISD will offer CTE courses in the Agricultural Engineering Program of Study (POS) and the Business Management Program of Study. According to data provided by Texas Career Check, these POS are presently in high demand in the state with occupations. Summer Bridge will be offered to students for 4 hours per day, 4 days a week, in a minimum of two pathways (Total 32 Hours).

NUMBER OF STUDENTS WHO BE ENGAGED AND SUPPORTED: For this Agricultural Engineering POS, the district is anticipating having 10 students participate in the coursework. For this Business Management POS, the district is anticipating having 10 students participate in the coursework. Total of 20 students participating.

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.

[Empty response box for Focus Area 2]

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section

Reason for Amendment