



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

NOGA ID

Authorizing legislation

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

Pre-award costs permitted from

**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.

The program to be implemented will be a CTE summer bridge program to prepare current 8th grade students to be successful in the Arts, Audio/Video Technology, and Communications Career Cluster with a summer session which will include the Animation I course (service ID: 13008300). The course will help prepare students for the higher level Graphic Design and Multimedia arts pathway courses they will take during the following school years. This course will be open to all students who are transitioning from 8th grade to 9th grade during summer 2024 (approximately 90 students).

**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.

The program to be implemented with Focus Area 2 monies is a partnership with Dallas Zoo in which the students design and create functional products for animal living spaces. The products' designs should intend to encourage play and engagement from the animals. Students will undergo a series of critique and feedback in order to design the most effective products. Highlighting the mission of the summer program to teach beautiful & functional engineering design and the feedback loop to students, the items will need to be both functional and beautiful as they are intended for animal habitats in an already branded environment, the Dallas Zoo. This objective will be met inside the Introduction to Engineering Design Course (service ID: N1303742). The course will have 35 seats available. Interested applicants will need to create a prototype design to be submitted to the course teachers before the end of the 23-24sy and judged with a rubric.

**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
Ms. Mileeya Walker Current Graphic Design/Video Game Design Teacher	Experience as a graphic design teacher and Video Game Design teacher using Unity software and adobe products
Mrs. Jeri Fry Current Principles of Arts,A/V, Technology, and Communications teacher	Experience as a Principles of Arts,A/V, Technology, and Communications teacher
Mr. Ryan Williamson	Existing instructional support to design and support CTE courses
Mrs. Schretta Stewart-Mays	Campus Administrator

**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
Mr. Kelly Heathman Current Practicum in STEM Teacher	Experience as a STEM teacher using design thinking to solve complex problems
Mrs. Elizabeth Podany	Current Director of Innovation & Design at Village Tech Schools
Mr. Ryan Williamson	Existing instructional support to design and support CTE courses
Mrs. Schretta Stewart-Mays	Campus Administrator

**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?

The major goals and objectives for the program would be to give students a head start in the graphic design and multimedia pathway of study as they enter high school. Students would be able to advance their skills in Adobe products and be one step closer to earning an associated IBC during their high school career. Students will be able to demonstrate their skills to each other, their families, and the staff who will be working during the summer course for feedback and refinement.

**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?

The major goals and objectives for the program would be work based learning. The students will be interning with the Dallas Zoo and utilizing school facilities and equipment to ideate, prototype, and create functional products for animals in zoo habitats to engage in play with. Students will work collaboratively to receive and give feedback. They will gain experience in 3d printing, laser cutting, welding, carpentry, et al... to provide products for a real world design. Students will work with Dallas Zoo staff during the feedback cycle.

**Performance and Evaluation Measures (Focus Area 1)**

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

Performance and evaluation measures will be consistent with the normal operation of our school. Students will show mastery of the subject by presenting work in a variety of methods not limited to actual animations and prerequisite steps that can be used to display a mastery of the topics. These presentations will be made to other students, families, staff, and community members. The program will be considered successful when all students are able to obtain credit for the course and effectively present their knowledge to others.

**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.

Performance and evaluation measures will be consistent with the normal operation of our school. Students will show mastery of the subject by presenting work in a variety of methods not limited to actual products and prerequisite steps that can be used to display a mastery of engineering and design. These presentations will be made to other students, families, staff, and community members. The program will be considered successful when all students are able to obtain credit for the course and effectively present their knowledge to others.

**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.

The program budget will be designated into two categories. The first item will be to purchase computers capable of running Adobe products and other software needed for the course, \$32,000 will be allocated for this purpose. The remaining \$18,000 will be for stipends for the staff who will teach students the skills and material involved in the course.

**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 program budget breaks down into about \$30,000 in materials 30,000 \$8,000 in transportation, and \$12,000 on teacher and admin stipends.

**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.)

Currently most students only take three courses for four credits to obtain completer status during high school. Students who fail to complete even one course will not obtain completer status and are at significant risk of not completing the sequence within the program of study. Adding additional courses within the program of study will increase the number of students who complete the sequence of courses.

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.)

Currently about 50% of our population is economically challenged and over 65% of our population is minority. Therefore work based opportunities provide relevant, real time feedback shown to be best practices in learning for disadvantaged populations. The budget for transportation is necessary for our school as we do not currently have transportation and neither are we on a public transportation line, effectively eliminating us from outside relevant work without this type of grant. A summer program allows current teachers and staff to participate in this more intensive engineering program than our typical school year allows.



**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.

Arts, Audio/Video Technology, and Communications Career Cluster. The course to be offered will be the Animation I course (service ID: 13008300). This program will be offered to all students transitioning from 8th grade to 9th grade, approximately 90 students. The actual number of students will be determined by those who choose to participate.

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.

We are designing a partnership between Village Tech and the Dallas Zoo to create the program. Open to all VT high school, but only about 35 applicants will be accepted. Those accepted will demonstrate pro-activity and interest through creating a prototype on our engineering equipment and submitting it to the program teachers and staff to be judged. Students will be taught using our expertise in the Stanford model of Design Think and apply their knowledge to create a product of value to the Dallas Zoo.

**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**