



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

NOGA ID

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](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, February 12, 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.

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.

The mission of Pine Tree ISD reads: "The Pine Tree family champions the relentless pursuit of excellence through a compassionate and safe learning environment empowering all students to develop their unique passions and to make a positive impact in a global society."

Focus Area 2 will support the district's goal to provide students with high quality, barrier-free Work-Based Learning Learning experiences for rising juniors and seniors at Pine Tree ISD in the areas of Business, Marketing, and Finance, Transportation & Distribution, Information Technology, Construction, Hospitality/Culinary Arts, Graphic Design and Audio/Video Production, Engineering, Health Science, Robotics/Automation, Teaching and Training, and Manufacturing/Welding.

The LEA will host in-house internships in the areas of business, marketing, finance, automotive/diesel repair, information technology, construction/maintenance/HVAC, graphic design, audio/video production, and teaching and training. External internship providers will provide paid and unpaid internships.

Students will be encouraged to apply for internships that are aligned to their CTE Program of Study.

The grant program will support the LEA address specific challenges related to work-based learning, which include:

- STUDENT PARTICIPATION IN VARIOUS EXTRACURRICULAR ACTIVITIES DURING AND AFTER SCHOOL: Pine Tree ISD believes that extracurricular activities, including CTE, fine arts, UIL, athletics, etc. benefit students as it builds character, work ethic, and essential life skills. These extracurricular commitments often times limit a student's ability to complete internships during the school year. This grant provides students a chance to complete an internship over the summer while many of those extracurricular activities not in session.
- STUDENT PART-TIME/NIGHT JOBS TO SUPPORT SELF/FAMILY: While not in school, several of our students rely on part-time employment that provides opportunities to work on nights and weekends to support themselves and their family. Summer internships still allow students to maintain these part-time jobs while completing their internships during the work-day. The grant also allows the LEA to compensate the student in the form of a stipend for unpaid internships.

**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

**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
CTE Director/Project Manager	Masters Degree Minimum. 3 years experience as a classroom teacher and 1 year experience as an administrator. Position not funded by grant.
Work-Based Learning/Internship Coordinator	3 years classroom teacher experience (CTE experience preferred), experience building and maintaining industry partnerships

**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?

GOAL 1: Students will connect their internship experiences to their academic, career, and postsecondary goals.  
STRATEGY 1.1: Students will meet with the Work-Based Learning Coordinator weekly to review training plan, discuss specific skills, and provide feedback on the internship experience  
STRATEGY 1.2: Students will reflect on their internship experience at the beginning, middle, and end of the program

GOAL 2: 60% of internship placements will be aligned to the student's CTE Program of Study  
STRATEGY 2.1: Participating students will meet with the WBL Coordinator or CTE Director prior to the program beginning to discuss possible internship placements and the student's CTE course completion history.

**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.

Student Participation: Student enrollment and completion of the program; Student participation in an internship aligned to their CTE program of study  
Student Satisfaction: Pre- and Post-Survey completed by students to provide feedback on the internship program  
Business Partner Satisfaction: Business partner completes an end-of-program feedback survey  
Student Performance: Weekly check-ins by the WBL coordinator and 3-week performance reviews conducted by the business mentor  
Student Involvement in Extracurricular Activities: Identify the percentage of student participants that are active in extracurricular activities during the regular school year.

**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.

\*\*\*6100\*\*\*  
 The LEA will use the district's summer compensation plan to estimate extra duty compensation for the WBL Teacher/Coordinator. The district's current compensation plan schedules certified summer school teachers at a daily rate of \$260.40. Fringe benefits is estimated at 15%.

Teacher Extra Duty: Daily Rate (\$260.40) x Days (16) = \$3,344.00  
 Employee Benefits for Teacher Est. 15% = \$626.00

The LEA plans to place 15 students in a work-based learning internship experience and compensate students with a \$1,200.00 stipend upon completion of the program. In-house interns and unpaid external interns will be paid this stipend.

Stipend (\$1,200) x Students (15) = \$18,000  
 Employee Benefits for Students Est 10% = \$1,800

\*\*\*6300\*\*\*  
 The LEA plans to purchase student intern uniforms that will be used to distinguish them as Pine Tree ISD student interns during their internship placement. Additional industry-specific workwear/personal protective equipment will be purchased as needed for interns (ie steel-toed boots, safety glasses, hard hats, etc.)

Supplies and Materials = \$800

**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.)

The grant program will support the LEA address specific challenges related to work-based learning, which include:

- STUDENT PARTICIPATION IN VARIOUS EXTRACURRICULAR ACTIVITIES DURING AND AFTER SCHOOL: Pine Tree ISD believes that extracurricular activities, including CTE, fine arts, UIL, athletics, etc. benefit students as it builds character, work ethic, and essential life skills. These extracurricular committments often times limit a student's ability to complete internships during the school year. This grant provides students a chance to complete an internship over the summer while many of those extracurricular activities not in session.
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**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.

The LEA will host in-house internships in the areas of business, marketing, finance (PTISD Business Office and HR Office), automotive/diesel repair (PTISD Transportation), information technology(PTISD Technology), construction/maintenance/HVAC (PTISD Maintenance and Operations), graphic design, audio/video production (PTISD Communications and Athletics), and teaching and training (PTISD Elementary Summer School).

External internship providers used will be dependent on the student's career/internship interests and meeting qualifications set by the external provider. Student interest will be gauged as soon as the LEA determines the status of it's grant application (late March/Early April). Existing LEA industry partners include, but are not limited to, Eastman Chemical, Peters Chevorlet, HoltCat, Longview Regional Medical Center, Christus Good Sheppard, and Herc Rentals.

Internships/Apprenticeships will be the chosen WBL model used in the LEA's grant program.

The LEA intends to place 15 students in an internship with the support of the CTE Summer Grant.

**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**