



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

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

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.

OVERVIEW OF THE PROGRAM: If awarded the 23-24 Summer CTE Grant under Focus 1, United ISD will implement a 4-week summer program for 60 rising seniors designed to offer a comprehensive learning experience focused on both theoretical knowledge and practical skills relevant to the Health Science Career Cluster. This intensive program integrates classroom instruction with hands-on training and successful completion of industry-based certifications for various healthcare professions including Certified Clinical Medical Assistant, Registered Dental Assistant, Phlebotomy Technician, and Patient Care Technician. Students successfully completing this program will be awarded the Practicum in Health Science credit(13020500).

MISSION: United ISD's Career and Technical Education Department strives to prepare students with the academic knowledge and technical skills needed to be successful in today's competitive global economy. Through both quality career programs of study and partnerships with businesses, industry, and Institutes of Higher Education, students are prepared to seamlessly transition into postsecondary education of the workforce.

SPECIFIC NEEDS OF ORGANIZATION: United ISD's demographics demonstrate the need for grant funding that will provide our students with extensive opportunities in workforce readiness. Our district enrollment consists of approximately 42,000 students of which 76.8% are Economically Disadvantaged. Additionally 40.9% of our population are Emergent Bilingual students and 98.9% are Hispanic. Historically these demographics often are a contributing factor in educational gaps and postsecondary success. Grant funding would aim to bridge gaps and ensure equitable opportunities for the students in our district.

ADDRESSING NEEDS: In order to address the needs and bridge the gap of our student population, United ISD would implement Focus 1 to deliver quality instruction resulting in obtaining an IBC that has been identified as in-demand within our community. Grant outcomes will place our students in a path towards postsecondary success and high-paying jobs. In addition, this summer program will assist United ISD in addressing the economic, career, and post-secondary readiness needs identified within the district.

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.

OVERVIEW OF THE PROGRAM: If awarded the 2023-2024 Summer Grant under Focus 2, United ISD will target a total of 60 students to participate in a 4-week long paid Work-Based Learning Program. The selected student will receive instruction under Focus 1 and then proceed with job placement directly related to the knowledge and skills learned. Students will be assigned to locations with our community partners. The summer work-based learning program will afford the students real-world experiences aligned to the Health Science area of focus and industry based certification they are pursuing. (CCMA/RDA/ Phlebotomy and PCT)

MISSION: United ISD's Career and Technical Education Department strives to prepare students with the academic knowledge and technical skills needed to be successful in today's competitive global economy. Through both quality career programs of study and partnerships with businesses, industry, and Institutes of Higher Education, students are prepared to seamlessly transition into postsecondary education of the workforce.

SPECIFIC NEEDS OF ORGANIZATION: United ISD's demographics demonstrate the need for grant funding that will provide our students with extensive opportunities in workforce readiness. Our district enrollment consists of approximately 42,000 students of which 76.8% are Economically Disadvantaged. Additionally 40.9% of our population are Emergent Bilingual students and 98.9% are Hispanic. Historically these demographics often are a contributing factor in educational gaps and postsecondary success. Grant funding would aim to bridge gaps and ensure equitable opportunities for the students in our district.

ADDRESSING NEEDS: In order to address the needs and bridge the gap of our student population, United ISD would implement Focus 2 by affording the students the opportunity to practice the skills necessary in the industry based certification they are seeking as well as help them attain employability skills. Grant outcomes will place our students in a clear path towards postsecondary success and high-paying jobs. In addition, this summer program will assist United ISD in addressing the economic, career, and post-secondary readiness needs identified within the district and 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
DIRECTOR OF CTE: (Existing Position) - Management and Planning of all Grant-related services.	Qualifications: Master's Degree/9 years experience in CTE/Grant management background
CTE Coordinator: (Existing Position)- Assist in managing and planning of all Grant-related services.	Qualifications: Master's Degree/5 years experience in CTE/Grant management background
Health Science CTE Teachers: (Existing Positions)- Deliver instruction and train students in industry based certifications	Qualifications: TEA requirements for Health Science Teachers/experience in industry based certification being taught during Summer Program.
Summer School Principal: (Existing Position) Monitor daily operations at the campus during Summer Grant Program	Qualifications: Master's Degree/knowledge and experience in monitoring and managing day to day high school operations.

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
DIRECTOR OF CTE: (Existing Position) - Management and Planning of all Grant-related services.	Qualifications: Master's Degree/9 years experience in CTE/Grant management background
CTE Coordinator: (Existing Position)- Assist in managing and planning of all Grant-related services.	Qualifications: Master's Degree/5 years experience in CTE/Grant management background
CTE Teacher: (Existing Position)- Responsible for training plans/monitoring of students at work-based learning sites	Qualifications: TEA requirements for teaching assignment/prior experience in Work Based Learning, and successful completion of the Certificate of Continuing Professional Education in Work Based Learning
BUSINESS PARTNERS: (Existing) Provide students with work- based learning experiences.	Qualifications: Have an affiliation agreement with the district and prior work-based learning partnership 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 1 GOALS/OBJECTIVES:
 The goal of the high school health science summer program is to prepare 60 students for successful careers in the healthcare industry by equipping them with essential knowledge, skills, and certifications including Certified Clinical Medical Assistant, Registered Dental Assistant, Phlebotomy Technician, and Patient Care Technician.

OBJECTIVE include: -Provide comprehensive instruction in health science topics, including anatomy, physiology, and medical terminology, to lay a solid foundation for students -Offer hands-on training in clinical skills such as vital signs measurement, patient care techniques, and medical procedures necessary for roles such as Certified Clinical Medical Assistant, Phlebotomy Technician, and Registered Dental Assistant. -Facilitate opportunities for students to earn industry-recognized certifications, including Certified Clinical Medical Assistant, Phlebotomy Technician, and Registered Dental Assistant, certifications, to enhance their employability and credentials. -Expose students to various healthcare professions and pathways to help them make informed career choices.-Develop essential skills such as communication, teamwork, professionalism, and technical proficiency required for success in healthcare careers. -Foster a commitment to lifelong learning and professional development to ensure students remain competitive and adaptable in the ever-evolving healthcare industry.

STRATEGIES: CTE Health Science Teachers will deliver quality instruction and hands on experiences during the four week program. Students will be engaged in theoretical learning as well as practical skills aligned to the curriculum and requirements of the industry based certification they are training students in their classroom.

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?

FOCUS 2 GOALS/OBJECTIVES:
 Our district goal for Focus 2 is to offer the 60 students that participated in Focus 1 the opportunity for a paid work-based learning experience that is aligned to the knowledge and skills of the industry based certification they are seeking. Students will be placed in different areas across the healthcare community that will afford them the opportunity for real world hands on experiences.

ACTIVITIES/STRATEGIES:
 United ISD will be working with industry partners to have paid work-based learning placements for the 60 selected students. Students will be receiving instruction in the morning and will proceed with a site placement in the afternoon. United ISD will hire two teachers that will be responsible for the monitoring of students as well as ensuring training plans/affiliation agreements are in place. The skills learned during this four week period earned through the health science summer program, include taking vital signs, patient intake, EKGs, drawing blood samples, and dental cleanings, which will significantly benefit students during their work-based learning placements. By receiving instruction in these skills in the morning and then applying them in real-world settings during their site placements in the afternoon, students will gain valuable hands-on experience. This practical experience will not only reinforce their classroom learning but also enhance their proficiency and confidence in performing healthcare tasks. Additionally, by working alongside industry professionals and engaging in paid work-based learning placements, students will have the opportunity to further develop their skills, build professional networks, and gain insights into the day-to-day responsibilities of healthcare professionals. This experiential learning approach will better prepare students for future careers in healthcare and increase their employability upon completion of the 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.

FOCUS AREA 1 PERFORMANCE MEASURES:
 Guidelines to monitor/evaluate performance measures are gathered from the TEA guidelines provided:
 1. Number of students served: United ISD's goal is to service 15 students per high school for a total of 60 students.
 2. Successful completion of Summer Program.
 2. Successful completion of Practicum in Health Science course.(13020500) Collection of Data related to PEIMS.
 3. Successful completion of Industry Based Certification.(Certified Clinical Medical Assistant/Phlebotomy Technician/Patient Care Technician/Registered Dental Assistant)

TOOLS USED TO MEASURE PERFORMANCE AND EFFECTIVENESS:
 The following tools will be used to measure performance:
 1. Attendance Records
 2. PEIMS Data
 3. Industry Based Certification results
 4. Course Grades

PROCESSES USED TO ENSURE EFFECTIVENESS OF GOALS/OBJECTIVES:
 United ISD will monitor student participation and effectiveness by collecting various forms of data. Process for data collection will be monitoring grades, student attendance, participation, successful completion of course and IBC's. CTE Department will monitor continuously throughout the program and evaluate the success rate at the end of the summer program.

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.

FOCUS AREA 2 PERFORMANCE MEASURES:
 In accordance with TEA guidelines, the following will be measured for performance:
 1. Number of students served
 2. Number of hours completed per student
 3. Compliance of required paperwork
 4. Success of partnerships

TOOLS USED TO MEASURE PERFORMANCE AND EFFECTIVENESS:
 1. Sign-in sheets
 2. Teacher feedback
 3. Business partner feedback
 4. Student survey
 5. Affiliation Agreement
 6. Training Plans

PROCESSES USED TO ENSURE EFFECTIVENESS OF GOALS/OBJECTIVES:
 United ISD will monitor student participation and effectiveness by collecting various forms of data. Process for data collection will be continuous monitoring at job sites, student attendance, participation, successful completion of program and pre/post program surveys. CTE Department will monitor continuously throughout the program and evaluate the success rate at the end of the summer 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.

The proposed budget will meet the needs and goals of the summer program by providing all the necessary tools and resources for the selected students. Focus 1 budget includes Health Science teachers delivering instruction and supplies/materials and funds including direct and indirect costs.

Supplies and Matierials (Focus 1 - \$9,670) include curriculum matierials, scrubs for participating students and other supplies for teachers to have hands on learning activities for the skills being attained.

Professional and Contracted Services (Focus 1 - \$8,100) includes the costs of the various Industry Based Certifications that will be offered in our CTE Summer Program. (CCMA, PCT, Phlebotomy, RDA)

Payroll (Focus 1- \$8,517) includes the hiring of four Health Science teachers that will be delivering the instruction. Teachers will be paid 4 hours a day for a duration of 16 days. Teachers will also be provided with five hours of staff development/preparation time.

HIGH LEVEL SNAPSHOT OF FUNDS CURRENTLY ALLOCATED TO SIMILAR PROGRAMS: United ISD currently does not have other similar summer programs being offered however other district funds will be used to cover the cost of transportation (Summer School buses), facilities, meals(Summer School Program), and computer usage.

HOW ADJUSTMENTS WILL BE MADE: Upon conclusion of the CTE Summer Program, our district will evaluate participatiion and success rates based on data collected. It is the expectation that we will continue to implement summer programs aligned to the goals of our CTE department.

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 proposed budget will meet the needs and goals of the summer program by providing all the necessary tools and resources for the selected students. Focus 2 budget includes Health Science teachers monitoring students/affiliation agreements/training plans, transportation for students to their worksites, stipends for participating students and funds including direct and indirect costs.

Payroll (Focus 2 - \$5,869) includes the hiring of two Health Science teachers that will be monitoring students at the sites, collaborating with our business partners, completing affiliation agreements and training plans. Teachers will be paid 4 hours a day for a duration of 16 days. Teachers will also be provided with 15 hours of preparation time (required documentation for various sites/training plans/affiliation agreements/any additional planning/orientation.

Transportation (Focus 2 - \$8,000) includes the use of four school buses, one to each high school. Students will be picked up at their designated high school and transported to their worksite

Student Stipends (Focus 2 - \$34,500) Students will receive a \$575 stipend upon successful completion of their work based learning assignment.

HIGH LEVEL SNAPSHOT OF FUNDS CURRENTLY ALLOCATED TO SIMILAR PROGRAMS: United ISD currently does not have other similar summer programs being offered however other district funds will be used to cover the cost of facilities, meals(Summer School Program), and computer usage.

HOW ADJUSTMENTS WILL BE MADE: Upon conclusion of the CTE Summer Program, our district will evaluate participatiion and success rates based on data collected. It is the expectation that we will continue to implement summer programs aligned to the goals of our CTE department.

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 OF AREAS OF NEED: FOCUS 1

The Health Science Cluster at United ISD faces significant demand, leading to various challenges. Among these is the limited capacity of the Practicum in Health Science course, which spans two class periods, thus impacting the number of students who can complete the Program of Study. Furthermore, these constraints affect student enrollment throughout the school year due to scheduling conflicts. The necessity for the Practicum in Health Science course to occupy two periods in students' schedules further reduces availability for many students. Additionally, Health Science teachers offering these courses accommodate fewer students compared to other CTE courses with only one block and no capacity limitations.

By providing this Summer Program opportunity, United ISD will be able to expand the services for the students that are unable to enroll during the school year. The program will allow 60 additional students to complete the program of study and have the opportunity to earn an industry based certification.

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.)

SPECIFIC OF AREAS OF NEED: FOCUS 2

The Health Science Cluster at United ISD faces significant demand, leading to various challenges. Among these is the limited capacity of the Practicum in Health Science course, which spans two class periods, thus impacting the number of students who can complete the Program of Study. Furthermore, these constraints affect student enrollment throughout the school year due to scheduling conflicts. The necessity for the Practicum in Health Science course to occupy two periods in students' schedules further reduces availability for many students. Additionally, Health Science teachers offering these courses accommodate fewer students compared to other CTE courses with only one block and no capacity limitations. Furthermore, work based learning within the Health Care industry is limited within our community due to various programs including colleges/university/fire department reaching out to the same facilities. Due to this demand, high school students are not on the priority list for work based learning opportunities. Finally, the nationwide shortage on bus drivers has become an obstacle for our Practicum Courses. Limitations have been placed on the time and sites that are feasible for our transportation department.

By providing this Summer Program opportunity, United ISD will be able to expand the services for the students that are unable to enroll during the school year. The program will allow 60 additional students to complete the program of study and have the opportunity to earn an industry based certification. During the summer, our community partners are not saturated with other programs throughout the city requesting work based learning opportunities thus the availability for high school students is significantly more attainable. Additionally, the availability of bus drivers during the summer time is significantly higher.

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 of Study: Healthcare Diagnostics
Course offered: Practicum in Health Science
Service ID: 13020500
Students serviced in Focus 1: 15 per high school (60 total)

Students will be enrolled for this Summer Program from June 3-27, Monday-Thursday. The course time will be from 9:00 AM-12:00 PM

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.

Students Serviced in Focus 2: 60

- Business Partners:
- Ruthe B. Cowl
- Laredo Medical Center
- Doc-Aid
- Las Alturas Nursing Home
- Dr. CC's Tooth Factory
- Regent Care Center
- Vital Med
- Doctor's Hospital

WORK BASED LEARNING MODEL:

During Focus 2, students will engage in Work-Based Learning/Employability Skills. Selected students will observe and apply skills aligned with the coursework and Industry Based Certification from Focus 1. Examples of skills United ISD students will practice include taking patient vital signs, drawing blood, assisting in patient intake, dental cleaning, and performing EKGs, among others. Throughout this paid Work-Based Learning experience, students will also develop essential soft skills necessary for workforce success, including communication, attitude, 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