



**2021-2022 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 2022**

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.
TEA must receive the application by **11:59 p.m. CT, March 28, 2022**.

Application stamp-in date and time

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 Campus ESC DUNS
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 2021-2022 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 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

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The North East Independent School District's Career and Technical Education (CTE) Department will launch a four-week summer work-based learning experience aligned with state identified in-demand occupations, as well as labor market trends and stakeholder input. The career-readiness mission of Focus 2 is to provide select CTE rising juniors and seniors with professional skills in the Customer Service Representative Field. In San Antonio, this field is set to grow 11% within the next 60 months.

Students will receive training from certified Business CTE educators and will work at an intern site for 15 hours per week for four weeks. An additional two hours per day of lessons from the teacher will occur online using a Learning Management System. We will service 25 students during this pilot. Students will earn the Google Analytics Individual Qualification Industry Based Certification by the end of the summer program. The success of this summer program will serve as a pilot; structure created this summer will be replicated for future summers and modified slightly to fit the needs of the industry partner.

Assuming an April 29th award notice, the program unfolds as follows: May - recruit students, meet with partners to ensure the work plan complements their needs and fulfills CTE requirements; purchase grant-related items, on-board selected students regarding program and grant expectations. June (first week) - launch program lessons and on-site internships.

Qualifications and Experience for Key Personnel

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 Internship Coordinator - lead staff responsible for launching, teaching, managing and ensuring success of program goals and objectives.	Certified teacher in Business or related field by the Texas Education Agency. Has completed Work Based Learning Training provided by TEA. At least five years of experience in work-based learning instruction and managing internships.
CTE Summer Internship Assistant Coordinator - helps lead coordinator with site visits, partner/student reviews and provides online lessons as directed.	Certified teacher in Business or related field by TEA. Business education teacher with completed Work Based Learning Training provided by TEA. At least five years experience in work-based learning instruction.
Senior Director of CTE - district CTE director responsible for the CTE department /ensures the summer program produces successful results.	10+ years experience in CTE. Certified teacher with a Master of Education in Educational Leadership and Administration.

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The summer program will provide internship opportunities for 25 CTE students entering their junior and senior years in high school. The combination of hands-on, on the job training, plus on-going input from the interns' supervisors and classroom instruction will result in 1) interns trained in customer service, 2) interns prepared to accept job offers from this or other business partners, 3) an enhanced resume and lessons on how to update resumes and write cover-letters, and 4) an industry-based certification. North East ISD's CTE department has on-going collaborations with high-profile industry partners in the region. CTE channels students to the high-end J.W. Marriot Hill Country Resort during the regular school year; this grant will allow CTE to expand the program into summer to 25 students from two North East ISD high schools. Should the J.W. Marriott have a limited number of openings, North East ISD will partner with such local, high-profile companies as HEB, The Hilton Resort, FirstMark, and others listed below. CTE staff will develop a training plan for each student tailored for the site at which the student interns. CTE staff will consult with the supervisors at that site to ensure that both the partners and the students receive effective returns. This is the four-week classroom side of the Focus 2 summer program: Week 1: Employability Skills and Employment Documents, Week 2: Skills for Workplace Success, Week 3: Self-Development and Interpersonal Skills, Week 4: Professional Advancement.

Performance and Evaluation Measures

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The CTE Summer Internship Coordinator and the assistant coordinator will launch, operate, teach, and monitor the summer program. Apart from driving to the partner site, we seek to reduce driving for the teenagers and their parents. Therefore, the four-week summer program includes video conferencing lessons by the CTE staff with the participating students. The requested Chromebooks, loaded with the applicable software and camera for the online classes, will allow the CTE teachers to deliver lessons online, follow a student's progress towards the certification, view weekly work in real-time and offer coaching as needed. A high school classroom will be used for in-person conferences or lessons when scheduled.

The CTE teachers will make site visits once a week to consult with the industry partner supervisors for a report on the interns, and to meet with the interns for feedback and performance modifications if necessary. By the end of the grant period, students will submit a portfolio to include an updated resume, cover letter and a report on the lessons learned during the internship, as well as recommendations on how to enhance the summer program for future students. Additional tools that will be used to measure student performance include the Texas Essential Knowledge and Skills (TEKS) for Training Objectives as well as the Advanced Occupationally Specific Essential Knowledge and Skills, and the Google Analytics Individual Qualification Certification. The certification measures competencies in creating an account, implementing a tracking code, setting up data filters, navigating the Google Analytics interface and reports, setting up dashboards and shortcuts, analyzing basic audience, acquisition, and behavior reports, setting up goals and campaign tracking.

Budget Narrative

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The budget will fund two certified CTE business teachers to launch, operate, monitor, and teach the curriculum; the same teachers will make site visits to meet with interns and their supervisors. Each teacher will work 40 hours a week for four weeks. The budget includes fringe benefits and indirect costs. Additionally, mileage has been budgeted for the two CTE teachers to travel to partner sites throughout the four-week program.

Also, participating students will receive a stipend for working 15 hours per week for four weeks. Additionally, the grant will fund the purchase of 25 Samsung Chromebooks for each participating student through which online lessons and testing will occur. The budget also includes expenses for duplicating instructional material and for seeking services to merge personal information (name, address, etc.) into student/parent agreements and personal invitations to apply to the program.

Grant funds will also purchase for the students pens, two-pocket folders with fasteners and paper. Work-wear suitable for the internship environment (i.e. resort, office, etc.) will be purchased with grant funds for the internships.

NOTE: The Payroll Costs reflected in the Budget Excel Workbook included with this submission is a combination of both staffing expenses AND student stipends.

Program Requirements

1. **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.

2. **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.

North East ISD's CTE Department will partner with its long-time collaborator the J.W. Marriott Hill Country Resort in north San Antonio, known for its high-end customer service. Existing agreements will be modified to address the summer session. It is a destination resort with numerous corporate conferences booked there, including the annual Valero Texas Open. Its spas, six-acre water park, seven restaurants, 1,002 guest rooms, and 265,000 square feet of meeting and event spaces, create the perfect arena for customer service lessons.

Should Marriott not have 25 available internship spots, CTE will partner with companies known for its customer service, such as HEB, Hilton Resort, FirstMark Credit Union, Randolph Brooks Federal Credit Union, The Home Depot, Goodwill Industries, Bill Millers BBQ, Sprouts, HTeaO, Whataburger and others. Current agreements with these partners will be modified to address the summer session for the 25 student participants engaged in the summer program.

We will use our CTE student databank and seek input from high school CTE educators to determine the ideal candidates for the summer internship. Student candidates will receive invitations to apply with a link to access the online application. All completed applications will be accepted and a lottery system will be used to select 25 participants.

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