



**2020-2021 Summer Career and Technical Education Grant  
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 26, 2021**

NOGA ID

Authorizing legislation

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto: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, March 26, 2021**.

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 2020-2021 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2020-2021 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 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.
- 7. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.

**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.**

If awarded the CTE Summer Career and Technical Education Grant, Schertz Cibolo Universal City ISD would utilize the fund by providing paid internship opportunities for our high school students. With a focus on area 2 of the grant, we would work with the community, business partners, and CTE teachers to provide hands-on, real-world experience for our students that will potentially lead to long-term employment. The allocated funds would allow us to start paid internships with local business for our students in career fields that match their interest, their skill level and community needs. SCUC ISD would collaborate with business partners, consider their feedback when determining placement and need. When CTE teachers have previously worked with businesses to place students in summer internships. The biggest obstacle has been the lack of ability of the businesses to pay the students. If awarded that grant, not only would we be able to afford students a life-changing opportunity, but it would allow us to take the financial burden from the business. Students who participate in the summer internship would work in area of local-in demand career fields within our community. Students will also be earning high school credit after completion of the internships. One goal would be to see these internships turn into full-time/part-time jobs for our students. This would also help local businesses with staffing shortages they are facing. This opportunity would provide real-world experiences and training for our students, which, according to many of the local business, are lacking. Through this partnership, both the students and local business would benefit greatly. The Summer Career and Technical Education Grant perfectly aligns with priority one of SCUC ISD that- ALL Graduates will be College and/or Career and/or Military Ready. In addition to priority one, SCUC ISD has also committed to the enduring that all SCUC ISD students exemplify the Traits of a Graduate:  
 Dynamic Leader- Help and support others by leading by example with integrity and taking the initiative willingly.  
 Self-Motivated- Possess and practices grit and perseverance through dedicated application of real work skills and driven by sense of purpose.  
 Skilled Communicator-Communicate with transparency and confident, tailored to the audience/situation.  
 Serve Oriented-Demonstrates selfless citizenship and sense of community through volunteering by serving others.  
 Future Ready- Utilizes resiliency and critical thinking skills to adapt and be prepared for changes in the real world.  
 Additionally, SCUC ISD have also aligned those priorities with the CTE Advisory Board. If awarded this grant we will be able to continue the build our local workforce demand, and support our students who will receive real world, hands-on and lifelong employability skills, which will provide successful post-secondary opportunities.

**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 Coordinator: will oversee grant and all required paperwork.	Existing position within the district, still on contact for current school year.
College and Career Advisor: Will assets with student selection process/placement.	Existing position within the district, still on contact for current school year.
Schertz and Cibolo EDC, CTE Advisory Board Members: Securing business partners.	Existing partnership and CTE Advisory Board Member
Career Prep Teachers: Assets with students, meet WBL requirements/paperwork.	Existing position within the district, still on contact for current school year.

**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.**

Goals: The first year goal would be to place 5 students from each of the high schools with a prospective company and a paid internship over the summer. Fifteen SCUC ISD students could potentially benefit from this opportunity. A adjust that could be made is if the hourly wages need to be decreased to match the companies hourly rate but would not go over what it planned.

Objective: Our objective would be to provide paid internship opportunities for students, as well as to build a collaborative partnership with local employers.

Strategies: SCUC ISD will continue to work with our local business to place students in position that support career paths based on a student ' s interest and skills set. We will use the CTE Advisory Board, Schertz and Cibolo EDC to find companies who would be willing to host students.

**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.**

In order to determine the success of the internship program and consider future modification, several performance measures will be used to measure student ' s outcome. For instance, journaling, surveys, employer feedback and end of internship presentation will be a requirement. We will have a very hands-on approach to help these students be successful. As our students are going though this internship we will also keep records of hours worked and earned by students, individualizes training plans, and partnerships agreements. During the course of the internship, students will keep daily journals of their goals, challenged, and successes while on the job. We will send a survey out to the employers and students during the duration of the internship I order to collect and process feedback. Finally, at the conclusion of the internship, SCUC ISD will hold a " thank you " reception for students, their parents, and the business partner. During the reception, students will share their presentations with the group focusing on what they learned and how the experience benefited them. The grant opportunity would open the doors and provide many opportunities even more for future students. We believe business will recognize the benefit of this internship and will provide even more students the opportunity in the future.

**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 proposed budget is as follows:

Fifteen students, starting June 5th, would receive a three-five week paid internship (companies would determine times/hours)

Students would be paid \$15 per hour and work 40 hours per week -\$600 a week, \$3000 for a five-week internship for a cost of \$45,000 for fifteen students.

There would be no cost to the district as CTE staff will be on contact during that time.

Travel for staff: \$1,500

Thank you reception (Students, Parents, Companies) \$2,500

Supplies: \$1000 for students to create presentation/printing/supplies for presentations.

Total: \$50,000

There are currently no funds available through the district to provide paid internship to students outside of the district. Companies also express this concern as they would take an intern but do not have the funds to pay them. Our current Practicum student 's receive an unpaid internship work during the school year. We only pay for teacher travel during the current school year, as teacher are still on contract during that time. If an amendment is needed on the grant, the CTE Coordinator will be the point on contact. The CTE Coordinator will also be responsible for tracking students, paperwork required and working with business partners. The only possible forecasted amendment would be if the company decided the pay does not accurately reflect current staff or other interns.

**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/approved-cte-programs-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 your 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 will continue to work with our local city officials from the Economic Development in securing business and industry partners that will be involved in the summer internship program. With their help and our CTE Advisory Board, we have been able to strengthen the collaboration between the school district and local business. Over the past years, we have been able to build our professional relationships and understand areas of need within the community such as the desire to hire our high school students. These businesses have indicated the wish to train our students with the desired outcome of the trained student to become part of their workforce.

The timeline for the summer internship plan aligns with the notification on the grant. We have already spoken with local business who are committee to participating in this endeavor if the grant is awarded. If awarded. We will being the process immediately. We will created fliers and are ready to work on finalizing placements. We will collaborate with teacher and business to identify students who would be great candidates for placement. These students will be required to interview with the employer for a position, and businesses will decide on the intern chossen. SCUC ISD will hold a career signing day for these students and employers in order to recognize the important and prestige of this opportunity. Students would begin internship in June and will finish in July. Our districts goal is to have five students from each high school campus for a total for fifteen students in year one.

We will continue to utilize our current work-based learning model. Each students will be assigned a mentor. Employees from the district will oversee the students while placed at the job sites, and we will continue to work with the students to ensure success while at their internships. At the completion of the internship, employers will be sent over a survey for overall feedback. Students will be paid at the conclusion of the internship.

**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
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