



**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](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 28, 2022**.

Grant period from

Pre-award costs permitted from

**Required Attachments**

- 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 El Paso Independent School District (El Paso ISD) seeks to expand and offer Work-Based Learning (WBL) opportunities in the areas of Information Technology on, Construction Trades and Agriculture Food and Natural Resources (AFNR). El Paso ISD will serve as the business and Industry that will facilitate the creation of a WBL training program. Students will work together within a unique discipline with an Instructor. Students will work a maximum of 19.5 hours/week. Through the summer WBL training program, students will receive 2-credits in career prep. Career Prep was selected as a result of the number of students who have scheduled or have completed 2-years in the practicum course during the regular school year within the coherent sequence.

At El Paso ISD, the CTE program is a subnet of the district IT network. This allows the networking program under the close supervision of the networking teacher to manage the 3500+ CTE desktop computers on the network along with all warranty work and any repairs to the computers. Currently, the instructor and students manage the CTE computers and network during class-time and after-hours. El Paso ISD intends to extend this program through the summer through a student technician paid internship. The Students and instructor will "touch" each CTE computer to check for repairs and complete an internal cleaning. The students and teacher will also evaluate each computer lab for safety, ADA compliance and make recommendations on how to improve the accessibility and layout of the computer lab.

Additionally, the internship program would hire two teachers and their students from the Architecture and Construction cluster to complete small construction related projects in the CTE program. El Paso ISD will hire the electrical technology teacher and students to add electrical access for equipment, computers and other electrical. The construction teacher and students will oversee and execute the remodeling of classroom/lab/shop space. CTE teachers and administration will submit requests for construction work that is needed. The instructor and students will then obtain necessary permissions, plan, obtain materials and complete the construction projects requested.

Finally, El Paso ISD will hire students from the Agriculture, Food and Natural Resources (AFNR) cluster to work on the district farm. The district owns a 60 acre farm that teachers and students use as an instructional facility. The farm has various breeds of alfalfa, livestock and farm equipment/implements. The program would hire several current agriculture students to assist with the crop, livestock and perform routine maintenance on the tractors and implements.

**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
IT Networking Teacher	Certified trades and industry teacher in networking with Network+ certification; proposed position
Electrical Technology Teacher	Certified trades and industry teacher in electrical technology with industry certification to obtain the proper building permits; proposed position
HVAC Technology Teacher	Certified trades and industry teacher in construction technology with industry certification to obtain the proper building permits; proposed position
Agricultural Science Teacher	Certified AFNR teacher; existing position
Business and Industry Coordinator	District Business and Industry Coordinator will oversee the summer school program, collect necessary time cards and complete the evaluation; existing position

**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.**

Goal: El Paso ISD CTE will create and expand work-based learning experiences for students.

IT Objective: Students will be in the schools daily to complete necessary repairs and evaluate CTE classrooms.

Strategy: "Touch" and clean each of the CTE computers in the middle school and high school computer labs

Activity 1: Setup a plan of action when the students arrive at the school for efficiency.

Activity 2: Return to the Career Center daily to facilitate any updates, re-imaging and software deployments.

Activity 3: Setup a calendar of events, task and completion dates.

Electrical and HVAC Technology Objective: HVAC and Electrical technology teachers will obtain work order request from schools and develop a summer calendar to complete assigned projects.

Strategy: Send out Request for Projects and setup a work calendar,

Activity 1: Prioritize request by feasibility, funding and completion.

Activity 2: Obtain permissions and materials required for projects.

Activity 3: Complete scope of work and document progress.

AFNR farm Objective: Students will meet at the farm daily to complete work, manage livestock and equipment.

Strategy: To operate the school farm the same as a commercial farm facility.

Activity 1: Complete a weekly and daily task list, then assign the each student with a daily job assignment.

Activity 2: Secure materials to complete updates to green house and animal pens.

**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.**

Instructors will complete the TEALearn Work-Based Learning (WBL) module. The Instructors will ensure there is mastery of the TEKS during the summer WBL program. Instructors will facilitate and monitor WBL experiences Students will complete a 10-hour OSHA certification prior to the beginning the WBL. Instructors will secure training plans for all students and archive for the required 5-years. The Business and Industry Coordinator will conduct a walk-through on a weekly basis to monitor and ensure compliance to grant program guidelines. The instructor will complete a training site evaluation for each student at the end of the summer program. Participating students will earn 2-CTE credits. Business and Industry Coordinator will complete grant evaluation and submit prior to grant deadline.

**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 will primarily provide salaries for the Networking, Electrical Technology and HVAC Technology Instructors. This salary will be the district's standard summer school scale, \$25.00/hour, as established by district policy. These salaries will guarantee the continuation and supplementation of services which exist during the traditional school year. Funding for such salaries does not exist as a result of declining enrollment and a need for resource utilization in other areas. Instructor salaries are the most critical component to the program design, as they will enable program continuation which will create additional student-focused opportunities.

The second budgetary consideration will be to provide students working the summer program with an hourly wage. Students will be paid the Texas minimum wage rate, \$7.25/hour. Students will not exceed 19.5 hours per week.

Finally, the proposed budget will pay for materials and tools needed to execute the program. This will include both operational materials as well as resources needed to complete the work being conducted by students while under the supervision of their instructors. El Paso ISD has attempted such programs in the past but, been unable to execute due to a lack of funding. El Paso ISD is requesting grant funding to address the initial costs of salary and hourly wages as well as materials and indirect cost. Any costs that exceed the capacity of grant funds will be subsidized by a local account.

**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.

Cluster:	Program of Study:	Credits:	# of Students:
Agriculture, Food and Natural Resources	Applied Agricultural Engineering	2	4
Architecture and Construction	HVAC	2	4
	Electrical	2	4
Information Technology	Networking Systems	2	5

The grant states that eligible applicants must create and/or expand work-based learning experiences for students. Additionally, the activities must correlate to earned credit via a work-based learning related course such as Career Preparation or CTE Practicum courses. EPISD CTE will represent itself as the allowable "business and industry partner" under focus area 2.

**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**