



**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

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.

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 **April 29, 2022-September 30, 2022**

Pre-award costs permitted from **Award Announcement Date**

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.**

Focus Area 1: Medical Terminology
 We are applying to offer the medical terminology course during the summer of 2022 to incoming students in grades 10th through 12th. We currently struggle with offering medical pathway courses due to a lack of instructors and student scheduling conflicts. Our hope is that the offering of this course will be able to bridge the gap between our Principles of Health Services course and our Health Science Theory clinical course that we offer through our Athletic Trainer to help students complete a program of study in Health Science. There is a high need for medical professionals and we would like this program to help prepare our students for the medical field since medical terminology knowledge is critical to all areas of the profession. Our hope is that the grant will be able to help us fund a teaching stipend for the course instructor, Chromebooks, curriculum resources, and supplies for the course. We would also like it to cover transportation for students and the opportunity for them to certify in CPR/First Aid with our approved nursing staff.

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 - supervise implementation of the summer programs	Knowledge of CTE programs of study, course requirements, and instructor needs
Medical Terminology Instructor - facilitate and instruct the summer course curriculum and requirements	Certified teacher with Health Science certification or qualified instructor through our district's DOI
Transportation (Bus Driver)	CDL driver's license
Nurse	Certified to administer CPR/First Aid training through the American Heart Association

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.**

Focus Area 1:

The objective of this program is to fill the gaps that keep our students from completing a health science program of study. Due to instructor availability and scheduling, we are unable to offer very many courses in the health science pathways during the school year. The goal of this program is for students to be able to complete the medical terminology course during the summer session. We will implement activities that cover the TEKS, incorporate CPR/First Aid training, and bring in industry professionals to speak to students regarding their day to day routines and how medical terminology plays a role in their profession. Our health science course options are very limited but it is a high need field and we are hoping this grant will allow our students to be in a better place when they leave us to pursue a career in medicine.

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.**

Focus Area 1:

We will use written, verbal, and hands-on strategies with our students to ensure that material is not just covered, but mastered. We plan on using curriculum and resources provided through the TXCTE website, as well as curriculum Published by Goodheart-Wilcox. We will use various formative assessment strategies to track student progress and ensure that they will be successful on the end of course summative assessment. We will also use the American Heart Association curriculum that accompanies student certification in CPR/First Aid.

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.**

Focus Area 1:

We will use the budget to pay the instructor, purchase a class set of textbooks and workbooks from G&W Publisher, pay for someone to come certify students in CPR/First Aid and any fees associated with certifications.

The plan would be that we would have the curriculum moving forward and would not have to repurchase that for a few years, so that would help alleviate cost to continue the program in the future. The hope would be as we expand into our new high school building in a couple years and have the room and budget for program expansion we would be able to higher a full time health science instructor and the medical terminology course would become integral. I believe the success of the summer program will help show the importance and effectiveness of medical terminology.

Staffing = Course Instructor, CTE Director for oversight, Bus driver for transportation, and Nurse for certifications

Materials = Curriculum (class set of textbooks and workbooks), Chromebooks (class set and charging cart), Certification Cards (for 30 students), fuel for transportation, and potentially healthy snacks for students while they are in our care

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.

Programs of Study that this program will cover includes: Healthcare Therapeutic and Healthcare Diagnostic. The Medical Terminology course is found in both pathways and works with the other courses we already have in place. Although we cannot predict which students will take advantage of this opportunity, our hope is that all 21 students currently enrolled in Principles of Health Science, along with numerous students who have taken the course in the past will show interest in taking the Medical Terminology course that bridges the gap between their principles coursework and Health Science Theory. We haven't had much time to gauge interest but if we can provide transportation and technology to the students, there will be no barriers for parents and students which should encourage involvement. Our goal attendance is 30 students but we would gladly accommodate more if the interest is there.

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.

[Empty response box for 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