



**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.

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

- 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.**

Lorena High School, Triple Win Waco, Prosper Waco, and Startup Waco have partnered to enhance impact and build capacity of Career and Technical Education offerings in Out-of-School-Time (OST) and informal Work-Based Learning experiences (WBL) for Summer 2022. These real-world hands-on learning programs in Business and Advanced Manufacturing will allow students to deeply experience the day to day life of an engineering and manufacturing business and provide great value and impact to each student and partner company. Each student will gain valuable skills to better be equipped for the modern and every changing workforce through confident problem solving. Executive Function development in young learners through Entrepreneurial experiences are proven indicators of successful workforce development across many careers while promoting confident-problem solving and emotional intelligence. Lorena High School students will take part in a two four week rotations at Triple Win Waco for Work-Based Learning experiences as a part of Focus Area 2. Students will choose rotations from; Engineering Design, Manufacturing, Makerspace and Commission work, business incubator, Food Tech and Trucks, Electric Vehicle Mechanics. The informal WBL experience through the Mechatronics internship will address the program's mission by facilitating and monitoring Up to 12 student's with paid internships at Triple Win's advanced manufacturing campus for 10 to 20 hours a week for the Summer 2022. Available to level III and level IV program of study students in Business and Engineering, the internships will provide the opportunity for students to earn Practicum in Business Management (Service ID 13012200) or Practicum of Science, Technology, Engineering, and Math (Service ID 13037400) as well as dual-credit from Texas State Technical College as a well as leadership professional development. By partnering with Triple Win Waco, Lorena students will have the opportunity to work with diverse student populations from several area high schools also participating in summer Work-Based Learning programs.

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
Lorena Program Coordinator	Bachelors Degree, Masters Degree with Texas Teaching Certification, Career and Technical Education
WBL Teacher	Bachelors Degree with Texas Teaching Certification, Career and Technical Education

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: Students will experience Career and Technical Education (CTE) and leadership professional development in informal Work-Based Learning programs (Focus Area 2) during the summer of 2022.

Objective 1(Focus Area 2): Interns will gain hard-skill development and application of advanced manufacturing techniques like welding, bending, CNC cutting, budgeting and project management but also soft skill development like communication and emotional intelligence. Activities/Strategies: Students will have access to the makerspace training and Out-of-School time classes at Triple Win summer session that happen after the internship hours. Students can gain both hard-skills and soft-skills from these professional development classes during the summer.

Objective 2 (Focus Area 2): Up to 12 level III or IV program of study students will engage in informal Work-Based Learning to gain valuable experience in both business and manufacturing.. Activities/Strategies: Key personnel will match students with industry partner employees for mentorship.

Activities/Strategies: Triple Win Waco will provide weekly leadership development activities for interns.

Activities/Strategies: Students will customize their internship experience by choosing two major business units within the partner company for 10 to 20 hours a week of paid time in two rotations over the summer.

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 2:

Students will complete the required contact hours to earn credit for the practicum course, culminating in a project deliverable that reflects on learning outcomes for their future career. The process to collect data includes student demographic information, the number of students participating in the WBL program, list of business and industry partners offering WBL experiences to students as part of the program; total and average hours worked by students in the program, total and average hourly earning of students in the program, evidence of training plans for each student in the program, evidence of partnership agreements for each business and industry partner involved in the program, evidence of culminating assessment or recognition of skills for each student and any data related to PEIMS. In addition to the required evaluation, quantitative and qualitative outcome components will be used in the evaluation process. Quantitative measures include required scheduled reports, attendance and discipline records, satisfaction surveys, and performance assessment data (grades). Qualitative evaluation methodologies such as interviews, surveys and focus groups will be utilized to determine if the project is being conducted in compliance with grant guidelines and the grant management plan. The intent is to assess ongoing project activities and provide information to monitor and improve the project that includes strategies and activities that will involve all participants in the quantitative and qualitative assessment of each activity. This will ensure that program changes can be made and the quality of the program implementation is maintained. These strategies include measures designed to show gains in student learning and skills as well as evidence of program impact on all stakeholders.

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.**

To meet the goals of creating an impactful learning environment for summer interns, the Project Advisory Committee (PAC), led by the Program Director of Lorena and Executive Director of Triple Win, will seek to place highly-qualified technical teachers from industry partners and local high schools with students to ensure learning outcomes are met. Technical teachers will hold certifications and have applicable work experience in the industry in which students are seeking future employment. The budget allocated to allow for internship students to have three-month membership to the makerspace and co-working space at Triple Win during operating hours to work on student business planning or passion projects alongside other summer programs like Creative Waco’s Artprenships programs and McLennan Community Colleges continuing education classes. The makerspace space is open six days a week, 9am to 6pm, giving students access to a co-working desk and computer as well as wood-shop, metal fabrication tools, art and pottery, embroidery machines, electronics and 3D printing, and vinyl cutting as well as the online and in-person training for each station or tool at the Makerspace of Triple Win Waco. Funds are not currently allocated for summer internships or coursework in CTE at Lorena High School. Budget adjustments will be made through the Project Advisory Committee, which serves as an advisory role. The committee will track progress and prioritize needs such as overall IT forecasting and equipment or consumable material needs.

Focus Area #2:

The budget allocated to the Work-Based Learning internship program allows for students to receive the work attire and PPE required for internship placements. The PAC will ensure that every student also has the technology/internet access to complete work assignments and communications with employers. Intern students will receive a stipend for completing the project and paid-work time on the project of value. During the Engineering rotation of the internship, Lorena students will partner with students from several local high schools through Triple Win Waco to complete projects of value for a local client, two custom designed and fabricated food trucks. The students, instructor, and client employees will design, budget, fabricate, and market new food trucks to expand the market share for the company. Students will follow all OSHA related guidelines for warehouse and fabrication work, and the grant will provide OSHA30 training to students who need the certification to complete the assigned tasks. Although Triple Win will provide consumable project materials for the build, the program will supplement consumable materials to account for student errors in the process of learning. The program funds will also provide funds for each piece of machinery used in the project to have fresh blades, abrasives, lubrication, etc. as to ensure Work-Based Learning time is safe and focused on meeting the learning outcomes and not for downtime to replace a worn out piece of equipment. Non-consumable equipment will be purchased to supplement current tools allocated for Work-Based learning to ensure each student will have access to the tools needed for greater impact and capacity building without downtime. Triple Win will employ and carry students on workers insurance policies during the internship.

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.

Up to 12 level III or IV Business or Engineering program of study students will engage into a highly-supportive informal Work-Based Learning internship program. Internship students will experience WBL through rotation of traditional business units during their time with Triple Win. Students will also get hands-on WBL through developing, designing, fabricating, and marketing a project of value for the clients. The project of value will conclude with the new food trucks but begin with financial trade-off decisions throughout the design and budgeting phase that interns will experience first hand alongside company employees. Students will also experience WBL through weekly mentorship, leadership development activities, and career exploration with Triple Win Waco while also partnering with students from many local high schools. Triple Win will provide training needed for students to be prepared for the engineering rotation while working on the new food trucks, students will be required to earn OSHA30 and have basic fabrication competencies before working in the manufacturing division. TFNB Your bank for life and Extraco Banks have agreed to provide students with commercial banking mentorship in Focus Area 2. Triple Win Waco hires nearly two dozen student interns and graduated students back as instructors yearly to continue work of clients build through the fall and spring semesters, it is expected that several students will receive offers to stay on with the advanced manufacturing company.

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