



**2022-2023 Summer Career and Technical Education Grant**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 16, 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.

TEA must receive the application by **11:59 p.m. CT, November 16, 2022**.

Grant period from

Pre-award costs permitted from

Application stamp-in date and time

**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  UEI

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 2022-2023 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 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 (Focus Area 1)**

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.

**Summary of Program (Focus Area 2)**

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.

Focus Area #2:

Overall Mission: Students will learn about career opportunities and post-secondary education related to the Lodging and Resort Management program of study as well as experience growth opportunities to learn customer service and professionalism skills.

The intent of this grant is to send twelve business, marketing, and finance students and two teachers to a 3-day internship experience at a local hotel provided by the Texas Hotel & Lodging Association. The 3-day internship experience is designed to give students an overview of the hotel industry, learn customer service skills, and improve communication skills. If awarded, the grant would cover the costs of attendance and transportation to and from the hotel and convention center.

The following items are included in the agenda of the Hotel Summer Camp:

- Hotel General Manager Presentation
- Hotel Industry Overview presented by a college professor
- Hotel Department Manager Panel
- Full-Service Hotel Property Tour
- Student Job Shadow Opportunities
- Dinner and Business Etiquette Presentation
- Texas Friendly Customer Service Training
- Hospitality College Tour/Presentation
- SMART Goalsetting Seminar
- Effective Communication and Skills for Success Seminar
- Job Search Strategies Seminar
- College and Career Fair Culminating Event

**Qualifications and Experience for Key Personnel (Focus Area 1)**

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

**Qualifications and Experience for Key Personnel (Focus Area 2)**

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
The CTE Coordinator will be responsible for grant administration.	LeighAnn has been the CTE coordinator for 4 years and will oversee the arrangements, registrations, and accommodations for the implementation of the grant. This is an existing position.
School district CTE teachers (2) from the business, marketing, and finance department to provide student orientations and prepare students for camp.	Certified CTE teachers will provide guidance and instruction to students related to professionalism and building their professional portfolios. These teachers will serve as chaperones (one for every 6 students).
School district employed bus driver	Certified school bus driver will transport students to the host hotel/convention center and return them to school after the event is over.

**Goals, Objectives, and Strategies (Focus Area 1)**

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

[Empty response box for Focus Area 1]

**Goals, Objectives, and Strategies (Focus Area 2)**

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

The Focus Area #2 Program Objectives are as follows:

- Upon completion of the Hotel Summer Camp:
- students will be able to describe the varied career opportunities which exist within the Hotel Industry.
- students will earn the Texas Friendly Customer Service Certification
- students will know about postsecondary education options which enhance career growth within the Hotel Industry
- students will know how to appropriately interact in a college and career fair
- students will be able to demonstrate appropriate business dinner etiquette

Strategies to implement to meet stated objectives:

The following items are included in the agenda of the Hotel Summer Camp:

- Hotel General Manager Presentation
- Hotel Industry Overview presented by a college professor
- Hotel Department Manager Panel
- Full-Service Hotel Property Tour
- Student Job Shadow Opportunities
- Dinner and Business Etiquette Presentation
- Texas Friendly Customer Service Training
- Hospitality College Tour/Presentation
- SMART Goalsetting Seminar
- Effective Communication and Skills for Success Seminar
- Job Search Strategies Seminar
- College and Career Fair Culminating Event

**Performance and Evaluation Measures (Focus Area 1)**

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.

[Empty response box for Focus Area 1]

**Performance and Evaluation Measures (Focus Area 2)**

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.

**Focus Area #2 Performance Measures:**

Students will complete a KWL (Know, Want-to-know, and Learned) tool at the beginning of camp and at the conclusion of each session to measure knowledge and skills gained.

Student's participation in the etiquette dinner and then demonstration of appropriate etiquette during the subsequent dinner will demonstrate knowledge and skills learned.

Student participation in the College and Career Fair will demonstrate knowledge and skills gained in camp seminars

Earned Texas Friendly Certification will demonstrate customer service knowledge and skills learned.

Students will complete a post camp evaluation of their camp experience. The data collected will be shared with school district administrators of camp attendees and the THLA staff.

**Budget Narrative (Focus Area 1)**

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.

**Budget Narrative (Focus Area 2)**

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.

The proposed budget will ensure teacher and student participation is equitable, that all interested students have an opportunity to participate in the Hotel Summer Camp, and that family financial situations won't prevent student participation. Participation in the Hotel Summer Camp will result in student knowledge and skill building that is lifelong learning.

The proposed budget will include the following:

\$ 1000 - Stipend for the teacher chaperone (\$500 each)

\$ 500 - Expense for school bus transportation from the school district facility to the host hotel and back to the school district at the conclusion of the Hotel Summer Camp

\$ 1100 - Camp registration fee for teachers attending the Hotel Summer Camp (\$550 per teacher)

\$ 5400 - Camp registration fee for students attending the Hotel Summer Camp (\$450 per student)

Note: Hotel Summer Camp registration fees cover hotel accommodations, all meals, camp materials, curriculum, transportation to tours, and trainers.

**Program Requirements**

1a. Needs Assessment (Focus Area 1)

1b. Needs Assessment (Focus Area 2)

The school district will partner with the Texas Hotel and Lodging Association (THLA), The University of Houston School of Global Hospitality Management, the University of North Texas, and the host hotel property to provide students with the opportunity to participate in a Hotel Summer Camp at a selected host hotel property. Seminars will be presented by college faculty from the Texas colleges and universities and/or industry leaders. Work-based learning models which will be used include the following: on the job training, job shadow, industry leader panels, tours, and hands-on-experiences.



**Program Requirements, cont'd.**

2. **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.

3. **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.

The school district will partner with the Texas Hotel and Lodging Association (THLA), The University of Houston School of Global Hospitality Management, the University of North Texas, and the host hotel property to provide students with the opportunity to participate in a Hotel Summer Camp at a selected host hotel property. Seminars will be presented by college faculty from the Texas colleges and universities and/or industry leaders. Work-based learning models which will be used include the following: on the job training, job shadow, industry leader panels, tours, and hands-on-experiences. There will be 12 students who will be engaged and supported with this program.

**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**