



**2019-2020 Perkins Reserve Grant**  
**COMPETITIVE GRANT Application Due 5:00 p.m. CT, February 14, 2019**

NOGA ID [redacted]

Authorizing Legislation

**Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270, Title I, Part C, §112(a)(1)**

Applicants must submit one original copy of the application **and** two copies of the application (for a **total of three copies of the application**). All three copies of the application **MUST** bear the signature of a person authorized to bind the applicant to a contractual agreement. **Applications cannot be emailed.** Applications must be received no later than the above-listed application due date and time at:

Document Control Center, Grants Administration Division  
 Texas Education Agency  
 1701 N. Congress Avenue  
 Austin, TX 78701-1494



Grant period from

**July 1, 2019 - August 31, 2020**

Pre-award costs are not permitted.

**Required Attachments**

No attachments are required to be submitted with this application.

**Amendment Number**

Amendment Number (For amendments only; enter N/A when completing this form to apply for grant funds):

N/A

**Applicant Information**

Organization  CDN  Vendor ID  ESC  DUNS   
 Address  City  ZIP  Phone   
 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 grant application, as applicable, and that these documents are incorporated by reference as part of the grant application and Notice of Grant Award (NOGA):

- Grant application, guidelines, and instructions
- General Provisions and Assurances
- Application-specific Provisions and Assurances
- Debarment and Suspension Certification
- Lobbying Certification

Authorized Official Name  Title

Email  Phone

Signature  Date

Grant Writer Name  Signature  Date

Grant writer is an employee of the applicant organization.  Grant writer is **not** an employee of the applicant organization.

**Shared Services Arrangements**

SSAs are **not permitted** for this grant. **Check the box below if applying as a fiscal agent.**

- The applicant organization submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing fiscal agent and SSA member responsibilities. All participants understand that the written SSA agreement is subject to negotiation and must be approved before a NOGA can be issued.

**Identify/Address Needs**

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

Quantifiable Need	Plan for Addressing Need
Currently, Morton Independent School District (ISD) has a college ready rate of 0%. This statistic shows a quantifiable need to increase certification and additional training of students that are interested in high-demand occupations.	With grant funding, the district's goal is to increase the number of students participating in industry-based certification testing and ultimately, increase the college and career ready rate to 50% by becoming a licensed testing site.
Many of the district's students face difficulty in scheduling test dates and earning industry-based certifications. This is due to the inaccessibility of other testing sites that are located miles away.	The district hopes to address this need by becoming its own approved testing site, which will help increase the number of students who take industry-based tests by at least 25%, as well as, encourage neighboring school districts to participate in testing as well.
The district needs to increase the number self-sustaining graduates. The current median income for individuals within the target area is only \$35,417, which is \$21,634 less than the State's average.	The district will offer certification testing in Health Science, Culinary Arts, and Manufacturing programs of study. The average salary of occupations in these fields is \$47,021, which is \$11,604 more than the current average in the target area.

**SMART Goal**

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

The summative SMART goal will create a testing center that includes: Specific – (What) To pay for students' testing fees, become a licensed testing site, and assist an instructor in becoming a licensed administrator. (Why) To increase the number of students who graduate with the ability to fill high-demand occupations; Measurable – By tracking the number of students who will take industry certification tests; Achievable – The district received buy-in and a commitment to sustain the grant as seen in the attached letters of support from the surrounding schools districts and employers (15 points); Relevant – The goal provides answers to the current challenges that the State of Texas faces by helping students address both current and future workforce needs; and Timely – The district will be an approved testing site by August 31, 2020.

**Measurable Progress**

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

**First-Quarter Benchmark**

The following identified benchmarks will be utilized at the end of the first quarter in order to accurately measure progress toward goals:

1. The district will have trained at least three (3) teacher to administer industry-based certification exams;
2. The district will have completed the appropriate paperwork and taken the necessary steps to become a licensed testing site; and
3. The district will have informed three (3) surrounding schools of newly licensed testing site.

**Measurable Progress (Cont.)**

## Second-Quarter Benchmark

The following identified benchmarks will be utilized at the end of the second quarter to continue to measure progress:

1. The district will have created a testing availability schedule;
2. The district will have distributed the aforementioned schedule to its students, as well as, to surrounding districts; and
3. The district will have ensured that minimum of 45 students signed up for testing.

## Third-Quarter Benchmark

The following identified benchmarks will be utilized at the end of the third quarter to measure the program's progress:

1. The district will have saved money by becoming a licensed testing site;
2. The district will have paid for at least 45 students to take their certification tests; and
3. The district will have a minimum of 75% of students pass their certification tests.

**Project Evaluation and Modification**

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks do not show progress towards meeting your summative SMART goal, describe how you will use evaluation data to modify your program for sustainability.

The district will utilize project evaluation data, compare it to base data, and modify the program if needed. The data to be collected will include performance measures and other data such as:

- Number of instructors eligible to administer industry-certification tests;
- Number of students who took tests for a Certification/Industry Credential; and
- Number of employment opportunities provided to students.

In order to gather more information about the program, surveys will be issued to program participants (i.e. teachers, students, other districts, etc.) to determine if this testing program has adequately accommodated the needs of the district. Data collected will allow the district the ability to determine whether the establishment of the newly found testing site is positively impacting the students of the region. Once collected, the district will be able to determine if they are meeting benchmarks and/or are implementing solutions to address problems with the program.

If deemed necessary, the program stakeholders will discuss any modifications or improvements needed and will also send out letters to parents/guardians, community members, and board members to notify them of such actions. This will ensure that the district is offering the best possible educational opportunities to its students.

**Statutory/Program Assurances**

The following assurances apply to this grant program. In order to meet the requirements of the grant, the grantee 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 grant 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 that they will continue to meet all Statutory Requirements as outlined in their 2019–2020 Perkins Formula Grant, which is incorporated by reference.
- 4. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
- 5. The applicant provides assurance to adhere to all Statutory Requirements and TEA Program Requirements as noted in the 2019–2020 Perkins Reserve Grant Program Guidelines.
- 6. The applicant provides assurance to adhere to all Performance Measures, as noted in the 2019–2020 Perkins Reserve Grant Program Guidelines, and shall provide the Texas Education Agency, upon request, any performance data necessary to assess the success of the program.
- 7. **Focus Area 1** applicants provide assurance that they will submit a Memorandum of Understanding (MOU) detailing the relationship between the institute of higher education, the LEA, and business and industry partner(s) within 90 days of the grant start date. The MOU will establish joint decision-making procedures that allow for planning and implementation of a coherent program across the institutions. The partnership and the MOU must include provisions and processes for collecting, sharing, and reviewing student data to assess the progress of the students.
- 8. **Focus Area 1** applicants provide assurance that they and at least one representative from each required partner organization will attend all required conferences as described in the 2019–2020 Perkins Reserve Grant Program Guidelines.
- 9. **Focus Area 2** applicants provide assurance that any industry-based certifications supported through this grant are listed on the 2018–2019 or 2019–2020 Final List of Industry-Based Certifications of the A-F Accountability System.

**TEA Program Requirements**

1. **FOCUS AREA 1 APPLICANTS:** Identify partner organizations the applicant organization has collaborated with to implement the proposed project. Identify high-wage and in-demand occupations and CTE programs of study that lead to these occupations. Include and explain how regional labor market information was used in identifying and determining the CTE programs of study in collaboration with partner organizations.

N/A

**TEA Program Requirements**

2. **FOCUS AREA 1 APPLICANTS:** Provide a design for at least one CTE program of study that spans secondary and postsecondary education and includes an appropriate sequence of courses that are aligned with high-wage and in-demand occupations identified by the local regional workforce board. The design must:

- Describe the commitment from all partners to assist with curriculum development to support relevant and frequent industry experiences for students participating in the program.
- Identify strategic partnerships that are already in place that provide an advantage in implementing the proposed project.

N/A

**TEA Program Requirements**

3. **FOCUS AREA 1 APPLICANTS:** Provide a sample crosswalk that identifies postsecondary coursework that would be required of a student in the program of study in order to complete a certificate or receive an associate degree from the partnering general academic teaching institution(s) within two to three years of graduating from high school. The crosswalk should align to higher education program of study curricula where applicable and also demonstrate how the project can lead to a bachelor's degree.

N/A

**TEA Program Requirements**

4. **FOCUS AREA 1 APPLICANTS:** Propose a sustainability plan to ensure that the applicant and partner organizations will continue to meet the goals of the grant after the end of the grant program.

N/A

5. **FOCUS AREA 1 APPLICANTS:** Identify and describe the operational capacity (i.e. dedicated personnel, advisory boards, data-sharing agreements) and recent track record of the identified grant intermediary in supporting key functions including work-based learning, cross-sector partnerships, collective impact initiatives, and multi-stakeholder grants.

N/A



**TEA Program Requirements**

6. **FOCUS AREA 2 APPLICANTS:** Identify industry-based certifications and programs of study for the proposed project. Include information provided by local workforce development boards, economic development organizations, and/or chambers of commerce to determine high-wage and in-demand occupations and programs of study that lead to these occupations. Include and explain how regional labor market information was used in identifying and determining the industry-based certifications selected.

The district met with partnering organizations and stakeholders to identify which industry-based certifications and programs of study should be targeted for this grant. To ensure the offered program of study is aligned with the need of the local workforce board, Morton ISD utilized the Texas Workforce Commission (TWC) website to determine that the following occupations are currently in high-demand with a total of 10,722 projected Texas annual openings for these fields in the State of Texas: Certified Nurse Aide (CNA), Phlebotomy Technician, Welder, and Food Service Manager.

Therefore, Morton ISD elected to pursue the Health Science, Culinary Arts, and Manufacturing as the programs of study and CNA, Phlebotomy Technician, ManageFirst Professional (MFP) – ServSafe, and American Society Certified Welder for the industry-based certifications for this grant. This will ensure students that graduate are able to address the regional market deficiencies and receive the best occupational opportunities.

**TEA Program Requirements**

7. **FOCUS AREA 2 APPLICANTS:** Identify how many students will benefit from the grant funding and explain how offering of industry-based certifications will benefit students currently enrolled in the aligned CTE programs of study.
- If choosing to **certify a teacher in the industry-based certification to test students**, identify how many students will benefit from the grant funding and explain how this will benefit students.
  - If choosing to **become a testing site**, the identify how many students will benefit from the grant funding and describe how becoming a testing site will benefit students in the LEA and within the region.

Due to the remote area of the district, students do not have the opportunity to schedule test dates and earn industry-based certifications. This is due to the inaccessibility of other testing sites that are located miles away.

Therefore, the district would like to have three (3) teachers become certified in the specified industry-based certifications, to reduce this inconvenience. By making it easier for students to schedule their testing dates at their school, the district hopes to increase the percentage of students who take and pass their CTE certification test.

Additionally, becoming a licensed testing-site will not only benefit the students partaking in CTE courses at Morton ISD, but also the students from neighboring school districts. Once awarded, Morton ISD will meet with surrounding districts to provide an update on the newly established testing site, as well as, ensure the test schedules are provided in a timely manner.

**TEA Program Requirements**

**8. FOCUS AREA 2 APPLICANTS:** Explain the process for paying for exams for students.

Currently, Morton ISD (Rural District- 10 pts) pays for the successful student completion of CNA and Phlebotomy Technician certifications and South Plains College covers the cost of the welding certification. Below you will find the processes for each exam type that is paid for by the district.

1. First, the district verifies with the instructor that the students have completed the necessary course requirements and training hours;
2. Based on the number of students who have completed the course requirements, the district pays for the costs of the certification exams; and
3. Once the exams are purchased, the district provides students with transportation to the testing site as needed and ensures a school employee is available to travel with the students.

**9. FOCUS AREA 2 APPLICANTS:** Explain efforts that have already been made to ensure success during the grant period.

To ensure success of the proposed program during the grant period, the district met with partnering organizations and stakeholders and received buy-in, as seen in the signed letters of support [15 points]. This confirms that there will be individuals directly involved and encouraged to promote this program and its success.

Additionally, throughout the term of the grant, the district will continue to meet with administration, teachers, the school board, neighboring districts, and employers to solicit feedback. This feedback will be provided through the answered surveys that are issued throughout the grant period on a quarterly basis.

**TEA Program Requirements**

10. **FOCUS AREA 2 APPLICANTS:** Explain how the applicant organization will ensure that students are prepared for the industry-based certification exams.

In order to ensure that students are prepared for the industry-based certification exams, the district has created a targeted recruitment and selection process for qualified teachers. In order to be selected, the individual must already be certified, have proof of academic success, possess work experiences in this field, and be familiar with the targeted student population.

The district will provide the best equipment possible to its CTE students to adequately prepare them for the Health Science, Culinary Arts, and Manufacturing fields of study. Through previous grant funding and local school funds, the district was able to purchase the following pieces of equipment:

- Plasma Cutter – to fabricate parts for welding projects
- Portable Water Welder – to weld projects outside of the school building

By adhering to the recruitment and selection process of teacher certification, as well as, providing the proper equipment for students to practice their skills, the district ensures that the students will be prepared to take their industry-based certification exams.

11. **FOCUS AREA 2 APPLICANTS:** Identify strategic partnerships already in place that provide an advantage in implementing the proposed project.

The district has already secured a few strategic partnerships for this grant in order to provide an advantage in implementing the proposed project. One partnership includes working with Workforce Solutions South Plains. The board will be able to facilitate partnerships between the district and local businesses with similar training needs; thus, increasing the potential for students to receive employment right after high school.

To ensure all credits earned by the student will be transferable, the district partnered with South Plains College so that the students will be able to reduce the standard number of credits to complete an Associate’s Degree from sixty credits to forty-five credits.

Additionally, the district partnered with Cochran Memorial Hospital, NextEra Energy, and Texas Industrial Plating to provide students with the experience needed to attain skills/traits for the Health Science, Culinary Arts, and Manufacturing fields of study. This will assist the students in becoming more prepared to enter the workforce; thus, making them more likely to receive employment upon high school graduation.

**Equitable Access and Participation**

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this grant.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this grant.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

**PNP Equitable Services**

Are any private nonprofit schools located within the applicant's boundaries?

- Yes  No

*If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.*

Are any private nonprofit schools participating in the grant?

- Yes  No

*If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.*

**5A: Assurances**

- The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.
- The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

**5B: Equitable Services Calculation**

1. LEA's student enrollment	<input type="text"/>
2. Enrollment of all participating private schools	<input type="text"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text"/>
4. Total current-year grant allocation	<input type="text"/>
5. LEA reservation for direct administrative costs, not to exceed the grant's defined limit	<input type="text"/>
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	<input type="text"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text"/>
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	<input type="text"/>

**Request for Grant Funds**

List all of the allowable grant-related activities for which you are requesting grant funds. Include the amounts budgeted for each activity. Group similar activities and costs together under the appropriate heading. During negotiation, you will be required to budget your planned expenditures on a separate attachment provided by TEA.

**PAYROLL COSTS (6100)**

**BUDGET**

Extra-Duty Pay for Teacher Training	\$5,000
Project Director Stipend	\$2,500

**PROFESSIONAL AND CONTRACTED SERVICES (6200)**

Teacher Certification Costs	\$5,000
Professional Development for Academic and CTE Teachers	\$5,000
Data Collection and Analyses	\$3,000

**SUPPLIES AND MATERIALS (6300)**

Non-Consumable Instructional Materials and Resources	\$7,500

**OTHER OPERATING COSTS (6400)**

Travel Expenses (Local)	\$2,000

**CAPITAL OUTLAY (6600)**


**Total Direct Costs** \$30,000

**Indirect Costs**

**TOTAL BUDGET REQUEST (Direct Costs + Indirect Costs)** \$30,000

**Appendix I: Negotiation and Amendments (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 of the TEA website and may be mailed OR faxed (not both). **To fax:** one copy of all sections pertinent to the amendment (including budget attachments), along with a completed and signed page 1, to either (512) 463-9811 or (512) 463-9564. **To mail:** three copies of all sections pertinent to the amendment (including budget attachments), along with a completed and signed page 1, to the address on page 1. More detailed amendment instructions can be found on the last page of the budget template.

*You may duplicate this page*

**Negotiated/Amended Section**

**For amendments: Choose the section you wish to amend from the drop down menu.**

**Negotiated Change/Amendment**

**For amendments: Describe the changes you are making and the reason for them. Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.**

FOR TEA USE ONLY  
Changes confirmed with \_\_\_\_\_ on this date \_\_\_\_\_  
Via phone/fax/email by TEA staff person \_\_\_\_\_

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