DocuSign Envelope ID: 32C869B2-55BB-4858-9321-30B68FBBCD0A

Texas Education Agency

2019-2020 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 5:00 p.m. CT, January 7, 2020

NOGA ID

Authorizing legislation: **GAA, HB 1, Article IX, Section 18.114(c)(v)**

This LOI application may 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.

TEA must receive the application by **5:00 p.m. CT, January 7, 2020,** regardless of whether it is emailed, mailed, or hand-delivered.

Application stamp-in date and time: December 18, 2019 YF

Grant period from: **May 1, 2020 to August 31, 2020**

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)
2. OPTIONAL: Letters of support from partner districts (Focus Area 1 applicants) or letters of support from partner employers (Focus Area 2 applicants)

Amendment Number

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

Applicant Information

Organization: Midland ISD | CDN: 165901 | Campus: 9-12 campuses | ESC: 18 | DUNS: 081085391

Address: 615 W. Missouri | City: Midland | ZIP: 79707 | Vendor ID: 1756002064

Primary Contact: Orlando Riddick, MISD Supt. | Email: orlando.riddick@midlandisd.net | Phone: 432-240-1002

Secondary Contact: Jeff Horner, Ex. Dr Secondar | Email: jeff.horner@midlandisd.net | Phone: 432-240-1011

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
- ☒ General and application-specific Provisions and Assurances
- ☒ Debarment and Suspension Certification
- ☒ Lobbying Certification

Authorized Official Name: Orlando Riddick | Title: Midland ISD Superintendent

Email: Orlando.Riddick@midlandisd.net | Phone: 432-240-1002

Signature: DocuSigned by: Orlando Riddick E07388A7BB14483... | Date: 12/13/2019

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 2019-2020 Summer Career and Technical Education Program Guidelines.

☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2019-2020 Summer Career and Technical Education 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 completio of courses through a special collection process run by TEA.

CDN 165901 Vendor ID 1756002064 Amendment # N/A

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.

The overall mission of MISD is to allow our secondary students a summer opportunity to prepare and and be successful in completing the TSI college readiness test in reading, writing and math in order to continue their post secondary education and CTE program of studies training with our community postsecondary education partner. MISD sees the need to have our students college ready by passing the TSI test in high school in order to continue their postsecondary education whether it is dual credit while a high school student or upon graduation as they continue their postsecondary training and education. By students passing the TSI, students will have more postsecondary options upon graduation and less remediation.

MISD would provide a location with a computer lab and teachers for students to attend a 2 hr prep session for 3-4 days in the summer with review and practice each of the mornings and then test on one of the specific 3 areas each afternoon. The 4th day would be an opportunity to retake any section students were not successful earlier in the week. This program would allow our students easy access and small learning groups in preparation and success in TSI testing.

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
Secondary High School Teacher, Provides Instruction and proctor's TSI tests	Certified MISD Faculty member of core courses ,TSI Certified Proctor, Familiar with TSI format.
Career and Technical Ed. Counselor, assists in proctoring and facilitates session with teachers and students	Certified MISD counselor, Knowledge of CTE pathways and postsecondary opportunities, Certified TSI Proctor, Familiar with TSI format
Career and Technical Ed. Director, Sets up TSI vouchers, scheduling of session, materials, and teachers	Certified Ed. Leadership, TSI Administrator, Knowledge of CTE pathways and postsecondary opportunities.
MISD Executive Dr of Secondary Education	Chief Administrator

Goals, Objectives, and Strategies

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

Goal: to implement a CTE summer TSI bridge program for students continuing in dual credit classes in high school and upon graduation into a postsecondary program.

Objective: Students will have an opportunity to spend 4 days in review and instruction in order to complete the TSI college readiness test with success in order to continue with their postsecondary education program with our community postsecondary partner.

MISD will provide a computer lab and teachers for students to attend a 2 hr TSI prep session in the morning and in the afternoon complete one section of the TSI test. Students will have a focus of one TSI subject area each day. Example: Reading the first day, Writing 2nd day, Math 3rd day, and the 4th day will be for any retakes that are needed.

Teachers would be provided with supplies as well as online resources to prepare students.

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.

Performance measures would be reviewed by the number students attending and the successful passing rate of the TSI. Attendance would be taken each day by student sign in sheets. TSI score reports would be printed as evidence and record of students scores. Each student would leave with a copy of their own personal score report in hand for their own records as well. Score Report will be shared with postsecondary partner for enrollment purposes.

CDN 165901 Vendor ID 1756002064 Amendment # N/A

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.

Our budget would be for staffing expense (not to exceed 50% of the grant request) as well as testing fee for each student needed for TSI testing plus supplies for each session. Currently the CTE local budget is used to provide testing units for TSI testing. Adjustments can be made due to the number of students participating in the future. See attached Excel spreadsheet for proposed cost estimates.

2019-2020 Summer Career and Technical Education Grant Estimated Costs

Teacher Stipend 2-3 per day, $35 per hr, 6 hrs per day for 4 days = $840 for 4 days, Total $2,520.00
Accuplacer TSI Units based on 100 students 600, $1.95 per unit, $ 1170 per day, Total $4,680.00
Session Supplies $300.00

Total $7,500.00

Program Requirements

Focus Area 1 applicants

1. Use the space provided below to specify program(s) of study CTE courses will be offered in (see https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/approved-cte-programs for a list of the approved statewide programs of study) and well as specify which CTE course(s) will be offered. Include the number of students who be engaged and supported.

Students in all areas of the CTE programs of studies would be invited to attend. Students who are in a Industrial Based Certification dual credit program as well as our recent 2020 MISD graduates from these programs would be encouraged to attend these session in order to further advance their post secondary education. Example would be students who are now in, or entering or just graduated from our Petroleum Energy academy as well as our Health Science and Business Academy and MISD Early College High School students.

Our target group each day would be at least 10-15 students each day for a week in the month of June to attend for a total of at least 40-50 students and successfully pass at least 2 out of the 3 sections, if not all sections of the TSI.

Program Requirements continued

Focus Area 2

1. Use the space provided below to specify business and industry partners who will be involved in your program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged supported.

N/A

CDN 165901 Vendor ID 1756002064 Amendment # N/A

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 program.

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

Group		Barrier	
Group		Barrier	
Group		Barrier	
Group		Barrier	

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 program?

( ) 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	0
2. Enrollment of all participating private schools	0
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	0
4. Total current-year program allocation	0
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	0
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	0
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	0
LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)	0

Application Part 2: **2019-2020 Summer CTE Grant**

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or vendor ID:		Amendment # 0
Grant Period:	May 1, 2020 to August 31, 2020	**Fund Code/ Shared Services Arrangement: 429/459**

Program Budget Summary

	Description and Purpose	Class/ Object Code	Program Cost	Admin Cost	Pre-Award	Total Budgeted Cost
			Source of Funds			
1	Payroll Costs	6100	$ 2,520			$ 2,520
2	Professional and Contracted Services	6200	$ 4,680			$ 4,680
3	Supplies and Materials	6300	$ 300			$ 300
4	Other Operating Costs	6400	$ -			$ -
5	Capital Outlay	6600	$ -			$ -
	Consolidate Administrative Funds			N/A		
6	**Total Direct Costs:**		**$ 7,500**	**$ -**		**$ 7,500**
7	Enter Percentage (%) of Indirect Costs:	0%	N/A	$ -	$ -	$ -
8	**Grand Total of Budgeted Costs :**		**$ 7,500**	**$ -**		**$ 7,500**

Shared Services Arrangement

9	6493	Payments to member districts of shared services arrangements	N/A	N/A	N/A	$ -

Administrative Cost Calculation

10	Total Grant Amount Budgeted:		$ 7,500
11	Reasonable and necessary administrative costs established for the program:		$ -
12	Maximum amount allowable for administrative costs, including indirect		$ -

FOR TEA USE ONLY	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Application Part 2: **2019-2020 Summer CTE Grant**

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID: 165901 Amendment # (for amendments only):

	Payroll Costs (6100)				
	Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Pre-Award	Grant Amount Budgeted
Academic/Instructional					
1	Teacher	3	3	0	$ 2,520
2	Educational Aide	0	0	0	
3	Tutor	0	0	0	
Program Management and Administration					
4	Project Director				$ -
5	Project Coordinator				$ -
6	Teacher Facilitator				$ -
7	Teacher Supervisor				$ -
8	Secretary/Admin Assistant				$ -
9	Data Entry Clerk				$ -
10	Grant Accountant/Bookkeeper				$ -
11	Evaluator/Evaluation Specialist				$ -
Auxiliary					
12	Counselor				$ -
13	Social Worker				$ -
14	Community Liaison/Parent Coordinator				$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)					
15	ESC Specialist/Consultant				$ -
16	ESC Coordinator/Manager/Supervisor				$ -
17	ESC Support Staff				$ -
18	ESC Other: (Enter position title here)				$ -
19	ESC Other: (Enter position title here)				$ -
20	ESC Other: (Enter position title here)				$ -
Other Employee Positions					
21	(Enter position title here)				$ -
22	(Enter position title here)				$ -
23	**Subtotal Employee Costs:**				$ 2,520
Substitute, Extra-Duty Pay, Benefits Costs					
24	6112 - Substitute Pay				$ -
25	6119 - Professional Staff Extra-Duty Pay				$ -
26	6121 - Support Staff Extra-Duty Pay				$ -
27	6140 - Employee Benefits				$ -
28	61XX - Tuition Remission (IHEs only)				$ -
29	**Subtotal Substitute, Extra-Duty Pay, Benefits Costs:**				$ -
30	**Grand Total:**				$ 2,520
31	**Total Program Costs*:**				$ 2,520
32	**Total Direct Admin Costs*:**				$

***Complete the Total Program Costs (line 31) and Total Direct Admin Costs (line 32) lines. The sum of these lines must equal the Grand Total (line 30) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.**

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

FOR TEA USE ONLY	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate):	By TEA staff person:

Application Part 2: **2019-2020 Summer CTE Grant**

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or 165901 Amendment #: 0

Professional and Contracted Services (6200)

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.

	Description of Service and Purpose	Pre-Award	Grant Amount Budgeted
~~1~~	~~6259 Rental or lease of buildings, space in buildings, or land~~		$
2	Service: Collegeboard- Accuplacer Specify purpose: Purchase 600 TSI testing online testing units		$ 4,680
3	Service: Specify purpose:		
4	Service: Specify purpose:		
5	Service: Specify purpose:		
6	Service: Specify purpose:		
7	Service: Specify purpose:		
8	Service: Specify purpose:		
9	**Subtotal of professional and contracted services requiring specific approval:**		**$ 4,680**
10	Remaining 6200 - Professional and contracted services that do not require specific approval.		
11	**Grand Total:**		**$ 4,680**
12	**Total Program Costs*:**		$ 4,680
~~13~~	~~Total Direct Admin Costs*:~~		$

***Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.**

FOR TEA USE ONLY		
Changes on this page have been confirmed with:		On this date:
Via telephone/fax/email (circle as appropriate)		By TEA staff person:

Application Part 2: **2019-2020 Summer CTE Grant**

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID:	165901	Amendment #:	0

Supplies and Materials (6300)

	Expense Item Description	Pre-Award	Grant Amount Budgeted
1	**Remaining 6300 - Supplies and materials that do not require specific approval:**		$ 300
2	**Grand Total:**		**$ 300**
3	**Total Program Costs*:**		$ 300
4	~~**Total Direct Admin Costs*:**~~		~~$~~

***Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum of these lines must equal the Grand Total (line 2) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.**

FOR TEA USE ONLY	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate):	By TEA staff person:

Application Part 2: **2019-2020 Summer CTE Grant**

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID:			Amendment #:

Other Operating Costs (6400)

	Expense Item Description	Pre-Award	Grant Amount Budgeted
1	6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.		$ -
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. Specify name and purpose of conference:		
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.		
4	6413 - Stipends for non-employees other than those included in 6419.		
5	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.		
6	6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.		
~~7~~	~~6495 - Cost of membership in civic or community organizations. Specify name and purpose of organization:~~		~~$ -~~
~~8~~	~~64XX - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.~~		~~$ -~~
9	**Subtotal of other operating costs (6400) requiring specific approval:**		$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.		
11	**Grand Total:**		$ -
12	**Total Program Costs*:**		$ -
~~13~~	~~**Total Direct Admin Costs*:**~~		~~$ -~~

***Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.**

In-state travel for employees does not require specific approval.

FOR TEA USE ONLY		
Changes on this page have been confirmed with:		On this date:
Via telephone/fax/email (circle as appropriate)		By TEA staff person:

Application Part 2: **2019-2020 Summer CTE Grant**

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID:165901 Amendment #:

Capital Outlay (6600)

	Description and Purpose	Quantity	Unit Cost	Pre-Award	Grant Amount Budgeted
	6669 - Library Books and Media (capitalized and controlled by library)				
1		N/A	N/A		
	66XX - Computing Devices, capitalized				
2	(Enter description and brief purpose)		$ -		
3			$ -		
4			$ -		
5			$ -		
6			$ -		
7			$ -		
8			$ -		
9			$ -		
	66XX - Software, capitalized				
10	(Enter description and brief purpose)		$ -		
11			$ -		
12			$ -		
	66XX - Equipment, furniture, or vehicles				
13	(Enter description and brief purpose)		$ -		
14			$ -		
15			$ -		
	66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)				
16	(Enter description and brief purpose)				
17	**Grand Total (sum of all lines):**				$ -
18	**Total Program Costs*:**				$ -
19	**Total Direct Admin Costs*:**				$ -

***Complete the Total Program Costs (line 18) and Total Direct Admin Costs (line 19) lines. The sum of these lines must equal the Grand Total (line 17) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.**

FOR TEA USE ONLY	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person: