2019-2020 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 5:00 p.m. CT, January 17, 2020

Texas Education Agency

NOGA ID

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

Application stamp-in date and time

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 17, 2020,** regardless of whether it is emailed, mailed, or hand-delivered.

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

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

January 17, 2020 MF

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: Raymondville ISD | CDN: 245903 | Campus: 001 | ESC: 1 | DUNS: 10076322

Address: 419 FM 3168 | City: Raymondville | ZIP: 78580 | Vendor ID: 176001950

Primary Contact: Benjamin Clinton | Email: clintonb@raymondvilleisd.org | Phone: 956-689-8175

Secondary Contact: David Longoria | Email: longoriad@raymondvilleisd.org | Phone: 956-689-8150

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: Stetson Roane | Title: Superintendent

Email: sroane@raymondvilleisd.org | Phone: 956-689-8175

Signature: Stetson Roane | Date: 01/14/2020

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.

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.

Raymondville ISD is home to Raymondville High School located in ESC Region 1 in Willacy County. With a student population of 511 students in grades 9-12, Raymondville High School students who face many challenges as revealed in the student demographics: 86% of students are economically disadvantaged and 48% are at-risk. Raymondville is located in a rural and geographically isolated area in the Rio Grande Valley (5 priority points). The remote location poses many challenges for high school students to access quality Career and Technology Education (CTE) opportunities. The purpose of this grant request will expand access for high school students to attend CTE summer courses in the Certified Nurse Assistant (CNA) program that lead to attaining an LVN and RN certifications. In addition, RISD CTE teachers will access expanded CTE professional development services by bringing the CTE training to the district and eliminating the need to travel long distances to access services.

The goal of this grant aligns with helping RISD to achieve the district's mission: "Raymondville ISD, in collaboration with the greater Raymondville community, will educate all students to become college and career ready through learning opportunities that promote creativity, critical thinking, and self-directed learning." The 2019-2020 District Improvement Plan has established the goal: "Goal 1: Academic Program-Raymondville ISD will implement well-balanced, challenging and aligned curriculum, instruction, and assessment programs that promote learning at high levels and develop our students, PK-12, with the necessary skills to become life-long learners and productive citizens in the world of today. The students will be encouraged and challenged to meet their educational potential." Strategies include: "Implement Early College High School/PTECH model that will offer dual credit to students with an IHE partner, and offer student supports." RISD provides high school students with academic support to achieve high-expectations in the college-focused curriculum and instructional programs through the AVID program and WICR strategies.
RHS students take a career interest assessment through the Career Cruising web-based platform. Students whose interested aligned with the CNA program were connected with information and opportunities to support their career interests. Career Cruising's database of career profiles, schools, programs, scholarships, and job-search tools support students for success on their selected career pathway. The CTE summer program will provide high school students with the opportunity to expand their CTE knowledge and understanding of careers in a high need job area as a Certified Nurse Assistant.

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
Project Manager-proposed	Bachelor and Master's degree, minimum of three of years experience in school administration and experience working with CTE programs, Texas Certifications
External consultants-Service provider-existing	Minimum of five years experience working with CTE students and teachers to provide high-quality, affordable CTE courses and professional development services
Teachers-existing	Bachelors Degree, minimum of three years high school teaching experience, experience working with CTE courses and programs

Goals, Objectives, and Strategies

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

The impact of education on the workforce is revealed each time the Texas Workforce Commission releases an annual report. The 2016 TWC figures showed that employers reported 25 million jobs in Texas. By 2026, the demand for workers is projected to reach 29 million. Employment projections indicate a growing need for a better-educated and a more highly skilled workforce. In the last 40 years, the number of jobs requiring postsecondary education increased from 28% to 59%, following a trend that is expected to reach 65% by 2020 (Carnevale, Smith, & Strohl, 2013). Many employers and business groups identified a disconnect between the skills that prospective employees possess and the jobs that are available, often referred to as the skills gap. The Bureau of Labor Statistics projects a 9% growth in the need of for CNAs within the next ten years.

2018-2019 TAPR reports that 18.9% of RHS graduates earned an Approved Industry-Based Certification. Goal: To connect more students to pathways toward high demand, high wage jobs in the medical profession through the CNA program. Objective: Increase the number of career-ready graduates who earn an industry recognized certification as a CNA. Strategy: In partnership with a local community college, students will attend and complete CNA summer courses and earn credit hours to successfully meet CNA licensing and certification requirements. This program will provide the pathway to help students meet the requirements towards attaining an LVN or RN certification.

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.

The summer program will provide for 25 RHS students to attend summer classes through the community college's Certified Nurses Assistant program.
Metrics of success for this program are listed below:
95% of students will complete the the summer courses.
90% average attendance rate for summer courses.
100% of students will take an exam upon completion of summer program.
85% of students will pass exams toward certification/licensing requirements.

Prior to starting the program, students and parents will attend an initial orientation meeting to understand the requirements and commitment to completing the summer program. Information will be provided in both English and Spanish to meet the language needs to all RISD families. Representatives from the community college will facilitate the meeting to answer any questions and discuss required paperwork and documents required for enrollment and the exam required for licensing and certification.

RHS school counseling staff will be the point of contact for students to enroll in the summer CNA program. Counselors will monitor students' progress and attendance and identify potential barriers to ensure students persist through completion of the summer program. Research studies show that students have to be persistent in their pursuit of their degrees and be willing to expend the effort when faced with challenges. Therefore, RHS counseling and community college staff will meet regularly with students, both individually and and in small groups as needed, to understand their challenges and develop strategies and necessary supports to help students persist through the program.

District and school leadership will monitor the progress towards meeting this performance measure through monthly meetings integrated with an analysis of student performance data to meet CTE and CCMR goals.

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.

Personnel:
Project Manager: 1.0 Part Time Effort (PTE) $1,500
Provide college and career guidance counseling, academic goal setting, coordinate external service provider, scheduling courses, facilitating exam and certifications, monitoring the effectiveness of student CTE courses sessions, program evaluation and reporting

Extra-duty Pay for Teachers
$4,000-Extra-duty pay for teachers facilitating and teaching CNA summer courses with the community college staff outside of their contracted work hours.

Contracted Services:
External Service Provider: $10,000-The community college will provide a CNA program for 25 high school students who have an interest in expanding their knowledge and understanding of the CNA medical career pathway. The program will provide industry experts to mentor and prepare students for success in an entry-level CNA program at universities, two-year technical colleges, and/or medical career certificate programs.

Professional Consulting Services-$1,350- data collection, analysis, program monitoring, and compliance for the grant

Supplies and Materials:
$14,000- CTE related supplies and materials for 25 students: uniforms, tools, books, and supplies

Other Costs
$7,000-Costs for test fees for CTE certification exams, recruitment/enrollment and orientation meetings

Capital Outlay
$10,000-instructional equipment for the CNA program simulations and clinical experiences

Subtotal:
$46,500

Indirect Costs: 4.414%=$2,118

Total: $49,968

The budget will align to meet all program goals and objectives. Funds will be adjusted as needed depending on unexpected challenges that may need to be addressed to ensure students success towards completing CNA courses and test preparation requirements. RISD's CTE program allocates funds through the Carl Perkins CTE funds to support students in CTE programs during the school year. Students participating in the summer CNA program will have access to continue attending CNA courses through the RHS CTE program in the 2020-2021 school year.

Additional supports will be provided through the school counseling staff to provide support and interventions with additional funds throughout the school year.
General fund: Guidance Counseling services: $186.002
Career & Technical Education State Allotment: $613,280
Carl Perkins: $43,142

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.

The Certified Nurse Assistant (CNA) program through Coastal Bend College will provide college level, career-focused courses to equip 25 students with the skills for success in an entry-level medical professions position. Courses will qualify for high school CTE credit hours.

Upon completion of CNA courses, students will receive test prep sessions using both NHA and NOCTI which have proven to be excellent tools to help prepare CTE high school students for certifications. Students will benefit from obtaining their CNA certification with expanded job opportunities, increase in pay, job security, and increased subject matter expertise.

The CNA courses will implement a teaching model similar to Grant Wiggins and Jay McTige's Understanding by Design learning theory to engage high school learners:
Explore: Short presentations will initiate the learning process, followed by classroom discussion questions. The presentations will introduce each topic and build interest for students.

Learn & Practice: Students will engage with both online, interactive lessons, and short quizzes to stimulate learning. The use of textbooks, lectures, and skill demonstrations will be integrated to provide practical knowledge and skills to deepen students' learning.

Reflect: Students will reflect on their learning using current event writing assignments relevant to the modern-day medical profession.

Reinforce: Students will apply new skills and knowledge in a clinical setting with projects to strengthen students' understanding of the course material.

Examples of available CNA summer courses may include but are not limited to courses to cover the following topics and learning objectives:

1. Students will be engaged in a health-related work-based learning experience that enables students to apply specialized occupational theory, skills, and concepts with direct supervision by the teaching and clinical professional.

2. Students will learn essential knowledge, skills, and abilities to provide basic care to residents of long-term care facilities. Topics may include resident's rights, communication, safety, observation, reporting, and assisting residents in maintaining basic comfort and safety.

3. Students will receive instruction in the proper preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration.

4. Training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensing or certification requirements.

Student enrollment in courses may vary based on each students' level of completion in their sequence of completed courses.

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

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	

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:	245903	Amendment #	N/A
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	Source of Funds: Program Cost	Admin Cost	Pre-Award	Total Budgeted Cost
1	Payroll Costs	6100	$ 5,500			$ 5,500
2	Professional and Contracted Services	6200	$ 10,000	$ 1,350		$ 11,350
3	Supplies and Materials	6300	$ 14,000			$ 14,000
4	Other Operating Costs	6400	$ 7,000			$ 7,000
5	Capital Outlay	6600	$ 10,000			$ 10,000
	Consolidate Administrative Funds			N/A		
6	**Total Direct Costs:**		**$ 46,500**	**$ 1,350**		**$ 47,850**
7	Enter Percentage (%) of Indirect Costs:	4.414	N/A	$ 2,118		$ 2,118
8	**Grand Total of Budgeted Costs :**		**$ 46,500**	**$ 3,468**		**$ 49,968**

Shared Services Arrangement

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

Administrative Cost Calculation

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

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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:	245903	Amendment # (for amendments on	N/A

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				
2	Educational Aide				
3	Tutor				
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:**				$ -
Substitute, Extra-Duty Pay, Benefits Costs					
24	6112 - Substitute Pay				
25	6119 - Professional Staff Extra-Duty Pay				$ 5,500
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:**				**$ 5,500**
30	**Grand Total:**				**$ 5,500**
31	**Total Program Costs*:**				$ 5,500
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.

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

County District Number or	245903	Amendment #:	N/A

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~~	~~6269 - Rental or lease of buildings, space in buildings, or land~~		~~$~~
2	Service: provide summer CTE-CNA courses for high school stude Specify purpose: increase students' CCRS and CCMR readiness		$ 10,000
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:**		**$ 10,000**
10	Remaining 6200 - Professional and contracted services that do not require specific approval.		$ -
11	**Grand Total:**		**$ 10,000**
12	**Total Program Costs*:**		$ 10,000
~~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.**

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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: 245903		Amendment #: N/A
Supplies and Materials (6300)		
Expense Item Description	**Pre-Award**	**Grant Amount Budgeted**
1 **Remaining 6300 - Supplies and materials that do not require specific approval:**		$ 14,000
2 **Grand Total:**		**$ 14,000**
3 **Total Program Costs*:**		$ 14,000
~~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.**

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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: 245903			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.		$ 7,000
11	**Grand Total:**		**$ 7,000**
12	**Total Program Costs*:**		$ 7,000
~~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.

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County District Number or Vendor ID: 245903 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	CNA-simulation and clinical equipment	1	$ 10,000		$ 10,000
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):**				**$ 10,000**
18	**Total Program Costs*:**				$ 10,000
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.**

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