



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

TEA NOGA ID

Authorizing legislation

GAA, HB 1, Article IX, Section 18.114(c)(v)

This LOI application may be submitted via email to [loapplications@tea.texas.gov](mailto:loapplications@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.

Application stamp-in date and time

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):

**Applicant Information**

Organization Tyler ISD CDN 212905 Campus CTC ESC 07 DUNS 079843447

Address 1319 Earl Campbell Parkway City Tyler ZIP 75701 Vendor ID 1756002675

Primary Contact Gary Brown Email gary.brown@tylerisd.org Phone 903-262-1026

Secondary Contact Mary Russell Email mary.russell@tylerisd.org Phone 903-262-1096

**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 Marty L. Crawford Title Superintendent

Email marty.crawford@tylerisd.org Phone 903.262.1001

Signature  Date 1/15/2020

2020-021520

**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 completion 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.

The mission of the CTE Summer Internship Program is to provide paid internship opportunities for students enrolled in advanced CTE classes. The need exists to help CTE students bridge the gap between knowledge gained in the classroom and how it applies in the real world, enabling them to be more college and career ready. Students entering their senior year of high school will be provided the opportunity to participate in a paid internship over the course of the summer. Internships will be related to the participating student's program of study in order for the student to apply their educational knowledge, practice concepts learned in the classroom and gain practical on-the-job experience. Internships will be directly related to the student's senior year practicum course, such as: Agriculture, Food and Natural Resources, Architectural Design, Audio/Video Production, Business Management, Construction Technology, Culinary Arts, Education and Training, Graphic Design and Illustration, Health Science, Human Services, Information Technology, Law, Public Safety Corrections and Security, Manufacturing, Marketing, Science, Technology, Engineering and Mathematics.

The CTE Summer Internship Coordinator will oversee the program. The coordinator will be responsible for the following tasks to ensure overall success of the CTE Summer Internship Program. (1) Procuring internship opportunities, assisting students with the completion of applications, participating in job interviews, and providing job coaching. (2) Training students in work-related attitudes, habits, behavior, dress and communication skills. (3) Collecting weekly schedules for students and job sites, making visits to students on the job and keeping documentation from site evaluations. (4) Building and maintaining positive relationships with businesses, community, industry and higher education partners. (5) Complying with policies established by federal and state law, State Board of Education rule and the local Board of Trustees in pursuing the district's mission.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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
CTE Summer Internship Coordinator (Proposed). Coordinate work-based learning opportunities with local employers.	1. Knowledge of community regional and state resources. 2. Prior work experience showing track record for creating business partners. 3. Ability to travel in town to supervise students placed in internships.

**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 CTE Summer Internship Program will provide paid summer internship opportunities for up to 30 CTE students entering their senior year of high school to promote college and career readiness. The program will establish partnerships with participating businesses to provide internship opportunities for students. Students and businesses will be identified by March 2020, selections will be communicated by May 2020 and internships will start after the completion of the school year, June 1, 2020. The CTE teachers with junior students will identify students that are work ready. The CTE Summer Internship Coordinator will recruit identified students to apply to participate in the program. The CTE Summer Internship Coordinator will meet with prospective businesses to create partnerships. Selected students will be given a letter of acceptance and matched with a participating business by the end of March. Grant funds will be used to pay the CTE Summer Internship Coordinator and students during their summer internship.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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 CTE Summer Internship Coordinator will conduct regular on site evaluations and maintain communication with the student interns and participating businesses throughout the duration of the summer internship program.

June 1-5, 2020: Site visit to all participating businesses with interns. Contact will be made with the student and their direct supervisor to ensure internships have begun. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

June 8-12, 2020: Site visit to all participating businesses with interns. Contact will be made with the student and their direct supervisor to ensure internships and schedules are well established. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

June 15-19, 2020: Contact participating businesses with interns via phone or email to maintain communication.

June 22-26, 2020: Site visit to all participating businesses with interns. The supervisor will complete a one page evaluation and provide comments related to the student's performance and the overall experience. Meet with students to discuss evaluation and to get comments about their experience so far. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

June 29-July 10, 2020: Contact participating businesses with interns via phone or email to maintain communication.

July 13-17, 2020: Site visit to all participating businesses with student interns. Contact will be made with the student and their direct supervisor to ensure internships are continuing to progress accordingly. Review assigned tasks to ensure the internship aligns with the learning objectives for the student's program of study.

July 20-24, 2020: Contact participating businesses with interns via phone or email to maintain communication.

July 27-31, 2020: Site visit to all participating businesses with interns. The supervisor will complete a one page evaluation and provide comments related to the student's performance and the overall experience. Meet with students to discuss evaluation and to get comments about their experience. Students will complete a one page evaluation on their overall experience and will be given the option to make the information available to their supervisor.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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.

The proposed budget from the 2019-2020 Summer Career and Technical Education Grant would be used to fund the CTE Summer Internship Coordinator position and to pay wages of students involved in the summer internship program.

CTE Summer Internship Coordinator: \$25 per hour for 120 hours of work related to the grant; \$3,000 total.

Student intern wages: up to 30 students at \$11.38 per hour (not to exceed \$12.75 per hour) for 120 hours of internship work related to the grant; \$1,365.56 per student; \$40,966.80 total.

In the future, after the grant period has ended, summer internships will continue. Efforts will be made by Tyler ISD to source funding to continue providing paid internship opportunities. Participating businesses will also have the option to offer paid or unpaid internships to CTE students.

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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.

**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.

The following business and industry partners will be involved in the CTE Summer Internship Program. This is not an exhaustive list of all the participating partners but shows the current businesses that have committed to participate.

1. Brookshire Grocery Company
2. Cancer Foundation for Life
3. Champions for Children
4. CMC Neptune
5. Heart to Heart Hospice
6. Hood Packaging, Inc.
7. MADD
8. PATH
9. Smith County CSCD
10. Smith County Judge
11. Southside Bank
12. TBG Solutions Inc.
13. The Mentoring Alliance
14. Tyler Area Builders Association
15. Tyler Area Chamber of Commerce
16. Tyler Economic Development Council
17. Tyler Today Magazine
18. UT Health North Campus Tyler
19. UT Health Science Center
20. VehicleReman
21. Workhub

\*\*\*CTE Summer Internship Program (Focus Area 2)\*\*\*

**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	<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"/>



## 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:		212905	Amendment # (for amendments only):		
<b>Payroll Costs (6100)</b>					
<b>Employee Position Title</b>		<b>Estimated # of Positions 100% Grant Funded</b>	<b>Estimated # of Positions Less than 100% Grant Funded</b>	<b>Pre-Award</b>	<b>Grant Amount Budgeted</b>
<b>Academic/Instructional</b>					
1	Teacher				
2	Educational Aide				
3	Tutor				
<b>Program Management and Administration</b>					
4	Project Director				
5	Project Coordinator		1		\$ 3,000
6	Teacher Facilitator				
7	Teacher Supervisor				
8	Secretary/Admin Assistant				
9	Data Entry Clerk				
10	Grant Accountant/Bookkeeper				
11	Evaluator/Evaluation Specialist				
<b>Auxiliary</b>					
12	Counselor				
13	Social Worker				
14	Community Liaison/Parent Coordinator				
<b>Education Service Center (to be completed by ESC only when ESC is the applicant)</b>					
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)				
<b>Other Employee Positions</b>					
21	Student Work-Based Learning Intern	30			\$ 41,000
22	(Enter position title here)				
23	<b>Subtotal Employee Costs:</b>				\$ 44,000
<b>Substitute, Extra-Duty Pay, Benefits Costs</b>					
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	<b>Subtotal Substitute, Extra-Duty Pay, Benefits Costs:</b>				\$ -
30	<b>Grand Total:</b>				\$ 44,000
31	<b>Total Program Costs*:</b>				\$ 44,000
32	<b>Total Direct Admin Costs*:</b>				\$

\*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.

<b>FOR TEA USE ONLY</b>	
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:		212905		Amendment #:
<b>Other Operating Costs (6400)</b>				
<b>Expense Item Description</b>		<b>Pre-Award</b>	<b>Grant Amount Budgeted</b>	
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.		\$	450
7	<del>6495 - Cost of membership in civic or community organizations. Specify name and purpose of organization:</del>		\$	
8	<del>64XX - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.</del>		\$	
9	<b>Subtotal of other operating costs (6400) requiring specific approval:</b>		\$	450
10	Remaining 6400 - Other operating costs that do not require specific approval.			
11	<b>Grand Total:</b>		\$	450
12	<b>Total Program Costs*:</b>		\$	450
13	<b>Total Direct Admin Costs*:</b>		\$	

\*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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## 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: 212905		Amendment # 0
Grant Period:	May 1, 2020 to August 31, 2020	Fund Code/ Shared Services Arrangement: 429/459

## Program Budget Summary

Description and Purpose		Source of Funds				
		Class/ Object Code	Program Cost	Admin Cost	Pre-Award	Total Budgeted Cost
1	Payroll Costs	6100	\$ 44,000			\$ 44,000
2	Professional and Contracted Services	6200	\$ -			\$ -
3	Supplies and Materials	6300	\$ -			\$ -
4	Other Operating Costs	6400	\$ 450			\$ 450
5	Capital Outlay	6600	\$ -			\$ -
	Consolidate Administrative Funds			N/A	No	
6	Total Direct Costs:		\$ 44,450	\$ -		\$ 44,450
7	Enter Percentage (%) of Indirect Costs:	12.598	N/A	\$ 5,500		\$ 5,500
8	Grand Total of Budgeted Costs :		\$ 44,450	\$ 5,500		\$ 49,950

## Shared Services Arrangement

9	6493	Payments to member districts of shared services arrangements				\$ -
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## Administrative Cost Calculation

10	Total Grant Amount Budgeted:		\$ 49,950
11	Reasonable and necessary administrative costs established for the program:		
12	Maximum amount allowable for administrative costs, including indirect		\$ -

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