



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

NOGA ID [Redacted]

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 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

1/17/2020 usz

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): [Redacted]

Applicant Information

Organization **George West ISD** CDN **149901** Campus **George West HS** ESC **2** DUNS **N/A**

Address **913 Houston** City **George West** ZIP **78802** Vendor ID **74-6000969-3**

Primary Contact **Dr. Jim Rosebrock** Email **jrosebrock@gwisd.us** Phone **361-449-1914**

Secondary Contact **Dr. Roland Quesada** Email **rquesada@gwisd.us** Phone **361-449-1914**

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 **Dr. Jim Rosebrock** Title **Superintendent**

Email **jrosebrock@gwisd.us** Phone **361-449-1914**

Signature *Jim Rosebrock* Date **1/17/2020**

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 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 our school district is to "educate, encourage, and prepare our students to be productive citizens". It is vital that we partner up with neighboring school districts to prepare our students for high-wage, high-skill, and in-demand careers in the local community and the region. The proximity of George West Independent School District and Three Rivers ISD to the Valero Refinery is less than 10 miles away; therefore, perfect for this partnership. This creates an opportunity to enhance our partnership with the refinery in order to prepare our students for jobs in their workforce. Only 60 miles away, additional refineries and new manufacturing plants in Corpus Christi also provide opportunities for employment and partnerships. Currently, both school districts have a small percentage of students opting for college or university pathways and a large percentage of our students going directly into the local workforce. We offer courses in Agriculture, Business, and Human Services programs of study; however, we are in the beginning stages of building Programs of Study with courses in Levels 1 through 4 as established by the Texas Education Agency. In addition, we have not filled the need for students who have an interest in process technology as it relates to our local workforce in Refining and Chemical Processes as shown by job market data. The local refinery accounts for a large portion of our local economy, hiring many of the parents and family members of George West ISD and Three Rivers ISD students. Building Programs of Study in the areas of Refining and Chemical Processes, Oil and Gas Exploration, Instrumentation, and Process Technology, will build a strong career and technology option for students, careers, and lives in our community. With the support and partnership of the local refinery through a career preparation approach, our school districts will be filling a need for jobs in demand and providing a much needed boost to an economy in need. In order to launch this Program of Study approach successfully, our district partnership would like to implement a Certified Production Technician (CPT) Program. Through an interactive multimedia curriculum and a competency-based instructional design, students would be engaged in a lab setting, with a certified refinery professional leading the instruction and certification. The lab would include video, text, audio, 3D animation and interactive activities. The certified refinery instructor would be trained through the appropriate credentialing organization and possess authentic on-site refinery skills, building a bridge between the learner and employability success at the refinery. Students would be preparing for a career in process technology and earning credentials in safety, quality, and refining processes. In addition to technical skills, students would be learning cross-functional skills, communication, teamwork, and workplace conduct. Earning the CPT certification would give our students an advantage in competing for high paying, in-demand jobs. This grant opportunity would launch a relevant and engaging CTE course pathway and future choice options for future George West and Three Rivers ISD graduates. With an expanding Programs of Study approach, as endorsed by the Texas Education Agency, our districts would have the ability to partner with Valero Refinery and open doors for internships and career preparation programs.

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
Instructor for Certified Production Technician Course (Proposed Position)	Background In Refining processes, instrumentation, process technology Experience in or employed in Refining Processes or Process Technology

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 1: Students enrolled in Certified Program Technician (CPT) program will earn the certification or accomplish over 50% of the certification process to be completed in school year 2020-2021.

Strategies:

- a. Advertise, hire, and train the CPT instruction according to standards required and prepare for classroom instruction.
- b. Advertise, hire, and train external consultant to assist in establishing and initiating CPT Lab and Program
- c. Purchase and prepare lab equipment and ensure that lab classroom is prepared for student learning.
- d. Enroll students in Grades 8-12 in CPT class in Spring and Summer 2020.
- e. Establish partnership with Valero Refinery to ensure understanding of District goals and expectations.
- f. Establish mentorships between refinery and George West ISD students and CPT Instructor.

Goal 2: George West and Three Rivers ISD will offer the Certified Program Technician (CPT) program through the 2020-2021 school year in order to provide students continued opportunities to earn the certification.

- a. Continue the enrollment of students into the CPT program through the Fall of 2020.
- b. Continue partnerships begun with the local refinery to provide mentorships and instruction on the CPT program.

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.

1. Students will be able to perform the functions of a Certified Production Technician (CPT) as indicated in the competencies stated in the Manufacturing Skill Standard Council (MSSC) national certification standards examinations and earn the CPT certification.
2. Students will be able to show mastery of each CPT objective as prescribed in the online instructional program including, but not limited to Quality Practices and Measurement, Safety, Manufacturing Processes and Production, and Maintenance Awareness as prescribed by the Amatrol CPT curriculum.
3. Students will be able to show mastery in cross-functional skills, communication, teamwork, customer service, and workplace conduct skills as prescribed by the Amatrol CPT curriculum.
4. Students will be able to successfully participate in properly supervised mentorship visits with Valero Refining mentors through collaboration with CPT Instructor and onsite experts as required by instructor evaluation.

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.

Currently, our entire career and technology budget is expended on career and technology courses such as Agriculture, Business, and Human Services leaving few funds to explore additional programs of study that would satisfy the interests of other students in the areas of Refining and Chemical Processes. Costs associated with Agriculture, Business, and Human Services consume the budget rapidly, requiring teachers to seek additional funds from private sources for supplies and student competitions. Career and technology courses require equipment, technology, and other materials that are increasing in cost every year.

The proposed budget will provide for equipment, technology and supplies related to the Certified Production Technician (CPT) certification program. This will related equipment for proper certification of students. This would include the preparation of an existing classroom into a CPT lab. The lab would include workstations and equipment to prepare students for the actual certification.

The budget will also provide for a contracted professional instructor with the proper certification and refining and manufacturing experience in the selected area. The instructor would be paid a salary for preparation of and teaching the certification program during the summer. The instructor would have to attend training for the certification so that would require travel and registration fees. An external consultant would be hired to provide valuable guidance to the instructor in the establishment of the lab and curriculum and lesson plans. The consultant would be selected based on their expertise in this field.

Students would be paid a stipend for every full "workday" they attend as they earn their certification and learn the required skills. This certification includes workplace skills which means they would learn about wages earned for each workday worked.

The proposed budget will serve as a launch for year round CPT program implementation and inclusion into the George West and Three Rivers High School master schedule, allowing students to continue the study and branch out to other process technology programs. Other similar programs of study such as Process Technology and Oil and Gas Production will be funded in the future through the use of increased Career and Technology allocations and subsequent grants.

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.

George West and Three Rivers ISD would like to implement a Certified Production Technician (CPT) Program. This course leads to an industry certification which is also an option in the Refining and Chemical Processes Program of Study which is in the Energy Career Cluster. This area of study also leads to Process Technology Certificate Level II.

Through an interactive multimedia curriculum and a competency-based instructional design, 20 students from both school districts would be engaged in a lab setting at George West High School, with a certified refinery professional or engineer leading the instruction and certification. Our business and industry partner would be Valero Refinery. The refinery has been an integral partner in education for our school district. Not only do many George West and Three River parents work at the refinery, they provide much support to the district already. The District has received support through staff development funding, staff meeting support, and other volunteer activities. The Valero Refinery instructor would utilize video, text, audio, 3D animation and interactive activities to accomplish the objectives. The certified refinery instructor would be trained through the appropriate credentialing organization and possess authentic on-site refinery skills, building a bridge between the learner and employability success at the refinery. Students would be preparing for a career in process technology and earning credentials in safety, quality, and refining processes. In addition to technical skills, the instructor would be teaching cross-functional skills, communication, teamwork, and workplace conduct. The instructor would be using a work place model similar to a career preparation program where students would actually practice workplace conduct and accomplish their duties as prescribed by the certification instructional model. Students would learn about workplace rules such as clocking in, dress code, procedures, very similar to career preparation classes. These activities would help our students learn about employability skills including, but not limited to getting a job and participating in the workforce as a quality employee.

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"/>

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		Source of Funds				Total Budgeted Cost
		Class/ Object Code	Program Cost	Admin Cost	Pre-Award	
1	Payroll Costs	6100	\$ 7,113			\$ 7,113
2	Professional and Contracted Services	6200	\$ -			\$ -
3	Supplies and Materials	6300	\$ 5,380			\$ 5,380
4	Other Operating Costs	6400	\$ 12,800			\$ 12,800
5	Capital Outlay	6600	\$ 24,705			\$ 24,705
Consolidate Administrative Funds				N/A		
6	Total Direct Costs:		\$ 49,998	\$ -		\$ 49,998
7	<u>Enter Percentage (%) of Indirect Costs:</u>		N/A	\$ -		\$ -
8	Grand Total of Budgeted Costs :		\$ 49,998	\$ -		\$ 49,998
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 program:					
12	Maximum amount allowable for administrative costs, including indirect					\$ -

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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 # (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	1			\$ 3,200
2 Educational Aide	1			\$ 520
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	1			\$ 520
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 Bus Driver	1			\$ 2,176
22 (Enter position title here)				
23	Subtotal Employee Costs:			\$ 6,416
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				\$ 697
28 61XX - Tuition Remission (IHEs only)				
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ 697
30	Grand Total:			\$ 7,113
31	Total Program Costs*:			\$ 7,113
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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County District Number or Vendor ID: _____ 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	6269 Rental or lease of buildings, space in buildings, or land		\$ _____
2			
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	Remaining 6200 - Professional and contracted services 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.

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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:		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:	\$	5,380
2	Grand Total:	\$	5,380
3	Total Program Costs*:	\$	5,380
4	Total Direct Admin Costs*	\$	_____
<p>*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.</p>			

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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.		\$ 12,800
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	6499 - 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:		\$ 12,800
10	Remaining 6400 - Other operating costs that do not require specific approval.		
11	Grand Total:		\$ 12,800
12	Total Program Costs*:		\$ 12,800
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:				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	AC/DC Electrical Learning System	1	\$ 6,505	\$ 6,505
14	Skill Boss Manufacturing System	1	\$ 18,200	\$ 18,200
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):			\$ 24,705
18	Total Program Costs*:			\$ 24,705
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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