



2020-2021 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 26, 2021

NOGA ID

Authorizing legislation

This LOI application must 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 **11:59 p.m. CT, March 26, 2021**.

Grant period from

Pre-award costs permitted from

Application stamp-in date and time

Required Attachments

- 1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

Amendment Number

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

Applicant Information

Organization CDN Campus ESC DUNS

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the 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 Title

Email Phone

Signature Date

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 2020-2021 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2020-2021 Summer Career and Technical Education Grant 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 assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.
- 7. 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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

In accordance with program guidelines, La Joya ISD will implement a CTE Summer Bridge Program for incoming 9th grade students in order to provide incoming freshmen with exposure to Career and Technical Education meaningful experiences during a four (4) week summer program that will target CTE programs of high interest to students during a four week intensive Summer Camp Program. These Career and Technical Education programs will utilize effective strategies to ensure that students receive the opportunity, experiences, and credentials to pursue meaningful careers by making informed decisions regarding the career pathways they will choose upon entering high school in fields such as: Health Science, Engineering, Welding/Manufacturing and/or Culinary Arts amongst some of the programs. La Joya ISD, located in Hidalgo County along the Texas-Mexico border region in an empowerment zone which is designated as on the most economically disadvantage rural depressed area in the United States. La Joya ISD currently serves over 28,000 students of which (99.96%) are Hispanic, (92.78%) are economically, (79.0%) are At-Risk and (55%) are English Language Learners (ELL). The Summer Career & Technical Education Grant Program directly aligns to La Joya ISD's Mission of and commitment of providing "Educational Excellence through rigor, relevance, relationships and personal responsibility" as well as our District's Foundation Beliefs of that every student should be provided all skills necessary to graduate college, career and workforce ready. Through the Summer Career and Technical Education Grant Program, La Joya ISD will implement a four week intensive summer camp program for selected transitioning students from the eight (8) middle schools that encompass La Joya ISD to create a CTE Summer Bridge Program. Through rigorous recruitment efforts, La Joya ISD will enroll a total of 160 incoming freshmen students from eight middle schools to participate in the CTE Summer Bridge Program (20 from each middle school). These students will participate in a program that will provide them four weeks exposure to programs in Wk1) Health Science, Wk2) Engineering, Wk3) Welding/ manufacturing and Wk4) Culinary Arts. In addition to learning about the individual CTE programs of study, students will also learn about the connection between the programs of study and the college connection by attending / visiting the South Texas College program of study that connects to each of the CTE programs they learned about during their CTE Summer Bridge Program. Each week of program will have an embedded college component that will include a visit to South Texas College with the pertaining college of study that connects to the CTE program of study. Additionally, students will be able to earn CPR Certification and Food Handler Certification by the end of the four weeks program. Letters of support have been requested from South Texas College Health Nursing Program, Engineering Program, Welding Program and Culinary Arts Program and are forthcoming... available upon request.
 Note: In order to maximize funding to provide services to students, no indirect cost is being allocated in the grant budget.

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 Director - In charge of ensuring implementation of the Summer and Technical Education Grant Program.	Masters Degree in Education. 4+ years of successful experience working with CTE Programs and/or Summer School Programs preferably with CTE Department and/or Principal Certification.
Health Science Teacher (2) -In charge of conducting Summer Bridge Program and ensure curriculum is appropriately aligned to regional labor market.	Appropriate SBEC Certification in Health Science Teaching Field of Study Demonstrated successful teaching experience as evident in previous year's teacher evaluation
Engineering/Math/Sci (2) - In charge of conducting Summer Bridge Program and ensuring curriculum is appropriately aligned to regional and labor market.	Appropriate SBEC Certification in Eng / Math/ Sci Teaching Field of Study Demonstrated successful teaching experience as evident in previous year's teacher evaluation
Welding/Manufacturing (2) - In charge of conducting Summer Bridge Program and ensuring curriculum is appropriately aligned to regional and labor market.	Appropriate SBEC Certification in required Teaching Field of Study Demonstrated successful teaching experience as evident in previous year's teacher evaluation
Culinary Arts (2) - In charge of conducting Summer Bridge Program and ensuring curriculum is appropriately aligned to regional and labor market.	Appropriate SBEC Certification in required Teaching Field of Study Demonstrated successful teaching experience as evident in previous year's teacher evaluation

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Goals: Create an Incoming Freshmen Summer Bridge Program to provide students with the ability to make the right career choices upon entering high school & thus provide them with the skills necessary to graduate college, career & workforce ready as well as provide participating students with the opportunity to earn CPR Certification & Food Handler Certification by the end of the four weeks program. (CPR Certification valid 1 year , Food Handler Certification valid 2 years) Objectives: Through the implementation of the Summer Career and Technical Education Grant Program La Joya ISD will implement a four week intensive summer bridge transition program for 160 students (20 from each middle school - 8 MS total) that will target the following CTE programs of study: Wk1) Health Science, Wk2) Engineering, Wk3) Welding/ Manufacturing and Wk4) Culinary Arts and will highlight on the graduation component and college connection. Strategies: Strong recruitment efforts will start in Spring 2021 during High School pre-registration and will include providing students with information regarding the Summer Bridge Program, careers, college visits (4 visits to different departments total) as well as include flyer's created by current high school students. Recruitment efforts will be assisted by Middle School Counselors as well as CTE Counselors, CTE Director as well as presentations by CTE High School Students representing the particular departments, Health Science, Engineering, Welding, Manufacturing, Culinary Arts... etc. Marketing efforts to promote the Summer Career & Technical Education incoming Freshmen Summer Bridge Program will also include advertising the program in the La Joya ISD Facebook Page, Twitter, Snapchat and Channel 17 TV Station. Strong emphasis will be placed on the fact that students will be able to earn CPR certification and Food Handlers Certifications upon completion of the 4 weeks summer 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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Performance Measures that will be used to evaluate the Summer Career and Technical Education Incoming Freshmen Summer Bridge Program will be as follows:

Benchmark 1) (April through June 2021)
 Student Recruitment Efforts start - CTE Director coordinates with Counselors, MS Principals and all pertinent staff to ensure student recruitment, and advertisement of program is in place.

Benchmark 2) (May 1- through May 30, 2021)
 Recruitment of highly qualified staff for the Summer Bridge Program. After notice of grant award is received, the necessary Board Agenda item will be submitted and postings for Summer Bridge Program positions will be posted. CTE Director will review positions and ensure highly qualified staff is interviewed and secured for the program before program start time. CTE Director orders all required materials for Summer Bridge Program

Benchmark 3) (June 1-30, 2021) *Daily / Weekly
 Students complete a Career Inventory at the beginning of the Summer Bridge Program (1st day of Summer School)
 CTE Director reviews Summer Bridge Program daily program attendance to ensure program success.
 Teachers turn in daily Summer Bridge Program attendance to CTE Director
 CTE Director monitors weekly Summer Bridge Program College Trips to ensure student attendance / and that all district safety protocols are in place regarding student travel.
 Students complete a Career Inventory at the end of the Summer Bridge Program (End of June 2021)
 Students complete Food Handlers Certification program - Documentation provided to CTE Director (list of completed certifications).
 Students complete CPR Certification program - Documentation provided to CTE Director (list of completed certifications)

Program will be adapted and modified (may include virtual components) to accommodate CDC guidelines to ensure safety for all students from COVID.

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Budget expenses are reasonable and necessary to ensure project implementation.

In order to maximize budget allocations and to ensure the maximum number of students are serviced through the Summer Bridge Program (160 students to be served) the budget has been allocated as follows:

Payroll 6100:

Staffing: 49% of budget allocated to procure 8 Teachers and 1 Project Director (Lead Teacher) to conduct the program. The 8 teachers will be able to host the Four weeks of Summer Bridge Program and each teacher will have a 20:1 student ratio. Project Director will ensure Summer Bridge Program is implemented in accordance with grant guidelines and timeliness and ensure that all materials, deadlines, reports and necessary logistics are in place to ensure program success. Teacher will ensure all

Supplies and Materials 6300:

Supplies and materials that will be ordered to conduct the Summer Bridge Program are reasonable and necessary to ensure program success.

All supplies and materials acquired will be directly tied to lesson plans developed by teachers to ensure maximization of funding, materials and resources.

Funding from supplies and materials include allocation to pay for the following

160 CPR Certifications - \$4,478.40 (\$27.99 per license) * Certification is good for 1 year

160 Food Handler Certifications - \$2,400 (\$15 per license) * Certification is good for 2 years

Other Operating Costs 6400:

\$2,000 were allocated for transportation that will be needed to take students to required College Field Trips that are part of the Summer Bridge Program curriculum. The \$2,000 will cover transportation for all four (4) programs to travel to visit the following South Texas College campus sites:

South Texas College Nursing & Allied Health <https://nah.southtexascollege.edu/>

South Texas College of Engineering <https://ms.southtexascollege.edu/engineering/index.html>

South Texas College Welding Technology Program <https://bt.southtexascollege.edu/welding/index.html>

South Texas College Culinary Arts <https://bt.southtexascollege.edu/culinary/index.html>

Note: It is very important to note that in order to maximize the Summer Career and Technical Education Grant Program Budget, La Joya ISD Transportation Department will provide in-kind transportation services for the 160 participating students during the four weeks of Summer Bridge Program. This will provide a savings in the budget of approximately \$6,400 (16 Buses running four weeks of Summer Bridge Camp)

Additionally, program will be modified / adapted to and may include virtual components to ensure all precautionary safety measures are in place in accordance with CDC guidelines.

Note: In order to maximize funding, to provide services to students, no indirect cost is being allocated in the grant budget.

Program Requirements

1. **Focus Area 1:** Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/approved-cte-programs-study> for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

Through the Summer Career and Technical Education Grant Program, La Joya ISD will implement a four week intensive summer bridge program for selected transitioning students from the eight (8) middle schools that encompass La Joya ISD to create a CTE Summer Bridge Program. Through rigorous recruitment efforts, La Joya ISD will enroll twenty (20) incoming freshmen students from each middle school to participate in the CTE Summer Bridge Program to create a program that will serve a total of 160 students. These students will participate in a program that will provide them four weeks exposure to:
 Week 1) Health Science Cluster: Course: Principles of Health Science - Pathways: Biotechnology Research & Development Students will review curriculum from Principles of Health Science additionally, students will earn CPR Certification as part of their participation in this week of the Summer Bridge Program. CPR Certification valid for 1 year. The week will conclude with a visit to South Texas College Nursing & Allied Health <https://nah.southtexascollege.edu/>.
 Week 2) Engineering Cluster: Studies in Engineering offer students the opportunity to take a core curriculum of general education with an emphasis on Engineering. At the present time, a high percentage of all the technical and managerial positions in industry are occupied by engineers. <https://ms.southtexascollege.edu/engineering/index.html>
 Week 3) Welding/Manufacturing and Welding Technology Programs prepare students for entry level positions. Students will learn about welding and what is required to enter this industry. Students will have access to a Virtual Welding machine and experiment what it feels like to weld through a virtual (safe) mode. At the end of the week's program, students will travel to South Texas College and visit the Welding Manufacturing Program to get a better perspective of what the Welding Program looks/is after high school graduation <https://bt.southtexascollege.edu/welding/index.html>
 Week4) Hospitality & Tourism Cluster - Course: Culinary Arts - Pathways: Restaurants & Food/Beverage Services - Students will review curriculum from Culinary Arts and part of the review will earn their Food Handlers Certification. Students will review the fundamentals and principals of cooking and the science of baking. Food Handler Certification valid for 2 yrs. Week will conclude with a visit to South Texas College Culinary Arts <https://bt.southtexascollege.edu/culinary/index.html>

2. **Focus Area 2:** Applicants must 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 and supported.

Focus Area 2 Not Applicable.

Note from Focus Area 1)
 Each week of Summer Bridge Program will have a College Career Component embedded. At the end each week, students will participate in a college visit to the College Campus that pertains to the week of study they underwent.
 Letters of support have been requested from South Texas College Health Nursing Program, Engineering Program, Welding Program and Culinary Arts Program to ensure program rigor and are available upon request. The college component may be modified to include virtual component to ensure student safety as required by CDC guidelines.

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section

Reason for Amendment