



**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

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

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto: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 **May 1, 2021-August 31, 2021**Pre-award costs permitted from **Award Announcement Date**

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):

N/A

### Applicant Information

Organization Vanguard Academy CDN 108-808 Campus High School ESC 01 DUNS 145690827

Address 1200 East Kelly City Pharr ZIP 78577 Vendor ID 74-2971562

Primary Contact Cesar Garcia Email ce\_garcia@vanguardac.net Phone 956-781-1701

Secondary Contact Mary De La Garza Email m\_delagarza@vanguardac.net Phone 956-781-1701

### 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):

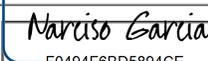
- LOI application, guidelines, and instructions  Debarment and Suspension Certification
- General and application-specific Provisions and Assurances  Lobbying Certification

Authorized Official Name Dr. Narciso Garcia

Title Superintendent

Email n\_garcia@vanguardac.net

Phone 956-781-1701

Signature 

F0494F6BD5894CE...

Date 03/24/2021

RFA # 701-21-115

SAS # 473-21

2020-2021 Summer Career and Technical Education Grant

Page 1 of 7

**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.**

PROGRAM OVERVIEW: Vanguard Academy is proposing a robust plan intended to meet post secondary needs of its students through various opportunities to gain experience and credentials to pursue meaningful careers after high school. The goal is to provide opportunities in summer that will help Vanguard students forge deeper into their CTE coursework, be the most attractive candidates for available positions and have a competitive advantage to succeed in their chosen career. In order to accomplish this, the charter will:

1. FOCUS AREA 1: Offer an Accelerated Dual Credit Welding Program for 9th, 10th and 11th graders through South Texas College (STC) so they can complete advanced courses and thus have a higher likelihood of earning their certificate and/or associates degree of applied science in welding technology by the time they finish their high school coursework. A total of up to 20 students will be targeted to participate in this 8-week, 3-course summer session, which will assist them in earning the required college credit hours in welding.
2. FOCUS AREA 2: Offer pre-apprenticeship/youth apprenticeship training programs for Vanguard students in the health sciences, specifically phlebotomy, to prepare them to work with patients and in different settings. This program would run through IHE partner South Texas College and involve 10 students in the cohort. This would be a 64-hour class and 60 hours of hands-on clinical hours, of which students would be paid \$9 per hour during that portion of the coursework. This would lead to a phlebotomy certification.
3. FOCUS AREA 2: Offer a learning opportunity for students in business marketing and management to complete a practicum-type of project in conjunction with Vanguard partner, the Pharr Economic Development Corporation. This 6-week program would run Mondays through Thursdays for 16 hours per week and the five (5) students involved would be paid \$9 per hour for their participation.

MISSION: Vanguard Academy's goals and objectives is to prepare students to be successful in their continuing education, to create positive learning habits and working ethics, to prepare students to be successful in their careers, and to teach students to be responsible and respectful. Each one of these programs aligns with the purpose of this grant, reaching students who want to have a career after high school through a welding certificate /associates degree, health sciences associates degree and job shadowing/youth apprenticeships and other opportunities. Vanguard Academy administration has a mission to educate, prepare and train all students through rigorous career pathways providing a purpose in life and a reason for learning through certifications and real world experience.

## 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 - Will be responsible for overseeing the program, grant, and ensuring all performance measures are met. Existing position.

QUALIFICATIONS: Minimum of a Bachelor's Degree in Education or related field.  
EXPERIENCE: Managing CTE, other programs, including grant programs, personnel and budgets.

SUPERINTENDENT - Will be responsible for supervising small to medium teams involved in program. Existing position.

QUALIFICATIONS: Minimum of a Bachelor's Degree in Education or related field.  
EXPERIENCE: At least 3 years in the supervising of small-to-medium teams and in data reporting.

IHE LIAISON - South Texas College personnel responsible for supporting offerings targeted through this CTE programming. Existing position.

QUALIFICATIONS: Ability to support and offer the targeted CTE programs of study. EXPERIENCE: Should have prior knowledge of programming and proven ability to work with Vanguard Academy in this grant program.

PRINCIPAL - Responsible for managing day-to-day school activities, overseeing faculty and staff and assisting in this summer program regarding staff.

QUALIFICATIONS: Minimum of a Bachelor's Degree in Education or related field.  
EXPERIENCE: Must have at least 3 years of proven knowledge in managing day-to-day high school operations and activities.

PARTNERING BUSINESS LIAISON - These personnel will be responsible for implementing the selected work-based learning opportunities.

QUALIFICATIONS: Ability and knowledge to offer the targeted CTE trainings and/or oversight of work-based activities. EXPERIENCE: Must have at least 3 years of proven knowledge of business and work-based learning 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? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Vanguard Academy and its CTE programming is committed to supporting the charter's mission of preparing students for a continually-changing world. This is accomplished by providing additional instructional opportunities aligned with work-based opportunities to meet the demands and needs of industries and workforce in the Rio Grande Valley and beyond.

**FOCUS 1 - GOALS/OBJECTIVES:** The accelerated dual credit program provides students in welding the opportunity to advance further in their coursework than they could without these classes. By providing these options in summer, the charter believes it will free up students' schedules so they can take more advanced coursework throughout their high school career. That will allow a pathway for students to earn career-based certifications as well as take more dual credit courses their junior and senior years for more post-secondary opportunities in their chosen fields of study.

**ACTIVITIES/STRATEGIES:** Work with South Texas College to provide accelerated summer welding classes for 20 Vanguard High School students, to ensure they have the opportunity to graduate with either a certificate or, an associates degree.

**FOCUS 2 - GOALS/OBJECTIVES:** Apprenticeships and a practicum type of project ensures students are learning and understanding the employment skills needed to facilitate a smoother transition from their educational experiences to the workforce. This will prepare students and make their education more relevant to them both long- and short-term, which is especially critical in health programs, especially nursing science types of careers and positions.

**ACTIVITIES/STRATEGIES:** Ensure transportation to the locations of apprenticeships and the practicum activities and ensure proper training and exposure. Use grant funds to pay students for their apprenticeships and project-based learning.

## 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** - Vanguard Academy will collect data on a weekly basis for the three (3) summer CTE programs proposed here. The grant project manager will collaborate with the staff to assess and identify any potential problem areas.

**FOCUS AREA 1** - To evaluate performance, the following measures will be used: the number of students who enter the CTE courses in the welding program, the number who are able to pass the courses and/or be certified, the number who have made strides toward certification/licensing, the number of students completing the programs, student grades, and attendance in the courses and programming. Longer term evaluation can include job placement for those in the program.

**FOCUS AREA 2** - To evaluate the program and ensure student outcomes, the following measures will be used: the number of students attending and participating in the program, a list of students and their average hours worked, an apprenticeship/business project performance rubric to identify the plan as collaborated between Pharr EDC staff and South Texas College with Vanguard program director, student weekly production reports as noted between summer program director and the business partners/IHE partner, and the overall quality of the projects completed by students. All of these performance measures directly align to student outcomes and are consistent with the purpose of the program.

**TOOLS USED TO MEASURE PERFORMANCE:** The project personnel will gather and assess several pieces of data, including, but not limited to student surveys, demographic information, performance reports, questionnaires, progress reports, grades, attendance sheets and meetings with CTE teachers and the business partner liaisons to gather information so that it may be used to measure program and student performance and quality in both focus areas.

**ENSURING EFFECTIVENESS:** The data collected will help the charter determine whether the students in this programming are meeting the goals and objectives as well as how effective the strategies for student success are. In the Focus 1 Area, grades will be analyzed after each week of programming to ensure effectiveness. For the Focus 2 area, Vanguard staff specific to this summer program will weekly contact the businesses and industry liaisons involved in the projects to ensure attendance, participation and quality of the work-based activities.

## 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.**

To develop the proposed budget, Vanguard Academy CTE personnel outlined needs, goals and milestones that would ensure the charter is prepared to support this Summer Career and Technology Education grant. For the charter, that includes three (3) pieces of this project, which are:

1. Accelerated Dual Credit Welding Program for 9th, 10th and 11th graders through South Texas College (STC)
2. Paid pre-apprenticeship/youth apprenticeship training programs for Vanguard students as a Phlebotomy Technician.
3. A paid practicum-type project with the Pharr EDC for Vanguard students in business marketing and management.

First, the charter researched the cost of staffing, supplies and materials, curriculum, software, travel and equipment. Then, Vanguard personnel determined how many students would be participating in the programs and if they would require additional materials, technology, transportation or pay for their work-based experiences.

1. PAYROLL - Focus 1 = \$4,439 and Focus 2 = \$4,439

These funds will be allocated to cover the payroll costs of bus drivers to the South Texas College (STC) and professional staff to oversee the Focus 1 Welding program, and the Focus 2 work-based programs the Phlebotomy Technician training and business projects. Staff stipends to oversee the Focus 2 Area will involve ensuring students are meeting the standards set forth in the rubrics for those opportunities and to track attendance and the number of hours for these paid opportunities.

2. PROFESSIONAL AND CONTRACTED SERVICES - Focus 1 = \$24,528 and Focus 2 = \$18,528

Funding will be used to cover the tuition remission for STC for the three (3) Welding courses for Focus 1 (\$20,000) and the Phlebotomy apprenticeship training for Focus 2 (\$15,000). The funding of these qualified personnel, will ensure students are properly taught these CTE courses in accordance with the graduation requirements and the certification/licensing requirements of these pathways. This also will keep the curriculum consistent, so these students receive the same opportunities as if they took the coursework during the regular school year, rather than this accelerated programming. Additional funding of \$3,528 for each area will be for a training consultant to assist in the integration of CTE activities into the charter's curriculum. Also, for Focus 1, there is \$1,000 budgeted for certifications if needed for the Welding program.

3. SUPPLIES AND MATERIALS - Focus 1 = \$16,083 and Focus 2 = \$9,239

The charter will use grant funding to purchase instructional supplies and resources that are needed for the delivery of the instruction in the Focus 1 area, specifically. This will include relevant online resources, while providing technology devices for students to utilize to work on assignments as needed. Supplies and materials will be needed for the welding program including helmets, rods and gloves. Students in the Focus 2 Areas also will need some supplies and materials for their projects and their coursework during their hands-on training opportunities.

4. OTHER OPERATING EXPENSES - Focus 1 = \$4,950 and Focus 2 = \$14,850

Two key expenditures for this summer program include student stipends (pay) and transportation to South Texas College and the training/project sites. Student stipends (hourly) have been allocated to students in both Focus 2 Areas. A total of 10 students in Phlebotomy will be paid \$9 per hour for 60 hours of their clinicals, while five (5) students will be paid for their efforts with the Pharr EDC for their work-based project, which will amount to about 96 hours of pay at \$9 per hour for those students meeting the pre-determined quality and attendance rubric.

5. INDIRECT COSTS = Focus 2 = \$2,944 - This is based on the approved indirect rate for Vanguard Academy.

**ADJUSTMENTS:** If it is determined adjustments are needed, the key personnel as noted above in this application will meet to discuss what changes are needed to help ensure the success of this 4-part robust summer program. If the key personnel require additional guidance to address issues, they will reach out to TEA so their concerns can be addressed properly. If modifications/amendments must be made, those involved in the programming will be notified. If necessary, amendments will be submitted to TEA to receive authorization to modify the program.

**SNAPSHOT OF FUNDS:** The charter currently allocates some local funding for similar opportunities for students, including busing, student fees for IHE enrollment and materials and supplies for students in CTE coursework during the school year. However, grant funds are needed to support similar types of programs such as these during the summer months so students can receive the training and skills essential to preparing them for the future workforce.

## 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.

ACCELERATED CTE WELDING PROGRAM - This approved state program of study is for 9th, 10th and 11th graders and will target a cohort of up to 20 students, with a minimum of 15. These students will take courses including Introduction to Welding (PEIMS Code 13032250), Welding I (PEIMS Code 13032300) and Welding II (PEIMS Code 13032400) during this 8-week accelerated session.

All Vanguard Academy welding classes are taught at and by South Texas College experienced and skilled personnel. The charter school already has an expanded Memorandum of Understanding (MOU) in place for these summer classes in addition to the already agreed upon regular school year coursework. The idea here is for students to complete significant parts of their coursework in summer to allow advanced classes to be taken later in their high school careers and to allow time for practicums, internships, and other preparations to ensure they graduate with a certificate and preferably an associate's degree in welding technology.

These summer courses focus on the development and use of automated and computer-controlled machines, tools and robots to work on metal or plastic. Vanguard CTE staff believes this summer option will lead its students to more job opportunities or pursuit of further education, including a bachelor's degree in welding engineering technology and other opportunities. Welders with an associate degree are likely to make an average of \$41,000 per year. There are annual job openings and a 9% continued growth in this field, according to the TEA CTE snapshots.

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.

PHLEBOTOMY APPRENTICESHIP PROGRAM - Vanguard Academy CTE will use grant funds to establish, facilitate and monitor a pre-apprenticeship/youth apprenticeship program in conjunction with South Texas College as a workplace mentor. A total of 10 students will be recruited to participate in an 8-week Phlebotomy Technician program that will involve 64 hours of classroom learning and an additional 60 hours of hands-on, clinical hours/practicum and on-the-job experience. Grant funds will be used to pay students for their clinical hours/on-the-job experience at a rate of \$9 per hour. As a youth apprentice, students will receive occupational-related instruction and training. South Texas College will assist in exposing students to all facets of the industry, allowing them to develop the skills needed to succeed after graduation.

BUSINESS MANAGEMENT/MARKETING PROJECT - Vanguard Academy will partner with the Pharr Economic Development Corporation to work with five (5) students in the charter's Business Marketing and Management program to develop a paid project-based (practicum) learning opportunity. Students will be assigned specific work-based experiences in marketing and business development that fits within a project model and spend time at the Pharr EDC office for a total of six (6) weeks, four (4) hours daily Mondays through Thursdays completing the assignment. Students who perform successfully based on a rubric as approved prior to the start of the program and agreed upon by students and their parents, will receive \$9 per hour compensation for their hours. The Pharr EDC is a long-time supporter and partner with Vanguard Academy in various programs. The EDC fosters relationships with government officials, industry leaders and stakeholders in the community to support the local workforce, develop key industries and promote future economic growth.

CDN 108-808

Vendor ID 74-2971562

Amendment # N/A

**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**