



**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.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

Application stamp-in date and time

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**

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 **Region 10 Education Service Center** CDN **057950** Campus ESC **10** DUNS **074875592**

Address **400 E. Spring Valley Rd.** City **Richardson** ZIP **75081** Vendor ID **1751249185**

Primary Contact **Ligia Curtis** Email **Ligia.Curtis@region10.org** Phone **972-348-1370**

Secondary Contact **Chris Grey** Email **chris.grey@region10.org** Phone **972-348-1522**

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 **Gordon D. Taylor** Title **Executive Director**

Email **Gordon.Taylor@region10.org** Phone **972-348-1004**

Signature *Gordon D. Taylor* Date **Mar 22, 2021**

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.**

Focus Area 1 of the CTE summer grant offers a unique opportunity for school districts to create a CTE program of study (POS) that will lead to the TEA Approved Industry Based Certification - Community Health Worker (CHW). Students in this POS will be prepared for college, career, and military opportunities after high school. According to the Bureau of Labor Statistics (BLS), in 2019 there were 127,100 available jobs with a job outlook of 13% (much faster than the average), and the median pay for a CHW is \$46,910 annually. The specific needs that Region 10 hopes to meet through this grant is the statewide demand for CHWI training for high school CTE Teachers. Currently, a CTE teacher would need to complete 160 hours of training at an average cost of \$1200 per teacher. We hope to collaborate with TEA and DSHS to streamline this process for CTE teachers who have successfully demonstrated mastery of CHWI competencies through passing the PPR 270.

Through this grant, Region 10 will offer the following:

- help offset the cost of providing the CHW Instructor Certification for Texas SBOE CTE certified teachers by serving as a training hub for all Texas school districts and charters;
- in collaboration with TEA, Region 10 will apply for approval to serve as a CHWI training site through the Texas Department of Human Services (DSHS);
- Region 10 will serve as the CHWI training facilitator and will provide innovative, interactive training sessions that will lead teachers in the development of collaborative resources, lesson plans, presentations, projects, rubrics, and other curriculum pieces to be shared statewide; and,
- Once completed, Region 10 will make this training available to school districts and charters at a significantly reduced cost through a streamlined process.

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
Chris Gray - M.Ed. - Region 10 Education Service Center Assistant Director	
Karen Walker - M.Ed. - Region 10 Education Service Center Program Coordinator	
Renda Songer - MPA; M.Ed. - Region 10 Education Service Center CTE Consultant	Development of the CHWI Training; plan for and facilitate the online and face to face portion of the training for teachers with plans to offer the first training in the summer of 2021 pending DSHS approval

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.**

Focus Area 1 Goal: Increase the number of SBOE CTE Certified Teachers who are qualified as a CHWI to offer the CHW certification for students

Focus Area 1 Objective 1: Gain approval to offer an accelerated CHWI training for CTE teachers from Texas DSHS in collaboration with TEA

Focus Area 1 Objective 1 Strategy 1: Demonstrate alignment of CHWI competencies with PPR 270

Focus Area 1 Objective 1 Activity 1: Submit training framework to Texas DSHS for approval

Focus Area 1 Objective 1 Activity 2: Fill the gaps in training through a teacher training session in the summer of 2021 to address CHWI knowledge and skills (pending approval from Texas DSHS)

Focus Area 1 Objective 2: Collaborate with approved teachers to develop curriculum framework and resources for use in CHW training in high schools across the state

Focus Area 1 Objective 2 Strategy 1: Develop instructor guide outlining needed competencies, pre assessments and post assessment project guidelines

Focus Area 1 Objective 2 Activity 1: Facilitate teacher collaboration session at the conclusion of CHWI training

Focus Area 1 Objective 2 Activity 2: Serve as the certification hub for CHW certification submissions to DSHS

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.**

Focus Area 1 - Teachers pursuing the CHWI certification will be required to demonstrate their mastery of the Texas DSHS CHWI competencies. Region 10 will collect the following data related to performance and evaluation measures:

- Number of CTE teachers enrolled in the program
- Number of CTE teachers completing the program
- Estimated number of students who will receive training as a result of new CHWIs.

Outcomes:

- Increased number of CTE teachers who are certified as a CHWI
- DSHS approved framework for CHW and CHWI Curriculum
- Digital resource library to share with all CTE teachers who complete the CHWI training

Mastery will be demonstrated by teachers reflecting on their learning and giving positive and constructive feedback to their peers. Teachers will complete a pre and post self report survey of their competencies and contribute meaningful content to the digital library as evidence of learning.

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.**

Focus Area I:

- Region 10 will purchase a user friendly learning management system: Canvas by Instructure. This system will allow Region 10 to develop a synchronous / asynchronous training framework to facilitate CHWI training for CTE teachers.
- Region 10 will host CHWI training and collaboration sessions in the Summer of 2021 pending approval from DSHS.
- Region 10 will facilitate the development of a digital resource library for high school CHWI certification programs

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.

CTE Program of Study: Family and Community Service
CTE Course: Principles of Community Service

Pending approval from DSHS, Region 10 will offer CHWI training in the Summer of 2021

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.

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