TEA
Texas Education Agency

2020-2022 P-TECH and ICIA Planning and Implementation Grant
COMPETITIVE GRANT Application Due 5:00 p.m. CT, December 10, 2019

NOGA ID

Authorizing legislation	General Appropriations Act, Article III, Rider 66, 86th Texas Legislature

Applicants must submit one original copy of the application **and** two copies of the application (for a **total of three copies of the application**). All three copies of the application MUST bear the signature of a person authorized to bind the applicant to a contractual agreement. **Applications <u>cannot</u> be emailed.** Applications must be received no later than the above-listed application due date and time at:

Document Control Center, Grants Administration Division
Texas Education Agency
1701 N. Congress Avenue
Austin, TX 78701-1494

Application stamp-in date and time

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Grant period from	**March 1, 2020 to July 8, 2022**

X Pre-award costs are not permitted.

Required Attachments
1. Attachment 1 (as detailed on page 14 of the Program Guidelines)
2. Attachment 2 (as detailed on page 14 of the Program Guidelines)

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

Applicant Information

Organization	Austin Independent School District	CDN	227901	Vendor ID	746000064	ESC	13	DUNS	076933746

Address	4000 S IH I 35 Frontage Road	City	Austin	ZIP	78704	Phone	512-414-4471

Primary Contact	Sissy Camacho	Email	sissy.camacho@austinisd.org	Phone	512-414-4650

Secondary Contact	Michelle Wallis	Email	michelle.wallis@austinisd.org	Phone	512-414-4851

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 grant application, as applicable, and that these documents are incorporated by reference as part of the grant application and Notice of Grant Award (NOGA):

- ☒ Grant application, guidelines, and instructions
- ☒ General Provisions and Assurances
- ☒ Application-specific Provisions and Assurances
- ☒ Debarment and Suspension Certification
- ☒ Lobbying Certification
- ☒ ESSA Provisions and Assurances requirements

Authorized Official Name	Dr. Mary Thomas	Title	Exec. Dir. State and Federal Accountability

Email	mary.thomas@austinisd.org	Phone	512-414-3280

Signature	*Mary Thomas*	Date	Dec. 10, 2019

Grant Writer Name	Kate Andrade	Signature	*[signature]*	Date	12/10/19

● Grant writer **is** an employee of the applicant organization.   ○ Grant writer is **not** an employee of the applicant organization.

2020-020884

701-20-106-037

Shared Services Arrangements

[X] Shared services arrangements (SSAs) are **not** permitted for this grant.

Identify/Address Needs

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

Quantifiable Need	Plan for Addressing Need
Austin has the need for qualified hospitality and leisure employees as these jobs make up a significant portion of the Austin-Round Rock Market at 11.9%	AISD's Travis Hospitality Management P-TECH program, in partnership with ACC, Austin Hotel and Lodging and other hospitality industry partners, will prepare students to access Hospitality Management jobs requiring an Associate's or Bachelor's degree, which make up 11.9% of the local job market.
Hospitality Management employees need an associates degree in order to increase their wage earning potential ($9,900-$28,200 more annually than with only a high school diploma(Workforce 2019))	The Travis Hospitality Management P-TECH will prepare students to obtain an Associate's of Applied Science degree, enabling them to access much higher paying jobs directly out of high school.
AISD needs to prepare Travis ECHS students to enroll in college. In 2018, just 46% of Travis graduates enrolled directly in college after graduation, as compared with 63% district wide.	P-TECH Partners will provide students with academic coursework and industry experience directly related to higher education and subsequently leading to improved career outcomes (e.g. Industry partners educate teachers and faculty about job roles who in turn communicate back to students.)

SMART Goal

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

The Austin Independent School District (AISD) will establish the foundational components (recruitment plan, crosswalk, WBL, wrap around supports, hiring of a coordinator, etc) of a Hospitality P-TECH at Travis ECHS from March 2020-July 2021. Beginning in August of 2021, Travis will start offering the courses sequence that provides a smooth transitional experience for students to receive a high school diploma, work-based education programs, and Associate's of Science degree in Hospitality Management from Austin Community College (ACC), with the possibilities for a certificate in Hospitality Management as well as of Bachelor's degree from a four year institution on or before the sixth anniversary of the student's first day of high school. This will prepare students to find well-paying jobs in the Hospitality Management Sector.

Measurable Progress

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

First-Quarter Benchmark

-Finalize membership of Leadership Design Team (LDT)
-Initiate meetings of LDT. Continue work on crosswalk and skills mapping.
-Establish communication with the technical assistance provider.
-Begin work on MOU with industry and postsecondary partner(s) that fulfills statutory requirements and details roles and responsibilities of parties.

Measurable Progress (Cont.)

Second-Quarter Benchmark

-Develop recruitment plan based on data of current and prospective students which includes marketing materials (in English and Spanish) and timelines. Solicit input on marketing plan from parents, community, business, and Industry partners
-Establish enrollment guidelines that follow enrollment requirement outlines in the statutory requirements, including those that are performance-blind, open access, and encourage applications from all students and/or weighted for at-risk students.
-Finalize crosswalk of courses in partnership with ACC.
-Begin professional development for teachers that encourages critical thinking and application of academic, technical, and workplace skills.
-Confirm TEA P-TECH designation (application submitted 11/19)

Third-Quarter Benchmark

-Continue professional development in preparation for program.
-Finalize MOUs with industry and postsecondary partner(s).
-Continue to develop recruitment plan based on data of current and prospective students which includes marketing materials (in English and Spanish) and timelines. Continue to develop a marketing plan based on input gathered from parents, community, business, and Industry partners in the second quarter
-Continued meetings of LDT. Continue work on crosswalk and skills mapping.
-Continue to work on pathways to hospitality management certifications.
-Begin planning for mentoring partnerships with industry partners

Project Evaluation and Modification

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks or summative SMART goals do not show progress, describe how you will use evaluation data to modify your program for sustainability.

To comply with reporting and evaluation requirements established by TEA and to provide staff with information necessary to support effective program implementation decisions, AISD staff, in cooperation with ACC and industry partner(s), will engage in ongoing monitoring towards continuous improvement. The AISD Department of Research and Evaluation (DRE) reviews all grant requirements, proposed activities, and data being requested. Throughout the duration of the grant program, DRE will work closely with P-TECH staff to collect and submit identified data in a timely fashion and will meet regularly to monitor progress and make any adjustments as issues arise. Initially, DRE will provide P-TECH staff with baseline data pertaining to articulated program performance indicators for program planning and decision-making purposes. Indicators will go beyond traditional academic performance and include workforce and professional skill criteria to ensure that students are fully prepared for college and career.
At the campus level, a team led by the P-TECH Coordinator collects data and prioritizes needs through just-in-time data dashboards on the student-level data including attendance, grades, college readiness and other risk factors. On a regular basis, the Coordinator responds to individual students needs as they arise, and on a monthly basis they update the district's CTE and P-TECH teams with formative data and prioritization of needs. The Coordinator will also be able to respond to needs in ways unique to the P-TECH - with mentors and other collaborative supports. For example, we will measure the effectiveness of mentoring through surveys of students, teachers, and mentors, as well as the effectiveness of other workplace learning opportunities.

Statutory/Program Assurances

The following assurances apply to this grant program. In order to meet the requirements of the grant, the grantee must comply with these assurances.

Check each of the following boxes to indicate your compliance.

☒ 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 grant 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.

☒ 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.

☒ The applicant provides assurance to adhere to all Statutory Requirements and TEA Program Requirements as noted in the 2020-2022 P-TECH and ICIA Planning and Implementation Program Guidelines.

☒ The applicant provides assurance to adhere to all Performance Measures, as noted in the 2020-2022 P-TECH and ICIA Planning and Implementation Program Guidelines, and shall provide the Texas Education Agency, upon request, any performance data necessary to assess the success of the program.

☒ The grantee will develop a P-TECH and ICIA Implementation Plan, based on the P-TECH and ICIA Blueprint and in the template format to be provided by TEA, which will be submitted to TEA for review and approval prior to applying for the 2021-2022 P-TECH and ICIA designation.

THE FOLLOWING ASSURANCES ARE REQUIRED BY STATUTE:

☒ P-TECH and ICIA schools will provide participating students with flexibility in class scheduling and academic mentoring.

☒ The P-TECH and ICIA school will be open enrollment. Enrollment decisions will not be based on state assessment scores, discipline, history, teacher recommendations, minimum grade point average (GPA) or any other criteria that create barriers for student enrollment.

☒ P-TECH and ICIA schools will allow participating students to complete high school and, on or before the sixth anniversary of the date of the student's first day of high school: receive a high school diploma, an associate degree, a two-year postsecondary certificate, or industry certification; and complete work-based education through an internship, apprenticeship, or other job training program.

☒ P-TECH and ICIA program will be provided at no cost to participating students.

☒ P-TECH and ICIA schools will ensure that the students are entitled to the benefits of the Foundation School Program in proportion to the amount of time spent by the student on high school courses, in accordance with rules adopted by the commissioner, while completing the program/course of study established by the applicable IHE articulation agreement or Industry/Business Partner memorandum of understanding.

Statutory Requirements

1. Describe the recruitment and enrollment plan. Include a general timeline and describe the specific activities planned to serve the target population.

The Hospitality Management P-TECH will be an open enrollment program with recruitment and enrollment processes and requirements that do not exclude or discourage the enrollment of any of the subpopulations of at-risk students, including, but not limited to, students who are of limited English proficiency or who have failed a state administered assessment. Enrollment decisions will not be based on state assessment scores, discipline, history, teacher recommendations, minimum GPA or any other criteria that create barriers for student enrollment. During the planning phase, the LDT will develop a recruitment plan based on data of current and prospective students, including those from Travis' four feeder middle schools, that includes marketing materials and timelines. We will solicit input from parents, community, businesses, and postsecondary partners. Recruitment will begin January 2021, allowing 7 months to engage students and families. Recruitment events may take place at ACC as a way to excite students about the program.

Statutory Requirements (Cont.)

2. Describe the course of study that the school is planning to offer and how it expands upon current offerings. Include how the course of study will enable a student to combine high school courses and postsecondary courses and identify crosswalks, sequence of courses, degrees/certificate/certifications earned, and work-based education that will be available to students at every grade level. Describe how the selected course of study will address regional workforce needs.

Travis's Hospitality Management P-TECH will be a school-within-a-school model, beginning with 30 9th grade students in SY 2021-2022 and adding a grade level each year. P-TECH students will complete the required courses to graduate from high school under the Recommended High School Plan.

Students will concurrently enroll in both secondary career and technical education (CTE) courses and ACC courses that provide coherent and rigorous content preparing students for postsecondary education and career success, including the following current course sequence: (1)Introduction to the Hospitality Industry, (2)Basic Food Preparation, (3)Front Office Management, (4) Hospitality Marketing and Sales, (5) Computers in Hospitality, (6) Purchasing for Hospitality Operations, (7) Hospitality Legal Issues, (8) Hospitality Financial Management, (9) Principles of Food and Beverage Operations, (10)Hospitality Management and Leadership.

During the planning phase, the crosswalk will be finalized as well as plans for additional certifications (e.g. Hospitality Management), a plan that allows students to graduate with an Associate's Degree in Hospitality Management and a pathway to a two year Bachelor's Degree in program at The University of Houston (where ACC has a current partnership) and/or other institution(s).

Students will engage in work-based learning experiences that are sequenced along a continuum, beginning with career awareness and career exploration activities in middle school, 9th, and 10th grade that deepen knowledge and engagement in a career in hospitality management such as mentorship, summer enrichment activities, guest speakers, project days, etc. WBL experiences will build to more intensive career preparation activities in 11th and 12th grades, which may include focused internships and digital portfolio development.

3. Name the IHE and describe how the proposed program will meet the requirements for the partnership with the IHE.

The implementation of the Hospitality P-TECH will build upon a long history of partnership between AISD and ACC.

ACC and AISD have ongoing articulation agreements and memoranda of understanding. Currently, we partner to offer dual credit at numerous campuses allowing students to graduate with college credit. Through this partnership we have also have developed seven ECHS programs, and are piloting three P-TECH models with employers including Dell Computers, Seton Family of Hospitals, and a consortium of construction trades employers. Together we provide articulated CTE courses. Agreements between AISD and ACC will be maintained and expanded as new courses are developed to ensure they address curriculum alignment, instructional materials, instructional calendar, programs/courses of study, student enrollment and attendance, grading periods and policies, and administration of statewide assessments.

Representatives from ACC will serve on the LDT to provide support and guidance in resource acquisition, curriculum development, work-based learning, and student outreach. This will ensure the P-TECH offers a rigorous academic and work-based learning program providing a clear pathway to employment in the local workforce.

ACC also has agreements with several area universities for transferability of lower-division course credit, including The University of Houston, where Travis P-TECH students could continue upon high school graduation to earn a BA in Hospitality Management.

Statutory Requirements (Cont.)

4. Name the regional industry or business partner and describe how the proposed program will meet the requirements for the partnership with the industry/business partner.

The Travis Hospitality Management P-TECH will partner with both Visit Austin and the Austin Hotel and Lodging Association. Currently, faculty at Travis ECHS and ACC work closely with these partners to inform curriculum and provide work-based learning opportunities. These relationship will expand to meet the needs of the P-TECH.

Representatives from both Visit Austin and Austin Hotel and Lodging will serve on the LDT to provide support and guidance for resource acquisition, curriculum development, work-based learning, and student outreach during the planning phase. These partnerships will be critical through the development of work-based learning that meets the needs of both students and potential employers. Once the program is underway, these partners will continue to provide support as well as providing work-based learning opportunities for students. The close partnership and knowledge sharing throughout the planning and implementation phases will ensure a rigorous academic and work-based learning program which provides a clear pathway to employment in the local workforce.

TEA Program Requirements

1. Describe the current leadership team. Include a list of the individuals and their titles, along with how often the leadership team will meet, the dates of meetings that have already been held, any upcoming meetings, and agenda topics.

The LDT currently consists of: AISD: Associate Superintendent of High Schools, Craig Shapiro; District-level Director of P-TECH Model, Sissy Camacho (oversees all Academy models throughout the district); Director of CTE, Tammy Caesar; Travis ECHS Principal, Counselor, CTE Teachers AUSTIN COMMUNITY COLLEGE: Chief Academic Officer, Charles Cook; Executive Director – School Relations , Shasta Buchanan; Director of ECHS at ACC, Melissa Biegert; Department Chair of Hospitality, Liz Hundley INDUSTRY PARTNERS – Visit Austin, Austin Hotel and Lodging Association
OTHER: Workforce Solutions Capital Area, Director of Research and Career Awareness, Leslie Puckett

Planning for the P-TECH began in July of 2019. There have been several LDT meetings to inform the P-TECH designation application as well as to discuss options for this application. Beginning January 2020 the LDT will meet monthly to create a charter, with goals, norms, and guiding principles negotiated and recorded that could include: mission and purpose, scope of authority, committee norms and procedures, and membership. The District-level Director of the P-TECH model, Sissy Camacho will convene the LDT and establish agendas based on previous experience with the other P-TECH schools in the district and in partnership with key partners; these may include finalization of the crosswalk, development of work-based learning, and curriculum development. . A subset of the LDT, including key district/campus and ACC staff will be responsible for completing drafts of the Implementation Plan to bring back to the larger group for feedback.

2. Describe the current wrap-around strategies and services the campus is offering, as well as the additional strategies and services that are planned to support P-TECH.

P-TECH students will benefit from the wrap-around services currently in place at Travis to ensure success in rigorous academic and work-based educational experiences. The district is committed to educating the "whole child," articulated in one of three core beliefs in the district's strategic plan: we will create vibrant relationships critical for successful students and schools. Specific structures and systems exist to bolster the district's commitment to academic and social and emotional success. For example, Travis has a Child Study Team that serves as a campus-based problem-solving team that meets regularly to identify, intervene and monitor the progress of students with academic, behavioral, attendance or speech/language needs. P-TECH students will also benefit from the numerous service providers on campus that provide academic and social/emotional support both in and out-of-school time. For example, Communities in Schools Central Texas (CIS) provides Travis students with school-based case management that includes basic needs assistance, social and emotional counseling, parent engagement, and other personal enrichment opportunities.
At Travis Hospitality Management P-TECH, learning environments will be flexible: students will engage in project-based and work-based learning across a variety of locations – from a college campus to work based learning with Visit Austin and Austin Hotel and Lodging Association members. ACC will provide student support through registration and academic advising, mid-term advising, early alert system, as well as support services to ensure student success.

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 grant.

- ● The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this grant.
- ○ Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group		Barrier	
Group		Barrier	
Group		Barrier	
Group		Barrier	

PNP Equitable Services

Are any private nonprofit schools located within the applicant's boundaries?

● Yes   ○ No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.
Are any private nonprofit schools participating in the grant?

● Yes   No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

5A: Assurances

- ☒ The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.
- ☒ The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

5B: Equitable Services Calculation

1. LEA's student enrollment — 71,685

2. Enrollment of all participating private schools — 6673

3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2) — 78358

4. Total current-year grant allocation — 20506324

5. LEA reservation for direct administrative costs, not to exceed the grant's defined limit — 29364

6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5) — 20276957

7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3) — 258.77

LEA's total required ESSA PNP equitable services reservation (line 7 times line 2) — 1726772

Request for Grant Funds

List all of the allowable grant-related activities for which you are requesting grant funds. Include the amounts budgeted for each activity. Group similar activities and costs together under the appropriate heading. During negotiation, you will be required to budget your planned expenditures on a separate attachment provided by TEA.

Description of Activity or Cost	**Amount Budgeted**
Payroll Costs	
1. P-TECH Coordinator salary plus benefits	$159,260
2. Substitute Pay	$1,200
3.	
4.	
Professional and Contracted Services	
5. Professional Development	$20,000
6. Misc. Contract	$5,000
7.	
8.	
9.	
Supplies and Materials	
10. Hospitality Management related supplies	$3,722
11. laptop for P-TECH Coordinator	$1,200
12.	
13.	
Other Operating Costs (include direct and indirect administrative costs, if allowable)	
14.	
15.	
16.	
Capital Outlay	
17.	
18.	
Indirect Costs	$9,618

Total grant award requested $200,000

Program of Study	IHE Partner	Program Previously Offered in District? (Y/N)	Expected Program Student Outcomes
Associate of Applied Science – Hotel and Restaurant Specialization	ACC	N	

Year / Grade Level	High School Course			Post-Secondary Course		
	PEIMS Course/Code #	High School Course Name	High School Credits	Texas Common Course Numbering System Number	College Course Name	College Credit Hours
		Total Year 0 High School Credits			**Total Year 0 College Credit Hours**	
Year 1 / Grade 9	1013.R000.Y	English I	1			
Year 1 / Grade 9	3313.R000.Y	Algebra I	1			
Year 1 / Grade 9	4513.R000.Y	World Geography	1			
Year 1 / Grade 9	4230.R000.Y	Environmental Systems	1			
Year 1 / Grade 9	2313.R000.Y	LOTE I	1			
Year 1 / Grade 9	6012.R000.Y	PE	1			
Year 1 / Grade 9	6931.R000.X	Health	.5	EDUC 1300	Learning Framework: Effective Strategies for College Success	3
		Total Year 1 High School Credits	6.5		**Total Year 1 College Credit Hours**	3
Year 2/ Grade 10	1023.R000.Y	English II	1			
Year 2/ Grade 10	3413.R000.Y	Geometry	1			
Year 2/ Grade 10	4733.R000.Y	US History	1			
Year 2/ Grade 10	4123.R000.Y	Biology	1			
Year 2/ Grade 10	2323.R000.Y	LOTE 2	1			
Year 2/ Grade 10				HAMG 1321	Introduction to the Hospitality Industry	3
Year 2/ Grade 10		Fine Arts	1	DRAM/MUSI/ARTS		3
Year 2/ Grade 10				CHEF 1205	Sanitation and Safety	2
		Total Year 2 High School Credits	5		**Total Year 2 College Credit Hours**	8
Year 3/Grade 11	1033.R000.Y	English III	1	ENGL 1301	Engl Composition I *	3
Year 3/Grade 11	4323.R000.Y	Chemistry	1			
Year 3/Grade 11		Independent Studies in Mathematics	1	MATH 1332	Contemporary Math	3
Year 3/Grade 11				CHEF 1301	Basic Food Preparation	3
Year 3/Grade 11				HAMG 1324	Hospitality Human Resources Management	3
Year 3/Grade 11				HAMG 1342/RSTO 1304		3
Year 3/Grade 11				ENGL 1302	Eng Composition II*	3
Year 3/Grade 11				HAMG 1313	Front Office Management	3
		Total Year 3 High School Credits	3			21
Year 4/Grade 12	1043.R000.Y	English IV	1			
Year 4/Grade 12	4841.R000.X/4939.R000.X	Government/Economics	1			
Year 4/Grade 12	13023000	Food Science	1			
Year 4/Grade 12				HAMG 2307	Hospitality Marketing & Sales	3
Year 4/Grade 12				HAMG 1319	Computers in Hospitality	3
Year 4/Grade 12				Restricted Elective		3
Year 4/Grade 12				RSTO 1325	Purchasing for Hospitality Oper	3
Year 4/Grade 12				HAMG 1340	Hospitality Legal Issues	3
		Total Year 4 High School Credits	3		**Total Year 4 College Credit Hours**	15
Optional Year 5				HAMG 2332	Hospitality Financial Management	3
				HAMG 2301	Principles of Food and Beverage Operations – Catering	
				HAMG 2305	Hospitality Mgmt & Leadership	3
				Restricted Elective		3
				PSYC/SOCI		3
Optional Year 5				HAMG 2389	Internship	3
		Total Years 5 & 6 High School Credits	0		**Total Years 5 & 6 College Credit Hours**	15
		Total High School Credits	17.5		**Total College Credit Hours**	62

Certification (s) to be earned by high school graduation:

Degree (s) to be earned by high school graduation: Associates of Applied Science in Hospitality Management