



**2021-2022 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 2022**

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.

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, March 28, 2022**.

Grant period from

Pre-award costs permitted from

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 2021-2022 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 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 provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.
- 7. 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.

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.**

Hawley ISD is seeking to expand CTE offerings and programs of study. In the past two years, we have added staff to offer more pathways in trades and industries. With the summer CTE grant in 2021, HISD was able to offer opportunities in agriculture and photography. As a result, HISD budgeted for summer activities in photography out of general operating for the summer of 2022. We would like to utilize the CTE summer grant in 2022 to further expand the opportunities for courses in Construction and Animal Science.

For focus area one, Hawley ISD will offer courses for students who are currently in the Agriculture, Good and Natural Resources and the Architecture and Construction Programs of Study. Grant funding will pay supplemental pay for the teacher, supplies, and funds for travel required for the courses.

For focus area two, Hawley ISD will offer work-based learning opportunities within the program areas of Construction and Animal Science. Students will be paid through Hawley ISD as student workers and will be able to earn credit in Small Animal Management and Livestock Production, as well as Principles of Construction and Construction Technology. Through these courses, HISD students will be establishing a swine breeding program.

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
Teacher for CTE Offerings	Texas State Teaching Certification in Applicable Area
Administrator of Program	Texas Principal Certification and ability to evaluate instruction of programs and ensure student completion of requirements for credit.
Counselor	Texas Counselor Certification and ability to evaluate course sequencing and pathways for individual student enrollment.

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 One - The goal will be to offer CTE course options in Construction and Animal Science that cannot be achieved in 45 minute class sessions in the regular school year. The program will allow for students to travel to the ag facility to work on animals and create a quality pig breeding program. The goal will be for 10 students to earn CTE credit through this program.

Focus Area Two - The goal is to offer CTE course options for advanced students in construction and animal sciences. The goal will be for ten students to earn CTE credit through work-based learning. Students will work closely with the CTE teacher, as well as the Director of Maintenance at HISD to develop skills and learn employment expectations.

To achieve these goals, individual CTE teachers will work closely with students currently in these programs to design a program of study that will fit into the student goals for summer projects. Student work will be evaluated by the CTE teacher for completion of projects and employability.

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.**

Individual program teachers will be expected to design their program and submit plans to the HS principal by May 15th. The HS Principal will be responsible for walkthroughs and evaluations of the program as it progresses through the summer. Students will submit a final project at the end of the summer to demonstrate their accomplishments for course credit.

Focus Area One: Effectiveness of the program will be evaluated by the HS principal through review of student project and course completion rates.

Focus Area Two: Effectiveness of the program will be evaluated by the CTE teachers through review of student projects and course completion rates, as well as a student employability evaluation.

Budget Narrative

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Focus Area One: Grant funding will be used to pay supplemental payment to the CTE teacher to teach the summer section of the courses and funding for travel and supplies to accomplish course goals.

Focus Area Two: Grant funding will be used to pay student workers and supplies for student projects.

Hawley ISD has budgetted \$10,000 for a photography summer CTE program from general revenue for summer of 2022. HISD also covers the cost of the HS principal, counselor, and three CTE teacher salaries.

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/cte-programs-of-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.

Principles of Construction - 5 students
Livestock Production - 5 students

2. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in the program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged and supported.

Hawley ISD will be the employing business.
Principles of Construction - 5 students
Livestock Production - 5 students

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