



**2022-2023 Summer Career and Technical Education Grant  
Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 16, 2022**

NOGA ID

Authorizing legislation

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto:loiapplications@tea.texas.gov).

Application stamp-in date and time

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, November 16, 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  UEI

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 2022-2023 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 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 (Focus Area 1)**

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.

N/A

**Summary of Program (Focus Area 2)**

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.

Bastrop ISD intends to use grant funds to offer paid internships to BISS students in the greater Bastrop area. According to the National Center for Education Statistics, Bastrop ISD is a rural distant district. The city of Bastrop is located approximately 35 miles east of Austin. The district serves students from Bastrop, Cedar Creek, Paige, Red Rock, Rockne, and vast rural areas of Bastrop County. Our mission as a district is to empower our graduates to become successful and productive in a global society. Two of our core beliefs are 1.) that community collaboration directly results in the growth of our schools, and 2.) that involvement beyond the classroom contributes to student success. Our proposed CTE Summer Internship Program aligns directly with our district mission and beliefs. Our district leaders and school board members are committed to offering CTE programs of study which are aligned with regional labor needs and workforce projections leading to living wage jobs.

Bastrop ISD will utilize grant funding to implement a summer internship program in partnership with the Bastrop Economic Development Corporation and the Bastrop Chamber of Commerce. Through the summer program, we will provide students with several days of pre-internship training and instruction followed by internships with local businesses, many of whom are members of the Bastrop Chamber of Commerce. Students are estimated to work at least 80 hours at their internship over the course of 2-8 weeks, depending on their internship placement and business needs. Businesses will be able to extend the internship beyond 80 hours using their funds if it is of value to their business. At least 35 students from Bastrop HS, Cedar Creek HS, and Colorado River Collegiate Academy (CRCA) will be served through the internship program. A stretch goal for Summer 2023 is to place 60 students in paid internship positions. Students will be paid a stipend by Bastrop ISD for the work performed for community members.

Based on knowledge from the two previous summers, we have developed a joint funding model where local businesses pay a portion of the student/intern wages and the district pays the remainder of the student/intern wages. This approach has allowed us to serve more students and we anticipate more businesses assisting with this model. We will identify and encourage current 11th grade students who have taken at least two CTE courses to apply for the summer program. The Bastrop EDC and Bastrop Chamber will coordinate with local businesses to host the interns. The internship program is designed to collaborate with businesses in our community in order to provide meaningful work-based learning opportunities for our students. Interns will be placed with companies based on their course of study, interests, aptitudes, and aspirations to ensure a mutually beneficial relationship for the student and hosting business.

**Qualifications and Experience for Key Personnel (Focus Area 1)**

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
N/A	
N/A	
N/A	
N/A	
N/A	

**Qualifications and Experience for Key Personnel (Focus Area 2)**

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
Individual TBD, BISD teacher, will co-teach pre-internship training and supervise interns (existing position)	Certified CTE teacher; Experience monitoring work-based learning placements with local employers
Individual TBD, BISD teacher, will co-teach pre-internship training and supervise interns (existing position)	Certified CTE teacher; Experience monitoring work-based learning placements with local employers
Amanda Brantley, BISD Director of College, Career, and Military Readiness, will coordinate grant activities (existing position)	Experience implementing and monitoring state and federal grant programs and supporting CTE programs and work-based learning
Steven Henn, BISD WBL & PTECH Coordinator, will coordinate internship placements with business partners (existing position)	Experience implementing state grant programs and evaluating outcomes of grants; Understanding of CTE and work-based learning programs in BISD
Jean Riemenschneider at Bastrop EDC, will help to source internship providers (external position)	Project Manager at Bastrop EDC; experience leading community-wide events; well-connected to business community

**Goals, Objectives, and Strategies (Focus Area 1)**

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

N/A

**Goals, Objectives, and Strategies (Focus Area 2)**

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Our objective is to prepare students for successful entry into college, the workforce/a career, or the military after high school graduation. Specifically, we strive to serve our at risk and economically disadvantaged student population through this summer program. Students will be supported through collaboration with the Bastrop Economic Development Corporation, the Bastrop Chamber of Commerce, and local business partners to place students into summer internships with local businesses and organizations. We believe strongly in community involvement and collaboration and this program is a prime example of how our community supports students.

Our goals for the summer program are: By August 31, 2023, successfully place at least 35 students into internships with local businesses and organizations. A stretch goal is to place 60 students. All participants (100%) will successfully complete a pre-internship training and receive favorable marks from their internship sponsor. We will meet these goals and objectives by ensuring our leadership is equipped to support the CTE Summer Internship program. We will utilize our website and social media pages to spread awareness about the objective, mission, and activities. We will ensure students are enrolled in the program in time to plan for summer activities by beginning recruitment and enrollment as soon as the grant award is announced. We will target recruiting/enrolling 11th grade students from Bastrop HS, Cedar Creek HS, and CRCA who have taken at least two CTE courses. The teachers will be supported by the Bastrop ISD administrators as needed to ensure students master the content and are successful in internship placements. Depending on the student and internship placement, credit may be awarded for the Project-Based Research course (PEIMS Service ID: 12701500). TEKS for this course indicate that students should research a real-world problem and be matched with a mentor from a local business to utilize research methods to investigate possible solutions to the problem. If the research project is aligned to the student's career interests, we feel the summer experience may adequately address the TEKS for the course. We want our students to gain real-world experience, but awarding course credit for successful completion is a secondary goal.

**Performance and Evaluation Measures (Focus Area 1)**

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.

N/A

**Performance and Evaluation Measures (Focus Area 2)**

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.

Bastrop ISD's CTE Summer Internship Program will be focused on student outcomes and evaluated based on several performance measures and data points. We will collect data on the demographics of students who enroll in, participate in, and complete the program, including grade level, race/ethnicity, and economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership, our school board, and TEA grant reporting requirements. Our goal is to have at least 35 students participate in the program. We would like for at least half of those students to receive course credit for the Project-Based Research course (PEIMS Service ID # 12701500). Another goal is to have 100% of the interns receive positive feedback from internship providers/sponsors regarding their on-the-job performance. A final goal is to receive indication from all internship providers/sponsors (100%) that they would be willing to host students again in future iterations of the program.

We will provide additional services to students who need support, such as tutoring and mentoring sessions with the teacher. We provide wraparound services like these in order to provide an equitable setting for all students, the majority (approx. 70%) of whom are from economically disadvantaged households. Data on all of these services will be collected by the teacher and Bastrop ISD Career and Technical Education Department staff to evaluate student need and intervention. An internship training plan will be utilized and will measure student competency and growth in technical skills and employability skills. These assessments will be used to determine intervention needs and evaluate TEKS mastery for course credit. To measure student learning objectives and outcomes in the internship, student internship training plans will be evaluated the first week of the program and at the end of the summer. We will administer a feedback tool with our business partners regarding our students behavior and performance during the internship to gather and analyze this data. The data will be both qualitative and quantitative and will provide insight on our success regarding our targeted goals, learning objectives, and student outcomes.

**Budget Narrative (Focus Area 1)**

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.

N/A

**Budget Narrative (Focus Area 2)**

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.

Payroll (6100): \$6,420 has been budgeted to provide extra duty pay to two CTE teachers to serve as program coordinators and internship supervisors for the program. A small amount has been set aside for benefits contributions. The internship supervisors will be existing CTE teachers who have experience organizing and managing work-based learning experiences for students.

Professional and Contracted Services (6200): \$42,330 has been budgeted for student/intern stipends as contracted service providers through the school district. As mentioned previously, a split funding model has been developed which allows both local businesses and the school district to each pay a portion of the intern's stipend. This approach has allowed us to expand capacity and serve more students. CCMR Outcomes Bonus funding will be used to supplement this project to serve additional students. Our goal is that each intern earns at least \$16/hour.

Supplies and Materials (6300): \$500 has been allocated to procure pre-internship training supplies and materials for use prior to students actually beginning their internships. \$500 has been allocated to purchase any uniforms or equipment which may be required for a student's internship experience.

Other Operating Costs (6400): \$250 has been budgeted for any unforeseen operating costs which may arise.

Capital Outlay (6600): \$0

Indirect Costs: \$0

Total Budget Request: \$50,000

**Program Requirements**

1a. Needs Assessment (Focus Area 1)

N/A

1b. Needs Assessment (Focus Area 2)

At this time, our need is to provide our students with meaningful work-based learning opportunities so that they can develop employability skills while providing value to our community and multiple businesses within and near our school district. Our students have a wide range of career aspirations and we strive to help students learn about their interests while in high school. Summer work-based learning provides a unique opportunity for our district to engage local businesses and organizations in helping our students learn about themselves and the career fields they wish to pursue. The summer months are ideal for our students because full days can be allocated for on-the-job experience compared to the traditional school day when only small chunks of time can be dedicated for on-the-job experience. During the school year many of our students participate in fine arts and athletic programs which limits their ability to have part-time jobs. During the summer months, many of our students do not have those additional fine arts or athletic obligations.

Bastrop is a growing and thriving community and businesses are growing too. The district strives to offer CTE programs of study which will ultimately meet the hiring demands of our employer base across the community. We've heard from local partners that hiring for construction trades and healthcare positions is a challenge. Our programs are designed to develop future workforce pipelines for these industries.

Meeting the needs of our traditionally underserved populations is a priority for the school district. Approx. 75% of students qualify for free and reduced or are considered at risk. This summer program helps to introduce students to a professional environment which may not be possible to experience during the traditional school calendar.



**Program Requirements, cont'd.**

2. **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.

N/A

3. **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.

Grant funds from the 22-23 Summer CTE Grant will allow Bastrop ISD to continue to offer a CTE Summer Internship Program. The program will serve 35-60 students from Bastrop HS, Cedar Creek HS, and Colorado River Collegiate Academy (CRCA). The program will last up to 10 weeks with the first 2 weeks focusing on preparing students for their 2-8 week internships. Students may receive course credit for Project-Based Research and will be paid for their internship hours. Students are estimated to complete 18 hours of internship training over the first 2 weeks and work 80 hours at their internship, depending on their internship placement. The internships will take place between mid June and mid August, depending on the needs of the business partner hosting each intern. If valuable to individual internship providers, businesses will be able to extend the internship beyond 80 hours using their business funds. The Summer Internship Program will support multiple CTE programs of study. While all students will be eligible for the program, outreach and recruitment efforts will center on students who have taken two or more CTE courses. Based on conversations with the Bastrop Chamber of Commerce, students actively involved in the following programs of study may be attractive candidates for local businesses: Design and Multimedia Arts; Digital Communications; Business Management; Lodging and Resort Management; Manufacturing; and Health Science. The primary work-based learning model will be paid internships. Internships are effective career preparation experiences to help students gain real-world experience and develop their portfolio of employability skills. The following are some of the businesses/organizations who hosted interns during Summer 2022: Bastrop Chamber of Commerce, Butler Contracting, Centum Oak Realty, the City of Bastrop, Loose Cannon Industries, Parobek Plumbing, Tuck Law Group, and TCS Mechanical. TCS Mechanical has provided a letter of support for this program which is included in our application packet.

**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**