



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.

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

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):

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.

MISSION. The Arlington Independent School District (AISD), located between Dallas and Fort Worth, is the 13th largest school district in Texas and serves 59,453 students from PK-12 (TEA, Snapshot 2020). The AISD mission is to empower and engage all students to be contributing, responsible citizens striving for their maximum potential through relevant, innovative, and rigorous learning experiences. Through the Career & Technical Education (CTE) Department, AISD offers an enhanced educational system that prepares students for the future. The CTE Department oversees curriculum development and implementation, instructional resources, student identification, & staff development for the CTE program.

NEEDS. Based on AISD's Needs Assessment Summary and an evaluation of students' completion of courses within programs of study, AISD determined that over the past few years there has been a decrease in Junior High (JH) Career Investigations classes and a decline in the number of students enrolling in CTE programs overall. Students and junior high teachers have expressed the need for real world/hands-on experiences so students can better understand their career and pathway options.

2022-23 AISD CTE SUMMER PROGRAM- Learn about career opportunities & post-secondary education.

AISD promotes the development, implementation, and adoption of programs of study aligned with state identified high skill, high-wage, in-demand occupations, or industries. Students have the opportunity to explore pathways during junior high to determine which endorsement/program of study they want to explore in high school and in their post-secondary options. The 2022-23 Summer Program directly connects to AISD's mission of creating relevant learning experiences for students and grant FOCUS AREA 1 to increase awareness, enthusiasm, and enrollment in these CTE programs of study.

The grant-funded summer program will help address the needs by providing JH students with opportunities and experiences to make informed decisions, better understand career/education pathways, & help close gaps related to offering CTE courses and the Career Investigations class. The CTE Department will host a 4-day Career Exploration Career Camp for incoming 7th & 8th grade students, to support the exploration of various career opportunities and help them align interests with available pathways. CTE and the Guidance/Counseling Dept will collaborate to create lessons that guide informed decision-making.

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.

n/a

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
Coordinator, CTE. Plan, coordinate & supervise all CTE programs, pathways, and teachers. Leads the development & alignment of CTE programs.	Master's degree from accredited university required. Valid Texas Teaching Certificate or eligible for alternative certification or local teaching permit. Minimum 3 years' experience. (existing position)
Specialist, Guidance & Counseling. Offers district level support for Guidance & Counseling, CTE programs, pathways, and student scheduling.	Bachelor's degree from accredited university required. Valid Texas Teaching Certificate or eligible for alternative certification or local teaching permit. Minimum 3 years' experience. (existing position)
Director, CTE. Plan, organize, manage, and administer the District's CTE programs, pathways, and teachers.	Master's degree from accredited university required. Valid Texas Teaching Certificate or eligible for alternative certification or local teaching permit. Minimum 5 years' experience. (existing position)
Certified Teachers. 20 teachers and 2 counselors to Implement 4-day Summer Camp.	Bachelor's degree from accredited university required. Valid Texas Teaching Certificate or eligible for alternative certification or local teaching permit. Minimum 3 years' experience. (existing positions, proposed extra duty)

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
n/a	

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?

GOAL. The major goal of the 2022-23 AISD CTE Summer Camp is to implement a high-quality CTE Summer Program for 7th & 8th grade students, and create opportunities & experiences that help them better understand approved statewide CTE Programs of Study/9 Career Clusters. They will gain knowledge of career opportunities & skills needed for pathways in order to make informed decisions, and enroll in CTE Career Investigations and other CTE programs of study.

OBJECTIVES. By 5/30/2023, all AISD 7th & 8th grade students (7,962 students per AISD, 10/31/2022) will receive information regarding the 2022-23 Summer Camp opportunity.

By 9/30/2023, 200 7th and 8th grade students will increase their knowledge of CTE Programs of Study, 9 Career Clusters, and post-secondary career options by participating in the 4-day 2023-23 AISD CTE Summer Camp.

ACTIVITIES/STRATEGIES. During the 4-day camp, 200 Junior High students will rotate through 9 TEA-approved Career Cluster stations. Rotations will be facilitated by 20 certified teachers (10 students per station) within the pathway. Two guidance counselors will facilitate sessions to provide academic guidance and counseling about available options.

Guidance counselors will also provide support as-needed within stations. Students will participate in hands-on, meaningful units designed create opportunities that enhance their understanding of the various programs, ask questions, and feel more confident in determining their skills and interests. Summer Camp will wrap-up with a culminating activity to understand and take action on the next step in creating their 8th grade and high school academic plan.

OTHER. To provide equitable access to all students, and reduce barriers for attending:

* AISD will provide transportation to/from the AISD Career & Technical Center from each student's home campus.

* Lunch will be provided through the Summer Feeding Program, funded through local/federal funds.

* AISD will disseminate registration information by 5/30/2023. Title 1 schools will conduct in-person information booths.

* Camp is available for 200 students through online registration. Student registration demographics (i.e., # of students per campus, # of students overall) will be evaluated and effort made to provide equitable access throughout the district.

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?

n/a

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.

Consistent with the purpose of Focus Area 1, AISD will collect data & report on the following mandatory performance and evaluation measures: 1) Student information as part of the fall, 2022-23 PEIMS collection, to determine students-served demographics; 2) Number of students enrolled in the AISD Summer CTE program; 3) Number of students completing the AISD Summer CTE program; and 4) Report PEIMS-related data (In the Fall PEIMS Submission).

Additionally, AISD will use project evaluation, formative & summative data, to determine when and how to improve future programming. The CTE/Counseling Departments will collaborate to create student pre- and post-survey instruments, to determine student's level of understanding regarding CTE Programs of Study and post-secondary career options. A pre- and post-survey instrument will be created to evaluate participating teacher/counselor about their experience implementing the program and insight gained from working with the participating camp students.

Upon completion of each rotation station, students will complete reflection-exercises to process information learned. During the culmination activity, students will share what they learned through the camp experience, and how the CTE Programs of Study/Career Clusters may align with their own skills and interests.

The 2022-23 Summer Camp data will reviewed and evaluated by CTE/Counseling Departments, and AISD administrative leadership to determine possible adjustments to district course planning, enrollment projections, and future CTE summer bridge programs and activities.

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.

n/a

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.

To fully implement the 2022-2023 Summer CTE grant and meet the needs and goals of the program, AISD requests supplemental funding in the amount of \$49,989. Two hundred 7/8th grade students from across the Arlington ISD will attend a 4-day summer program designed to increase enthusiasm, foster innovation, and prepare them for college/career in CTE Programs of Study. Twenty certified teachers and two guidance counselors will implement the program with support from the CTE Department. Students will have transportation provided through grant-funding, to/from their home campus/ AISD Career & Technical Center, and will participate in hands-on activities.

Arlington ISD actively seeks additional funding streams and sustainability for programs. We will maximize local funding, grants, and partnership investments to increase the capacity and impact CTE programs. AISD is fully committed to providing programs that lead to increased student success, and will identify additional philanthropic investors to support programs over time. No funds are allocated to similar summer programs. To meet future needs of students, assessments will be made based on feedback from students, staff, administrators, and partners for each program element, with adjustments made as necessary. At the end of the program, a final evaluation will be made based on feedback from stakeholders to assess effectiveness for future programmatic and financial needs.

6100 Staffing (63% of requested funding): Extra duty pay + fringe for professional staff (\$31,585).

6300 Supplies/consumable instructional materials & resources for the delivery of instruction, using industry-aligned activities for 9 CTE Career Clusters. To include items such as: brochures for marketing, supplies for activities, t-shirts for students (\$14,100).

6400 AISD transportation (\$2400).

Total Direct Expenses for Summer Program: \$31,585 + \$14,100 + \$2,400 = \$48,085; Indirect Costs: \$1,904;

Total Grant Request: \$49,989.

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.

n/a

Program Requirements

1a. Needs Assessment (Focus Area 1)

Based on AISD’s Needs Assessment Summary & evaluation of students’ completion of courses within programs of study, AISD determined that there has been a decrease in the junior high school Career Investigations class and a decline in the number of students enrolling in CTE programs overall. Students and junior high teachers have expressed the need for real world/hands-on experiences so students can better understand their career and pathway options.

CAREER INVESTIGATIONS CLASS. There has been a decrease in enrollment in the Career Investigations class for 8th graders due to scheduling conflicts. Students also do not have the background knowledge to make informed decisions about the CTE Programs of Study and Career Clusters offered within the district. AISD tracks Career Cluster enrollment data and student count. The CTE Department leadership team reviewed and evaluated the past 5 years to determine the trends in enrollment. The past 3 years has seen the greatest drop in number of students who have opted-out of the Career Investigations elective course and choose other options. While supporting student choice in building their own schedules, students who opt-out do not receive information about the different CTE Programs of Study and make endorsement decisions without the most crucial information – a true understanding of their skills and options.

CTE PROGRAM OF STUDY ENROLLMENT. Reviewing and evaluating CTE course enrollment data over the past 5 years, there has been a decline in the number of students who enroll in CTE Programs of Study, with the greatest decline in the past 2 years. There may be a number of factors involved in the drop – including students receiving instruction virtually during COVID, and the general lack of exposure to their high school programs and postsecondary career options. Student enrollment has declined in each program, and especially in three Programs of Study: 1) Arts, Audio/Video Technology, & Communications; 2) Health Science, and 3) Law & Public Service.

Through this grant-funded summer program, 200 7th and 8th grade students will receive the hands-on knowledge they need to better understand their options and the benefits of pursuing a CTE Program of Study. Students will engage with hands-on activities and manipulatives designed to build interest and understanding about their many options.

1b. Needs Assessment (Focus Area 2)

n/a

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.

The CTE summer camp will address the following programs of study and CTE courses offered in the programs of study:

- 1) Agricultural Science: CC1217 Horticultural Science; CC1218 Floral Design
- 2) Architecture and Construction: CC1223 Principles of Construction; CC4210 Construction Technology I
- 3) Arts and Audio Visual: CC1226 Audio/Video Production; CC1227 Commercial Photography I
- 4) Education & Training: CC1249 Principles of Education & Training; CC1258 Human Growth & Development; CC4250 Instructional Practices; CC4251 Practicum in Education & Training
- 5) Hospitality and Tourism Services: CC1253 Travel & Tourism Management; CC1254 Introduction to Culinary Arts; CC4254 Culinary Arts
- 6) Human Services: CC4291 Cosmetology I Plus; CC4292 Cosmetology Practicum I; CC4293 Cosmetology II Plus; CC4294 Cosmetology II Practicum
- 7) Health Science: CC1260 Principles of Health Science; CC1280 Kinesiology I; CC1265 Sports Medicine II
- 8) Law Enforcement: CC1267 Principles of Law, Public Safety, Corrections & Security; CC1268 Law Enforcement I; CC1269 Law Enforcement II
- 9) Science, Technology, Engineering, & Mathematics: CS1393 Foundations of Cybersecurity

200 7th/8th grade Arlington ISD students will rotate through each of the 9 stations for all 4 days.

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.

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