



**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

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

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 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.**

The mission of Lancaster ISD, in collaboration with parents and communities, is to ignite learning that translates into sustainable success for all students in an ever-changing society. The Lancaster ISD Department of Career and Technical Education (CTE) is an innovative and career-focused organization, whose purpose is to equip students to diligently pursue and obtain valuable industry based certifications and key work based learning experiences. This summer program will serve as a catalyst that can be leveraged into sustainable future partnerships. The program will engage 15 graduating seniors in Focus Area 1 and 26 students in Focus Area 2 for 41 total students. Focus Area 1, with students from Engineering, Advanced Manufacturing, Info Technology (IT) and Programming & Software Development programs of study, is designed to serve as a STEM summer bridge program for graduating seniors to participate in the ESTe2M Dreamers Summer Program with LaTasha Starr, Engineering Professor at Dallas College Cedar Valley Campus. Students in this program will learn how Science, Technology Engineering, Entrepreneurship and Math can be used in their everyday lives thus instilling confidence and skills needed in post-secondary STEM studies and in-demand, high wage jobs. Students will engage in hands-on projects mentored by Texas Instruments Engineers to construct an electrical circuit board as well as do Python coding activities. At least one site visit will occur. Students will practice and fine-tune key technical skills along with skills such as problem solving, teamwork, collaboration, communication, critical thinking, creativity, project management; all highly valued in STEM fields.

Focus Area 2 is designed to offer various practical real world experiences through internships for 2020-2021 sophomores and juniors, from IT, Programming & Software Development, Digital Communications, Culinary, Advanced Manufacturing, Welding and Business programs of study. IT and Programming & Software Development students will work at District IT Help Desk and perform other technical duties. Advanced Manufacturing/Welding students will be paired with District Operations Department for hands-on experience in Trades Industry fields such as painting, plumbing, etc. Lancaster High School in its newly developed Tiger Bistro, a student-run organization, will utilize culinary students to develop and organize key activities for this new venture. In partnership with ESposure, students in Digital Communications will engage in an Immersion ESports program which offers accelerated STEM-Certified curriculum to practice skills such as computer science, technology, critical thinking, project management, mathematics and engineering. Each week students are presented with new project challenges and create teams to collaborate and guide them through managing ESports players, teams, tournaments and events preparing them for in-demand, high-wage positions such as Marketing Specialists, Content Directors, Software Developers, Head Coaches and General Managers in this industry with explosive growth rates. All of these skills are transferable to other in-demand, high-wage positions in other industries.

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
CTE Coordinator/Program Director– Oversee Overall Programs (Existing)	Administrator Certification; 3 years of experience of overseeing CTE programs
Classroom Teachers or Program Facilitators—Oversee Daily Operation of program in selected disciplines (Existing)	1 year of classroom teaching experience; Work Based Learning Class Completion or pertinent industry experience and credentials
ESTe2M Dreamers Summer Program Director – Oversee STEM Projects and Python Certifications (Existing)	3 years STEM Industry experience along with STEM Project facilitation and Python Certification experience
ESports E2E Immersion Program Director (Existing)	3 years Pertinent Industry Experience and Expertise
Program Evaluator (Existing)	3 years of experience in program evaluations

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.**

The major goal of Focus Area 1 is to provide participating students an opportunity to engage with organizations who can teach them how to utilize STEM skills in everyday life. These life skills will instill confidence needed in post-secondary STEM studies and the potential to obtain jobs in the STEM industry in the future. Activities/strategies that will be implemented to meet these objectives include hands-on projects designed by Texas Instruments (TI) with access to and mentorship by TI Engineers and other STEM companies to design and create an electrical circuit board and do python coding activities. Students will experience at least one site visit to TI during the summer program. Participating in this program will allow students to practice and fine-tune technical skills and problem-solving, teamwork, collaboration, communication, critical thinking, creativity, project management and attention to details; which are all highly valued in the fields of Engineering, IT and Computer Science/Programming Software Development.

The major goal of Focus Area 2 is to provide students with work-based learning through internship opportunities in which they can gain valuable work experience. Information Technology, Business and Programming & Software Development students will fine-tune technical, administrative and soft skills by working with Lancaster ISD IT Department on the IT Help Desk. Advanced Manufacturing and Welding students will work with Lancaster ISD Operations to obtain hands-on practical experience in the Trades field doing activities such as painting, plumbing, etc. Culinary students will organize space in Tiger Bistro, create and design menus for 2021-2022, create marketing collateral, develop procedures for operations, select wardrobe for staff and create supplies and materials list needed to run the Tiger Bistro. Digital Communications students will complete ESports E2E Immersion Program where they will obtain, practice and fine-tune high value skills to prepare them for opportunities in the fast-growing ESports industry.

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 Performance Measures –

Engineering, Programming & Software Development and Information Technology with ESTe2M Dreamers Summer Program:

100% of students complete ESTe2M Dreamers Summer Program during internship period.

Each student to complete an end of program evaluation with short reflection of experience.

Each student to receive Satisfactory Performance Evaluation from ESTe2M Dreamers Summer Program Director.

Focus Area 2 Performance Measures

Information Technology, Business Management and/or Programming & Software Development with Lancaster ISD IT Department Performance Measures:

100% of students complete Summer Internship during June 2021.

Each student to complete an end of program evaluation with short reflection of experience.

Each student to receive Satisfactory Performance Evaluation from Lancaster ISD IT Department Intern Supervisor.

Advanced Manufacturing and/or Welding with Lancaster ISD Operations Department Performance Measures:

100% of students complete Summer Internship during June 2021.

Each student to complete an end of program evaluation with short reflection of experience.

Each student to receive Satisfactory Performance Evaluation from Lancaster ISD Operations Department Intern Supervisor.

Culinary Tiger Bistro Performance Measures:

100% of students complete Summer Internship during June 2021.

Each student to complete an end of program evaluation with short reflection of experience.

Each student to receive Satisfactory Performance Evaluation from Lancaster ISD Culinary Program Facilitator.

Digital Communications ESports E2E Immersion Program Performance Measures:

100% of students complete Summer Internship during June 2021.

Each student to complete an end of program evaluation with short reflection of experience.

Each student to receive Satisfactory Performance Evaluation from ESposure Summer Program Director.

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 1: Students participating in Focus Area 1 will be graduating 2020-2021 seniors in the Engineering, Programming & Software Development and/or Information Technology programs of study. Thus, no CTE course will be offered since they will have graduated. We are projecting 15 students in the ESTe2M Dreamers Summer Program. ESTe2M Dreamers program fees are \$2,900 per student totaling \$43,500. The program would run Monday – Thursday from 9 am to 2 pm. One Program Facilitator/Teacher will be assigned to the program with a stipend of \$4,000 for the months of May, June and July 2021. For the same period, a Program Director will be assigned with stipend of \$1,400. Total stipends are \$5,400 with total Benefits costs estimated at \$561; grand total payroll costs \$5,961. Supplies and material costs are estimated at \$139. Transportation costs of \$400 are included to afford students at least one site visit opportunity. At the end of the program, ESTe2M is committed to awarding stipends to all students who successfully complete the program. As well, ESTe2M will award the top 3 students scholarships of \$1,500 each. Total Estimated Cost for Focus Area 1 is \$50,000. Future adjustments will be made based upon unanticipated circumstances as needed. These will be discussed with and concurred by the Chief of Assessment and Accountability for the District. There are no current Summer CTE Programs thus no funds are currently allocated to similar programs. To meet future needs of students, weekly assessments of teachers and projects for each program element will occur with adjustments being made as necessary. At the end of the program, a final evaluation will be made based on feedback from partners and student reflections to assess effectiveness for future programming.

FOCUS AREA 2: Students in Focus Area 2 CTE Summer Programs will participate in internships that operate Monday-Thursday from 9 am to 2 pm during from June 8 – July 1, 2021. A limited number of Friday activities may be necessary. Facilitators assigned will engage in planning activities during May and July 2021. We plan for 3 Information Technology, Business Management and/or Programming & Software Development students to serve as interns with Lancaster ISD IT Department. Costs for this element of the program are estimated at \$3,000 for student stipends along with \$15 associated payroll benefit costs; grand total \$3,015. We plan for 3 Advanced Manufacturing/Welding students to serve as interns with Lancaster ISD Operations Department. Costs for this element are estimated at \$3,000 for student stipends along with \$15 associated payroll benefit costs; grand total \$3,015. A Program Facilitator/Teacher will be assigned to both Lancaster ISD Departments to oversee the assigned interns. The Program Facilitator stipend will be \$4,000 with estimated payroll costs of \$416; grand total \$4,416. Grand total costs for this element are \$10,446. Our goal is for 5 Culinary students to work as interns to organize the newly developed Tiger Bistro student run on campus café. Estimated costs for this element include student stipends totaling \$5,000 with associated payroll/benefit costs of \$25; grand total \$5,025. One Teacher/Program Facilitator will work with students at a cost of \$4,000 for the month of June with Payroll costs estimated at \$416. Grand total Program Facilitator/Teacher costs are \$4,416. Supplies and materials are estimated at \$24. Grand total for the Culinary Tiger Bistro Project is estimated at \$9,465. We will have 15 Digital Communications students participate in the ESposure E2E Immersion Program with program fees per student of \$1,240 with a total cost of \$18,600. For the month of July 2021, ESposure has committed to hire as interns the five (5) students with the highest rated projects. Upon successful completion of the program, ESposure will award stipends for each student successfully completing this rigorous program. Two Program Facilitators/teachers will be assigned to work with students and ESposure at total costs for Stipends for the month of June 2021 is \$8,000 with associated estimated payroll costs of \$832; grand total \$8,832. During the last week of the program, students will be on-site at the ESposure facility to complete projects and give presentations of projects to industry professionals. Transportation costs are estimated at \$450 to transport students during this week. Grand Total ESposure costs are \$27,882. Program Director Costs are estimated at \$2,000 to cover May through August 2021 with benefits costs estimated at \$208; grand total \$2,208. Total Estimated Cost for Focus Area 2 is \$50,001. Future adjustments will be made based upon unanticipated circumstances as needed. These will be discussed with and concurred by the Chief of Assessment and Accountability. Currently there are no Summer CTE Programs thus no funds are currently allocated to similar programs. To meet future needs of students, weekly assessments of teachers and projects for each program element will occur with adjustments being made as necessary. At the end of the program, a final evaluation will be made based on feedback from partners and student reflections to assess effectiveness for future programming.

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.

In Focus Area 1, the following programs of study will be will be offered to 15 Students: The ESTe2M Dreamers program is a CTE summer bridge program for students continuing from high school into a postsecondary program. It will be offered to 15 total students in the Engineering, Programming & Software Development and/or Information Technology programs of study. No CTE course will be offered since students will be graduating seniors.

15 TOTAL STUDENTS in FOCUS AREA 1

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.

In Focus Area 2, the following business and industry partners will be involved with 26 Students:

Lancaster ISD Information Technology Department will utilize the Internship Work-Based Learning model engaging and supporting 3 students.

Lancaster ISD Operations Department will utilize the Internship Work-Based Learning model engaging and supporting 3 students.

Lancaster High School Culinary Tiger Bistro will utilize the Internship Work-Based Learning model engaging and supporting 5 students.

ESposure will utilize the Internship Work-Based Learning model engaging and supporting 15 students.

26 TOTAL STUDENTS in FOCUS AREA 2

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