



**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](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, March 26, 2021**.

Grant period from

Pre-award costs permitted from

**Required Attachments**

- 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.**

East Central ISD is situated in a rural area on the southeast side of San Antonio. The geographic location of the district makes it difficult for students to obtain and maintain internships. Several factors influence this, including but not limited to transportation and lack of businesses close to the campus.

It is the mission of East Central ISD to customize learning so that every student is continually challenged to advance their knowledge and ability in every classroom, in every school, every day. In order to accomplish this mission, and provide students with opportunities to explore high wage, high demand careers, East Central ISD needs to provide students opportunities for travel to job sites, as well as a professional dedicated to growth, development, and sustainability of the summer internship program. The district is requesting funding to support growth and development of a robust internship program for CTE students. The internship program will develop opportunities for approximately 35 students, 15 internal and 20 external, to hold internships, provide professional development support, for the students, and build community partnerships.

The current internship model being utilized by the district has been sustained, but has not met growth of the district. Additionally, the current model does not utilize external partners for development of student professionalism. This grant will allow the district to dedicate personnel, as well as integrate external industry partners in the work.

**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
Internship Coordinator	Valid Texas Teacher Certification in a CTE field, Experience with Work Based Learning- specifically internships or placement practicums.

**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 main goals of this grant will be 1) to obtain and complete 35 student internships - 15 internally and 20 externally and 2) to provide resources for coordination of the program and professional development support. In order to meet these goals, it will be necessary to build community partnerships with local businesses capable of hosting internships. Additionally, the district will plan and execute three professional development opportunities for the internship participants to cover topics such as customer service, financial literacy, professional communication, and more. A Program Coordinator will conduct frequent job site checks and provide feedback to the students in order to develop their professionalism and prepare them for future high demand, high wage careers. Exploration of careers, as well as reflection pieces will be included to ensure students learn and grow from these experiences.

**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.**

The performance measures that will be utilized to determine the effectiveness of this program will include the number of internship participants who successfully complete an 8-week internship. In order to accomplish this, there will be benchmarks that the program must meet including, but not limited to feedback requests, student reflection pieces, and frequent on site observations. The district will have positions secured, both internally and externally, no later than May 1st, 2021. Additionally, the application process, including interviews, will be complete, with offers to students no later than June 1st, 2021. The students will participate in professional development one day in June and one day in July. Ongoing coaching will occur on the job site throughout the duration of the 8- week internship. Feedback documents will be sent to the employers and students in June, July, and August to determine the effectiveness of the program, as well as for monitoring of student success. Prior to the start of the internship, employer meetings will be held to train employers on expectations of the program, as well as how to work with a pre-professional high school student. This is to ensure the position and experience generates real world work and scenarios for the student, and meets the needs of the employer.

**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.**

The current internship model utilized by East Central ISD lacks a dedicated professional, transportation opportunities for students, professional development opportunities for students, and support for employers, both internal and external. In order to mitigate these shortcomings and continue the development of a robust summer CTE program, East Central ISD is requesting grant funding. The proposed budget will meet the needs of the program by providing staffing resources for a professional employee to provide support to the students and industry partners who are participating. Additionally, funding will be utilized to increase the number of students and the wage of the students involved in the program. ECISD currently employs an average of 12 student interns through an 8-week summer internship program, costing the district approximately \$15,000.00. The addition of grant funds will be utilized to increase the number of participants to 15 internally and 20 externally, as well as funding a professional position to coordinate the employers and employees. Funding uses will include staffing of the professional position, additional internal internship positions, a wage increase for internal positions, minimal supplies and materials for professional development trainings for students and employers, travel expenses for the professional position, travel for students to the jobsite and trainings, and any other necessary materials. Throughout this summer, work will occur with industry employers to create a sustainable model for internships that will allow the program to maintain. Employer involvement and buy in to the program will be critical to the success of the model. Therefore, a considerable amount of time will be dedicated to ensuring employer needs are met. Additionally, as internal departments hire and utilize student interns, they realize the educational and fiscal value of the program. Previously, this has led internal departments in the district to request additional internship positions that are funded with district funds. Ideally, increasing the amount of funded positions temporarily, will allow for more departments to realize the value of student internships, resulting in more departments funding these positions, creating a sustainable model for employment.

**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.

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.

Business and industry partners that will be involved include the Technology, Child Nutrition, Maintenance and Facilities, Business Operations, Personnel, and Transportation departments in East Central ISD.

Additionally, business and industry partners involved in the manufacturing, construction, public service, and healthcare fields will be involved to provide external internships. Industry partners such as San Antonio City Councilwoman Rebecca Viagaran, the National Parks Conservation Association (NPCA), and Greenwood Mill will host interns.

The Work Based Learning model for internships will be utilized, allowing students to experience industry in a protected and nurtured environment. Approximately 35 students will be engaged in this work and supported by the grant. However, foundational work this summer will pave the way for larger numbers of students to be impacted in subsequent summers.

**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**