



**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).

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.**

Three Rivers Independent School District is a rural school district in South Texas approximately 70 miles west of Corpus Christi. For this grant we will be partnering with two other neighboring districts, Skidmore-Tynan ISD and George West ISD. Our districts are within relatively close proximity to one another. Our proposed summer program focuses heavily on occupational safety. Students in the summer program will be enrolled in career development course Project-Based Research (PEIMS Service ID # 12701500) where they will research the primary industries in our geographic area and identify common and potential safety concerns/hazards/issues related to several industries. Students will research the various types of OSHA safety violations and infractions, the potential costs of those infractions to businesses, and why safety is such an important aspect of many jobs within our region (Coastal Bend) of the state. As a culminating activity, students will receive 30 hours of safety training from an authorized OSHA-30 instructor and will be positioned to receive their OSHA-30 wallet card upon successful completion of the summer program. After students complete their safety research and OSHA-30 training, students will complete a micro-internship program where they will be employed by Three Rivers ISD. As part of the internship, students will develop a video or website to promote best practices associated with worksite safety. The website or video will then be used by the school district to help younger students understand workplace safety concerns. Evidence suggests that many of our students will ultimately work in the oil and gas industry which can be a dangerous and hazardous work environment. Our goal is to help prepare our students for occupations in oil and gas while emphasizing safety best practices. Furthermore, many of our current students work as employees at local ranches during the school year and summer. Because this is a large part of our local culture, we hope the safety considerations communicated through the interns' website/video will be valuable to all students in grades 8-12.

Our goal is to serve at least 10 students through this summer program. Ideally, we would like to serve 15 students. Students who will be seniors during the 2021-2022 school year will be our primary participants of the program. However, we are open to serving recent graduates who would benefit from receiving OSHA 30 training prior to enrolling college or entering the workforce.

The summer program which heavily focuses on safety aligns with Three Rivers ISD Goal #3 in the District Improvement Plan: Three Rivers ISD will take increased steps to ensure student safety at all times.

**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
Individual TBD, Teacher at Three Rivers HS, will teach Project-Based Research course and supervise interns (existing position)	Locally certified teacher eligible to teach Project-Based Research course
Audra Huff, Counselor at Three Rivers HS will assist with student outreach and recruitment for the program (existing position)	High school campus counselor with experience and expertise providing college and career advising services to high school students
Danny Osborne, Principal at Three Rivers HS, will oversee and monitor instructional delivery (existing position)	High school campus administrator with experience in instructional leadership and teacher supervision
John Alaniz, External Contractor and Authorized OSHA-30 Training Provider, will provide 30 hours of safety training to students (grant funded)	Authorized OSHA Outreach Trainer with experience and expertise in the areas of risk management and safety assessments
Shane Thomas, External Consultant, will assist with coordination of micro-internship; data collection, analysis, and reporting (grant funded)	Experience coordinating/facilitating work-based learning experiences for students; Experience collecting and analyzing data for grant programs

**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.**

Three Rivers ISD seeks to acquire grant funding from the Texas Education Agency to develop a summer program focused heavily on occupational safety. As part of this program, students will take Project-Based Research and earn their OSHA-30 wallet card. Additionally, students will complete a micro-internship in which they will produce a video or website to promote best practices associated with worksite safety. The video and/or website will be used to help promote safety to current and future students in our school district.

By August 2021, at least 10 students (goal is to enroll 10-15 students) will earn their OSHA-30 certification and wallet card. At least 10 students (100%) will successfully complete the Project-Based Research course and earn credit for the course. At least 10 students (100%) (individually or in teams) will develop a video or website to promote occupational safety best practices for use with current and future students in CTE programs. We will meet these goals and objectives by equipping our leadership to support the summer program, ensuring that counselors are able to promote the opportunity to students who will benefit from the experience, and beginning the recruitment process as quickly as possible once grantees are announced. We will support the Project-Based Research teacher by providing necessary instructional materials and instructional support for students. We will also contract with a technical assistance provider, CareerCraft, to help support the work-based learning aspect of the program (the micro-internship) and data analysis/reporting to measure program effectiveness through Internship Readiness Assessments/Training Plan development.

**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.**

Three Rivers ISD's summer micro-internship and occupational safety 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, each of our school boards, and TEA grant reporting requirements. Our goal is to have 100% of students who participate in the summer program to earn credit in the Project-Based Research course and OSHA 30 certification by August 31, 2021.

We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the course teacher. We must provide wraparound services like these in order to provide an equitable setting for all students, the majority of whom are from economically disadvantaged households. Data on all of these services will be collected by the teacher and Three Rivers High School Principal to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course. During the micro-internship, an Internship Training Plan will be completed and we will conduct routine check-ins with students to ensure they are progressing towards their ultimate goal of creating a video or website to promote occupational safety. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit.

**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.**

If awarded grant funding from the Texas Education Agency, Three Rivers ISD will utilize the funds to support a summer micro-internship program which heavily focuses on occupational safety. Many of our students currently work on farms/ranches or in fast food service jobs during the summer. Data tell us that many of our graduates will ultimately work in the oil and gas industry (regionally high-demand industry, a Valero Refinery is located in our town) where workplace safety is of the utmost importance. We strive to support current 11th and 12th grade students through this program.

Grant funds will be allocated to hire an OSHA authorized external contractor to provide the required 30 hours of occupational safety training to our students. Roughly 10% of the grant will be used for this purpose.

Extra duty pay will be provided to the Project-Based Research teacher and internship supervisor. Extra duty pay will also be allocated for a grant manager and suburban driver to help transport students to and from the program. Student pay for the internships will also be allocated. Paying students is the largest portion of the budget as Three Rivers ISD wishes to pay students at least \$15 per hour during the internship. We must provide incentive for students to participate in this valuable program due to many of our students typically choosing to work on the farms/ranches or fast food restaurants during the summer.

We will also allocate grant funds to contract with an external contractor, CareerCraft, to help us design and implement the micro-internship program. CareerCraft staff have expertise in the area of work-based learning and have assisted other districts with summer programming. CareerCraft will also be assisting with data collection, analysis, and reporting on the outcomes of the program.

Several laptops and data hotspots will be purchased with grant funds to support students who need devices and data access during the summer program. The OSHA trainer has supplied our district with a list of required instructional materials to have on hand for the safety training. Grant funds will be utilized to procure the necessary materials to ensure a successful training and delivery of the Project-Based Research course.

We have allocated \$350 of the grant funds to cover indirect costs.

**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.

N/A

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.

The summer micro-internship program focused on occupational safety will be available to upperclassmen and recent graduates from Three Rivers ISD, George West ISD, and Skidmore-Tynan ISD. Our leadership teams will collaborate with one another to promote each other’s programs. We will also coordinate regarding logistics and scheduling as necessary. Participants in the program will receive course credit in Project-Based Research. Participants will also earn their OSHA 30 Hour credential and wallet card. Businesses and organizations in the Coastal Bend region have provided input that the OSHA 30 credential carries weight in our region and is valued. We are excited to help our students obtain this meaningful credential.

Our three districts offer programs of study which heavily focus on safety, including: Refining and Chemical Processes (in development at George West ISD), Animal Science, Plant Science, and Applied Agricultural Engineering. Students in any of these programs of study will benefit from our summer program and will depart the program with a valuable credential that adds value to their resume.

Three Rivers ISD will serve as the host/provider for the micro-internships and will be the employer of record. The micro-internship will require 80 hours of work/commitment from our students. We will serve a minimum of 10 students but hope to serve 15 students if possible. The micro-internships will allow students to work independently and in teams to develop end products such as a video or webpage which will help to serve students for years to come. Students will learn communication skills, collaboration skills, teamwork, and problem solving skills during this program.

**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**