



2020-2021 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 26, 2021

NOGA ID [Redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

Application stamp-in date and time

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, March 26, 2021**.

Grant period from **May 1, 2021-August 31, 2021**

Pre-award costs permitted from **Award Announcement Date**

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.**

Through a partnership between Frenship ISD and Ropes ISD, the districts will build an eight-week summer internship initiative intended to provide rising seniors an in-depth experiential learning opportunity in their program of study. If received, the grant will provide for student pay reimbursement to internship employers, mentor teacher stipends, and recognition materials for students completing the program. This program will help bridge the gap between student interests and real-world experience in their chosen industry, allowing students to make more informed decisions about their future and to connect with employers in their field. Additionally, students will receive credit in aligned practicum courses for completion. Approximately 20 students from Frenship ISD and 5 students from Ropes ISD will participate in the program. These are projections based on estimated student interest.

Both ISDs have identified the following programs of study for this experience based on numbers of interested students available on both campuses and availability of willing employer participants in the Lubbock area: Accounting & Financial Services, Animal Science, Business Management, Digital Communications, Family & Community Services, Marketing & Sales, Networking Systems, Plant Science, Programming & Software, Teaching & Training.

These programs of study also align with employer needs in the Lubbock area based on data from Workforce Solutions South Plains. The internship program is intended to be equally beneficial for college-bound and non-college-bound students and all experiences are applicable in the local job market.

One of Frenship ISD's core beliefs is: Each student has an opportunity to reach his or her potential. This guiding principle for Frenship perfectly pairs with the ideals of Ropes ISD's motto of "Small Town Values. Big Time Results" as this program is an opportunity for students from a 6A high school and a rural 2A high school to all gain exceptional work experience in their chosen field.

Both schools experience their own scheduling challenges in offering an experience of this type during the academic calendar. In Frenship, these programs of study do not currently offer practicum experiences due to the constraints of available teacher time in a complex master schedule. For Ropes High School, offering these courses for limited students is not feasible, and their geographical distance from Lubbock and available work locations make school-day work experiences untenable due to distance of travel. This program offers experiences that would be otherwise unrealized for students from both schools regardless of root cause.

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
Mentor Teachers (6) EXISTING - Teacher-of-record for associated practicum courses - Monitor assigned student performance	Highly Qualified Teacher Certified in Applicable Content Area
Frenship ISD CTE Coordinator EXISTING	Understanding of Programs of Study, access to PEIMS information and prior coursework, experience in bridging secondary and employer relationships, experience in employer partnerships.
Ropes ISD Counselor EXISTING	Understanding of Programs of Study, access to PEIMS information and prior coursework, experience in bridging secondary and employer relationships, experience in employer partnerships.
Frenship ISD Director of Entrepreneurship & Innovation EXISTING	Experience with program development and grant implementation and administration processes. Community advocate for employer partnerships and job placement experience.

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.**

GOAL: Train and prepare students through work-based learning experiences aligned with established programs of study. Students will complete an eight-week, monitored, and paid summer internship program with an employer in the Lubbock area connected to their program of study.

OBJECTIVES:

- Successfully complete an interview process with employers.
- Demonstrate collaboration skills through teamwork.
- Apply constructive criticism and critical feedback from supervisors
- Demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.
- Gain in-depth industry knowledge and perspective through real-world work in that field.

STRATEGIES:

- Experiences are not a job shadow; students will be employees and perform duties essential to the operation of the organization.
- Employers will hire students, providing an interview and on-boarding process consistent with company policy.
- Students must complete two courses in their program of study prior to involvement in the internship experience.

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.**

- A signed training plan will be used as an agreement to establish daily tasks and outcomes for each student.
- Training plans will be generated by the Fisd CTE Coordinator and the Ropes ISD Counselor.
- As assigned mentor will be tasked with communicating with the student weekly and their employer bi-monthly.
- Weekly feedback forms will be completed by mentors (including written notes) from student comments including impressions, weekly struggles or successes, areas of growth, level of preparedness, goals, etc.
- Bi-monthly feedback forms will be completed (including written notes) from employers about student job performance, goals for growth, duties assigned, etc.
- A minimum of 80 hours per student will be completed with their employer over an eight-week period. A maximum of 160 hours will be reimbursed for the purpose of the grant and included in evaluation measures.
- A post-employment evaluation will be completed by each employer outlining their pre/post impressions and expectation of the intern's abilities, areas for growth, interest in continuing participation in the program, and whether or not the student will continue in employment with the company during the school year or be eligible for future employment.
- Students who successfully complete the program with the required hours over the course of the eight-week experience will be awarded practicum credit in their aligned program of study.
- Students who do not meet the requirements, or, students whose employment is terminated by themselves or their employer, will not receive 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.**

The requested amount of the grant is \$45,500. This provides for staffing, reimbursement of intern pay, and a student awards and recognition event at the conclusion of the program.

STAFFING: \$5,000 (Mentor will receive stipends of \$200 per student assigned). Mentors will supervise 3-5 students depending on participation in each program of study.

INTERN PAY: \$40,000

(\$10/hr x 20hrs/wk = \$200/wk per student)

(\$200 x 8wks = \$1,600 per student)

(\$1,600 x 25 students = \$40,000)

AWARDS AND RECOGNITION: \$500 (\$20 per student for final recognition of successful completion)

Students will be legally employed by the aligned employer. They will report to work as assigned and be subject to the management of their employer. Frenship ISD, in administering the grant, will reimburse employers at a rate of \$10 per hour up to a maximum of 20 per week, per student, over the course of the eight-week program.

Frenship ISD will offer flexibility to employers regarding reimbursement timelines allowing invoicing weekly, bi-weekly, monthly, or at the end of the summer internship experience. Employers must invoice Frenship ISD, as administrator of the grant funds, with official documentation of hours worked to be eligible for reimbursement.

Frenship and Ropes ISDs have established \$10 per hour as the student pay rate for this program. Participating employers may not pay interns less than this rate. Should they pay a higher rate, or should students work more than the grant-allowed maximum of 20 hours per week, that expense will fall to the employer and will not be reimbursed.

The minimum weekly hours for participating students will be 10 hours per week, should students work less than this minimum, they will be subject to removal from the program and not receive practicum credit.

The Frenship ISD CTE Coordinator and Ropes ISD Counselor will be responsible for final certification of hours for student participants, awarding of credit, and management of PEIMS Coding.

Mentors will be paid a stipend of \$200 per student overseen. Frenship ISD will utilize five highly-qualified teachers as mentors and as instructors of record for the practicum course as aligned with their content certifications. Ropes ISD will identify one teacher or counselor to monitor their students. Ropes ISD will invoice Frenship ISD as the grant administrator for this teacher stipend. Stipends will be paid at the conclusion of the summer program through their district's payroll system.

Frenship and Ropes ISDs understand the fluid nature of 25 students working between 10 and 20 hours a week over the summer. Projections in this application assume a maximum number of student participants and maximum hours worked. We certify and understand any unused funds due to fluctuations in student involvement or hours reimbursed will be returned to TEA at the conclusion of the program.

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.

Frenship and Ropes ISDs have gained preliminary interest in participation from the employers outlined below. Employers have been made aware that their participation will be dependent on receipt of the grant and availability of students aligned to their industry through their program of study.

- Accounting and Financial Services: City Bank, Frenship ISD Business Office
- Animal Science: Ropes Veterinary (2), Frenship Vet Clinic (2)
- Business Management: The United Family Corporate Office
- Digital Communications: Primitive Social, Fox 34, KCBD/KLBK, Frenship ISD Communications
- Marketing and Sales: Primitive Social, Visit Lubbock, Texas Tech Credit Union
- Networking Systems: Communications Services & Installation (2)
- Plant Science: United Supermarkets (3), DeVault Floral
- Programming & Software: EverSolve Technologies, Smooth Fusion
- Teaching & Training: YWCA of Lubbock
- Family & Consumer Services: YWCA of Lubbock, Boys & Girls Clubs of Lubbock

This grant will fund the internship Work-Based Learning Model. Each internship will be connected to an employer specifically focused on the program of study of the student. Interested students must complete two courses in their identified program of study prior to participating in this internship experience.

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