



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.

TEA must receive the application by **11:59 p.m. CT, March 26, 2021**.

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 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.**

We are seeking support of our work-based-learning experiences for Career and Technical Education students.

Fort Bend ISD Career and Technical Education (CTE) provides challenging career pathways for every student utilizing real-world practices and evolving skill sets, attitudes, and behaviors. As a key focus of this mission, we strive to provide CTE students with access to internships throughout the Fort Bend area. FBISD is the largest employer in the county and as such, we recognize the need to model the desire to provide students with internship opportunities in our very business. Funds received from this grant will allow us to hire student interns in various departments across the district. Students will have the opportunity to apply for internships in one or more of the following areas:

- Hospitality and Tourism
- Human Services
- Education and Training
- Health Sciences
- Information Technology
- Business, Marketing, and Finance
- Transportation, Distribution, and Logistics
- Law and Public Safety
- Arts, Audio Video and Communications

All student interns will be paid \$10 per hour and will be employed June through August. We are requesting \$50,000. This amount will allow us to employ 30-25 students who will average 19 hours per week for the duration of the summer. Internships at FBISD will allow students to experience first hand a full application, interview, and background check process. They will receive traditional on-boarding and training appropriate for each position. Students will have the opportunity to learn about what makes education a large business in our county.

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
Director of CTE - Oversight of implementation	Existing Director; knowledge of grant administration procedures and outcomes desired
Sr. Program Associate for CTE - grant monitoring, data collection, and report preparation	Existing employee who has knowledge of grant application and fiscal responsibilities; person ensures students receive payment and funds are distributed in accordance with grant guidelines
CTE Internship / Externship Specialist - organizes job postings, educating department leaders about expectations associated with grant	Existing employee who has knowledge of grant application and has set up the system to track student data; person serves as the liaison between departments

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.**

- Provide CTE students with quality internship experiences:
1. Ensure students have mentors in each internship
 - A. CTE Specialist will train each mentor regarding expectations, daily check-ins, and periodic feedback cycles
 - B. CTE Specialist will collect data at the beginning, mid-point, and conclusion of the internship from both the student and mentor to identify opportunities for growth and improvement

 2. Ensure students are participating in and conducting meaningful work while involved in the internship
 - A. CTE Specialist will work with various departments to identify the project or work efforts that students will focus on to ensure there is learning opportunity
 - B. CTE Specialist will collect data at the beginning, mid-point, and conclusion to ensure that the work efforts identified are actually being implemented.
 - C. CTE Specialist will collect data about the impact students projects have on the District initiatives as a whole

 3. Ensure there is a feedback loop for the students to allow for growth
 - A. CTE Specialist will identify feedback cyclec, train participants and collect data
 - B. CTE Specialist will use feedback to inform instructional decisions about classroom improvements for upcoming year

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.**

1. Student participation - how many students were able to participate, how many hours did each student complete
2. Quality of the student experience - feedback collected from students at the beginning (what they expect), mid-point (progress), and conclusion (what did they learn and how did they improve)
3. Quality of departments experience - feedback collected from mentor / employer at the beginning, mid-point, and conclusion
4. Instructional impact - using feedback, we will determine if the experiences were able to provide insight for the CTE team about ways to improve instruction in order to better prepare students for the future

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 funds will be used to off-set the wages of student interns at a rate of \$10 per hour. We anticipate being able to hire 30 - 35 students at an average of 19 hours per week for the summer. The district allocates funds to 3 student internships per year in various departments. This funding will allow us to provide expanded access to CTE students across the district which provides additional support to our program areas. Outside allowable administrative costs, the only additional expenditure will be for laptop devices specific to the new positions IF, and only IF, the position requires access to a district device to allow flexibility in work location. We learned last year that we were unable to provide flexibility because we did not have the district resources available for work-from-home in some cases and we would like the opportunity to provide that this year if needed. The cost for laptop purchases would not exceed \$5,000.

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.

Fort Bend ISD will be the business entity providing student internships. We anticipate being able to hire 30-35 student interns throughout the various departments including but not limited to:

- Hospitality and Tourism - Child Nutrition and The Grill
- Human Services - The Salon
- Education and Training - The Early Learning Lab and Teaching and Learning
- Health Sciences - Athletics and HR
- Information Technology - IT
- Business, Marketing, and Finance - Business and Finance, Payroll, Procurement
- Transportation, Distribution, and Logistics - The Shop and Transportation
- Law and Public Safety - Legal
- Arts, Audio Video and Communications - Community Relations

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