



2022-2023 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 16, 2022

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, November 16, 2022**.

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 UEI

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 2022-2023 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 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 provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.
7. 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.

Summary of Program (Focus Area 1)

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.

N/A

Summary of Program (Focus Area 2)

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.

Skidmore-Tynan ISD is seeking grant funds to continue a paid internship program for welding and entrepreneurship students. We will partner with at least one other rural neighboring district, Three Rivers ISD, to expand opportunities to more students. The vision of Skidmore-Tynan ISD leadership and school board is to provide innovative opportunities for students, thereby promoting our school district to be the destination of choice for students and high-quality teachers. Our mission is to develop in all students the knowledge, skills, and work ethic that enables them to become successful and productive members of society. Our need is to provide an innovative opportunity for students this summer to re-engage them and ignite excitement and awareness of our new P-TECH programs (launching in the 2023-2024 school year). Our P-TECH will offer programs of study in Applied Agricultural Engineering and Entrepreneurship, which will be the focus of our summer internship program through this grant.

Students in the summer program will serve as paid interns for Skidmore-Tynan ISD and will receive stipends for the projects they complete for the school district and local community members. For the past few years, our district has been adjusting our CTE courses to align with regional workforce needs, the TEA Programs of Study, and the P-TECH model. The Summer CTE Internship Program will allow us to garner student awareness, interest, and enrollment in the Entrepreneurship and Applied Agricultural Engineering programs of study, thus building a pipeline of student interest in our future P-TECH program, which will officially launch in the 2023-24 school year. We will target enrollment for this summer's CTE Internship Program for incoming 11th-12th grade students who have taken at least one agriculture or business/entrepreneurship CTE course.

The entrepreneurship student interns will develop a business plan for a new student-run coffee shop which will be operated and managed by our Entrepreneurship students starting next year. The business plan will incorporate marketing strategies, budget/finances, products to sell, and analyses of costs versus revenue. It will be used as a foundation for the coffee shop to offer daily beverages to students and staff throughout the school year and will be a foundational component for the P-TECH program of study.

The applied agricultural engineering student interns will complete projects for the school district, including designing and building benches and tables for our campuses. Our goal is to serve 16 students through this summer program. The program will run for 5 weeks, with the first week being an Internship Preparation Bootcamp and the remaining 4 weeks focusing on the internship work/project completion (80 hour internship).

Qualifications and Experience for Key Personnel (Focus Area 1)

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
N/A	
N/A	
N/A	
N/A	
N/A	

Qualifications and Experience for Key Personnel (Focus Area 2)

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
<p>Danny Garcia, Teacher at Skidmore-Tynan HS, will lead the entrepreneurship internship (existing position)</p>	<p>Certified to teach CTE courses; experience in Business, Marketing, and Finance coursework; experience working with industry partners</p>
<p>Domingo Garcia, Teacher at Skidmore-Tynan HS, will lead the welding/agriculture internship (existing position)</p>	<p>Certified to teach CTE courses; experience teaching Welding and Applied Agricultural Engineering</p>
<p>Stella Resio, Principal of Skidmore-Tynan HS, will monitor student participation and instructional delivery (existing position)</p>	<p>High school principal; experience overseeing summer programs and state-funded grant implementation</p>
<p>Stephanie Ashworth, Assistant Superintendent of Skidmore-Tynan ISD, will oversee the program and grant implementation (existing position)</p>	<p>District administrator; experience implementing state grant-funded programs; knowledge of appropriate use of grant funds</p>
<p>Ms. Patricia Patel will assist as program coordinator (existing position)</p>	<p>Certified high school counselor or teacher; experience mentoring students and managing grants; ability to engage with multiple stakeholders</p>

Goals, Objectives, and Strategies (Focus Area 1)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

N/A

Goals, Objectives, and Strategies (Focus Area 2)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Our primary goal is to offer a Summer CTE Internship Program for students in Entrepreneurship and Applied Agricultural Engineering. Students will be interns for S-TISD and be responsible for evaluating and improving our student-run coffee business, which just launched Fall 2021. The students participating in the welding internship will be given a summer project to design and build new benches and tables for each campus. This will allow students to apply academic and classroom knowledge while gaining real world experience.

By August 2023, 16 students (100%) will have fulfilled their internship responsibilities.

All students (100%) will have actively contributed to the internship project, as measured by internship supervisor feedback (internship supervisors will be district employees) and Internship Training Plan completion.

A secondary goal is to partner with actual businesses such as Ranch Hand Truck Accessories and HOLT CAT San Antonio to offer site visits and short-term project opportunities to our students. The more exposure to welding-related businesses we can provide to our students, the better.

We will meet these goals and objectives by equipping our leadership to support the summer program, ensuring that staff are able to promote the opportunity to students who will benefit from the experience, and beginning the recruitment process once grantees are announced. Welding students will build benches and tables for our campuses and take the entrepreneurship students to a local coffee shop to interview the owner about what it is like to run a business. We will support the teachers/internship leads by providing necessary instructional materials and instructional support.

Performance and Evaluation Measures (Focus Area 1)

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.

N/A

Performance and Evaluation Measures (Focus Area 2)

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.

Skidmore-Tynan ISD's Summer CTE Internship 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.

We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the teacher/supervisor. 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 the counselor to evaluate student need and intervention. During the 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 completing their internship projects/responsibilities. The Training Plan will specify student demonstration of employability skills valuable across many occupations and industries. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit.

Budget Narrative (Focus Area 1)

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.

N/A

Budget Narrative (Focus Area 2)

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.

Grant funds will be utilized to provide extra duty pay and will be provided to the two teachers/internship supervisors (Applied Agricultural Engineering teacher, Entrepreneurship teacher) and the counselor/internship co-supervisor/grant manager. Funds will also be allocated to pay a bus driver to pick up students who need transportation. Student stipend payments for the internships will also be allocated. Paying students is the largest portion of the budget as S-TISD wishes to pay students a stipend of \$1,200 (average of \$15 per hour) during the 80 hour internship. \$15 an hour is necessary to be competitive with the current pay offered by local restaurants and the grocery store. We will also allocate grant funds to contract with an external contractor, CareerCraft, to assist with data collection, analysis, and reporting on the outcomes of the program.

Grant funds will be allocated to provide consumable supplies/materials that students will utilize as part of their internship projects. Specifically, consumable welding supplies will be necessary to complete the benches and tables.

Funds are allocated to pay for our district-owned mini bus to pick up students in Three Rivers who need transportation to our high school. A small amount of funds are allocated for the mini bus to transport the interns to a local welding or agricultural company and coffee shop for the students to tour the businesses and learn about the industries.

No capital outlay is required for the completion of this program.

No indirect costs will be claimed for the project. We want to direct the funding to the programs.

Program Requirements

1a. Needs Assessment (Focus Area 1)

N/A

1b. Needs Assessment (Focus Area 2)

Many of our students work in fast food restaurants over the summer in order to earn a paycheck. Therefore, we plan to pay students (via stipends) through this internship program to enroll those students who otherwise would not be able to afford forgoing summer employment elsewhere. Without this grant, we would not be able to provide this summer program. Courses in Entrepreneurship and Applied Agricultural Engineering are offered during the school year at no cost to students but are not currently offered during the summer. We hope that, through this opportunity, we will provide data showing return on investment for future internship funding possibilities from our community and school board.

Skidmore-Tynan ISD is a rural school district and many businesses are located in cities 20-30 miles away. Offering work-based learning experiences during the school year is a challenge due to master schedule constraints, travel time, and distance to learning sites. Offering summer work-based learning opportunities provides greater flexibility for our students and our staff. With students working most of the day, they will have adequate time to really focus on their projects which may not happen during the traditional school year.

Workforce Solutions of the Coastal Bend's Targeted Occupations List includes Welders, Cutters, Solderers, and Brazers (51-4121) and General & Operations Managers (11-1021). Our Applied Agricultural Engineering students are preparing to become welders and our Entrepreneurship students are preparing to operate and manage future businesses. Each of these programs are aligned with regional labor market demand and lead to living wage jobs with strong career pathway growth.

Program Requirements, cont'd.

2. **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/cte-programs-of-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

3. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in the 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 CTE Internship Program will be available to a total of 16 students (incoming grades 11-12) from Skidmore-Tynan ISD and Three Rivers ISD. Our leadership teams will collaborate with one another to promote this opportunity to students from both school districts. We will also coordinate regarding logistics and scheduling as necessary. Participants in the program will be paid a stipend for their internship (80 hours). Participants in the Welding internship (Applied Agricultural Engineering) will apply classroom knowledge to a real-world project, adding industry-valued work-based learning experience to their resume.

We will collaborate with H-E-B's Human Resources Department to organize a site visit for our entrepreneurship students. Workforce Solutions of the Coastal Bend will conduct workshops and presentations to our interns as part of the initial onboarding.

Skidmore-Tynan ISD will serve as the host/provider for the internships and will be the employer of record. The internship will require 80 hours of work/commitment from our students. We will serve 16 students through this program. The internship will allow students to work independently and in teams to develop end products that will be invaluable in launching the new P-TECH programs. Students will learn communication, collaboration, problem solving skills and teamwork 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