2024-2025 Summer Career and Technical Education Grant

Informal Discretionary Competition (IDC) Application Due 11:59 p.m. CT, April 9, 2025

Texas Education Agency

NOGA ID

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

Application stamp-in date and time

This IDC application must be submitted via email to **competitivegrants@tea.texas.gov.**

The IDC 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, April 9, 2025**.

Grant period from: **May 29, 2025 - September 30, 2025**

Pre-award costs permitted from: **Not Permitted**

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	Hardin ISD	CDN	146904	ESC	5	UEI	U3S2FDYUNFC5
Address	12195 Hwy 146 North	City	Liberty	ZIP	77575	Vendor ID	
Primary Contact	Dr. Tammie Marberry	Email	tmarberry@hardinisd.net	Phone	936.298.21112		
Secondary Contact	Shobie Nichols	Email	snichols@hardinisd.net	Phone	936.298.2112		

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

☒ General and application-specific Provisions and Assurances

☒ Debarment and Suspension Certification

☒ Lobbying Certification

Authorized Official Name	Scott Mackey	Title	Superintendent
Email	smackey@hardinisd.net	Phone	936-298-2112
Signature		Date	4/8/25

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 IDC 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 2024-2025 Summer Career and Technical Education Grant Program Guidelines.

☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 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 the Fall PEIMS Collection Process.

☒ 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.

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.

Hardin ISD and Hardin High School desire to secure grant funding to continue the Summer CTE Grant funded program we began last year for students. This grant-funded paid internship program allows us to develop student employability skills and provide them with experience that will impact their future. We have expanded our partner list and added three businesses to those from last summer. Liberty Medical Surgical Clinic, Teachers Federal Credit Union, and First Liberty Bank will be offering employment opportunities to our students. With a total of eight partners at this time (we are continuing to recruit partners) our students have a varied opportunity. Our partners appreciate our program structure that allows them to interview all interested students, rate them, and offer positions to their top ranked. Our students will meet from 8-9:30 on Mondays for coaching and mentoring sessions with the program coordinator. First Liberty Bank is excited to participate in these sessions providing insight into budgeting, bank accounts, insurance, and retirement management to name a few. Students will follow a schedule that is agreed upon with their employer as each business has unique service hours.

Hardin ISD serves a combined student population from the towns of Hardin, Moss Hill, Rye, and Romayor. The largest city of Beaumont is located at least 35 miles away for all students. Students have difficulty finding employment opportunities in the area. The poverty level in Liberty County where these towns are located runs at 17.7%. 38.28% of HISD students are At-Risk and 61.3% of students are Economically Disadvantaged. Students in Hardin ISD will benefit from the additional opportunities to gain experience and earn money in the summer.

Hardin ISD has a mission to provide students a valuable education in a safe, learning environment while supporting all stakeholders with the highest leve of excellence, honor, and integrity, while Hardin High School strives to provide high-quality instructional practices that equip learners with the knowledge and critical thinking skills needed to thrive, not only academically, but also in life. This grant-funded paid internship program aligns with this mission, providing up to 24 students with access to meaningful career and real-world experience. The internships will enable students to work in a professional environment related to the educational opportunities provided by Hardin ISD. The paid internships are expected to motivate students to continue pursuing certifications and gain career experience in their chosen fields. Work-Based Learning (WBL) opportunities, such as those offered through this program, will hep students transition directly into the workforce or serve as building blocks towards post-secondary education. These paid internships and real-world experiences are intended to motivate students and demonstrate what they can achieve through career opportunities they have an interest in. However, this paid internship opportunity will not be possible without the CTE grant funding.

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

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
ASSISTANT SUPERINTENDENT - Responsible for supervising the grant program and ensuring all data is reported back to TEA as required.	Minimum of a Bachelor's Degree in Education or a related field. Experience: At least 3 years of experience being a Superintendent and involved in programs such as this, including CTE programming. Existing position.
CAMPUS PRINCIPAL - Responsible for managing day-to-day activities, overseeing faculty and staff, and assisting in selecting students and programs.	Minimum of a Bachelor's Degree in Education or a related field. Experience: Must have years of experience in managing day-to-day school activities, overseeing faculty and staff, and assisting students in selecting careers.
CTE COORDINATOR/COUNSELOR - Responsible for overseeing program staff, aligning curriculum and ensuring performance measures as cited are met.	Minimum of a Bachelor's Degree in counseling/CTE or a related field. Experience overseeing programs, grants, personnel, and budgets. Proposed in grant budget, but this person is a current Coordinator to be paid through stipend
BUSINESS LIAISON - These personnel will be responsible for supporting the internships and other work-based learning opportunities for students.	Ability and knowledge to offer the targeted CTE trainings and /or oversight of work-based activities. Must have at least 4 years of proven knowledge of business and work-based learning programs. Not a paid postition.

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?

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?

Hardin ISD's paid internship work-based learning objective is to provide quality, CTE focused summer jobs/experiences for students in a location where opportunities are limited due to the city's rural and remote nature. The goal of the grant and this focus area is to provide hands-on opportunity for students with an authentic, work-based learning experience that directly aligns with their interests, classroom curriculum, and knowledge base. Through the paid internship program, students will obtain a better understanding of the skills and abilities required to become quality and reliable employees in any industry they choose. This work-based experience will help create a smoother transition for students moving from high school into the workforce in various industries. The purpose of the paid internships is to prepare students in ways that can't be duplicated in the classroom, especially for students focused on fields where hands-on experiences are imperative to learning and developing skills in preparation of joining the workforce after high school.

The following activities and strategies will be implemented to meet the goals and objectives set forth in this work-based learning internship program:

1. Provide paid internships for up to 20 students who already have attended and completed CTE coursework at Hardin ISD.
2. Provide students with employment experiences at the school and area businesses.
3. Provide job experiences that are related to business knowledge, building maintenance, basic construction, retail sales, customer service, warehouse operations, restaurant operations, technology systems, and banking procedures.
4. Meet the needs of 11th and 12th grade students who request quality employment opportunities.
5. Develop life skills in students by providing instruction on topics such as resume' writing, budgeting, components of salary and taxes, and retirement considerations. This will be supported by the project manager and business partners on Monday morning training days. Students will better understand their skillsets and interests while building a portfolio to help them in their future employment or college pursuits.

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.

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.

In order to ensure success for both students and business partners, we have created a system of checks and balances driven by the WBL model in the Cooperative Learning program. We begin by having business representatives participate in an interview day where students present resumes and themselves for employment. Students have been coached and provided training prior to this day. Students and partners alike rate/rank their experience with each prospective relationship. By working to make an agreeable placement, we hope to provide a positive start. The program manager provides introductory forms, internship rubrics, communication and time logs, and works to develop individualized goals and objectives with each student. Throughout the program, the project manager will monitor attendance, participation, and the quality of the work and their work-based activities weekly. Site visits will be conducted to ensure that students are following their individual plans and meeting expectations. As a final assessment, students will present their portfolio showcasing their work and accomplishments to a district panel. This presentation will provide valuable feedback and help determine the overall effectiveness of the program.

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.

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.

District personnel involved with monitoring this grant have met to develop expectations and budget that would address the needs, goals, and objectives for student development and success in this work-based learning paid internship. The cost of staffing, supplies, curriculum, and transportation needed to fulfill grant objectives was discussed. If granted, the district will use the funds to impact areas in line with this grant and its purpose. The district will provide students with access to classrooms, materials, software, and technology as needed for their internships. The management will focus on Project-Based Learning and the creation of student artifacts such as portfolios and presentations that can be developed during their internship work. The district does not have sufficient funds to offer a paid internship program such as this without the Summer CTE funding.

The budget includes a pay of $12 per hour for up to 20 students for up to 190 hours each over the life of the grant totaling $45,600. Another $3000 will be provide a stipend for the director to oversee the program which includes classroom instruction and weekly visits to partners. The Xello program used by the district currently will be utilized for research and development of the portfolio . Students will have access to Chromebooks and other supplies, materials, and equipment posessed by the district. If any changes or adjustments are required, the district administration will meet with program leaders to discuss what changes will ensure program success. Any modifications will follow the proper TEA procedures, including amendments to the application (if needed). If additional guidance is required, the district will contact TEA for assistance and notify students, staff, parents, and business partners if there is any significant impact to the program.

Program Requirements

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of need the LEA has that hinders the completion of courses within programs of study. (For example: describing scheduling conflicts, specific program of study teacher availability, etc.)

1b. Needs Assessment (Focus Area 2): Applicants must complete a Needs Assessment Summary indicating specific area of needs the LEA has to offer work-based learning opportunities. (For example: describing transportation limitations, describing scheduling conflicts, specific program of study teacher availability, etc.)

Hardin ISD is a rural district with relatively limited employment opportunities. However, the district's administration and CTE staff are determined to provide a range of work-based, real-world experiences to their students. The principal and other Hardin ISD leaders have acknowledged that such experiences are crucial for the success of students after graduation, particularly in gaining an understanding of the importance of soft skills. WBL programs are an effective way for students to gain experience, opportunities, and qualifications to pursue a meaningful career after high school.

Hardin ISD leadership recognizes several needs related to providing quality WBL opportunities, including:
1. Providing grant-funded paid internships - Most businesses within the Hardin city limits are relatively small and do not have the capacity to pay for student internships, let alone more than one. This grant funding, over 90% of which will be used to pay students, will help local businesses overcome that barrier to pay students a decent wage while providing them with a unique and valuable work-based experience.

2. Providing work-based, real-world experiences - Every spring, sophomores and juniors at Hardin ISD ask adminstrators and teachers about quality employment opportunities in the area. In recent years, it has been difficult to find local employers who have the ability to take on students because of time and because of fiscal limits. However, with this grant funding and program, the district will be able to offer paid internships that will help students develop skills they can use to transition directly into the workforce or as building blocks toward post-secondary education.

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.

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.

Hardin ISD and its high school are seeking grant funds to implement a Summer CTE grant funded paid internship program that follows the guidelines for the TEA opportunity. The paid internship program for up to 20 studetns in grades 11 and 12 will operate for 6 weeks or a maximum of 190 hours per student.
As part of the program, students will be paid to participate in internships, working in various facets and areas, using a work-based experience model. Amond the partners to include, but not limited to (based on student interest):
1. Hardin ISD - maintenance department, transportation department, technology and curriculum departments.
2. Simply Country - culinary arts, customer service, restaurant experience, business experience.
3. Maci Feed - business/office experiences, stocking, customer service, cashier experience.
4. Heritage Market - interior design, inventory management, customer service, and stocking.
5. First Liberty Bank - customer service, money management, and balance sheets.
6. Teacher's Federal Credit Union - customer service, money management, and balance sheets.
7. Liberty Medical Surgical Clinic - front office skills, appointments, paperwork, and customer service.

Through collaboration and input from these listed partners and potentially others, this program will offer students real world experience by working alongside professional and skilled business people. The district CTE director will be responsible for ensuring alignment with the work-based learning experiences and the student's knowledge and skill level. These interneships will involve students learning both soft and hard skills to help them understand what it is like to have a professional job in an industry they are studying. These 20 students will learn valuable skills to make them more marketable for the workforce. Students and expected to strengthen skills such as communication, enthusiasm, attitude, teamwork, networking, problem-solving, critical thinking, and professionalism.

CDN 146904 Vendor ID Amendment # N/A

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

FIRST LIBERTY BANK

March 31, 2025

Dear TEA,

On behalf of our staff at First Liberty Bank, we are excited and committed to work with Hardin Independent School District on this Summer Career and Technical Education paid internship program as part of the district's continued efforts to build its career programming.

It is our intent to provide several Hardin ISD students with high quality and unique work-based learning opportunities and experiences through a 6-week summer internship program. We plan to offer students the opportunity to learn various aspects of the business (customer service, financial literacy, and more) as well as banking knowledge and experiences. We believe these experiences can't be replicated in the classroom and will lead to students gaining a greater knowledge of the importance of soft skills. Over the years, these skills have been on the decline. As a customer-first business, we hope these efforts will help our students, leading to opportunities for them to be employed after high school.

For this summer program, it is understood these internships are paid and will be funded through the grant. It also will involve collaboration to ensure quality program opportunities for students to experience areas of the business.

First Liberty Bank is excited to be part of this Summer CTE program internship opportunity for students at Hardin ISD. Just as we are committed to the success of all Hardin ISD programs and activities, we feel this is an important piece of the continued growth for this area and these students through work-based learning opportunities that may not typically be available to them.

Respectfully,

Jill Anslum
SVP-Human Resource Director

1900 Sam Houston St • PO Box 10109 • Liberty, TX 77575
Phone: 936-336-6471 • Fax: 936-336-3390
www.flb.bank
Member FDIC EQUAL HOUSING LENDER

TEA,

Heritage Market is excited to once again have the opportunity to participate in the student work program with Hardin ISD.

Heritage Market is a furniture and home decor store and we can offer students a great variety of skill sets to learn from including sales, marketing, inventory management and furniture care.

As a retired teacher myself, I enjoy working with students to prepare them for the workforce in any capacity that I can.

I look forward to this opportunity.

Katie Russell, Owner
Heritage Market
936-334-2297