



2024-2025 Summer Career and Technical Education Grant

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

NOGA ID

Authorizing legislation

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

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**

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):

N/A

Applicant Information

Organization CDN 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 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.

The goal of this program is to offer a Certified Nursing Assistant (CNA) internship to students in Mexia Independent School District (ISD), providing them with the necessary skills, experience, and credentials to enter the healthcare workforce immediately upon graduation. By partnering with a local nursing and skilled care facility, this internship will ensure that students gain hands-on experience in real-world healthcare settings, earning a CNA certification and developing key competencies that prepare them for both immediate employment and future postsecondary education.

One of the missions of Mexia ISD is to encourage and challenge students to meet their full educational potential. This program directly supports that by providing students with a structured, hands-on opportunity to gain a employable skill as a high school student. Students will be encouraged to explore healthcare careers, and the experience will challenge them to develop a sense of responsibility, professionalism, and work ethic in a real-world setting. The industry partner will ensure that students have access to diverse, practical experiences in a healthcare setting. This local facility not only offer hands-on training but also provides potential future employment opportunities, reinforcing another of Mexia ISD's missions, to create employable graduates.

Mexia ISD is a district where 82.8% of students are economically disadvantaged. This high level of economic need makes it crucial to provide pathways that offer gainful employment opportunities post-graduation. The internship program will be specifically designed to meet the needs of these students, helping them gain a valuable certification that opens doors to stable and rewarding careers in the healthcare field. Additionally, the collaboration with local healthcare facilities will help to address workforce shortages in the region, benefitting the local community by ensuring a well-trained pool of CNAs ready to work.

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
CTE Director - oversee implementation of the program and ensure compliancy	District administrator with five years experience overseeing and supporting Career & Technical Education programming.
District Educator - provide direct instruction to participating students	The ability to provide students with appropriate learning activities and experiences in the subject area of healthcare.
Industry Partner - provide work-based learning clinical environment for participating students	An accredited short-term rehabilitation and long-term care facility local to the Mexia communiity willing to accept students needing to complete 40 clinical hours toward their CNA certification.

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?

The objective is to offer an internship program that will result in students being able to sit for the state Certified Nursing Assistant (CNA) certification. Students will undergo a comprehensive training program that covers both structured classroom instruction and clinical skills training. They will learn essential patient care techniques, medical terminology, and health and safety protocols. The program will ensure that students are fully prepared to take the state certification exam upon completion of all activities.

In the classroom structured sessions, students will engage in a series of instructor-led lessons for six courses, which will cover essential knowledge areas related to CNA skills and healthcare. These courses include topics such as Texas long-term care, resident rights, quality of resident care, infection and infection control, dementia disorders, and resident care for dementia-related conditions. For each course, upon successful completion, students will be issued a learning certificate.

After completing the six courses, students will transition to the healthcare facility, to complete 40-45 hours of clinical training under the supervision of the facility CNA. During this time, students will apply their theoretical knowledge in real-world scenarios, performing tasks such as patient monitoring, assisting with daily activities, hygiene, and administering basic patient care.

Prior to the official state CNA exam, students will complete a practice test that simulates the written portion of the certification exam. This will help them assess their readiness, identify areas of weakness, and build confidence. A clinical skills readiness test will be conducted to ensure that students are proficient in performing critical CNA skills, such as patient transfers, taking vital signs, and providing personal care. The students will be evaluated in a simulated clinical environment, where they will demonstrate their abilities to perform various tasks competently.

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.

Identified performance measures include the following:

- Learning certificates for 6 individual training courses
- Students will participate in reflection activities following each clinical session to discuss challenges faced, lessons learned, and areas for improvement. These sessions could be facilitated by the Mexia ISD teacher and/or the facility CNA to provide targeted feedback.
- Students will take a the practice written test, and participate in review sessions where the instructor will go over the correct answers and addresses any areas of concern.
- Students will engage in peer-to-peer practice clinical sessions, where they will take turns performing CNA skills and providing constructive feedback to one another. This promotes teamwork and helps students identify areas where they need improvement before the official readiness assessment.
- Ultimately students will sit for the state Certified Nursing Assitant written exam and skills readiness test.

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.

The proposed budget is designed to ensure the successful implementation and operation of the program by addressing key areas that will directly contribute to meeting its needs and goals.

Staffing: The budget includes funding for a qualified educator who will be essential in delivering high-quality instruction, mentoring, and support to participants. This educators expertise will be a critical factor in achieving the programs learning goals and ensuring participants gain the necessary skills and knowledge.

Practice Exams and State Certification Exams: To help participants successfully prepare for the state certification exams, the budget will cover costs associated with practice exams. These practice tests are crucial for evaluating participants' progress and helping them familiarize themselves with the format of the actual certification exams, increasing their chances of success.

Transportation: Transportation costs will be allocated to ensure that participants can travel to and from training sessions, exam sites, and other essential locations. This ensures that logistical barriers do not hinder the progress of the program and participants can fully engage in all required activities.

Classroom Supplies and Materials: The budget will cover the purchase of necessary classroom supplies, such as instructional materials, books, technology, and other resources required for a conducive learning environment. These supplies will be critical in supporting the educator's efforts and providing participants with the tools they need for their educational success.

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.)

Mexia ISD is currently facing challenges in providing an effective CNA (Certified Nursing Assistant) program due to scheduling conflicts and limitations on class time. The traditional 46-minute class period creates significant barriers to both content delivery and the fulfillment of clinical hour requirements. To meet the needs of students, a summer program would provide the necessary time and flexibility to address these issues and support student success in achieving CNA certification.

The current 46-minute class period is insufficient for students to complete the required 2-hour video-based training modules, 6 in total. These videos are essential for students to gain the foundational knowledge needed to succeed in the CNA program. Without adequate time during the regular school day to view and engage with the content, students struggle to meet program requirements and have limited opportunities to ask questions or interact with the material.

The CNA certification mandates that students complete 40 clinical hours at a medical facility. Due to the limitations of the regular school schedule, students are unable to travel to medical facilities and complete the necessary hours within the constraints of the school day. This issue prevents students from achieving the rigorous hands-on experience that is critical to their success as CNAs.

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.

The industry partner will be Skilled Care of Mexia, located at 501 E. Sumpter St., Mexia TX 76667. The facility director, Robyn Sterling, will oversee the work-based learning and ensure students participate in at least 40 clinical hours. The program will utilize an unpaid internship work-based model supporting 12 students.

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

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