



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):

Applicant Information

Organization **San Benito CISD** CDN **031912** ESC **01** UEI **VUQKWNGGJEK1**

Address **240 N. Crockett** City **San Benito** ZIP **78586** Vendor ID **1746002224**

Primary Contact **Nancy Casas** Email **ncasas@sbcisd.net** Phone **956-361-6450**

Secondary Contact **Dilia Cornett** Email **dcornett@sbcisd.net** Phone **956-361-6120**

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 **Dilia Cornett** Title **Assistant Superintendent of Academics**

Email **dcornett@sbcisd.net** Phone **956-361-6120**

Signature  Date **APR 09 2025**

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.

San Benito CISD will implement a four-week, paid summer internship program designed to provide meaningful work-based learning opportunities for up to 20 incoming high school juniors or seniors. Participants will represent five high-demand Career and Technical Education (CTE) clusters: Law and Public Service; A/V Technology & Communications; Education and Training; Information Technology; and Manufacturing. Each student will be offered an 80-hour internship that emphasizes career readiness through hands-on, real-world experience.

This program supports San Benito CISD's mission to prepare all students to become successful, productive members of society through equitable access to rigorous instruction, career-connected learning, and supportive mentoring. It responds to a clear need within the district to bridge the gap between classroom instruction and real-world workforce experience, particularly for students in underserved or underexposed career pathways.

With 85% of students in San Benito CISD identified as economically disadvantaged, this paid internship opportunity is especially impactful. Many students face barriers to accessing professional experiences, and a structured, compensated internship not only builds career skills but also provides financial support helping students gain confidence, independence, and exposure to careers they may not otherwise encounter.

Interns will be matched with district departments including Technology, Maintenance, Police and Security, Academics, and KSBG Media-based on their chosen career cluster. For example, students in the Manufacturing cluster will support the Maintenance Department on welding and fabrication projects; IT students will assist the Technology Department with tech support; A/V students will engage in digital production through KSBG; and those in Education and Training will contribute to instructional and classroom support during summer school. Each student will receive structured guidance and mentorship from department staff in a safe and supportive setting.

Through this initiative, San Benito CISD will strengthen school-to-career pathways, promote equity in career-connected learning, and ensure students graduate prepared to pursue postsecondary education and employment fulfilling both the districts mission and the goals of the Summer CTE Grant.

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
Project Director: Responsible for overseeing the implementation, managing timelines, supporting staff, and ensuring adherence to project goals.	The Project Director requires a bachelor's in Education or related field, experienced in multi-stakeholder projects, with strong organizational and leadership skills, managing educational programs, and fostering collaboration.
Work-Based Learning Coordinator: Oversee scheduling, progress tracking, supervise student interns, and data reporting to ensure compliance.	Relevant industry certifications, practical skills, and a commitment to mentoring students are required. Experience with expertise in Education, IT, Communications, Law, and Manufacturing is essential.

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?

San Benito CISDs Goals/Objectives:

Goal 1: Increase career readiness for high school students through structured work-based learning experiences.
 Objective 1.1: Provide 20 incoming juniors and seniors with paid, 80-hour internships aligned to their CTE clusters.
 Objective 1.2: Ensure that each intern participates in meaningful, hands-on tasks that reflect real workplace responsibilities.

Goal 2: Expand equitable access to work-based learning for economically disadvantaged students.
 Objective 2.1: Support student participation through paid internships, eliminating financial barriers to work-based learning.
 Objective 2.2: Foster inclusive mentorship and culturally responsive support for all interns.

To Meet these goals, the program will implement the following strategies:

1. Strategic Internship placement: Match students with internal district departments that reflect industry standards in fields such as IT, law and public service, manufacturing, A/V communications, and education.
2. Supervised Work Experience: Develop internship schedules that include task-based learning, observation, job shadowing, and guided project work.
3. Mentorship Coaching: Train mentors in effective coaching practices and provide a framework for consistent supervision across departments.
4. Paid Internships: Utilize grant funds to provide wages for each intern, with priority given to students from economically disadvantaged backgrounds (85% of the student population).

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.

The program's primary goal is for the 20 interns to complete all 80 hours of work-based learning, verified through employer-signed timesheets and attendance records.

To measure skill development, students will complete self-assessments before and after the program, while supervisors will use a standardized rubric to evaluate workplace readiness traits such as punctuality, communication, and teamwork. Students are expected to show improvement in these areas, and increased interest in pursuing careers in their selected cluster, as captured in a post-program survey.

Additionally, host departments are expected to rate students on performance evaluations, training completion, internship completion, and if applicable all safety procedures. To ensure strong engagement, the program will also track attendance weekly, with a goal of student retention through the four-week experience.

All data will be analyzed by the program director and compiled into a report and all data (if applicable) will be reported to PEIMS and will be used to drive continuous improvement and program data tracking.

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 for the Summer Internship Program at San Benito CISD has been developed to ensure efficient use of funds while maximizing student impact. Each budget category directly supports the programs goal of providing high-quality, hands-on career and technical education experiences for participating students. The following breakdown outlines how funds will be allocated to support personnel, student engagement, materials, and essential operating costs.

6100 – Payroll Costs: \$34,500

This allocation covers compensation for one Project Director and five Work- Based Learning Coordinators who will oversee and implement the Summer Internship program. This amount includes salaries and benefits necessary to support planning, coordination, student engagement, and daily operations throughout the program duration. Funds are allocated to support student salaries, allowing 20 students to be compensated at a rate of \$15 per hour for 80 hours of work. This investment ensures equitable access to hands-on, career-focused experiences and encourages full participation in program activities.

6300 – Supplies and Materials: \$7,043

This budget line will provide essential workplace materials and tools needed for student success in CTE pathways. Supplies may include industry-specific equipment, training resources, and other hands-on materials aligned with program objectives.

6400 – Other Operating Costs: \$6,000

Allocated funds will be used to provide program-branded shirts and participation packages for students, which may include certificates, notebooks, lanyards, and other professional development materials. These items help build program identity and student engagement while promoting a sense of achievement. In addition, students will have access to transportation.

Indirect Costs: \$1,207

This amount reflects the approved indirect cost rate, covering administrative and operational expenses that support the overall infrastructure and management of the program.

Total: \$48,750

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.)

San Benito, TX is a rural, predominantly low-income community located in deep South Texas, near the U.S. Mexico border in Cameron County. San Benito CISD serves a predominantly economically disadvantaged student population. The district currently has a total enrollment of 8,953 students with 85% being economically disadvantaged.

This region faces persistent challenges tied to generational poverty, limited access to resources, and geographic isolation from major economic centers. Many students face systemic barriers including high poverty rates, limited access to reliable transportation, and restricted exposure to career and technical opportunities outside the traditional classroom. These economic conditions limit students' access to extracurricular opportunities, internships, and part-time employment that might otherwise support career exploration or skill-building.

Without in-district or school-supported WBL opportunities, students may miss out on valuable experiences simply due to lack of mobility. Students often lack awareness or access to non-traditional or high-demand career fields. Offering on-site, San Benito CISD district-facilitated WBL and opportunities can close this exposure gap and inspire students to explore meaningful pathways.

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.

San Benito CISD will partner with key internal departments that function as professional, industry-aligned work environments, allowing students to gain hands-on experience in real-world career settings. These partnerships offer structured, safe and high-quality work-based learning experiences that align with each students CTE program of study.

Partners will include: Technology Department supporting students in the Information Technology cluster with experiences in tech support, device management, and help desk operations. Maintenance Department providing students in the Manufacturing cluster with welding and fabrication experience, including tool usage, metal work safety, and structural repairs. KSBG Media Department engaging students in the Arts, A/V Technology & Communications cluster in digital content creation, video production, editing, and live event broadcasting. Academics Department mentoring students in the Education and Training cluster through instructional support, classroom preparation, and curriculum development assistance in our summer programs. Police and Security Department working with students in the Law and Public Service cluster to expose them to real-world public safety procedures, situational awareness, and security protocols.

The program will implement a structured internship model, with students participating in an 80-hour paid placement over a four-week period. Each student will be assigned a mentor, receive an orientation, and follow a schedule of tasks, job-shadowing, and supervised project work designed to reinforce technical skills and employability traits such as communication, teamwork, and responsibility.

Up to 20 incoming juniors and seniors will be engaged and supported across these five CTE clusters. Mentors will provide ongoing feedback and supervision, ensuring that students benefit from a meaningful and career-relevant work-based learning experience that supports their transition from high school to postsecondary education, training, or the workforce.

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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