



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 Westwood ISD CDN 001908 ESC UEI CL75MMU5QJX5

Address 4524 W. Oak City Palestine ZIP 75801 Vendor ID 1751086109

Primary Contact Leigh Ann Crump Email lacrump@westwoodisd.net Phone (903) 729-1776

Secondary Contact Christopher Alford Email cealford@westwoodisd.net Phone (903) 729-1776

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 Tiffany Carwell Title Director of Special Programs

Email tncarwell@westwoodisd.net Phone (903) 729-1776

Signature *Tiffany Carwell* Date 04/08/2025

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.

Program Overview: Westwood ISD – Focus Area 2: Summer Internship Program

At Westwood ISD our Career and Technical Education programs prepare students through rigorous coursework, hands-on learning, career exploration, and industry partnerships. Our mission is to equip students with the skills and knowledge needed to succeed in a competitive workforce.

To further this mission, Westwood ISD will implement a Summer Internship Program supported by grant funds under Focus Area 2. This program will provide paid, work-based learning experiences for students enrolled in advanced CTE courses, specifically targeting rising seniors. These internships will align with students' practicum-level courses and offer real-world experience in fields such as Agricultural Technology and Mechanical Systems, Health Science, and Entrepreneurship.

Identified Needs and Purpose

Westwood ISD serves a student population with a high percentage of economic disadvantage and limited access to career exposure beyond the classroom. Many students lack the opportunity to engage with professionals in their field of interest or gain meaningful workplace experience prior to graduation. These barriers can limit their postsecondary success and workforce readiness.

How the Program Addresses the Mission and Needs

The Summer Internship Program directly supports Westwood's mission by connecting classroom learning with real-world application. Through partnerships with local employers, students will develop workplace skills, build professional relationships, and gain insight into high-demand careers. The program will be managed by the CTE Summer Internship Coordinator, who will oversee student selection, employer partnerships, training plans, job coaching, and site visits to ensure quality and consistency.

By bridging the gap between school and the workforce, this program empowers students to graduate confident, skilled, and ready to lead in their chosen fields.

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 Summer Internship Coordinator (proposed) Coordinate work-based learning opportunities with local employers.	Must have a minimum of 3 years of proven knowledge in conducting work-based activities, managing programs, and budgets.
Internship partners (existing), to provide internships for students at local businesses. Approve intern working hours and consult with coordinator.	Various positions and credentials from local employers.

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 Westwood ISD CTE Summer Internship Program offers paid internships to up to 23 rising seniors to support college and career readiness through real-world, hands-on experiences. Students will complete up to 120 internship hours during June – August 2025, working with local businesses and district departments in high-demand fields such as health science, entrepreneurship, agriculture mechanics/welding, and information technology. Internship opportunities may include hospital rotations, IT support, sports medicine, social media management, welding, plumbing, electrical work, and construction. CTE teachers will identify and recommend eligible students, who will apply and interview by April 2025. The CTE Internship Coordinator will establish partnerships, match students with placements by May, and provide oversight throughout the program. Internships will run Monday – Thursday, up to 6 hours per day, and students will participate in mock interviews, receive employer evaluations, and gain valuable workplace skills. Grant funds will support student wages and program coordination, helping bridge the gap between classroom learning and the workforce.

Internship Details: Internships will run Monday – Thursday, up to 6 hours per day, beginning in June 2025.
Support & Evaluation: Students will engage in interviews, receive employer evaluations, and gain hands-on experience. Grant funds will support both student stipends and program coordination.

This program bridges the gap between classroom learning and the workforce—empowering students to succeed in both college and career.

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.

Westwood ISD will measure the success of its Summer Internship Program through student outcomes and program effectiveness indicators. The CTE Summer Internship Coordinator will collect and report data using internship evaluation forms, with all student information entered into the districts student management system. This data will be used to assess student progress, program impact, and inform future needs in collaboration with employer partners.

Performance measures will include:

1. Number of student participants in the internship program
2. Number of participating local employers
3. Total completed student work hours (on-site, clocked hours)
4. Hourly earnings for each student
5. Student reflections and program evaluations
6. Employer evaluations, including ratings on job-specific skills
7. Recognitions or certifications earned during the internship
8. Evidence of individualized training plans and successful completion

These outcomes will help ensure the program aligns with Westwood ISDs CTE mission of preparing students with real-world skills for postsecondary and workforce success.

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 summer internship program will require additional resources in order to support student internship placements. Budget funds allocated will cover program costs associated with the internship program and will provide opportunities for students to gain relevant, hands-on work experience. The program will require staffing, student intern wages, and other operating expenses. There are no existing summer CTE programs thus no funds are currently allocated to similar projects. At the conclusion of the internship program, a final evaluation will be made based on feedback from employers and student reflections to assess effectiveness for future programming.

1. Staffing expenses: The CTE Summer Internship Coordinator will be compensated in the form of a stipend with grant funds at a cost of \$4,000.00 for work related to the grant.

2. Student intern wages for up to 23 students who are not employed by a private business: \$15 per hour for 120 hours of internship work related to the grant; the proposed cost for student stipend is \$1,800.00 per student; totaling: \$41,400.

3. Printing and supply costs needed for CTE Summer Coordinator: \$750.00

4. Student uniforms for internship placements (required by employers): \$2,600.00 (cost and sizes may vary)

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.)

The CTE Summer Grant will help Westwood ISD expand meaningful WBL opportunities for rising seniors enrolled in advanced CTE coursework. While students are engaged in both introductory and upper-level CTE courses during the school year, barriers such as scheduling conflicts, financial hardship, and limited local internship availability often prevent full participation in internship experiences.

Many students work jobs outside of their chosen career pathways to earn more hours and income, sacrificing career-aligned experience for financial necessity. The summer grant would allow students to gain relevant, paid experience within their program of study while receiving a competitive stipend to offset income concerns. Transportation is another limiting factor for students, particularly those without access to reliable transportation to off-campus job sites. Westwood ISD continues to work with local employers and explore on-campus partnerships to reduce this barrier.

Additionally, students involved in extracurricular activities, athletics, and dual credit courses often face tight schedules that prevent them from engaging in internships during the school year. The summer months offer a more flexible window for participation, enabling more students to take advantage of WBL opportunities. With expanded partnerships and support from the grant, Westwood ISD aims to increase student access to high-quality, career-aligned internship experiences.

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 Westwood ISD CTE Summer Internship Program will utilize the “ internship ” work-based learning model to provide up to 23 rising seniors with paid internship opportunities aligned with their approved CTE programs of study. These internships will offer students hands-on, real-world experience in their career pathways and help them develop essential workforce skills.

The following business and industry partners are currently involved in the CTE Internship Program, with additional partners being recruited throughout the year:
Christus Trinity Clinic (Health Science)
Palestine Regional Medical (Health Science)
Westwood ISD Communications Department (Entrepreneurship)
Westwood ISD Facilities & Maintenance Department (Agricultural Technology and Mechanical Systems)
Westwood ISD Technology Department (Entrepreneurship)

These partnerships provide students with meaningful workplace experiences while also supporting local workforce development. Westwood ISD continues to build and expand industry connections to ensure a broad range of internship placements are available to support student interests and program alignment.

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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