



**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**.

Application stamp-in date and time

Grant period from

Pre-award costs permitted from

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.

For the Bryan ISD students to be able to compete for local careers in STEM areas, students need access to specialized learning opportunities to help bridge them into careers in Engineering. Our goals are to create a CTE summer bridge program for incoming 8th or 9th graders in which prospective STEM students can attend and leave with skills and insights on how to pursue careers in Engineering and STEM.

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.

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
Teacher	Responsible for curriculum, activities and day to day instruction of the Summer Bridge program.
Educational Aide	Supports the Teacher in charge of the Summer Bridge Program
Project Director	Manages facilities, transportation and overall implementation of the Summer Bridge Program
Project Coordinator	Supports the Program Director in charge of the Summer Bridge Program

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

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?

The Bryan ISD Summer Bridge Program impacts both students and educators. Students that are traditionally underrepresented in STEM fields, which is the key demographics of Bryan ISD, comprise the group of participants targeted by and specifically recruited to participate in this program. Due to the lack of exposure traditionally available to Hispanic, African-American, and female students, the summer program will potentially be the most exposure student participants will have had with complicated and involved STEM topics. The exposure gained in this program is designed to expand students' interest, skills, and potential career paths. Additionally, the student participants' experiences will build confidence, higher self-efficacy, and increased in ownership dealing with STEM topics. These skills and career paths are vitally important to all students and should not be limited by background or exposure.

Goal 1: Improve opportunities and education of STEM in underrepresented populations.

Goal 2: Develop a model community for ongoing STEM recruitment for incoming 8th or 9th graders.

Goal 3: Prepare student to invoke creativity, problem-solving, and critical thinking skills.

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?

(This area is currently blank for input.)

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.

Goal 1: Improve opportunities and education of STEM in underrepresented populations.
Measurement: Enroll a minimum of 10 students to a maximum of 30 students per summer program. Multiple summer session can be provided based upon enrollment.

Goal 2: Develop a model community for ongoing STEM recruitment for incoming 8th or 9th graders.
Measurement: With the boosted recruitment efforts generated from the Summer Bridge Program, enrollment in Bryan ISD STEM programs of student will increase by 5%.

Goal 3: Prepare student to invoke creativity, problem-solving, and critical thinking skills.
Measurement: Students will develop a showcase by the end of the Summer Bridge Program to present their projects to display their learned outcomes.

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.

[Empty text box for Focus Area 2 performance measures]

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.

The budget request are to supplement stipends for summer work for the teachers and program coordinators. The remaining budget will be utilized for materials needed for STEM projects that will be taught during the Summer Bridge Program, and to facilitate travel experience to surrounding Engineering programs such as field trips to tour the Engineering School at Texas A&M University. Bryan ISD already has a lab outfitted with the latest in Engineering lab equipment, so the budget for materials would be for supplies needed for the machine lathes, 3D printers, CNC machines and robotic arms.

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.

Program Requirements

1a. Needs Assessment (Focus Area 1)

Bryan ISD has any data that is needed upon request. Currently with local needs in careers in STEM, Bryan ISD needs to increase efforts in promoting the Engineering program of study, as it has one of the lowest enrollments, with a high need for workforce careers in the area. We have the space and facility, however students don't know that they can thrive in this career choice, thinking that this is only a college bound program. The Summer Bridge Program will help to dispel these ideals in the community, to let students know that careers in STEM are attainable.

1b. Needs Assessment (Focus Area 2)

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.

The Bryan ISD Summer Bridge Program will focus on the Science, Technology, Engineering, and Mathematics Career Cluster, with a target of the Engineering Program of Study.

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.

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