



**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

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

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto: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**.

Grant period from **March 1, 2023-September 30, 2023**

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  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.

The specific needs of the computer science program is to help students better understand computer science and how these skills and knowledge are needed by our local and state communities. The mission is to develop a free program to increase the interest in computer science for students from underrepresented populations in Plano ISD. Additionally, the mission is to provide the program to increase awareness to nontraditional students of the opportunities available with a career in a computer science-related industries, Programming and Software Development Program of Study and Cybersecurity Program of Study.

We are planning a Computer Science Summer Bridge Program targeting incoming 9th graders. Currently, female students account for 28.4% of all students enrolled in district computer science courses in grades 8-12. Of the over 2,150 students enrolled in a computer science course, 60.6% have stated they would like to explore a career in computer science. With the proposed summer bridge program, we would look to increase the number of participants in computer science courses, such as nontraditional students, as well as those selecting careers in the computer science-related field. This program allows us to develop a vertical support program where our senior high students will serve as a student facilitators for incoming 9th graders.

**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 - supervises student facilitators, works with district staff to implement curriculum, and leads instruction.

Teaching experience, computer science content knowledge and ability to write and adjust curriculum as needed. Proposed.

Student facilitators - work with students in the program to teach concepts and support the learning.

Computer science content knowledge and ability to collaborate with others. Proposed.

**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 Computer Science Summer Bridge program goal is to prepare students for courses in high school and better prepare participants for aspects of a computer science career. Participants will be exposed to new areas of learning, related to computer science, and career opportunities available in this field of study. Through instruction and programming, the teachers and student facilitators will challenge participants to implement skills and knowledge, as they learn, through the Python programming skills training they receive in class. The partnerships with Capital One and Microsoft partnerships will allow students to engage with industry professionals in the field of computer science or related positions. These partnerships will allow us to bring in professionals working in this field to talk about their path to achieving their current position and answer questions posed by our students. Diversity in presenters is important for engaging all students of various ethnic backgrounds.

**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?

**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.

Through the registration process, we will gather gender and ethnicity information for each student. We will also track the number of students applying and enrolled from special populations like special education, economically disadvantaged, 504 and English as a Second Language.

Outcomes from this program include increased knowledge and skills. Using Google Forms we will create, distribute, and collect pre- and post- surveys to determine successful growth of skills, increased awareness of the field of computer science, and areas noted below.

- Increase knowledge of technology
- Awareness of high -wage, high-demand jobs available in the computer science related fields of employment
- Workforce readiness skills (e.g. teamwork, analytical skills, professional skills)
- Increase confidence in technology skills
- Awareness of Programs of Study that can be obtained within Plano ISD and related industry based certifications.
- Potential industry based certification that are valued by industry and the opportunities to obtain them.

Surveys will be completed at the end of each session to track:

- depth of knowledge obtained related to the day's lesson objectives,
- was the content in-depth and rigorous to expand knowledge and skills,
- and were the needs of all students met.

**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 content]

**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 Computer Science Summer Bridge Program would be offered for its third year to students incoming to 9th grade.

Grant funds will assist with:

- Hiring two teachers and up to six student facilitators for this program to provide instruction.
- Fingerprinting of all student facilitator candidates.
- Instructional supplies and materials such a Computer Science related learning resources, textbook for students to keep through high school, Python programming language laminated cheat sheet, instructional materials, industry based equipment, and program related office supplies.
- Transportation costs for field trips to industry partners.

Based on feedback from our industry partners, parents, and student participants, updates to the program will be made to keep it engaging and relevant while preparing students to be leaders in a global workforce.

Without funding for this grant, we will be unable to provide this opportunity for our students.

**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)

Labor market data shows that industry has a need for additionally trained professionals with specific computer science related skills and knowledge to fill work force needs. By developing more students in the computer science program, we will help to prepare more of our students for the future needs of our work force. Increasing non-traditional enrollment by providing additionally learning opportunities free of charge will help industry's goal of a more diverse workforce. This program allows students to explore the programs of study related to computer science outside their normal school day in hopes to increase computer science enrollment moving forward.

One of the challenges we have is with our Computer Science II course. Course enrollment has not reach a high enough level to be created as a course at our 9th-10th grade high school campuses. As we continue to build enrollment in our foundational course, Computer Science I, the belief is that more students will be ready to take computer science II. This will allow us to provide more on-level opportunities for our students to complete their programs of study.

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.

We are expecting to serve up to 130 students.

Science, Technology, Engineering, and Mathematics Career Cluster  
Cybersecurity Program of Study  
Computer Science I or AP Computer Science Principles

Or,

Science, Technology, Engineering, and Mathematics Career Cluster  
Programming and Software Development Program of Study  
Computer Science I or AP Computer Science Principles

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**