



**2023-2024 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, January 29, 2024**

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, January 29, 2024**.

Grant period from

Pre-award costs permitted from

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 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 2023-2024 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 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.

Friends of P-TECH is the partner that supports Brentwood STEAM School of Innovation which is designed to provide middle school students with an innovative and collaborative learning experience that combines rigorous coursework, problem-based learning, and maker-space opportunities. This campus offers middle school students the opportunity to obtain 4.5 high school credits by the end of their 8th grade year which will prepare them to complete their Advanced Manufacturing and Machinery Mechanics or Programming and Software Development endorsement during their sophomore year in high school, making them college & career ready early.

The Brentwood STEAM Fusion Adventure Camp partnership with the San Antonio Museum of Science and Technology (SAMSAT) will provide students with direct application of STEAM knowledge gained throughout the school year into industry-based career exploration. The goal of this summer camp is to strengthen the commitment students make to completing the Advanced Manufacturing and Machinery Mechanics and Programming and Software Development endorsement certificates through high school. This summer camp will expose students to new technologies, skill sets, and environments as well as offer a critical foundation for understanding their career trajectory with these certifications. Our summer camp will take place over the course of 5 days. Areas of focus are robotics, cybersecurity, space exploration and aerospace engineering. Students will begin each day with a career presentation followed by a hands-on activity, lunch, project-based learning, and a closing reflection. Students will take part in an educational field trip to an additional partner site on the last day of the camp.

The student population at Brentwood STEAM School of Innovation is 96.1% Hispanic and 85.5% economically disadvantaged. According to the Student Research Foundation (2020), Latinos comprise only 8% of the STEM workforce nationally with Latinas holding only 2% of STEM occupations. Liking STEM is the first step toward pursuing a STEM career which makes opportunities to learn about how to apply STEM education outside of the classroom critical.

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.

N/A

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
Mrs. Simpson: Assistant Principal – Coordinate all projects, monitor student behavior, track all needed supplies, resources, & expenses	Experience: Currently holds an administrative position or is in a leadership program of aspiring administrators
Ms. Martinez: Family Engagement Specialist – Coordinate field trips, support partnership development, continued family engagement	Experience: Coordinating events and the ability to develop and maintain partnerships with community and business partners
Teacher – Supervise students, support camp activities, daily attendance, monitor student goal progress	Certified Edgewood ISD Teacher, thorough knowledge of CTE Programming
SAMSAT Chief Learning Officer	Experience: Manage and lead a staff of instructional personnel who are experts in their STEM Field
SAMSAT Mentors	Experience: The ability to provide real world experiences in the area of CTE programming and STEM related content

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
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

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 goal of the Brentwood STEAM Fusion Adventure Camp is to strengthen the commitment students make to completing the Advanced Manufacturing and Machinery Mechanics and Programming and Software Development endorsement certificates through high school. The activities hosted by SAMSAT will build the confidence in our students to see STEAM careers as attainable career paths and provide them access to industry-based technology. Students will apply recently acquired classroom-based knowledge into hands-on experiential learning within an industry-based environment. Brentwood STEAM Fusion Adventure Camp will be open to all students during the application process, but 60 students from each grade level will be invited to attend.

The activities which will be implemented to meet these goals/objectives are:

1. Daily career presentation by an industry expert
2. Hands-on activity based on robotics, cybersecurity, & aerospace engineering led by industry experts
3. Project based learning where students work together to solve a real-world problem using their STEAM area of focus
4. Students will engage in a daily reflection discussion with their peers, teachers, and industry leads to clarify career questions after having applied newly acquired STEAM skills.
5. Students will be taken on a field trip to an additional industry partner where they can further learn about career options, expand their network, and gain additional STEAM skills.
 - a. NASA – Houston
 - b. Conservatory – San Antonio College
 - c. Majestic Theater – Show/Performance
 - d. Fine Arts Campus - UTSA

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?

N/A

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.

The Friends of P-TECH supports the STEM model at Brentwood STEAM School of Innovation by integrating science, technology, engineering, and math into a cohesive, project-centered approach based on real-world applications. As such, Brentwood STEAM School of Innovation offers a STEAM based CTE curriculum focused on engineering and computer science which is tailored to transition into the high school level for CTE endorsement completion. The evaluation process for the Brentwood STEAM Fusion Adventure Camp will be designed to support the existing CTE campus curriculum with engaging hands-on, industry-based experiences. Teachers will conduct pre-post assessments and will evaluate STEAM projects for completion.

Goal 1 - 180 students will enroll in the Brentwood STEAM Fusion Adventure Camp – student applications
Goal 2 – By the end of the camp, 90% of participating students will have attended all 5 days of the summer camp. - Daily attendance
Goal 3 – Each student will complete a total of 4 STEAM projects (1 STEAM project daily) leading to a career exploration resume. - Project rubric developed by CTE teachers and partner leads
Goal 4 – 95% of participating students will demonstrate increased knowledge of STEAM careers, increased confidence in STEAM course content, and likelihood to continue with STEAM throughout high school on pre/posttest. - pre/post test
Goal 5 – At least 70% of participating 8th graders will enroll in the corresponding CTE courses at the high school level – PEIMS data
Goal 6 – At least 90% of participating 6th & 7th graders will complete their corresponding CTE courses the following school year. - PEIMS data

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.

N/A

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 allocated \$50,000 will be utilized by the following breakdown:
\$17,500 - 35% of the allocation will be utilized to compensate the staff.
\$5,000 - 10% of the allocation will be utilized to provide meals during the field trips.
\$17,500 - 35% of the allocation will be utilized to provide transportation.
\$10,000 – 20% of the allocation will be utilized for contracted services.

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.

N/A

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.)

Brentwood STEAM

- 1) According to the U.S. Bureau of Labor Statistics, engineers, data scientists, information security analysts, and web developers are a few of the fastest growing occupations over the next 10 years. Our partnership with SAMSAT and the destinations for our field trips will connect student learning with real-world application.
- 2) Career exploration – Middle school students lack awareness and exposure to careers in STEM and the education and training needed for these careers. This summer camp would connect classroom knowledge with hands-on, industry-based learning. Summer camp participants will begin to build their network of industry partners to easily identify companies who hire within their area of interest.
- 3) Continuance in Advanced Manufacturing and Machinery Mechanics or STEM Programming and Software Development CTE endorsement in high school – Enrollment in the courses offered at the high school level have significantly lower enrollments than expected. Participation in the summer camp will help close the gap of uncertainty students have with completing the remaining courses needed for their certificate.

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.)

N/A

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.

1. Manufacturing Career Cluster – Advanced Manufacturing and Machinery Mechanics
2. STEM Career Cluster – Programming and Software Development
• 180 6th, 7th, & 8th graders will participate in the summer camp with variations tailored to each grade level and program of interest.

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.

N/A

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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