



**2024-2025 Child Find and Early to Exit IEP Supports**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, October 2, 2023**

NOGA ID

Authorizing legislation

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, October 2, 2023**.

Application stamp-in date and time

Grant period from

Pre-award costs permitted from

**Required Attachments**

- Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)  
**(List any attachments required to be submitted with this application - limited to 10 pages)**

**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 NOT permitted for this grant.

**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 agrees to all Provisions and Assurances as detailed on pp. 7-9 of the *2024-2025 Child Find and Early to Exit IEP Supports Program Guidelines* available on the [TEA Grant Opportunities](#) grant-specific page

**Statutory/Program Requirements**

1. **Qualifications and Experience of Key Personnel:** Partner with TEA to support the scope of work in this grant by employing a team of professionals who have a minimum of 5 years of experience overseeing and/or participating in the following areas of special education: child find and IEP development processes, including evaluations and ARD meetings; transition activities, including conducting appropriate transition assessments, writing measurable post-secondary goals, and linking families to applicable agencies; services to students ages 3-5. **Provide a description of the qualifications key personnel in your organization have to fulfill the requirements of this grant and indicate how you will recruit and maintain qualified candidates if needed.**

**Statutory/Program Requirements**

2. **Budget:** The costs detailed in the budget should demonstrate an exceptional plan inclusive of all aspects of the program, including personnel, materials, and ongoing support. Additionally, the plan should detail how the program will utilize existing resources and systems. The budget should also address cost considerations for contingency plans. **Provide a description of how you will ensure funds are used with fidelity for child find, evaluation, IEP supports, and early to exit transition activities.**

**Statutory/Program Requirements (Cont.)**

**3. Summary of Training and Coaching Knowledge:** Partner with TEA to conduct and support the training of trainers (i.e., ESC representatives from every region) on a suite of synchronous and blended training options previously developed by TEA and former grantees, the Child Find, Evaluation, and ARD Supports Network and Student-Centered Transitions Network. The awardee will support those trained to ensure fidelity of implementation when turning around that training and will provide training and oversight for the coaching component. There may be opportunities to develop additional resources in these areas as the need arises, especially in the area of ECSE. **Provide a description of your knowledge of and experience with the trainings developed by these sources and your plan to address any gaps you may have. Include specific details for how you will support trainers and ensure fidelity of implementation of the trainers and the trainees, citing evidence of previous training and coaching success.**

**Statutory/Program Requirements**

4. **Outreach and Scaling:** Partner with TEA to scale existing resources and trainings to all LEAs in the state and ensure fidelity of implementation by those trained. This is critical to the success of this grant. Texas has about 400,000 educational professionals working in LEAs, so scaling training statewide and ensuring the training positively affects educator practice can be daunting. **Provide a description of potential outreach and scaling plans that have worked for you in the past. Explain how these plans can be generalized to scaling across the entire state of Texas and identify any barriers you foresee.**

**Statutory/Program Requirements**

5. **Additional Requirements:** Additional requirements of the grant include assisting with the logistics and facilitation of a variety of stakeholder engagements (e.g., conferences, focus groups, advisory groups, communities of practice, professional learning communities, ESC representative quarterly meetings); disseminating information as requested by TEA; data collection, analysis, and reporting; attending weekly or bi-weekly check-in meetings with TEA program staff; drafting reports (e.g., State Performance Plan Indicator 14 Data Survey of Post-School Outcomes); providing technical assistance to ESCs, LEAs, and families; participating in collaborative activities with other TEA special education grants; creating resources and trainings based on needs assessment activities; and updating existing resources as needed based on changes in federal and state law or commissioner's rules. **Provide a description of your experience with activities similar to the additional requirements (i.e., stakeholder engagement, technical assistance, collaboration with other organizations, resource development, data collection, analysis, and reporting) of this grant, including how to navigate emerging needs of the field within the parameters of the grant.**

**Equitable Access and Participation**

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>



**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**