



2023-2025 Grow Your Own Grant Program, Cycle 6
Letter of Interest (LOI) Application Due 11:59 p.m. CT, October 13, 2022

NOGA ID

Authorizing legislation **General Appropriations Act, Article III, Rider 40, 87th Texas Legislature**

This LOI application must be submitted via email to competitivegrants@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 13, 2022**.

Application stamp-in date and time

Grant period from **February 9, 2023 to April 30, 2025**

Pre-award costs are **not** permitted for this grant.

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. Attachment 1: Pathway Selection and Participation

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 DUNS

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):

- | | |
|---|---|
| <input checked="" type="checkbox"/> LOI application, guidelines, and instructions | <input type="checkbox"/> Debarment and Suspension Certification |
| <input type="checkbox"/> General and application-specific Provisions and Assurances | <input type="checkbox"/> 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 a 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 upon request.

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 2023-2025 Grow Your Own Grant Program, Cycle 6 Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2025 Grow Your Own, Cycle 6 Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.

PATHWAY 1:

- 5. LEAs must have a signed letter of commitment or MOU for Education & Training teachers that receive a stipend through the Grow Your Own Grant by May 31, 2023. These participating teachers must commit with the MOU to, at minimum, teach the Education and Training courses and, if applicable, establish and/or grow a chapter of a Career Technical Student Organization (CTSO) as a condition of receiving the stipend.
- 6. The MOUs for Education and Training teachers must include, at minimum, content outlined on page 11 of the Program Guidelines.
- 7. If implementing dual credit Education and Training courses, the LEA must have a signed letter of commitment or MOU for the partnering IHE by May 31, 2023. This MOU should include, at minimum, content outlined on page 11 of the Program Guidelines.
- 8. The LEA will retain documentation locally of each letter of commitment or MOU and submit to TEA upon request.
- 9. The LEA assures that each high school campus within the participating LEA will implement at least the Instructional Practices and/or Practicum courses in the Education and Training course sequence in 2023-2024, and at least both stated courses in 2024-2025, with the teachers receiving the stipend as teachers of record for both courses or either course. *Please see example on page 9 of the Program Guidelines.
- 10. To receive a stipend for teaching dual credit, the LEA assures the Education and Training teacher holds a master's degree in an education-related field and be the teacher of record for at least one dual credit course section in 2023-2024 and two dual credit course sections in 2024-2025 within the Education and Training course sequence.
- 11. All LEA high schools must establish and/or grow a chapter of a CTSO that supports the Education and Training career cluster through either the Texas Association of Future Educators (TAFE) or Family, Career and Community Leads of America (FCCLA) and participate in at least one competitive event per year.
- 12. The LEA assures that all LEA high schools will participate in an initial TEA-led Teacher Institute in Summer 2023. Education and Training teacher stipend recipients are required to attend the entirety of the Institute. Principals, counselors, and LEA grant managers are only required to attend the first day. Participants who attended any previous Grow Your Own Summer Institute must still attend. IHE/EPP partners and student ambassador attendance is optional but recommended.
- 13. The LEA assures that each Education and Training teacher stipend recipient will pilot the TEA Education and Training curriculum if they are not currently using a high-quality Education and Training curriculum.
- 14. The LEA assures that each Education and Training teacher stipend recipient will receive TEA implementation supports and coaching by participating in online collaborative communities to be scheduled by TEA, not to exceed 6 hours per semester.
- 15. The LEA assures that Education and Training teacher stipend recipients will participate in surveys and, if requested, focus groups not to exceed 1 hour per semester and administered by TEA to receive input on the Education and Training programming.

Statutory/Program Assurances Cont'd

- 16. LEA grant managers shall support Practicum in Education and Training implementation, including but not limited to student scheduling, identifying field sites and field site teachers, and coordinating student transportation to field sites.
- 17. LEAs shall develop a marketing and recruitment plan to grow enrollment in high school Education and Training courses. Upon request by TEA, all LEA high schools will submit their plan for marketing and student recruitment.
- 18. LEAs must, upon request, submit reports on progress towards performance measures to TEA. If requested, LEAs must participate in focus groups and surveys to give input on the Education and Training programming.
- 19. All grant-funded teachers must be identified and submitted to TEA by May 31, 2023.

PATHWAY 2:

- 20. LEAs must have a signed letter of commitment or MOU for each candidate that receives a stipend through the Grow Your Own Grant by May 31, 2023. All candidate stipend recipients must commit with a MOU, at minimum, to remain at the LEA for an agreed upon length of time in a full-time teaching role as a condition of receiving the stipend.
- 21. The MOUs for candidates must include, at minimum, content outlined on page 13 of the Program Guidelines.
- 22. LEAs must have a signed letter of commitment or MOU from each accredited EPP (see Eligible Applicants section of the Program Guidelines) that will partner with the LEA to award teacher certifications to all candidates (those earning a bachelor's degree and teacher certification and certification-only candidates) by May 31, 2023.
- 23. The MOUs for EPPs must include, at minimum, content outlined on page 13 of the Program Guidelines.
- 24. The LEA will retain all MOU documentation locally and submit to TEA upon request.
- 25. LEAs must allow reasonable paid release time and schedule flexibility, as determined by the LEA, for candidates to complete their degree and certification course requirements while engaged in the grant program.
- 26. All certification-only candidates within a LEA will be certified by the same partner EPP as a cohort managed collaboratively by the LEA and EPP.
- 27. The LEA assures that candidate stipend recipients participate in surveys and, if requested, focus groups not to exceed 1 hour per semester and administered by TEA to receive input on the grant programming.
- 28. If positions are available that can be appropriately filled in alignment with candidates' certification area(s), LEAs must commit to hiring/retaining candidates upon successful completion of their teacher certification to serve as a teacher of record in the LEA by the start of the 2025-2026 school year.
- 29. LEAs must, upon request, submit reports on progress towards performance measures to TEA.
- 30. The names of all grant-funded teachers and/or candidates must be identified and submitted to TEA by May 31, 2023.

ALL PATHWAYS:

- 31. If a teacher or candidate is unable to continue with the grant program, the LEA must file an application amendment and provide TEA with an update of the new amount and type of stipend recipient(s) within 30 days of notification.
- 32. LEAs must file application amendments within seven days of a request from TEA.

Program Description

Describe how the Grow Your Own program will be implemented with grant funds and how the grant will address the LEA's teacher pipeline needs.

Aubrey ISD, with the help from the Texas Education Agency, is seeking qualified paraprofessional instructional aides to transition to full-time, certified teacher roles in a traditionally hard to staff teaching field. This program is designed to grow our own teachers to address the growing concern for teacher shortage areas and to close the demographic gaps between students and teachers. Our goal is to promote a long-term recruitment and retention program by targeting already proven and dedicated staff who desire opportunities for advancement.

Qualifications and Experience for Key Personnel

Outline the required qualifications and experience for key personnel to be involved in the implementation and delivery of the program. Include each of the following individuals (when applicable) and a description of each role: 1. The LEA's grant manager; 2. LEA leaders involved in program implementation; 3. The campus principals for participating Education and Training high schools; 4. the college/career counselors for participating Education and Training high schools; 5. Education and Training teachers; 6. Education and Training field site teachers for Instructional Practices and/or Practicum courses; 7. Any other personnel responsible for implementing the grant.

Title and Responsibilities of Position

Grant Manger: Danny Barrentine Dir HR (Recruit candidates, approve candidates, intiate MOUs, oversee candidate progress, work with campus principals to interview and when appropriate hire candidates.)

Goals and Objectives

Describe the major goals/objectives of the proposed Grow Your Own program. Describe the talent management strategy, (including the LEA's approach to recruiting, hiring, and retaining qualified teachers) related to those goals/objectives.

Over the past year AISD has moved a number of paraprofessional staff into the classroom as certified teachers. This has proven to be a rich and successful talent pool during this time of critical shortage. However, it has taken many of the candidates a great deal of time to complete their journey and additional funds could expedite that journey.

Progress Monitoring and Evaluation Measures

Describe how the performance measures identified for this program are consistent with the purpose of the program and related to teacher pipeline needs. Include the tools and processes used to measure performance and the extent to which the major goals and objectives of the grant are met.

Program Requirements: Must be currently employed as a paraprofessional or instructional aide during the 2022 – 2023 school year.

Pathway (A) must already have a minimum of 75 credit hours by Fall 2023 towards a bachelor ' s degree and be enrolled in an accredited teacher preparation program on or before the start of Fall 2023. (Please note on your application if you will be within 15 hours of this requirement by fall).

Pathway (B) must already have a bachelor ' s degree and be enrolled in an accredited alternative certification program on or before on or before January 31, 2023. Obtain a teacher ' s certification by Spring 2025, priority points will be given to areas of high need. Attend all cohort meetings, successfully complete all testing requirements and coursework on time. Serve as a full-time teacher of record beginning Fall of 2025 in the required certification area for a minimum of 3 consecutive years in Aubrey ISD pending a position in your field is available and you are approved by the Superintendent.

Application Checklist:

Submit all documents together in one envelope.

Complete an application: submit to Daniel Barrentine, Director of HR by January 31, 2023.

Submit proof of enrollment in teacher prep program/university: attach acceptance letter or current schedule. Submit

transcripts: attach a copy of your college transcript(s) to application.

Submit a sealed letter of recommendation from your campus principal: attach to your application.

Complete and type a maximum of a 300-word essay describing the following: Your reasons for applying, Demonstrate a passion for teaching, Desire to help students, Experience or related work.

No applications received after 4:00 PM January 21, 2023 will be considered.

Budget Narrative

Referencing the applicant's budget workbook and the Application Funding section of the Program Guidelines, outline the proposed budget and amounts for allowable uses of grant program funding. This should also match the Pathway Selection and Participation section of this application.

Awarding two (2) candidates in pathway A and two (2) candidates in pathway B

Paraprofessional and instructional aides who are pursuing a bachelor's degree AND teacher certification are eligible for a stipend of \$19,000 disbursed over 2 years.

Paraprofessionals and instructional aides who are pursuing a teaching certification ONLY are eligible for stipend in the amount of \$8,000.

Sustainability Plan

Describe the sustainability plan for the Grow Your Own Program beyond the timeline of grant funding. The plan should address how a high-quality program will be maintained, including clear action steps beginning in the first year of grant funding and a demonstrated ability to leverage and coordinate resources to increase the LEA's capacity to strengthen the local educator pipeline and make progress on sustainability. This may include the use of other local, state, and/or federal resources. Consider also how the Grow Your Own program may be integrated into, be supported by, and provide support for existing LEA or EPP initiatives and/or priorities.

1. Abide by a graduation plan developed with your College academic advisor which shows your path to obtaining your Bachelor ' s degree while maintaining a 2.75 GPA each semester; OR abide by an alternative certification plan developed with your Alternative Educator Preparation Program which shows the path of completion of the program. PLANS MUST BE SUBMITTED TO AND APPROVED BY THE DEPUTY SUPERINTENDENT.
2. Attain Degree and Texas Educator Certification on or before May 2025;
3. Receive grant money with the following conditions: grant money will be prepaid as a scholarship twice a year over two years: In August and December. Funds are to cover tuition, fees, books, and other costs incurred while obtaining a bachelor ' s degree and/or certification. Scholarship amount is dependent on chosen path to certification.
4. Provide receipts for educational expenses. Receipts must be submitted to Aubrey ISD by the last day of the month, October 2023, February 2024, October 2024, and February 2025.
5. Grade reports must be provided to Aubrey ISD at the end of each semester (degree/certification seeking) to ensure grant guidelines are followed.

Upon graduation or the alternative certification program completion AND attainment of Texas Educator Certification, you are agreeing to the following conditions in seeking employment with YOUR SCHOOL DISTRICT as a teacher in your area of certification:

1. Fulfill all requirements of the TEA/Sabinal SSA Cycle 2 Grow Your Own grant.
2. Accept all interview requests in your certification area up to an offer of employment;
3. Agree not to enter into a contract with another Texas or out of state ISD;
4. Teach full time in the area of certification for your district for 2 consecutive years pending a position is available.

Stipend Recipient Recruitment

Describe the plan to recruit Education and Training teachers within Pathway 1 and/or candidates within Pathway 2 who are interested and eligible in participating in the program and receiving stipends. The plan must include strategies to equitably recruit diverse individuals and identify individuals with potential criteria including: **A. Pathway 1:** For Education and Training teachers, a demonstrated track record of success and/or achievement, involvement in student organizations and/or school activities, strong evaluation ratings (if applicable), and strong relationships with students (if applicable). **B. Pathway 2:** For candidates, a desire and commitment to teach long term in the LEA and/or region, strong evaluation ratings (if applicable), and strong relationships with students (if applicable).

Program Pathways (A & B):

Awarding two (2) candidates in pathway A and two (2) candidates in pathway B Paraprofessional and instructional aides who are pursuing a bachelor ' s degree AND teacher certification are eligible for a stipend of \$18,000 disbursed over 2 years. Paraprofessionals and instructional aides who are pursuing a teaching certification ONLY are eligible for stipend in the amount of \$7,500.

Program Requirements:

Must be currently employed as a paraprofessional or instructional aide during the 2022 – 2023 school year.

Pathway (A) must already have a minimum of 75 credit hours by Fall 2023 towards a bachelor ' s degree and be enrolled in an accredited teacher preparation program on or before the start of Fall 2023. (Please note on your application if you will be within 15 hours of this requirement by fall).

Pathway (B) must already have a bachelor ' s degree and be enrolled in an accredited alternative certification program on or before on or before January 31, 2023.

Obtain a teacher ' s certification by Spring 2024, priority points will be given to areas of high need.

Attend all cohort meetings, successfully complete all testing requirements and coursework on time.

Serve as a full-time teacher of record beginning Fall of 2025 in the required certification area for a minimum of 3

consecutive years in Aubrey ISD pending a position in your field is available and you are approved by the Superintendent.

Stipend Recipient Memorandums of Understanding (MOUs)

Referencing the Program-Specific Assurances in the Program Guidelines, describe the MOUs in which: **A. Pathway 1:** Education and Training teacher stipend recipients agree to meet grant requirements and any other terms set by the LEA; **B. Pathway 1:** IHE that will partner with the LEA(s) to implement dual credit Education and Training courses and commit to supporting the Education and Training teachers and course implementation (if applicable); **C. Pathway 2:** Candidate stipend recipients commit to remain in the LEA for an agreed upon length of time as a condition of receiving the stipend and if a position is available, the LEA commits to hiring/retaining candidates with satisfactory program completion/job performance; **D. Pathway 2:** Accredited EPPs that will partner with the LEA(s) to award teacher certifications to candidates and commit to supporting candidates with completion of their teacher certification and supporting LEA(s) with implementation of the grant program.

Memorandum of Understanding

Congratulations on being awarded the 2022-2023 "Grow Your Own" grant scholarship. You were recommended by your current supervisor and selected from eligible applicants to be a recipient of this grant. There are general and fiscal guidelines which must be upheld as part of this Memorandum of Understanding. The information below outlines these guidelines.

The purpose of TEA's Grow Your Own program is to provide financial support to current Aubrey ISD instructional assistants who are actively seeking to obtain Texas Educator Certification on or before May 2025. You were selected because you are/were a proven and dedicated staff member who desires opportunities for advancement in the field of teaching. As a recipient of this grant scholarship you are agreeing to:

1. Abide by a graduation plan developed with your College academic advisor which shows your path to obtaining your Bachelor's degree while maintaining a 2.75 GPA each semester; OR abide by an alternative certification plan developed with your Alternative Educator Preparation Program which shows the path of completion of the program. PLANS MUST BE SUBMITTED TO AND APPROVED BY THE DEPUTY SUPERINTENDENT.
2. Attain Degree and Texas Educator Certification on or before May 2025;
3. Receive grant money with the following conditions: grant money will be prepaid as a scholarship twice a year over two years: In August and December. Funds are to cover tuition, fees, books, and other costs incurred while obtaining a bachelor's degree and/or certification. Scholarship amount is dependent on chosen path to certification.
4. Provide receipts for educational expenses. Receipts must be submitted to Aubrey ISD by the last day of the month, October 2023, February 2024, October 2024, and February 2025.
5. Grade reports must be provided to Aubrey ISD at the end of each semester (degree/certification seeking) to ensure grant guidelines are followed.

Upon graduation or the alternative certification program completion AND attainment of Texas Educator Certification, you are agreeing to the following conditions in seeking employment with YOUR SCHOOL DISTRICT as a teacher in your area of certification:

1. Fulfill all requirements of the TEA/Sabinal SSA Cycle 2 Grow Your Own grant.
2. Accept all interview requests in your certification area up to an offer of employment;
3. Agree not to enter into a contract with another Texas or out of state ISD;
4. Teach full time in the area of certification for your district for 2 consecutive years pending a position is available.
5. Receive Superintendent and Board approval for employment as a teacher.

This Memorandum of Understanding may be modified at any time due to Texas Education Agency regulations and/or changes as well as Aubrey ISD's policies and/or changes. The Memorandum of Understanding shall become effective upon your signature as well as the signature of a District Official. This Memorandum of Understanding shall not be construed as an employment contract and does not give the Grow Your Own participant any right to continued employment and/or future contract with your current school district. Employment contracts are subject to final approval by the district's Board of Trustees. This Memorandum of Understanding will remain in effect until modified or terminated by administration and/or failure to uphold criteria of the Cycle 2 Grow Your Own grant awarded by the Texas Education Agency.

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