



2022-2023 edTPA Option Support LOI

Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 17, 2022

NOGA ID

Authorizing legislation

ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c)(4)(A)

Application stamp-in date and time

This LOI application may 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, December 6, 2022

Grant period from

January 10, 2023 to August 31, 2023

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)

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

Applicant Information

Organization McLennan Community College CDN 161502 Campus ESC 12 DUNS 068975598

Address 1400 College Drive City Waco ZIP 76708 Vendor ID

Primary Contact Laura Conrad Email lconrad@mclennan.edu Phone (254)299-8067

Secondary Contact Frank Graves Email fgraves@mclennan.edu Phone (254)299-8126

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):

- [X] LOI application, guidelines, and instructions [X] Debarment and Suspension Certification
[X] General and application-specific Provisions and Assurances [X] Lobbying Certification

Authorized Official Name Dr. Johnette McKown Title President

Email jmckown@mclennan.edu Phone (254)299-8601

Signature *Johanna Matkova*

Date 11/14/2022

RFA # 701-23-105 SAS # 155-23

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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 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.
- 2. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2022-2023 edTPA Option Support LOI Program Guidelines.
- 3. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 edTPA Option Support LOI Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 4. The applicant provides assurance that it will provide responses to all emails and phone calls from the TEA.
- 5. The applicant provides assurance that they will provide candidate information including age, ethnicity, primary and supplemental (if applicable) certification area, projected portfolio submission date and school placement.
- 6. The applicant assures that it will collect exemplar work samples representing planning, instruction, and assessment to share with faculty and candidates.
- 7. The applicant assures that it will collect edTPA data during the 2022-2023 academic year, analyze the data and present to faculty for program improvement by June 30, 2023.
- 8. The applicant assures that it will meet virtually at least four (4) times with TEA staff during the 2022-2023 academic year.
- 9. The applicant assures that it will have program/faculty representation in attendance at edTPA community meetings at least twice per semester during the 2022-2023 academic year.

Identify/Address Needs

Provide an overview of how the grant funds will be used. Include the overall mission and specific needs of the organization. Then, describe how the use of these funds will work to address the organization's mission and needs.

The mission of the Alternative Teacher Certification program is to provide the development of quality teachers through an excellent alternative certification program in a community of learners that meets the needs of local school districts. The Alternative Teacher Certification program endorses the mission and core values (People, Inclusiveness, Integrity, Communication, and Excellence) set forth by McLennan Community College.

These grant funds will be used to pay for the registration fees for our candidates who choose to participate in the edTPA portfolio assessment. We have seen programmatic improvements in curriculum and teacher readiness through 2 years of edTPA pilot participation and we do not wish to lose our momentum just because the rule-making process for edTPA is on pause this year. With the loss of edTPA pilot reimbursements and stipends, the edTPA cost of \$311 is expected to be prohibitively expensive for our candidates who are submitting portfolios in lieu of the less expensive PPR exam.

Budget Narrative

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.

McLennan Community College does not allocate funds to purchase vouchers for alternative teacher certificate student candidates' testing fees at the current time. Because edTPA is more expensive than the alternative multiple-choice PPR exam, we plan to use these grant funds of \$933 to pay for 3 candidates to submit their edTPA portfolios for scoring.

3 students @ \$311per edTPA portfolio submission = \$933.

TEA Program Requirement

1. Describe how continued use or exploration of edTPA will impact the program's candidate and faculty/staff experience.

MCC Alternative Teacher Certification program will continue to gather data from edTPA submissions and use that data as one source of information about our program's overall effectiveness in preparing teachers for the classroom. We have already identified some areas for future growth for our program and put into place procedures to help our candidates improve their performance on edTPA (along with their effectiveness in the classroom). Continuing to explore edTPA and gather further data in the 2022-2023 school year will allow us to begin seeing the impact of these changes on edTPA scores and teacher candidate skill sets.

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

Application Part 2:

2022-2023 edTPA Option Support LOI

Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c)(4)(A)

IMPORTANT NOTICE: Application Part 2 is not compatible with Google Docs.

Complete the supporting budget worksheets first, i.e., 6100, 6200, 6300 The Program Budget Summary worksheet is linked to and will auto-populate with the amounts you entered on the respective supporting budget worksheets. All budgeted amounts must be entered in whole dollar amounts. **Do not enter any cents.**

On each supporting budget worksheet, complete the Total Program Costs and Total Direct Admin Costs lines. Together these lines must equal the Grand Total otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

If pre-award costs are allowable, budget all pre-award costs in the Pre-Award Cost column on the appropriate supporting budget worksheet(s).

Payroll 6100

Complete this worksheet to request payroll costs. Do not request funds for consultants or contractors on this worksheet; those funds should be requested on the Professional and Contracted Services 6200 worksheet.

Professional and Contracted Services 6200

Complete this worksheet to request professional services, consulting services, and contracted services.

Supplies and Materials 6300

Complete this worksheet to request supplies and materials.

Other Operating Costs 6400

Complete this worksheet to request other operating costs. Be sure to comply with documentation requirements, where applicable.

Capital Outlay 6600

Complete this worksheet to request capital outlay costs.

Capital outlay means funds budgeted or expended to purchase capital assets, such as equipment, or expenditures for the acquisition cost of capital assets. Capital assets are tangible or intangible assets having a useful life of more than one year, which are valued at \$5,000 or greater per unit, or the applicant's capitalization level, whichever is less. Capital outlay may include expenditures to make improvements to capital assets that materially increase their value or useful life.

Budget Summary

This worksheet auto-populates from the supporting budget worksheets for Program Costs, Direct Admin Costs, and Pre-award Costs, if applicable. There are only a few fields that may require input from the grantee, if applicable, such as indicating *Consolidate Administrative Funds*, *Indirect Costs*, *Shared Services Arrangement*, or the *Administrative Cost Calculation*.

Consolidate Administrative Funds - If applicable, click on the cell, then click on the arrow that appears. Select "Yes, No or N/A" from the drop down selection.

Indirect Costs - Refer to the Maximum Indirect Costs Worksheet on the Grants Administration Division's [Grant Resources](#) webpage to calculate the maximum indirect costs that may be claimed for the grant. Enter the amount of indirect costs budgeted for this grant on line 7 under the Total Budgeted Cost column.

Shared Services Arrangement - If applicable, enter amount of payments to member districts on line 9.

Direct Administrative Cost Calculation - Enter the Total of All Budgeted Costs from line 8 on line 10 to determine the maximum amount allowable for direct administrative costs.

For budgeting assistance, see the Budgeting Guidance and Related Forms section on the Grants Administration Division's [Grant Resources](#) webpage.

Application Part 2:

2022-2023 edTPA Option Support LOI

Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c)(4)(A)

Via telephone/email (circle as appropriate):

Application Part 2:

2022-2023 edTPA Option Support LOI

Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c)(4)(A)

County District Number or Vendor ID: 161502		Amendment #:
Professional and Contracted Services (6200)		
<p>NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.</p>		
Description of Service and Purpose		Grant Amount Budgeted
1	6269 - Rental or lease of buildings, space in buildings, or land (Specify purpose here)	\$ -
2	Service: (Specify purpose here)	\$ -
3	Service: (Specify purpose here)	\$ -
4	Service: (Specify purpose here)	\$ -
5	Service: (Specify purpose here)	\$ -
6	Service: (Specify purpose here)	\$ -
7	Service: (Specify purpose here)	\$ -
8	Service: (Specify purpose here)	\$ -
9	Subtotal of professional and contracted services requiring specific approval:	\$ -
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -
11	Grand Total:	\$ -
12	Total Program Costs*:	\$ -
13	Total Direct Admin Costs*:	\$ -
<p>*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>		

FOR TEA USE ONLY	
Changes on this page have been confirmed with:	On this date:
Via telephone/email (select as appropriate):	By TEA staff person:

Application Part 2:

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Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c)(4)(A)

County District Number or Vendor ID:		161502	Amendment #:	
Supplies and Materials (6300)				
Expense Item Description			Grant Amount Budgeted	
1	Remaining 6300 - Supplies and materials that do not require specific approval:			\$ 933
2	Grand Total:			\$ 933
3	Total Program Costs*:			\$ -
4	Total Direct Admin Costs*:			\$ -
*Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum of these lines must equal the Grand Total (line 2) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.				

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Application Part 2:

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Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c)(4)(A)

County District Number or Vendor ID: 161502		Amendment #:
Other Operating Costs (6400)		
Expense Item Description		Grant Amount Budgeted
1	6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. (Enter name and purpose of conference)	\$ -
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -
4	6413 - Stipends for non-employees other than those included in 6419.	\$ -
5	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ -
6	6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ -
7	6495 - Cost of membership in civic or community organizations. (Enter name and purpose of organization)	\$ -
8	64XX - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.	\$ -
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ -
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ -
11	Grand Total:	\$ -
12	Total Program Costs*:	\$ -
13	Total Direct Admin Costs*:	\$ -
<p>*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>		

In-state travel for employees does not require specific approval.

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Via telephone/email (select as appropriate):	By TEA staff person:

Application Part 2:

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Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c)(4)(A)

County District Number or vendor ID: 161502		Amendment #
Grant Period:	January 10, 2023, to August 31, 2023	Fund Code: 255

Description and Purpose	Source of Funds			
	Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost
2 Professional and Contracted Services	6200	\$ -	\$ -	\$ -
3 Supplies and Materials	6300	\$ 933	\$ -	\$ 933
4 Other Operating Costs	6400	\$ -	\$ -	\$ -
6 Total Direct Costs:		\$ 933	\$ -	\$ 933
7 *Indirect Costs:				\$ -
8 Total of All Budgeted Costs :		\$ 933	\$ -	\$ 933

**For current year indirect cost rates, please visit the Federal Fiscal Compliance and Reporting [Indirect Cost Rates](#) page.*

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. Indirect costs claimed are part of the total grant award amount, not in addition to the grant award amount. Do not submit an amendment solely for the purpose of budgeting indirect costs.

To calculate maximum indirect costs, please use the Maximum Indirect Costs Worksheet available on the Grants Administration Division's [Grant Resources](#) webpage.

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Via telephone/email (select as appropriate):	By TEA staff person:

Application Part 2:

2022-2023 edTPA Option Support LOI

Authorized by: ESEA as amended by P.L. 114-95, ESSA, Title II, Part A, Section 2101 (c)(4)(A)

County District Number or vendor ID:	Amendment #
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SUBMITTING AN AMENDMENT

This worksheet is used to amend the budget of a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). Refer to the amendment instructions (orange tab) located on this Excel workbook for information about when to submit an amendment and the documents required.

AMENDED BUDGET REQUEST

Description	Class/ Object Code	A. Grand Total from Previously Approved Budget	B. Amount Deleted	C. Amount Added	D. New Grand Total
1 Payroll Costs	6100				\$ -
2 Professional and Contracted Services	6200				\$ -
3 Supplies and Materials	6300				\$ -
4 Other Operating Costs	6400				\$ -
5 Capital Outlay	6600				\$ -
6	Total Direct Costs:	\$ -	\$ -	\$ -	\$ -
7	Indirect Costs:				\$ -
8	Total Costs:	\$ -	\$ -	\$ -	\$ -

FOR TEA USE ONLY

Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Instructions: Request for Amendment

After the original application is approved and the grantee has received the Notice of Grant Award (NOGA), the grantee may need to make changes to the budget or the planned program. Most grantees are permitted to make some changes to the budget or program without notifying or getting approval from TEA. (Some grantees are required to notify and get approval from TEA for all changes to their budget or programs.) In other cases, however, the grantee is required to submit formal notice to TEA of the desire or intent to change the budget or program.

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the “When to Amend the Application” document posted in the Amendment Submission Guidance section of the Grants Administration Division's Administering a Grant page to determine when an amendment is required for this grant. https://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx. “When to Amend the Application” provides details on which grantees are and are not required to submit amendments and when amendments are required. Also refer to the General and Fiscal Guidelines, Amending the Application, for more detailed information about amendments.

Regardless of how a grantee amends the application to distribute funds among the class/object codes, the grantee is still responsible for carrying out the scope and objectives of the grant as described in the approved application.

TEA reserves the right to reject unnecessary amendments without reviewing and approving them.

Submitting an Amendment

An amendment must be submitted when the program plan or budget is altered for the reasons described in the “When to Amend the Application” guidance posted in the Amendment Submission Guidance section of the Administering a Grant page of the TEA website.

How to Submit an Amendment

An amendment may be submitted by email to competitivegrants@tea.texas.gov. Mailed or faxed amendments will not be accepted.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Pages to Include with an Amendment

Required for **all** amendment requests

1. Page one of the application with up-to-date contact information and current authorized official's signature and date
2. Appendix I: Amendment Description and Purpose

Required for budget amendment requests

3. Amended Budget Request from the Excel budget workbook
4. Updated Program Budget Summary from the Excel budget workbook
5. Updated supporting budget pages from the Excel budget workbook

Assembling the Amendment

Follow these steps to complete all schedules required to be submitted:

1. Complete page 1

- a. Complete the box in the upper right corner of the schedule by indicating the number of the amendment. The first amendment you submit for the grant is #1; if that amendment is approved, the next amendment becomes #2.
- b. Ensure all applicant information is current and correct.
- c. Ensure the authorized official information is current and correct. The authorized official must sign and date with the date that the amendment is being submitted.

2. Complete Appendix I: Amendment Description and Purpose

- a. Choose the section you wish to amend from the drop down menu
- b. Describe the changes you are making and the reason for the changes. Always work with the most recent negotiated or amended application. If you are requesting a revised budget, please include the budget attachments with your amendment.
(example) Payroll 6300 —Reduce amount for extra-duty pay—Staff was able to complete training during regular working hours.

3. If you are requesting a budget change, complete the Amended Budget Request page from the Excel budget workbook

- a. In column A, enter the grand total for each class/object code in the most recently approved application or amendment.
- b. In column B, enter the amount being deleted from each class/object code.
- c. In column C, enter the amount being added to each class/object code.
- d. Column D and the total direct cost line will automatically calculate your changes

4. If you are requesting a budget change, complete the Program Budget Summary page and the corresponding supporting budget page with the new amounts.

5. Do not resubmit any attachments required in the original application.












edTPA Option Support


Final Audit Report

2022-11-14


Created:	2022-11-11
By:	Kathy McLendon (kmclendon@mclennan.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB7CJzdKNrluUkeXutQaw48fmGb-FSfkl

"edTPA Option Support" History

-  Document created by Kathy McLendon (kmclendon@mclennan.edu)
2022-11-11 - 8:35:12 PM GMT- IP address: 198.134.151.254
-  Document e-signed by Kathy McLendon (kmclendon@mclennan.edu)
Signature Date: 2022-11-11 - 8:41:24 PM GMT - Time Source: server- IP address: 198.134.151.254
-  Document emailed to Denise Carey (dcarey@mclennan.edu) for signature
2022-11-11 - 8:41:26 PM GMT
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Signature Date: 2022-11-14 - 10:40:04 PM GMT - Time Source: server- IP address: 198.134.151.253

 Document emailed to Johnette McKown (jmckown@mclennan.edu) for signature

2022-11-14 - 10:40:06 PM GMT

 Email viewed by Johnette McKown (jmckown@mclennan.edu)

2022-11-14 - 10:59:36 PM GMT- IP address: 107.120.35.74

 Document e-signed by Johnette McKown (jmckown@mclennan.edu)

Signature Date: 2022-11-14 - 11:00:30 PM GMT - Time Source: server- IP address: 107.120.35.74

 Agreement completed.

2022-11-14 - 11:00:30 PM GMT