



**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 [Redacted]

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**

- Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
- 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): [Redacted]

**Applicant Information**

Organization  CDN  Campus  ESC  DUNS

Address  City  ZIP  Vendor ID

Primary Contact  Email  Phone

Secondary Contact  Email  Phone

**Certification and Incorporation**

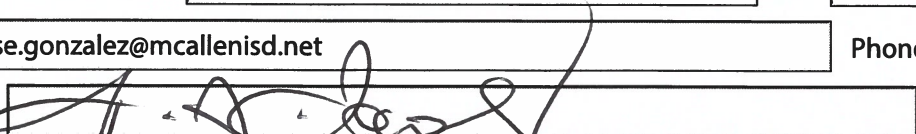
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized 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):

- 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 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.

The GYO program will be implemented by recruiting and training from within the district. The goal is to have highly motivated individuals who are reflective of and have strong ties to our community. These individuals will best boost retention of students and who are most likely to continue teaching in a community where they have strong ties.

There will be a precision focus on SPED, Elementary Bilingual, and Mathematics.

Through this grant recipients will receive financial support to pay for tuition, fees, books, and living expenses. In addition, they will continue to receive professional learning opportunities to strengthen their skills and mentoring from senior staff to help deepen their skill set.

**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

Mr. Stan Crouse - Director of Human Resources - 1994-2009 Teacher - 2010-2013 Assistant Principal - 2013-2016 Principal - 2016-present HR Director

Ms. Laura Williams - Director of Special Funding - Grant Manager - 2001-2007 Teacher - 2007-2011 Assistant Principal - 2011-2012 Principal - 2012-2016 Assistant Principal - 2016-2021 Principal - 2021-present Director of Special Funding

**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.

McAllen ISD ' s strategic plan has a component that focuses directly on training and providing support for paraprofessionals to become certified teachers and to give back to the community where they have strong ties by building deliberate pathways from the community to the classroom.

McAllen ISD wants to provide real-world experiences and training for future teachers. Our goal is to train them with our systems, processes, policies, and procedures so they will be ready for a classroom of their own at one of MISD campuses.

GYO program provides an opportunity to create teachers that best fit the MISD goals and grand expectations for the education provided in the classroom for each one of the students because at the end of the day everything that is done at MISD is focused on students ' success in the classroom and out.

**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.

The goal of this program is to establish, create, and retain well-trained and dedicated teachers that have strong ties to the community for the district. We will accomplish this by recruiting within to find the best-qualified applicants. We will then monitor their progress by asking them for detailed updates on their program progress. We will offer support to ensure their success in their program. These efforts will warrant meeting the set goal. Once candidates are certified and hired for a full-time teaching position we will continue to monitor their performance through T-TESS to guide and support their success in the classroom.

**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.

McAllen ISD will select six GYO recipients that are seeking teacher certification only based on the set criteria as outlined in the grant guidelines. We are allocating \$22,841 to cover living expenses in 6100 payroll. In 6200 Professional Contracted Services we are allocating \$22,840 to reimburse the candidates for tuition expenses for the EPP. McAllen ISD will take the current approved restricted indirect cost rate of 4.832% totaling \$2,319 for administrative costs. The total budget being sought is \$48,000 during the grant period.

### 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.

MISD 's goal is to obtain and retain quality teachers that can live up to the high expectations set forth by the district and who will continue to grow and develop into a leader that will encourage and help to grow others alongside them. To accomplish this, we will start by conducting a needs assessment to identify our shortages. Then we will find funds within the current payroll budget and then padding it with funds from part-time tutor funds, paraprofessional payroll budget, Title I, Title II, and Comp Ed funds. In addition, the district will consider reallocating vacancies, substitute, and paraprofessional funds to meet the budgetary needs of the newly recruited teachers.

### 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).

1. Create a well thought out application
2. Email detailed information and plans for the GYO program to staff with the application
3. Screen all applications based on set criteria
4. Meet with and interview applicants that met all set criteria (candidates earning a teacher certification only)
5. Select applicants that best fit the set criteria
6. Notify principals who have staff members that were selected for the program
7. Surprise recipients at their workplace with presentation of award
8. Post to MISD website
9. Honor recipients at Board Meeting
10. Support the needs of the newly recruited teachers by assigning them a mentor once hired as a teacher within the district

**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.

McAllen ISD will establish two different MOUs for the GYO Cycle 6 program: LEA v Candidate and LEA v EPP. Both MOU ' s will be in place on or before May 31, 2023. Each recipient will receive a stipend and/or scholarship in the amount of \$7,500 paid out in two installments August 2023 and February 2024. Each recipient will supply McAllen ISD ' s Accounting department with original receipts for said educational expenses prior to receiving their reimbursement.

McAllen ISD MOU v Candidate:

Each recipient will fulfill the following requirements:

Fulfill all requirements of the TEA Cycle 6 GYO grant

Accept all interview requests in said certification area up to an offer of employment

Agree not to enter into a contract with another Texas or out of state ISD

Teach full time in the area of their certification for three consecutive years after completion of their EPP program starting with the 2025-2026 school year

As of the grant start date (February 9, 2023) candidates must have been employed as a instructional aide within the eligible LEA during the 2022-2023 school year, candidates may not be new employees of the district in the 2023-2024 school year

Receive Board approval for employment as a teacher

McAllen ISD ' s MOU v EPP will contain the following:

School District agrees to:

Recruit and select at least one and no more than 6 instructional aides who will earn a teacher certification within the grant period;

Will provide the appropriate stipend to participating instructional aides;

Will secure an MOU in which the candidate commits to remain in the LEA for an agreed upon length of time as a condition of receiving the stipend;

Will provide job-embedded training, flexibility of training locations and schedules, a cohort approach, and consistent supports the encourage persistence and sustainability;

Attend all Program related trainings and/or meetings, including those required by TEA;

Gather, compile, and report data as outlined in the TEA Program Guidelines, as well as any other TEA fiscal or data requirements; and

Work closely with EPP to build a long and sustainable partnership that continues after the Program ends.



**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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