



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):

- 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.

11/2022-12/2022: Harlingen CISD Grow Your Own Grant Committee's 1st meeting to develop MOUs, candidate application, plan information session (date, location, agenda items, information packets), develop and send communication message to advertise program and recruit candidates. Communicate with IHE and EPP. 01/2023: Host two candidate information sessions (1 in-person, 1 Zoom); continue advertising program. 02/2023: Application becomes available via district's website from Feb.1-March1. Candidates can submit questions to a contact on program criteria and/or application. 03/2023: Committee reviews applications; candidate interviews if needed. 04/2023-05/2023: Candidate selections announced. Committee meets with candidates to review MOU, timeline, expectations, and commitments. Meet with IHE and EPP to review MOU. 05/2023: MOUs signed; MOU copies and candidate names turned in to TEA by 5/31/2023. 06/2023-04/30/2025: Key Personnel meet with candidates quarterly to assess progress and status on the bachelor's program and certifications; additional meetings with candidates scheduled as needed. Candidates turn in original receipts of education expenses and/or invoices; stipends will be paid 2x/year on the 2nd Thursday of January and August. Committee meets regularly to review grant program's progress and budget. Harlingen CISD maintains contact with IHE and EPP to review program and candidates' progress and address any items that may need review. Upon TEA request, Harlingen CISD submits performance reports and coordinates candidates' participation in surveys and focus groups. We will communicate any changes on candidates to TEA in a timely manner and complete amendments as needed. Program will address teacher shortages for special populations by supporting our teaching support staff in obtaining their teacher certification and become our future educators. Our 17,000+ enrollment includes 8%ESL; 10%Bilingual; 15%LEP; 12%Special Ed; and 75%Eco. disadvantage.

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

Debbie Scogin, Assistant Superintendent for Human Services, will act as the grant manager overseeing the program's implementation and evaluation. Mrs. Scogin possesses a Master's in Education Administration, 30 years of experience in education, 8 with Harlingen CISD, and 4 in her current role. She has participated in the successful implementation of various state grants in the past.

Ericka Villarreal, Director for Talent Acquisition and Development, will assist in the program implementation by recruiting and supporting eligible paraprofessionals, instructional aides, and long-term substitutes who are committed to meeting the grant requirements. She has a Master's in Education Administration, 17 years of experience in education, and 9 in the Human Services field.

Ericka Villarreal's role with program implementation also includes conducting regular evaluations with teacher candidates, and providing resources and learning opportunities to support them in completing their bachelor's degree and/or teacher certification by the end of the grant period.

Ida Ambriz, Director of Accounting, will manage the financial components of this grant, including approving receipts/invoices and issuing stipends to candidates. Mrs. Ambriz possess a Master's in Business Administration and has 26 years of experience in accounting and financial management. She has overseen accounting for all grants received by Harlingen CISD for the last 16 years.

Jennifer Herrera, Director of Human Services, will work with Mrs. Villarreal in the hiring and enrollment process for teacher candidates that successfully complete the program. She possesses a Master's in Educational Leadership, 13 years of experience in education with Harlingen CISD, 4 in the Human Services field, and 3 in her current role as Director.

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.

Goal: Create a pathway to support paraprofessionals, instructional aides, and long-term substitutes obtain a bachelor's degree and/or teaching certification with a focus on special populations (i.e., Special Education, Bilingual, Secondary ELA/ESL, Secondary Math and Science), and hire them to serve 3 consecutive years in a teacher position at Harlingen CISD.

Objective 1: Enroll 15 teacher candidates in the program by May 31, 2023.

Objective 2: By April 30, 2025, at least 80% of teacher candidates will have obtained either A) a teacher certification with focus on a special population or B) a bachelor's degree and earned a teacher certification with focus on a special pop.

Objective 3: By the start of the 2025-2026 school year, offer full-time teaching positions to 100% of teacher candidates that successfully completed the Grow Your Grant Program which will result in addressing our district's teacher shortage.

Harlingen CISD Human Services & Talent Acquisition staff have conducted a survey with all teaching support staff gathering data on program interest and individuals meeting eligibility criteria. Survey results showed great interest. Upon award notification, recruitment plan will be developed and advertised via email, social media, flyers, and during meetings. Staff will host 2 informational sessions for teaching candidates explaining the program, eligibility criteria, and application process. Staff will make themselves available to answer any questions candidates may have and send reminders about application deadline. Selected candidates will meet with staff to get a clear understanding of MOU expectations and commitments. Candidates will have schedule flexibility and release time they need; staff will meet with selected candidates quarterly to discuss their progress and offer support resources to help them complete the program successfully. Candidates that complete the program successfully will be recognized on their accomplishment, participate in talent acquisition teacher interview and based on eligibility receive job offer. Retaining strategy includes 3yr new teacher mentoring program.

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.

Per Cycle 6 guidelines, Harlingen CISD will collect data and report on the following performance and evaluation measures:

1. Identifying information for candidate stipend recipients each grant year, including:
 - a. Teacher IDs;
 - b. Name of IHE the candidate is attending, if applicable;
 - c. Name of EPP the candidate is using
 - d. Anticipated date of completing their bachelor's degree and/or teacher certification;
 - e. Type of bachelor's degrees and teaching certificates candidates are earning;
 - f. Number of years the candidate is committed to teaching in Harlingen CISD
2. Feedback through TEA surveys and, if requested, focus groups on program implementation.

Performance and evaluation measures collected will provide a clear understanding of who our candidates are, their educational aspirations, and their commitment to become future teachers. Developing our district's teaching support staff and providing stipends demonstrates our district's dedication to them and how much they are valued. This program will strongly impact candidates' ability to complete their bachelor's and/or certifications. Harlingen CISD's commitment to filling teacher vacancies will change candidates' lives and will address the teacher shortage we're facing.

Key personnel will meet in-person with teacher candidates on a quarterly basis to review program progress and collect data on their status of completing their bachelor's and/or teacher certification by grant end date. For bachelor's candidates, their grades and degree plan will be discussed, and they will be asked to check-in regularly with their college advisors and demonstrate evidence that meetings took place. All teaching candidates will be asked to complete practice certification tests in preparation to their examination date. Key personnel will maintain communication with partnering EPP advisors to ensure candidates are on track for certification completion. Furthermore, key personnel will provide resources and make learning opportunities available that can help candidates in their classes. The Harlingen CISD Grow Your Own Grant Committee will meet quarterly to review that the grant timeline is being followed and the current status on achieving our program's goal and objectives. Obj 1 will be measured by number of teacher candidates enrolled in program by May 31, 2023; Obj 2 and 3 will be measured by number of candidates that successfully complete program by April 30, 2025 and number of participants offered a teaching position at Harlingen CISD by the start of the 2025-2026 school year.

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.

Harlingen CISD has selected Pathway 2 for the 2023-2025 Grow Your Own Grant Program, Cycle 6. In accordance to Pathway 2, we will be providing a stipend for tuition costs for completing a bachelor's degree and certification costs to 4 participants at \$14,000 each. We will also be providing a stipend for certification tuition costs to 11 participants at \$5,000 each. This will total \$111,000 of our proposed budget.

In addition to the tuition costs, we will also provide our participants the option for a substitute to help enable our participants to take necessary leave for exam preparation and test schedules. We have earmarked \$1,500 of the total budget for this participant benefit.

As an additional incentive to our participants, we have also allocated \$1,500 of the grant budget to help our participants in need of financial assistance with certification exam fees and test preparation materials. We understand this can be a financial burden to some of our employees taking multiple certification exams.

In total, our proposed budget for this grant program will be \$114,000. We have budgeted \$1,500 in Payroll costs for Substitutes. \$111,000 in Professional and Contracted Services for candidate stipends to be used for the cost of completing their bachelor's degrees and teaching certifications. And \$1,500 has been budgeted in Supplies for test preparation and exam fees.

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.

Established during the 2017-2018 school year, the Harlingen CISD Grow Our Own program for aspiring teachers provides useful information and support to help our paraprofessionals, substitutes, and teaching support staff become certified educators. Overseen by the Department of Talent Acquisition, Grow Our Own provides informational sessions throughout the year covering topics such as the best pathways to teaching, the process of getting certified, accredited EPPs, certification requirements, and interview tips. Upon program participants becoming certified, Talent Acquisition staff works with them on resume preparation, provides letters of recommendations and references, and conducts coaching sessions in preparation for interviews. The program also helps them find teaching positions within Harlingen CISD that are applicable to their certifications. This program has been very successful, resulting in many participants having become teachers at our campuses. If we are the recipients of a Cycle 6 grant, we will continue to offer these services during the grant period to those not selected for the grant. The program will also continue after the Cycle 6 grant ends in 2025.

In order to continue providing financial stipend support beyond the grant period, Harlingen CISD will strive to search and apply for local, state, federal, and private funding opportunities. This includes applying to future cycles of the Grow Your Own Grant Program. Harlingen CISD will also explore grant opportunities that allow us to leverage Cycle 6 awarded funds.

Note: The Harlingen CISD Grow Our Own program is a separate program from TEA Grow Your Own Grant Program.

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).

At the time of this writing, a survey was sent out to all teaching support employees to measure interest in the program; we have received 69 responses and positive feedback. Upon a grant being awarded, there will be information sessions scheduled (1 in-person, 1 Zoom) for all teaching support staff, from all schools and grades, in which grant program information, eligibility criteria, and application process will be discussed. Commitment required from candidates and use of stipends will be explained in detail, including the agreement of teaching for the district for 3 consecutive years. A Q&A session will be part of the agenda. The program and information sessions will be promoted internally via email, social media, during faculty meetings, and with flyers posted throughout our 31 schools. All those who completed the survey will also receive an email. The application will be open to eligible candidates via the district's website; a contact person will be available to answer application related questions candidates may have. Application questions will inquire about applicants' current education and teaching certification plans and status, certification focus area, aspirations to teach and commitment to work for the district and the Rio Grande Valley region, employment history with Harlingen CISD, GPA (for bachelor's students), references from their schools and principals, examples of their current impact in the classroom and with students, and a video pre-screen answering questions developed by the Grant Committee. Reminders about the application deadline will be sent out to all potential applicants via email. A Harlingen CISD Grow Your Own review committee will be composed of Key Personnel identified in this application, our Instructional Leadership Specialist, and the ED of Curriculum and Instruction; committee will evaluate applications and select the top 15 candidates. If a selected candidate declines the offer to participate in the program, the candidate with the next highest score will be made an offer.

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.

1. MOU Description for Candidates for Grow Your Own Grant Program, Cycle 6:

- a. Grant Assurances: Harlingen CISD will abide by the following:
 - i. Harlingen CISD will retain documentation locally of each MOU and submit it to TEA upon request.
 - ii. Harlingen CISD will submit reports on progress towards performance measures upon request by TEA.
 - iii. Names of all grant-funded candidates will be submitted to TEA by May 31, 2023.
 - iv. Upon candidate notification of dropping out of their degree or certification program, Harlingen CISD will file an application amendment within 7 days of request, and provide TEA with an update of the new amount and type of candidates within 30 days of notification.
- b. Length of Agreement: Selected teacher candidates will have until April 30, 2025 to graduate with a bachelor's degree and/or earn a teacher certification with focus on a special student population (i.e., Special Education, Bilingual, Secondary ELA/ESL, Secondary Math and Science).
- c. Stipend Amount: Up to \$5,000.00 for candidates earning teacher certification only. Up to \$14,000 for candidates completing a bachelor's degree and earning teacher certification.
- d. Stipend Schedule: Upon candidates providing original receipts of education expenses and/or invoices, stipends will be paid twice a year on the 2nd Thursday of January and 2nd Thursday of August. Candidate stipends are exclusively to cover tuition, fees, and living expenses incurred within the grant timeline.
- e. Teaching Commitment: Teaching candidates that successfully complete the program by April 30, 2025, commit to remain in Harlingen CISD in a teaching position that is in alignment with candidate's certification area(s) for three consecutive years by the start of the 2025-2026 school year, unless otherwise approved by the Harlingen CISD Grow Your Own Grant Committee. Candidates must complete Harlingen CISD's formal application and interview process, including obtaining final hiring approval from the Harlingen CISD Board of Trustees.
- f. Contingency Plan: If no teaching positions are available at the end of the program period, candidates will be added to the Teacher Talent Reserve (TTR) pool that will hold their spots for employment until a teaching position opens. As part of TTR, candidates will be paid and get to work with students, provide much needed classroom support, and fill-in for teachers who may be out for short or long periods of time. Historically, in the few occasions in which individuals have been added to TTR, they only spend a few days to no more than a month before being placed in a campus with a position.
- g. MOU will remain in effect until modified or terminated by administration and/or failure to uphold Cycle 6 grant criteria.

2. MOU Description for accredited EPP(s):

- a. Grant Assurances: Harlingen CISD will partner with an accredited EPP, which may include the University of Texas Rio Grande Valley (UTRGV), to award teacher certifications to 15 candidates, commit to supporting candidates complete program, and work together in successful program implementation.
- b. Length of Agreement: Partnership agreement between Harlingen CISD and accredited EPP for the purposes of this grant will continue until the end of the grant period April 30, 2025.
- c. Harlingen CISD and EPP will work to build a long and sustainable partnership that continues after the program ends.

3. Candidate Programming: Furthermore, Harlingen CISD and selected teacher candidates agree to the following:

- a. Harlingen CISD will allow reasonable paid release time and schedule flexibility, as determined by the district, for candidates to complete their degree and certification course requirements while engaged in the grant program.
- b. All certification-only candidates will be certified by the same partner EPP as a cohort managed collaboratively by Harlingen CISD and UTRGV.
- c. 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.

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.

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Amended Section

Reason for Amendment

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