



**2021-2023 Expansion of Dual Credit Faculty for CCRSM LOI**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 12, 2021**

NOGA ID

Authorizing legislation **General Appropriations Act, Article III, Rider 49, 86 TX Legislature; TEC §29.908(b) & 102.1091**

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto:loiapplications@tea.texas.gov).

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, April 12, 2021**.

Application stamp-in date and time

Grant period from

Pre-award costs are not permitted for this LOI.

**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: CCRSM Crosswalk
3. Attachment 2: Letter of Instructional Assurances
4. Attachment 3: Letter of Hiring Assurances from Higher Education Partner(s)
5. Attachment 4: Participant Roster
6. Attachment 5: Letter of Educators' Commitment

**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 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 before the NOGA is issued.

**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 assurances that a maximum of \$25,000 will be requested for reimbursement per educator for expenses related to tuition, fees, and travel during the life of the grant. Additional costs will be the responsibility of the LEA or participant upon a local agreement.
2. The applicant provides assurances that all participants serve within the eligible CCRSM in the 2021-2022 school year. Participating educators must each sign a Letter of Educator's Commitment which will be collectively submitted as Attachment #5.
3. The applicant provides assurances that successful completion is defined as an average of 75% or higher in each course completed. All expenses related to participation in the accelerated credentialing program (e.g., tuition and fees, textbooks, travel expenses) are eligible for reimbursement by TEA upon successful completion of courses per term.
4. 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.
5. 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.
6. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2023 CCRSM Expansion of Educators Eligible to Teach College Courses LOI Program Guidelines.
7. The CCRSM program leader(s) will submit a CCRSM designation (renewal) application for designation in 2022-2023 and for designation in 2023-2024.
8. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2023 CCRSM Expansion of Educators Eligible to Teach College Courses Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
9. The applicant provides assurances that an academic year signed and dated memorandum of understanding (MOU) with the dual credit provider will be publicly posted by August 15, 2021. The MOU must address the following elements: Eligible courses; Student eligibility; Location of the class; Composition of students in the class; Faculty selection, supervision, and evaluation; Course Curriculum, Instructional Materials and calendar; Academic policies and student support services; Data-sharing policies and procedures; Courses of study that lead to an associate degree or up to 60 hours of college credit toward a 4-year degree; Administration of statewide assessments; Transcription of credit and Funding.

**TEA Program Requirements**

**1. Identification of Needs:** Describe your plan for identifying dual credit faculty needs for this grant, as well as in the future. What systems will you put in place to ensure each CCRSM cohort is offered a sequence of coursework which will lead to a postsecondary credential?

We identified the dual credit faculty needs for this grant by collaborating with the principal of STEM Early College High School and the campus leadership team to determine the dual credit course needs of the campus, the credentials of the teaching staff, and the level of interest among those staff members eligible for the dual credit expansion grant opportunity. To ensure each CCRSM cohort is offered a sequence of coursework that leads to a postsecondary credential, we collaborated with the department chairs at Palo Alto College to determine which courses are eligible for the postsecondary credential. During the 7 years that STEM ECHS has been operating, they have established pathways with Palo Alto College to allow students to earn an associates degree. For future opportunities, we will continue to collaborate with the department chairs at Palo Alto to determine if course lists and requirements have been updated.

**2. Program Design:** Name the university partner(s) which will provide graduate level instruction to participating educators. Describe in detail how the LEA will coordinate with the university partner(s) to design an accelerated credentialing program. What are the university's roles and responsibilities in building a program to expand the number of educators credentialed to teacher college courses?

Participating educators will receive graduate level instruction from the University of Texas at San Antonio. We will coordinate with both UTSA and Palo Alto College to determine which combination of courses would qualify for the candidates to complete an accelerated credentialing program.

UTSA has committed to providing graduate coursework to participating HISD educators to assist them in becoming credentialed dual credit instructors by June 2023. The university has designed pathways that include 18 hours of graduate level courses in particular disciplines focused on the content required to be dual credit credentialed. They have also paired those course sequences with the opportunity to earn a Masters' in advanced pedagogy, or the opportunity to apply for an advanced certificate to support the delivery of this content in rich and engaging ways. This advanced pedagogy courses can be stacked with the 18 hours graduate courses to attain a Master of Arts in Curriculum and Instruction.

**TEA Program Requirements (Cont'd)**

3. **Hiring:** Name the dual credit provider(s) who will hire educators. How will the applicant collaborate with the dual credit provider? What steps will take place to ensure that the courses taken by the educator will meet the accrediting standards of the hiring dual credit provider? What are the roles and responsibilities of the hiring dual credit provider?

The candidate will meet with the Palo Alto College department chair who oversees the candidate's discipline. The chair will review the list of graduate courses to be taken in order to confirm that those courses meet the academic requirements for teaching freshman and sophomore level courses offered by the college in that discipline. The list of proposed graduate courses will also be reviewed by the relevant dean and VPAS. The chair will also conduct an interview of the candidate, which may include a teaching demonstration.

With approval of the chair, dean, and VPAS, provided the candidate meets all requirements for hire by the Alamo Colleges, the candidate will be assured approval as an adjunct for the college upon successful completion of the approved graduate courses.

Assignment to a dual credit course is dependent upon institutional need and clear and ongoing demonstration of competence in the classroom and capable discharge of all adjunct responsibilities.

4. **Sustainability Plan:** Describe the sustainability plan to be implemented which can support the ongoing efforts of the CCRSM campus(es) to address capacity challenges for offering college-level courses beyond the life of the grant. How will the applicant build upon the success of this program to expand college course offerings for high school students in the future.

Harlandale ISD will build upon the success of this program by building capacity among STEM ECHS teachers to teach dual credit courses instead of high school courses. Expanding dual credit instructors on campus provides students with additional support, more access to their instructors, and more flexibility in their schedules. As freshmen choose their programs of study, more dual credit instructors on campus opens up schedules for other teachers and increases the diversity of courses offered to students, such as robotics I & II. By increasing dual credit teacher capacity, STEM ECHS will also save costs on transportation, books, and tuition costs. Historically, students are more successful taking dual credit courses at STEM ECHS than at PAC.

**TEA Program Requirements (Cont'd)**

**5. Recruitment and Retention:** How were teachers identified and recruited? What new practices will be put into place to support their completion of the accelerated credentialing program? What commitment has the applicant made to educators to ensure that they will be able to teach college courses upon satisfaction of meeting credentialing requirements? What commitment has the applicant asked of educators to ensure that they will continue to serve the CCRSM beyond the grant period to teach college-level courses?

Because of COVID, had to add content specific PAC monitors, provides intervention and tutoring, collaborates with PAC professors. Candidates have been PAC monitors this year to provide students with additional support, have accounts on PAC canvas.

The STEM ECHS principal scheduled individual teacher meetings to discuss courses they teach, courses they would like to teach, and changes they would like to make to their teaching schedules. While scheduling the meetings, the principal also pulled teacher certifications to identify potential candidates for the Dual Credit Expansion Grant.

To support candidates in their completion of the accelerated credentialing program, STEM ECHS will minimize after school assignments so candidates can focus on their coursework requirements and assignments. STEM ECHS will also provide teachers with necessary time for internships and other meetings, as needed.

HISD collaborated with UTSA and PAC on instructional and hiring assurances to make sure that the accelerated credentialing program provides candidates with the required courses to obtain a dual credit teaching position through PAC.

**Budget Narrative**

Include a narrative describing how the proposed budget will support the needs and goals of the program, including for staffing, instructional expenses, supplies, materials, contracts, travel, etc. Describe any matches that are anticipated to support this program, either by the LEA, college partner, or educator. Describe the disbursement plan for the expenses incurred by educators participating in the program. Describe anticipated risks for this project and the adjustments which may be made over the course of the grant period.

The money that is awarded from this grant will go to reimburse the members of the cohort for their tuition and fees as well as textbooks required to fulfill the needs of the grant. At the end of each semester, each participant shall submit documentation indicating the amount paid for tuition and fees through the university as well as receipts from textbooks that were acquired. Once the member of the cohort has demonstrated that they received the grade of a C or higher for the coursework, they will be reimbursed.

In the event that a member of the cohort leaves the district during the time frame of the grant, the teacher will lose the access to the grant funds. Members of the cohort who either drop a course or fail to achieve the necessary grade will not be reimbursed for their coursework. If at any time a member of the cohort decides to withdraw from this program, they will also forfeit their ability to access this grant. All of this will be explained to the teachers involved and written understanding will be filed in case of future issues.

**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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**TEXAS COLLEGE & CAREER READINESS SCHOOL MODELS**

**Letter of Educator's Commitment: Applicant First & Last Name**

**PROGRAM OVERVIEW:**

The LEA is seeking a grant opportunity with the Texas Education Agency (TEA) to expand the capacity of Campus Name to offer dual credit courses. You have the opportunity to earn a master's degree and seeking the coursework needed to become certified as a dual credit instructor. A maximum of \$25,000 in expenses will be eligible for reimbursement to the educator.

**COMMITMENT STATEMENT:**

I, Daniela Sagredo (first and last name), affirm my commitment to pursue a Master's (degree type or concentration) in Science (Discipline Area) from the University of Texas at San Antonio during the 2021-2022 and 2022-2023 academic years, I will work with my campus principal and Palo Alto College to ensure that the academic coursework completed will ensure that I become certified as a dual credit instructor in the following subjects:

Programming & Presentation II. I understand that I must earn an average grade of 75%, or higher per course, to receive reimbursement of expenditures and to remain in good standing with TEA and continue the program (otherwise, it will be my responsibility to cover the costs of instruction incurred with the course).

Teacher Signature: Daniela Sagredo Date: 4/12/21

Principal Signature: Melba Mada Date: 4/12/2021

**ALLOWABLE EXPENDITURES**

Allowable Expenditures for reimbursements include the following:

- Reimbursement to educators for instructional expenses, including college course tuition & fees
- Reimbursement to educators for books, supplies, materials
- Reimbursement to educators for expenses associated with enrollment into the university program (e.g., GRE exams)

**PARTICIPANT PROFILE**

Complete the first row of this table, providing information specific to your master's degree program and additional coursework required by the community college to ensure your eligibility to serve as an instructor for the college. Include all anticipated expenses of completing this program. Note: This form will be provided to TEA in fulfillment of the application.

District Name	CCRSM Campus Name	Last Name	First Name	Texas Teaching Certificate Held	Master Degree Pursued	Hours Needed to Earn Master's Degree	Additional College Credits Needed To Qualify as Dual Credit Faculty in Content Area	Total College Hours Needed	Anticipate Program Completion by May 30, 2023	Instructional Expenses to be Reimbursed (Max of \$25,000 per teacher)
1	CCRSM	Last Name	First Name	Certificate Held	Master's Degree	# College Credits	# College Credits	# College Credits	Yes/No	Estimated Expenses to be reimbursed
Harlandale ISD	STEM Early College High School	Sagredo	Daniela	Computer Science: Grades 8-12	M.S. in Computer Science	30 hrs	---	30 hrs	Yes	\$18,560

