



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 [Redacted]

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**.

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 **May 27, 2021 to June 15, 2023**

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): [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 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?

Brooks Academies of Texas offers an ECHS High School and a TSTEM Academy in separate locations. Both CCRSM's are seeking funding from the Expansion of Dual Credit Faculty for CCRSM grant. Both campuses need instructors to teach Dual Credit courses as we build a sustainable and in-depth program for the district. Most Dual Credit courses are currently taught online from Alamo Colleges instructors due to the lack of qualifications for current teaching staff. Several teachers have a Master's Degree in Curriculum and Instruction but are lacking the SACSCOC requirement of 18 hours in the discipline to teach a course at the collegiate level. Teaching staff at both campuses have been vetted for longevity, interest and teacher potential. Transcripts of potential teachers will be reviewed by one of the Alamo Colleges partners and they will assist in determining the courses needed for the teaching the desired discipline at the collegiate level. Needs assessment for course offerings was conducted. Both the Brooks Academy of Science and Engineering and the Brooks Collegiate Academy reviewed the endorsement tracks and the community college degree plan and predetermined the college courses need for students.

Brooks Collegiate Academy and Brooks Academy of Science and Engineering both serve a diverse and low- income population in San Antonio. The ECHS program allows students to obtain an Associates of Liberal Arts and the TSTEM program allows students to obtain up to an Associates of Science. Each crosswalk was based upon an Associates degree from Alamo Colleges and the ability to transfer the degree to UTSA. The crosswalk includes the following: 2 Communication Core, 1 Mathematics Core, 2 Life and Physical Core, 1 Language, Philosophy & Culture Core, 1 Creative Arts Core, 2 American History core, 2 Government/Political Science core, 1 Social and Behavioral Science Core. 1 additional Communication Core, 1 additional Language, Philosophy and Culture Core and 18 additional credit hours as stated in the course catalogue to complete the Associates degrees from Alamo Colleges. Students will have a summer bridge to assist in passing the TSI to enable them to take the initial EDUC 1300 Learning Frameworks course in the Spring of their freshman year so they can be persistent in obtaining the credits needed for the Associates degree.

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?

The University of Texas at San Antonio will be the IHE partner providing graduate level instruction. UTSA will be streamlining coursework in discipline specific cohorts to begin in August and continue through June 2023. Cohorts will benefit from a clearly defined timeline by UTSA including online and evening courses for busy educators.

In addition to traditional courses, UTSA will offer summer courses to accelerate the program. Each teacher will apply separately to the graduate program and will be reimbursed for the application fee. UTSA has waived the GRE requirement due to COVID for many graduate programs and will continue that in Fall.

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?

Alamo Colleges will continue to be the dual credit provider for Brooks. San Antonio College will service Brooks Collegiate Academy and Palo Alto College will service Brooks Academy of Science and Engineering. The procedure is the same for both colleges.

The candidate will meet with the 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 the 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.

Brooks Academies of Texas will adopt this program in conjunction with the current program in place to expand the course offerings. Teachers with a Masters degree will be offered a step up in salary and new teachers are recruited with potential to obtain their Masters Degree.

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?

Based upon the course offering needs assessment, prospective candidates were sent an email and requested a reply of their interest. They were decided upon based upon longevity and interest and teacher potential. As replacement educator needs arise, this will be a continued process.

The following criteria will be used for Tuition Reimbursement for Full-time Certified Teacher:

1. All full-time certified teachers shall be eligible to receive tuition reimbursement for up to twelve (12) graduate semester hours, per contract year, from an accredited institution of higher learning at a rate not to exceed \$175.00 per semester hour, up to a total of 48 graduate semester hours leading to an advanced degree in subject field.
2. The period in which the twelve hours may be taken extends from the fall term to the succeeding fall term for the particular institution the employee is attending. Tuition reimbursement shall be limited to:
 - a. Graduate level courses leading to a Master's Degree in the teacher's subject area.
 - b. Undergraduate and/or graduate level courses leading to state certification in a subject area designated as critical staff shortage area.
3. Teachers receiving reimbursement must have obtained a 3.0 average or better in the course(s) for which reimbursement is expected.
4. In order to receive reimbursement, receipt(s) for paid tuition and official transcript(s) shall be submitted to the Human Resources Department upon completion of the course(s), along with the completed tuition reimbursement request form.

UTSA will continue to offer the Masters program collaborated with the Associate Dean and Graduate Program Coordinator to ensure teacher success.

Brooks has partnered with Alamo Colleges to ensure the hireability of these teachers once they have the minimum credentials. We have asked each teacher to Sign a Letter of Educator Commitment requiring them agree to become an instructor at Brooks Academies of Texas. Approved applicants will be required to remain at Brooks for 2 years after obtaining the Masters Completion.

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.

Tuition, fees, books and application fee for UTSA have been considered for 13 teachers from Brooks Collegiate Academy and Brooks Academy of Science and Engineering. This includes the core subject areas, Art and Spanish. Teachers will apply and be reimbursed for any fees. Upon enrollment teachers will bring the invoice to administration and this will be signed off on and sent to Account Payables for payment.

Although teachers may drop out or change employment, our mission is to increase our dual credit offerings and should this arise we will continue with the program.

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

<input type="text"/>	
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Application Part 2:

2021-2023 Expansion of Dual Credit Faculty for CCRSM LOI

Authorized by: G.A.A., Article III, Rider 48-49, 86th Texas Legislature; TEC §29.908(b) 19 TAC §102.1091

County District Number or vendor ID: 0 Amendment # 0

Grant Period: May 27, 2021, to June 15, 2023 Fund Code/ Shared Services Arrangement: 429/459

Budget Summary

Description and Purpose	Source of Funds- 0262			Source of Funds- 0341			Total Budgeted Cost	N/A
	Class/ Object Code	Program Cost	Direct Administrative Cost	Program Cost	Direct Administrative Cost	Total Budgeted Cost		
1 Payroll Costs	6100	\$ -	\$ 8,875	\$ -	\$ -	\$ -	\$ -	
2 Professional and Contracted Services	6200	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Supplies and Materials	6300	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ -	
4 Other Operating Costs	6400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5 Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Direct Costs:		\$ 378,000	\$ 8,875	\$ -	\$ -	\$ -	\$ -	
* Indirect Costs:								
Total of All Budgeted Costs :		\$ 378,000	\$ 8,875	\$ -	\$ -	\$ -	\$ -	

Shared Services Arrangement

9	6493	Of the Total of All Budgeted Costs, how much will be passed to member districts of SSAs?	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Administrative Cost Calculation								
10		Total of All Budgeted Costs (from line 8):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		Direct Administration Cap per Program Guidelines (10%)			386,875	\$ -	\$ -	\$ -
12		Maximum amount allowable for direct administrative costs:	\$ -	\$ -	38,687	\$ -	\$ -	\$ -

*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. For additional information on indirect costs, see the Instructions tab of this workbook.

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: _____