



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

RFA # SAS #

2023-2025 Grow Your Own Grant Program, Cycle 6

Page 1 of 9

CDN Vendor ID Amendment # **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.

CDN 101910

Vendor ID 746000895

Amendment #

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.

CDN Vendor ID

Amendment #

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 district will incorporate a set of criteria and requirements for the awarding and distribution of grant funds based on candidate qualifications and district needs.

The district will implement a stringent application and selection process to ensure that the appropriate pool of applicants is collected and that the selected candidates fit the needs of the district. Selected candidates will be assigned a mentor and will be under the guidance of the Office of Professional Development which oversees all new teachers as well as the district's own Homegrown Program. Candidates will be monitored for satisfactory college progress through periodic checks via face to face meetings. Feedback will also be solicited from mentor teacher, campus administrators and district instructional specialists.

The GYO selection process will reflect the district's mission to hire 100% highly qualified teacher candidates to fill teaching openings. The district's recruitment and selection process will begin with a targeted needs assessment focusing on several key criteria:

- Anticipated openings (resignations, retirements)
- Enrollment variables
- Gaps in student/teacher demographics

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

Dr. Tony Gardea - Senior Director for Human Resource Services/Recruitment and Retention
 Dr. Gardea oversees the hiring and retention of all teacher candidates for the district. Dr. Gardea also supervises all clinical teachers and maintains close ties to all local and state universities. Prior to this, Dr. Gardea served as a high school principal for 8 years.

Anna Gonzalez - Director for Student Support and Grants
 Ms. Gonzalez supervises the grant department for the district. She oversees the application, submission and fidelity of awarded grants for the district. Prior to this, Ms. Gonzalez served as a principal.

James Cline - Director for Professional Development
 Mr. Clines oversees all professional development activities for the district. Mr. Cline also oversees the district's Homegrown program as well all first and second year teachers. Prior to this, Mr. Cline served as a middle school principal.

CDN 101910 Vendor ID 746000895

Amendment # **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.

The major goals of the District's Grow Your Own program is to tap into an underutilized segment of our present employees. Many of the district's paraprofessionals have the desire and qualifications to be full time teacher however the prospect of paying for college is a huge obstacle. Also, many of our paraprofessionals are graduates of, or former students of, Galena Park ISD. They are a reflection of the district's diverse, multiracial and low socio economic population.

The talent management strategy of Galena Park ISD is to hire and retain the most highly qualified teaching candidates not only from the state but nationally as well. Galena Park ISD strives to recruit and maintain a staff that is reflective of the community's diverse population. Recruiting strategies target teaching candidates that are from or have experience with a diverse population. Job fairs in predominantly minority rich universities are targeted and attended as a first priority.

Galena Park ISD makes teacher retention a top priority. The district maintains a retention rate of over 92% on a yearly basis. The district focuses on quality staff development, teacher surveys, retention bonuses and competitive teacher salaries to retain qualified teachers. The district also has looked to outside funding sources, creation of teacher resource centers and leadership development academies in order to keep teachers in the district.

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 performance measures of this program are in alignment with the purpose of the program and the teacher needs of the district. The district's population is one of a richly diverse, minority and low socio economic community. The measure of the extent that the goals of the program are met will be the progress and completion of teacher candidates' university requirements and eventual teaching job within the district.

The district will maintain a strategic involvement in the development of the teacher candidates throughout the length of their involvement in the program. Identification of teacher's strengths and weaknesses will be assessed through face to face meetings, survey results, and walkthroughs or evaluations. As the teacher progresses through their university requirements a more targeted approach will be utilized. Based on the teachers's preference or area of study, opportunities for professional development, classroom or teacher visits and possible transfers could be utilized to expose teacher to real world and pertinent experience.

The goals of the program will ultimately be met by the number of candidates that successfully complete the requirements of the program:

- Successfully complete their university requirements
- Become certified to teach in their chosen field
- Are hired by the district as a full time teacher
- Remain with the district for three or more years.

CDN Vendor ID

Amendment #

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.

The budget narrative will follow the following guidelines; Application will be made available and will be posted on district website. After application window closes, applications will be screened for criteria. Qualified candidates will be selected for interviews by distict committee. Candidates will be notified of the committee's decision. A meeting will be held with selectees regarding program requirements. The following requirements will be discussed:

- Selected candidates will be asked to fill out a MOU stipulating to a) employed by the district througout the program, b) attend a university and have 75 or more hours towards a degree in education, c) maintain a GPA of 2.5 or higher, d) commit to working with the district for at least three years
- A MOU of understanding must be in place with Galena Park ISD and the participating university
- The candidate will receive tution reimbursement for for up two years. The candidate will submit a fee statement prior to the begining of the term. Payment will be made directly to the university.

CDN Vendor ID Amendment # **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.

Galena Park ISD will create a sustainability plan that will be built on the district's Homegrown Teacher Program as well as the Grow Your Own Program (TCLAS, Cycle 4). Some of the action steps that will be implemented during the life span of the grant that will ensure sustainability of the program beyond the timeline of the grant are listed below:

1. Ensure that the selection of highly qualified candidates through a vigorous application process
2. Developing a strong mentorship program where the progress of the candidates is monitored regularly
3. Provide constant feedback from program participants through surveys, face to face interviews
4. Providing avenues to employment after completion of program
5. Continued search for other possible funding resources

The use of other state, federal and local resources as well as growing partnerships with universities, Alternative Certification Programs, professional development and mentorship opportunities as well as continued district commitment and support to growing our own teachers will hopefully ensure the sustainability of the program even in the absence of grant funds

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).

All district employees meeting the minimum requirements will be eligible to apply for the program. An informational flyer will be sent via district email to all interested employees specifying grant and eligibility requirements. Galena Park ISD will focus on recruiting candidates that reflect the diversity of the student and community population as well as the identified teacher opening needs of the district. The district incorporates the following recruitment practices:

- Analyze Data to project current and future teacher openings based on student enrollment, retirements and resignations
- Develop recruitment calendar for the purpose of gathering a pool of qualified candidates for program
- Continue district's commitment to growing our own program by increasing participation in already established district Homegrown Program

Selection Pathway 2(a): Galena Park ISD's recruitment and selection of teacher candidates will begin with a targeted needs assessment focusing on teacher shortage areas as well as gaps in teacher/student demographics. Candidates must be currently employed by the district as a paraprofessional, instructional aide or long term substitute at the time of the grant selection to be eligible; candidates must also be attending a university, Junior College or Community College with goals of becoming a teacher. Candidates, if selected, must commit to working in the district for a minimum of three years.

CDN Vendor ID

Amendment #

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.

C. Pathway 2

Teacher Candidate MOU - As a condition for participation in the grant program and receiving the the associating stipends, candidates will be required to commit to the following:

- Continue to be employed by and in good standing with the district while receiving the stipend
- Be in good academic standing with their university and maintain at least a 2.5 GPA throughout the length of the program
- Committ to remain at Galena Park ISD for a period of three school years after graduation from their program

The district will commit to hiring/retaining each participant that completes the program, is hired and demonstrates effective job performance.

CDN Vendor ID

Amendment #

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