



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 CTSSO 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 TFA, not to exceed 6 hours per semester.
15. The LEA assures that Education and Training teacher stipend recipients will participate in surveys and, if requested, focus groups not to exceed 1 hour per semester and administered by TEA to receive input on the Education and Training programming.

Statutory/Program Assurances Cont'd

- 16. LEA grant managers shall support Practicum in Education and Training implementation, including but not limited to student scheduling, identifying field sites and field site teachers, and coordinating student transportation to field sites.
- 17. LEAs shall develop a marketing and recruitment plan to grow enrollment in high school Education and Training courses. Upon request by TEA, all LEA high schools will submit their plan for marketing and student recruitment.
- 18. LEAs must, upon request, submit reports on progress towards performance measures to TEA. If requested, LEAs must participate in focus groups and surveys to give input on the Education and Training programming.
- 19. All grant-funded teachers must be identified and submitted to TEA by May 31, 2023.

PATHWAY 2:

- 20. LEAs must have a signed letter of commitment or MOU for each candidate that receives a stipend through the Grow Your Own Grant by May 31, 2023. All candidate stipend recipients must commit with a MOU, at minimum, to remain at the LEA for an agreed upon length of time in a full-time teaching role as a condition of receiving the stipend.
- 21. The MOUs for candidates must include, at minimum, content outlined on page 13 of the Program Guidelines.
- 22. LEAs must have a signed letter of commitment or MOU from each accredited EPP (see Eligible Applicants section of the Program Guidelines) that will partner with the LEA to award teacher certifications to all candidates (those earning a bachelor's degree and teacher certification and certification-only candidates) by May 31, 2023.
- 23. The MOUs for EPPs must include, at minimum, content outlined on page 13 of the Program Guidelines.
- 24. The LEA will retain all MOU documentation locally and submit to TEA upon request.
- 25. LEAs must allow reasonable paid release time and schedule flexibility, as determined by the LEA, for candidates to complete their degree and certification course requirements while engaged in the grant program.
- 26. All certification-only candidates within a LEA will be certified by the same partner EPP as a cohort managed collaboratively by the LEA and EPP.
- 27. The LEA assures that candidate stipend recipients participate in surveys and, if requested, focus groups not to exceed 1 hour per semester and administered by TEA to receive input on the grant programming.
- 28. If positions are available that can be appropriately filled in alignment with candidates' certification area(s), LEAs must commit to hiring/retaining candidates upon successful completion of their teacher certification to serve as a teacher of record in the LEA by the start of the 2025-2026 school year.
- 29. LEAs must, upon request, submit reports on progress towards performance measures to TEA.
- 30. The names of all grant-funded teachers and/or candidates must be identified and submitted to TEA by May 31, 2023.

ALL PATHWAYS:

- 31. If a teacher or candidate is unable to continue with the grant program, the LEA must file an application amendment and provide TEA with an update of the new amount and type of stipend recipient(s) within 30 days of notification.
- 32. LEAs must file application amendments within seven days of a request from TEA.

Program Description

Describe how the Grow Your Own program will be implemented with grant funds and how the grant will address the LEA's teacher pipeline needs.

The Crane ISD GYO program will be implemented with sustainability and retention in mind. Throughout the initiation of this program, Crane ISD will craft an industry-aligned curriculum, local budget, and pipeline for students to grow and transition from student to district employee to classroom teacher. Action steps that will be taken during the initial year of grant funding will include:

- Launching a robust advertising campaign to attract professionals and students interested in the Crane ISD GYO program.
- Development of out-of-the-box strategies and partnerships to create real-world, applicable experiences for pupils of the GYO program.
- Solicit and develop collaborative relationships with surrounding districts and educational entities to encourage enrollment through the GYO program.
- Newly developed E&T partnerships with Odessa College and The University of Texas- Permian Basin will be the foundation for this program's success.
- Programming and community-based event planning to raise awareness of the pipeline and opportunities for learners of all ages and backgrounds.

Crane ISD will leverage flexible and innovative pathways for students to attain applicable employment opportunities within the district while continuing their education plan toward a full-time certified position. Pipeline teacher mentors, checkpoints, and additional support will be provided to participants in this program. The use of a committee and student, staff, and community input will be the driving force behind our solution to teacher staffing needs.

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

Fatima Muniz, Director of Curriculum and Instruction, Masters in Business Administration, 12 years in education with 4 years of administrative experience.

Dr. Stephanie Howard, Superintendent, Doctorate in Education, 28 years in education with 19 years administrative experience.

Hector Limon, Crane High School Principal, Masters in Education, 16 years of education with 9 years of administrative experience.

Dana Rizo, Crane High School Counselor, Masters in Guidance and Counseling, 22 years with 10 years of administrative experience.

Landry McNeese, Bachelors in Multidisciplinary Studies, 16 years of education experience.

Rachel Gerrit, Crane High School Assistant Principal, Masters in Education, 25 years of education experience with 13 years of administrative experience.

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.

Crane ISD identifies campus and district personnel needs during the campus, and district needs assessment. To recruit qualified individuals, Crane ISD places importance on providing students, paraprofessionals, instructional aides, and long-term substitutes opportunities to grow within the District. Crane High School opportunities for students are the CTE Education & Training pathway. Crane ISD works with UT Permian Basin and Odessa College partnerships to reassure we are providing our students and staff the opportunity to gain knowledge and experience in the field of education.

During the preliminary screening, candidates will be identified from a pool of eligible applicants. The district will utilize a rubric to rank candidates based on years of experience, specializing in district needs, and community and district engagement. During the interview process, the committee will utilize a candidate assessment to include categories for classroom management, accomplishments, and goals. When selecting candidates, the district will give priority to those who demonstrate an exemplary rating.

Crane ISD endeavors in retaining qualified teachers. The district developed the First Year Teacher and monitoring program to ensure teachers are receiving the support they need to succeed through their first three years of teaching. Teachers will also have access to content mentors who will offer additional guidance and support. Teachers will also have access to content mentors who will offer additional guidance and support regarding content areas. The use of surveys and one-on-one communication, the District leadership monitors culture climate and creates action plans based on the results.

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.

Crane ISD GYO progress monitoring will focus on the program's purpose and needs at the district level. Based on staffing trends and interest, GYO committee recommendations, and stakeholder input, the GYO program will identify and establish a monitoring plan that will ensure:

Pathway 1 participants will utilize:

- Mentoring services from highly qualified and experienced staff members.
- Instructional practices aligned with district and state-level progress measures.
- Professional development opportunities from local and regional stakeholders.
- Creative internships and employment opportunities that focus on individual student interests and needs entering the education profession.
- Feedback, modeling, coaching, and other additional supports will be provided as student progress through the GYO program.
- Checkpoints established by the GYO committee and campus administration.
- Alignment with paraprofessional evaluation criteria
- Completion of coursework and successful attainment of Educational Aide certification

Pathway 2 participants will utilize:

- Mentoring services from highly qualified and experienced staff members.
- Instructional practices aligned with district and state-level progress measures
- Professional development opportunities from both district and non-district sources.
- Appropriate curriculum materials and supplies to conduct effective instruction.
- Degree/Educational review with a focus on alignment toward the chosen area of educational employment.
- Competitive incentive opportunities for participation & completion of the Crane ISD GYO program.
- T-TESS aligned goal setting, monitoring & observation, professional development, coaching, and evaluation.
- Competitive incentives for sustenance and retention that extend beyond the completion of the GYO program.
- Completion of coursework and successful attainment of Texas Teacher Certification.

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.

Pathway 1

Crane ISD will use the \$5,500 per teacher stipend for the recipient teaching Education and Training courses and the \$11,000 per teacher stipend for the recipient with a master's degree teaching Instructional Practices and/or Practicum in Education and Training for dual credit.

Crane ISD will use the \$3,000 allocated to attend the required Summer 2023 TEA-led Grow Your Own Institute for required participants. Attending will be Education & Training teacher stipend recipients, Crane HS principals, counselors, and LEA grant managers.

Crane ISD requests \$2,000 for student transportation to and from Education and Training sites for Instructional Practices and/or Practicum courses. Crane ISD values early education practices and practicum. The funds will be used to transport students from the High School to the district's Early education location.

Crane ISD is requesting \$5,000 for Crane High School, which has an existing Education and Training course. The \$7,000 will be used at Crane High School to implement dual credit Education and Training courses to begin in the 2023-2024 school year. These funds will be used to implement and grow the Education and Training program. It will also aid in establishing and growing a CTSO in the campus.

Pathway 2

Crane ISD requests funds to aid with candidate stipends to cover tuition, fees, and living expenses. Based on district interest surveys, the district is requesting \$48,000 to help candidates who are earning a teaching certificate. \$57,000 for candidates to complete a bachelor's degree and earn a teaching certificate.

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.

The district will create a sustainable plan for the Grow Your Own Program beyond the timeline of grant funding during the first year. This will be obtained through:

- Establishing solid relationships with teachers and candidates.
- Obtaining feedback through the use of surveys or face-to-face interviews and developing plans of action to target needs.
- Fostering strong relationships with our current IHE partners.
- Continue to build on strong community relationships.
- Seek other funding available: local, state, and/or federal resources.

To sustain the program, Crane ISD will be using local, state, and/or federal resources available. The district will work with IHE partners to offer dual credit education partners as well as continue to expand our High School CTE Education and Training pathway. Crane ISD will monitor and use TEA GYO resources to share information with GYO program teachers and staff. Crane ISD will provide teachers the support needed to be successful through the use of the First Year Teacher program directed to support staff in their first three years of teaching. Additionally, Teachers will have access to content mentors who will provide additional support and guidance. Planning time and PLCs will provide teachers with the opportunity for collaboration and team support.

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).

Crane ISD will establish a policy to equitably recruit and identify diverse individuals who meet specific criteria for the GYO program. Recruitment practices will include the following:

Pathway 1

- Establishment of a GYO committee to develop and oversee recruitment practices and strategies.
- Use of student and staff nomination/recommendation information.
- An application process to review academic achievement, extracurricular involvement, student leadership, and proof of productive, meaningful relationships within the campus and community (references).
- Creation of a Crane ISD Paraprofessional Employee Profile, focusing on desirable traits for this position.
- Reliance on student and staff input to effectively select and place students in an appropriate internship practicum and learning program.

Pathway 2

- Establishment of a professional GYO committee to develop and oversee recruitment practices and strategies.
- Use of staff and community nomination/recommendation information.
- An application process to review academic achievement, progress, secondary & post-secondary involvement, voluntary and leadership experience, and proof of productive, meaningful relationships within the campus and community (references).
- Creation of a Crane ISD Professional Employee Profile, focusing on desirable traits for this position.

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.

Candidates chosen to participate in the GYO program will be held to high standards regarding their compliance with the IHE program and the district GYO program. Candidates will be made aware that by accepting the grant funds, they acknowledge their eligibility will be contingent on their academic performance. This includes making sure that teachers who agree to participate in the program must sign a memorandum of understanding and commit to keep working for the district for at least three years to continue in the program. In addition, Crane ISD will commit to hiring and retaining each participant who successfully completes the program and exhibits effective job performance. The candidates will be informed the MOU is a TEA requirement and it meets the requirements as outlined in the Program Guidelines under Program-Specified Assurances. In the event the candidate is unable to commit to the requirements, a different candidate will be selected.

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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