



**2022-2023 Teacher Leadership Cycle 3 (District Practices Fellowship)  
Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 19, 2021**

NOGA ID

Authorizing legislation

**ESSA, Title II, Part A**

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, November 19, 2021**.

Application stamp-in date and time

Grant period from

**February 21, 2022 - July 31, 2023**

Pre-award costs permitted from

**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. Reference the Priority Points section of the Program Guidelines for information regarding optional attachments.

**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 NOT PERMITTED for this grant.

**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 2022-2023 Teacher Leadership Cycle 3 (District Practices Fellowship) Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 Teacher Leadership Cycle 3 (District Practices Fellowship) Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
5. The applicant provides assurance that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements.
6. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.
7. The applicant agrees to all applicable program-specific assurances as described in the 2022-2023 Teacher Leadership Cycle 3 (District Practices Fellowship) Program Guidelines.

**Summary of Program**

In detail, respond to each prompt below: (1) Describe the Teacher District Practices Fellowship that will be implemented with grant funds. What is the LEA's theory of action related to this program? Why is teacher voice important? (2) How is this grant program aligned to the mission, vision, and goals of your LEA? (3) Describe the specific LEA needs this grant will help address and how the fellowship will help address these needs.

**Qualifications and Experience for Key Personnel**

Outline the required qualifications and experience for the LEA staff and the approved partners projected to be involved in the implementation of this grant. Be sure to include at least the following individuals: the LEA's grant manager, the LEA leaders that will meet at least quarterly with the teacher fellows, teacher fellows, the approved partner (LEA partner), and any other personnel responsible for implementing the grant.

**Goals and Strategies**

Describe your LEA's major goals for this grant, aligned to the purpose and goals of the grant program as described in the Program Guidelines (see the Purpose of Program and Performance and Evaluation Measures sections). Describe what activities and strategies will be implemented to meet those goals. List the name and role of the individual ultimately accountable for achieving these goals.

**Progress Monitoring and Evaluation Measures**

Describe how and when your LEA will monitor progress towards the goals you described in the previous section. Describe how and when will your LEA identify, collect, and analyze performance data related to the metrics you described. Name specific sources of data, processes, and tools your LEA will use.

**Budget Narrative**

Once you have completed your Budget Workbook (Application Part 2), answer the following questions: (1) How many teacher fellows will you hire and how much compensation will you provide each? (2) What are the anticipated costs for partnering with your approved partner? What services will they provide? (3) How will your LEA sustain this Teacher District Practices Fellowship after the grant funding ends?

**Program Requirements**

**1. Teacher Fellow Recruitment:** Describe your plan for implementing a targeted recruitment process for teacher fellows. Describe the steps you will take to ensure the fellowship applicant pool is diverse (i.e., mirrors the student population and represents, to the extent possible, the varied teaching assignments within your LEA). Describe any goals you have related to the number of teachers that apply and are selected for the fellowship.

**2. Teacher Fellow Selection & Onboarding:** Describe in detail the following: (a) How will you ensure fellows understand the benefits, rigors, and time demands of participating in the fellowship? (b) What are the criteria and evidence you will use when selecting teacher fellows? (c) Describe your selection process. Include a sequence of activities, approximate dates, and individuals involved in the selection process. (d) How and when will you onboard teacher fellows so they are set up for success in their role?

**Program Requirements (Cont.)**

**3. Teacher Fellow Role:** (a) What is/are the anticipated area(s) of focus for the teacher fellows? What pressing LEA issues or needs will the fellows provide input on? Reference the *Fellowship Areas of Focus* document. (b) Who are the possible LEA leaders fellows will meet with on a quarterly basis? Include their names, positions, and expertise related to the fellows' anticipated area(s) of focus. (c) What will be the main responsibilities of your teacher fellows? Reference grant requirements, though make sure your answer is unique to your LEA context.

**4. Teacher Leader Training & Support:** (a) What will be the content, frequency, and duration (total hours), of your teacher leader training over the course of school year (may include summers)? (b) How will you measure success of the training sessions? (c) Describe any support teacher fellows will receive outside trainings (e.g., feedback and coaching, logistical support for focus groups).

**Program Requirements (Cont.)**

**5. Sustainability Plan:** Describe your LEA's plan for sustaining the Teacher Policy Fellowship after grant funding ends.



**Equitable Access and Participation**

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

**PNP Equitable Services**

Are any private nonprofit schools located within the applicant's boundaries?

- Yes  No

*If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.*

Are any private nonprofit schools participating in the program?

- Yes  No

*If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.*

**5A: Assurances**

- The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.
- The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

**5B: Equitable Services Calculation**

1. LEA's student enrollment	<input type="text"/>
2. Enrollment of all participating private schools	<input type="text"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text"/>
4. Total current-year program allocation	<input type="text"/>
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	<input type="text"/>
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	<input type="text"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text"/>
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	<input type="text"/>

**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**