



**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](mailto: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 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.

**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.

Recent data from the Center for Research, Evaluation, and Advancement of Teacher Education (CREATE) at the University of Houston indicates that around 3/4 of newly certified teachers proximal to Lubbock ISD leave the Lubbock area. This, along with other factors such as overall decreased EPP enrollment across our region and the state, have resulted in 180 certified teacher vacancies in Lubbock ISD at the start of the 2022-2023 school year with particular needs in secondary science, secondary social studies, and special education positions. To address this need, Lubbock ISD is using a multi-faceted framework to help our district address ongoing and increasingly severe teacher shortages. Utilizing Pathway 2 in this GYO grant is part of these efforts. Lubbock ISD is pursuing 3 distinct, but interrelated, strategies:

- (1) Expanding our TCLAS 4 model, which is currently funding 6 candidates seeking teaching certification. The GYO grant will allow Lubbock ISD to sustain this program through the planning and implementation of our strategic staffing plan.
- (2) Modifying & sustaining our TCLAS 5 model, which is currently funding 20 student teacher residents at \$20,000 per year.
- (3) Developing a strategic staffing model through TEA's Strategic Compensation Fellowship grant program.

To address current vacancies, Lubbock ISD has hired non-certified paraprofessionals with bachelor's degrees, serving in an instructional role, with a history of positive performance reviews as adjunct instructors (AIs). AIs receive Step 1 teacher pay minus the cost of the EPP, which the district is implementing in a cohort-based model facilitated by our Professional Development department. AIs are expected to complete their teaching certification by April 2023 in order to be eligible for hire the following school year. Through the GYO grant, Lubbock ISD will modify this system to pilot the inclusion of teacher mentors for AIs, who will be given a locally-funded \$5,000 / year stipend, which would be scaled district wide post-grant.

**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

Beth Berridge, Executive Director of Leadership and Professional Development. Ms. Berridge has been a public school educator for 22 years. She taught fine arts at all levels before moving into administration. Beth served as an assistant principal and principal in Lubbock ISD for 7 years. Currently, Beth serves as the Executive Director of Leadership and Professional Development.

Misty Rieber, Chief Academic Officer. Ms. Rieber has been a public school educator for 27 years. She taught social studies in secondary school before moving into administration. Misty served as an assistant principal and Central Office administrator in Lubbock ISD for 17 years. Currently, Misty serves as the Chief Academic Officer.

Dr. Lane Sobehrad, Coordinator of Research and Innovation. Dr. Sobehrad coordinates and manages major externally funded projects for Lubbock ISD. To date, he has successfully applied for, implemented, and evaluated over \$25,000,000 in discretionary state and federal funding for Lubbock ISD. Dr. Sobehrad also manages Lubbock ISD's Teacher Incentive Allotment local designation system.

Max Flores, Executive Director of Human Resources. Mr. Flores has worked in Human Resources for public school districts for the last 10 years and is active with the Texas Association of School Personnel Administrators (TASPA). He is in his nineteenth year in public education, having previously served as an Assistant Principal, 8th Grade English teacher, and Girls and Boys coach.

**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.

In Lubbock ISD, we believe quality teachers are the most important contributors to student success. The Lubbock ISD Board of Trustees has made it their goal to develop, retain, and reward highly effective teachers as a district of choice for teaching professionals by providing an effective and engaging environment that produces exceptional learning. Our district's Northstar goal is that 80% of students will be enrolled in A/B campuses by 2026 (currently 75%), which is only possible when supported by a stable, effective teaching staff. To that end, Lubbock ISD has the following goals for its GYO program:  
Goal 1: Recruit 14 paraprofessionals with bachelor's degrees into a cohort committed to completing teaching certification  
• Objective 1: Incentivize recruitment by hiring candidates as Adjunct Instructors, which will significantly increase their pay  
• Objective 2: All candidates will participate in an extended, 4-week Lubbock ISD new Teacher Academy in summer 2023  
Goal 2: Recruit 5-7 certified, highly-effective teachers to serve as teacher mentors to 2 GYO teacher candidates  
• Objectives: Connect each GYO candidate to a teacher mentor. Mentors will be matched to their candidates case-by-case to ensure compatibility and align content areas/grade levels. The ideal candidate is a TIA designated teacher.  
Goal 3: 14 GYO teacher candidates successfully complete their teaching certification cohort through iTeachTexas  
• Objectives: By 9/15/23, all candidates have enrolled in iTeachTexas; by 4/15/24, all candidates are eligible for hire.  
Goal 4: Hire and place 14 GYO certified teachers into needed positions as identified by Lubbock ISD Human Resources  
Lubbock ISD includes a number of incentives to recruit, hire, and retain qualified teachers (see sustainability) including TIA, NBCT cohorts, & leadership stipends. We are also participating in TEA's Strategic Compensation work to explore additional pathways that can increase teacher pay. Lastly, we are finalizing an equity action plan as part of the TeachPlus Equity Leadership Institute to ensure that district policies are not creating a disadvantageous environment for a diverse workforce.

**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.

Pathway 2: Transition of Candidates to Full-Time Teaching Roles  
1. Identifying information for candidate stipend recipients each grant year, including:  
a. Teacher IDs  
b. Name of IHE the candidate is attending, if applicable  
c. Name of EPP the candidate is using  
d. Anticipated date of completing their bachelor's degree and/or teacher certification  
e. Type of bachelor's degrees and teaching certificates candidates are earning  
f. Number of years the candidate is committed to teaching in the LEA  
2. Feedback through TEA surveys and, if requested, focus groups on program implementation  
3. By May 31, 2023, Lubbock ISD have a signed letter of commitment or MOU for each candidate that receives a stipend through the Grow Your Own Grant. Said MOU will include all requisite components as described in the Program Specific Assurances in the LOI Program Guide. All candidate stipend recipients must commit to remain in Lubbock ISD for at least 3 years in a full-time teaching role as a condition of receiving the stipend.  
4. By May 31, 2023, Lubbock ISD will have a signed letter of commitment or MOU from iTeachTexas that will partner with the LEA(s) to award teacher certifications to all candidates. Lubbock ISD currently has an active service agreement with this vendor.  
5. The Executive Director of Leadership and Professional Development will host monthly cohort meetings with all candidates to ensure sufficient progress is being made towards completing the requisite modules on iTeachTexas. In addition, she will provide ongoing professional learning throughout the candidacy year, including 5 days w/ release time.  
6. Mentor teachers will report monthly to the Ex. Dir. of Leadership/PD regarding their assigned GYO candidates.  
7. The Executive Director of Human Resources will ensure all potential candidates meet the eligibility requirements as described in the Program Specific Assurances in the LOI Program Guide.  
8. The Chief Academic Officer will supervise an open application process and chair the selection committee.  
9. The Coordinator of Research and Innovation will ensure grant compliance is in accordance with state/federal policies.

**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 2

\$63,000	iTeachTexas certification costs and fess (\$4,500 x 14 candidates)
\$31,500	Living Expenses incurred within the grant timeline (\$2,250 x 14 candidates)
\$ 7,000	Substitute teachers for GYO candidates to attend professional learning experiences hosted by the Department of Leadership and Professional Development (\$100/day x 5 days x 14 candidates)
\$12,500	Direct and Indirect Administrative Costs
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\$114,000	Total Costs (\$7,250 x 14 candidates)

**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.

As noted above, Lubbock ISD's GYO program is part of a larger district effort in developing innovative strategic staffing and strategic compensation systems. Our pilot GYO model is being implemented through support from TCLAS 4, wherein 6 paraprofessionals are on track to complete their teaching certification by the end of SY 2022-2023 and have committed to continuing their employment with Lubbock ISD for SY 2023-2024. This LOI application will allow Lubbock ISD to expand this framework and pilot our cohort certification model with Adjunct Instructors (AIs). If successful, Lubbock ISD plans to fully fund this model with local funds by re-allocating vacant teacher salary lines to AIs lacking certification. We will use the difference in funds to continue to support certification fees, mentor teacher stipends, and professional learning experiences for future cohorts of paraprofessional, instructional aides, and long-term substitutes.

Lubbock ISD is also pursuing other work related to strengthening local educator pipelines including TCLAS 5, currently funding 20 student teacher residents at \$20,000 / year, including a sustainability plan post-ESSER; sponsoring an annual cohort of National Board Certified Teachers (NBCTs) through the Teacher Leadership Grant which will utilize TIA funding to support its sustainability; and the Strategic Compensation Fellowship grant, which is assisting district leaders in finding innovative pathways to increase teacher pay, such as incentivizing graduate work and high need campus assignments.

In addition to these items, GYO candidates will be retroactively eligible for data collection under Lubbock ISD's local designation system under TIA, where over 95% of certified teachers are eligible for data capture. As AIs, candidates will meet TEA requirements for a creditable year of service and, once they complete their certification requirements, meet Lubbock ISD's eligibility criteria. This means, in addition to moving onto the teacher salary schedules, candidates may also be eligible for between \$3,000 - \$32,000 in additional compensation for each of 5 years of their designation period.

**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).

Each spring, Lubbock ISD Human Resources performs a staffing study to determine staffing allotments for the upcoming school year. This data can be used to identify areas of need for each campus and ensure an equitable distribution of teachers across the district. District wide communications will announce the GYO application cycle, and principals will be encouraged to prompt their eligible staff to apply. Lubbock ISD will ensure potential candidates meet the following minimum criteria: (a) As of February 9, 2023, applicant doesn't hold a teacher certification in the state of Texas or is the teacher of record for any position they intend to fill after certification; (b) applicant holds a valid bachelor's degree prior to May 15, 2023 and is eligible to enroll in iTeachTexas; (c) applicant has the capacity to earn a teacher certification by April 15, 2024; (d) applicant commits to serve as a full-time teacher of record beginning in Fall 2024 if accepted into the program; (e) as of February 9, 2023, candidates has been employed as a paraprofessional, instructional aide, or long-term substitute teacher with Lubbock ISD for the 2022-2023 school year; and (f) the candidate must be serving in a capacity in which the majority of their time is spent assisting certified teachers in instructional activities.

The Chief Academic Officer (CAO) will oversee the application process, and candidates will be selected based on a written application and follow-up interview. The Academic Support Team, led by the CAO, will select candidates based on their application and interview. Lubbock ISD will prioritize the following criteria during this process: (1) applicants with exemplary annual performance reviews and who have been with the district three years or more; (2) applicants who indicate a desire to work in a high need area or high need campus. Lubbock ISD's paraprofessionals reflect its diverse student body (60% H; 22% W; 13% B) which, combined with our ELI work (see Goals), will ensure an inclusive applicant pool.

**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.

By May 31, 2023, Lubbock ISD will have a signed letter of commitment or MOU for each candidate that receives a stipend through the Grow Your Own Grant. All candidate stipend recipients will commit with a MOU, at minimum, to remain in Lubbock ISD for at least 3 years in a full-time teaching role as a condition of receiving the stipend. Lubbock ISD's MOU will include the the following:

1. Lubbock ISD provide 5 full-day release from Adjunct Instructor duties for candidates to complete their certification course requirements while engaged in the grant program. Additionally, candidates will receive training during regularly scheduled professional learning days, such as Content Focus Sessions and Goals days.
2. All candidates in the Lubbock ISD Grow Your Own program will be certified as a cohort through iTeachTexas.
3. By agreeing to participate in the Lubbock ISD Grow Your Own cohort, the candidate agrees to 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.
4. From July 1 to April 15 of a given fiscal year for the candidate to earn their teacher certification
5. The candidate will receive a \$2,250 stipend during said fiscal year divided into five installments of \$450 contingent on adequate progress towards their teacher certification.
6. Lubbock ISD will directly pay for all costs associated with the candidate's teacher certification through iTeachTexas and Pedagogy and Professional Responsibility (PPR) certification exams.
7. If positions are available that can be appropriately filled in alignment with candidates' certification area(s), Lubbock ISD is committed to hiring/retaining candidates upon successful completion of their teacher certification to serve as a teacher of record in the Lubbock ISD by the start of the 2024-2025 school year.
8. By agreeing to this MOU, the candidate commits to serving as a teacher of record in Lubbock ISD for school years 2024-2025, 2025-2026, and 2026-2027 if positions are available that can be appropriately filled in alignment with the candidate's certification area(s).
9. If no teaching positions are available upon the candidate's completion of certification, in alignment with candidate's certification area(s), Lubbock ISD guarantees full-time employment as a teacher of record until such a position becomes available.

By May 31, 2023, Lubbock ISD will have a signed letter of commitment or MOU from iTeachTexas that will partner with the district to award teacher certifications to all candidates. At minimum, the MOU should include the following:

1. Grant assurances listed under "II. LEA Commitments" (Note from Lubbock ISD: This phrase does not exist in the program guidelines) and "III. Candidate Programming" (see §1-3, 7, in the preceding section)
2. Lubbock ISD will commit to an agreement with iTeachTexas from July 1, 2023 to June 30, 2024, with an option for annual revision and renewal through June 30, 2028.
3. The candidate will receive a \$2,250 stipend during their candidacy divided into five installments of \$450 contingent on adequate progress towards their teacher certification.
4. Lubbock ISD will directly pay for all costs associated with the candidate's teacher certification through iTeachTexas and PPR certification exams.

• Lubbock ISD will retain documentation locally of each MOU and submit it to TEA upon request.



**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**

Lubbock ISD has transitioned to away from the DUNS number to the Unique Entity Identifier (UEI) as required by the federal government. The current form does not allow for entry of the full UEI. It is as follows: S9DZAL4BFED8