



**2021-2023 Expansion of Dual Credit Faculty for CCRSM LOI**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 12, 2021**

NOGA ID

Authorizing legislation **General Appropriations Act, Article III, Rider 49, 86 TX Legislature; TEC §29.908(b) & 102.1091**

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](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, April 12, 2021**.

Grant period from

Pre-award costs are not permitted for this LOI.

Application stamp-in date and time

**Required Attachments**

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. Attachment 1: CCRSM Crosswalk
3. Attachment 2: Letter of Instructional Assurances
4. Attachment 3: Letter of Hiring Assurances from Higher Education Partner(s)
5. Attachment 4: Participant Roster
6. Attachment 5: Letter of Educators' Commitment

**Amendment Number**

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

**Applicant Information**

Organization  CDN  Campus  ESC  DUNS

Address  City  ZIP  Vendor ID

Primary Contact  Email  Phone

Secondary Contact  Email  Phone

**Certification and Incorporation**

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name  Title

Email  Phone

Signature  Date

**Shared Services Arrangements**

Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members and submitted to TEA before the NOGA is issued.

**Statutory/Program Assurances**

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurances that a maximum of \$25,000 will be requested for reimbursement per educator for expenses related to tuition, fees, and travel during the life of the grant. Additional costs will be the responsibility of the LEA or participant upon a local agreement.
- 2. The applicant provides assurances that all participants serve within the eligible CCRSM in the 2021-2022 school year. Participating educators must each sign a Letter of Educator’s Commitment which will be collectively submitted as Attachment #5.
- 3. The applicant provides assurances that successful completion is defined as an average of 75% or higher in each course completed. All expenses related to participation in the accelerated credentialing program (e.g., tuition and fees, textbooks, travel expenses) are eligible for reimbursement by TEA upon successful completion of courses per term.
- 4. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 5. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 6. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2023 CCRSM Expansion of Educators Eligible to Teach College Courses LOI Program Guidelines.
- 7. The CCRSM program leader(s) will submit a CCRSM designation (renewal) application for designation in 2022-2023 and for designation in 2023-2024.
- 8. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2023 CCRSM Expansion of Educators Eligible to Teach College Courses Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 9. The applicant provides assurances that an academic year signed and dated memorandum of understanding (MOU) with the dual credit provider will be publicly posted by August 15, 2021. The MOU must address the following elements: Eligible courses; Student eligibility; Location of the class; Composition of students in the class; Faculty selection, supervision, and evaluation; Course Curriculum, Instructional Materials and calendar; Academic policies and student support services; Data-sharing policies and procedures; Courses of study that lead to an associate degree or up to 60 hours of college credit toward a 4-year degree; Administration of statewide assessments; Transcription of credit and Funding.

**TEA Program Requirements**

**1. Identification of Needs:** Describe your plan for identifying dual credit faculty needs for this grant, as well as in the future. What systems will you put in place to ensure each CCRSM cohort is offered a sequence of coursework which will lead to a postsecondary credential?

Identifying the need of dual credit faculty needs will start with a review of currently embedded programs with a desire to teach our program students in the required dual credit program courses. We also review the courses and crosswalk to determine the type of courses that align with the university programs offering the dual credit and masters programs. Participating teachers are required to have teaching certificate and a masters degree to be accepted to participate in the 18 dual credit credentialing path.

Additionally, we have collaborated with our partnering Institution of Higher Education, Houston Community College, to create crosswalks that align between both programs in order to afford students their Associate Degree or certification depending on the P-TECH or ECHS program.

**2. Program Design:** Name the university partner(s) which will provide graduate level instruction to participating educators. Describe in detail how the LEA will coordinate with the university partner(s) to design an accelerated credentialing program. What are the university's roles and responsibilities in building a program to expand the number of educators credentialed to teacher college courses?

Fort Bend ISD is fortunate to be located near exceptional universities and has been able to establish working relationships with these universities to be able to afford our participant teachers a high quality experience. Rice University will provide the programming for Dual Credit English and History, while Sam Houston State Univeristy will offer the Dual Credit Government program, and University of Houston Downtown will offer the Dual Credit Math, History, and English programs. We will follow each university's current dual credit credentialing and masters programs. Additionally, the universities will provide educational service, degrees, and campus resources, as well as other services that are available to every other university student.

**TEA Program Requirements (Cont'd)**

3. **Hiring:** Name the dual credit provider(s) who will hire educators. How will the applicant collaborate with the dual credit provider? What steps will take place to ensure that the courses taken by the educator will meet the accrediting standards of the hiring dual credit provider? What are the roles and responsibilities of the hiring dual credit provider?

Fort Bend ISD has a longstanding relationship with Houston Community College (HCC) as community partners. HCC has provided assurances to hire our educators. We currently have an MOU with HCC and have worked with the department chairs and institution to ensure that the university programs meet all SAC requirements for adjuncts and HCC requirements. HCC has supplied a letter of hiring assurance for the participants.

4. **Sustainability Plan:** Describe the sustainability plan to be implemented which can support the ongoing efforts of the CCRSM campus(es) to address capacity challenges for offering college-level courses beyond the life of the grant. How will the applicant build upon the success of this program to expand college course offerings for high school students in the future.

The sustainability plan is to build upon our dual credit courses offered within the current programs and district by empowering and enabling current staff with opportunities to elevate their skills. This grant program offering will be used as a retention tool to elevate the exceptional teachers in our programs. By recruiting participant teachers that are already embedded in the campus's program we will leverage that as a recruitment tool for students to join the programs. Students respond to consistency so having dedicated teachers from their campus to facilitate these college-level courses will provide consistency and familiarity. This grant program will also afford the district opportunities for expansion of our dual credit programing across the district.



**TEA Program Requirements (Cont'd)**

5. **Recruitment and Retention:** How were teachers identified and recruited? What new practices will be put into place to support their completion of the accelerated credentialing program? What commitment has the applicant made to educators to ensure that they will be able to teach college courses upon satisfaction of meeting credentialing requirements? What commitment has the applicant asked of educators to ensure that they will continue to serve the CCRSM beyond the grant period to teach college-level courses?

Teachers are identified and recruited through the process below:

1. Currently teaching at a CCRSM campus.
2. Have a bachelors degree and/or masters to pursue the masters or dual credit credentialing.
3. A valid teacher certification.
4. An informational session for all interested teachers.
5. A hiring agreement with our partnering IHE, Houston Community College.
6. A letter of the educators commitment to the program

New practices will be put into place to support the credentialing program. These new practices will include regular check-in meetings with participants every semester ad counseling services provided by the university. Fort Bend ISD will also work with participants to create opportunities for study groups with other participants to provide peer-to-peer support throughout their coursework.

During the onset of the recruitment the candidates were required to submit a letter of commitment to be considered for the program. Each qualified candidate has provided their committment via letter of commitment with the understanding that a Memorandum of Understanding will be required as part of the implementation plan once the grant has been awarded. The Memorandum of Understanding will outline the District's roles and responsibilities as well as the candidates, including requirements for reimbursement and committment to serve in new capacity beyond the grant period.

**Budget Narrative**

Include a narrative describing how the proposed budget will support the needs and goals of the program, including for staffing, instructional expenses, supplies, materials, contracts, travel, etc. Describe any matches that are anticipated to support this program, either by the LEA, college partner, or educator. Describe the disbursement plan for the expenses incurred by educators participating in the program. Describe anticipated risks for this project and the adjustments which may be made over the course of the grant period.

The proposed budget is based on course estimates for the nine participating teachers to obtain Dual Credit Credentialing or Masters Degree. If any costs exceed the maximum \$25,000 allowed per the grant guidance, then it the participating teachers understand it is their responsibility to cover the overages. Additionally, the reimbursement of expenses will be based on completion of coursework based on transcripts and other requirements that will be outlined in the MOU with each educator. It is anticipated that expenses will be reimbursed after each semester is completed and all required documentation is received. We do anticipate some risk as each participating educator have their own personal and professional responsibilities that could interfere with their coursework. To mitigate any possible derailments, the district's program manager will establish check-in meetings with each participating educator through each semester over the course of the grant period. Adjustments will be made as feasibly necessarily and in accordance with grant compliance.

Program/Course Estimates per University:

Sam Houston State:

Masters in Political Science

30 Hours with Thesis: \$1,930 per 3 hour course = \$19,300

36 Hours without Thesis: \$1,930 per 3 hour course = \$23, 160

Dual Credential Program for those with a Masters

18 Hours: \$1,930 per 3 hour course = \$11,580

University of Houston Downtown

Masters in Teaching in Curriculum and Instruction

36 Hours: \$1,610 per 3 hour course= \$19,320

Dual Credit Credential Program for those with a Masters

18 Hours: \$1,610 per 3 hour course = \$9,660

Rice University

Masters of Liberal Studies

34 Hours: \$3,125 per 3 hour course = \$35, 416

Dual Credit Credential Program for those with a Masters

18 Hours: \$3,125 per 3 hour course = \$18, 750

Per the Participant Roster, there will be: 1 teacher electing Dual Credit 18 hours at Rice University for \$18,750; 3 teachers electing Dual Credit 18 hours at University of Houston Downtown for \$9,660 each; 4 teachers electing Masters in Teaching at University of Houston Downtown for \$19,320 each; and 1 teacher electing Dual Credit 18 hours at Sam Houston State for \$11,580. Total budget for tuition for these 9 participants is \$136,590.

Other budget items for reimbursement to educator:

Enrollment fees, Application fees, and other Institutional fees - \$5,700

GRE costs - \$1,900

Books for Courses - \$25,000

Instructional supplies/materials - \$9,000

Travel to attend university - \$3,000

Other budget items - direct implementation:

Supplies and materials budget for each program to expand at the (3) campuses - \$3,000 \* 3 = \$9,000

**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**