



**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**.

Application stamp-in date and time

Grant period from

**May 27, 2021 to June 15, 2023**

Pre-award costs are not permitted for this LOI.

**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?

All Clint ISD high school principals met to discuss plans for current CCRSM needs and dual credit educators was a common need for all four high schools. An additional survey was completed by the principals that asked about teacher requirements in the college core areas. Each principal ranked the teacher needs on their campuses and determined which teacher types were the most critical to meet campus goals of having CCRSM students college core ready, as well as the ability to earn either an associates degree or appropriate program certifications.

The areas of identified need are in Science, Math, English, Political Science, Communications and History. Currently, all high school campuses have at least one CCRSM program that does not have existing faculty teaching dual credit courses and must require students to attend El Paso Community College (EPCC) campuses or participate in these courses online. Clint ISD has partnered with El Paso Community College for several years to provide dual credit courses for our CCRSM students following the credentialing guidelines set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Clint ISD will partner with the University of Texas at El Paso (UTEP) to provide the necessary coursework for candidates to complete a master's degree and/or the required graduate 18 semester hours in the teaching discipline in order to be prepared to teach dual credit courses on our high school campuses by June 2023.

In order to continue development of the CCRSM campuses in Clint ISD, a needs assessment will be completed each spring in order to identify and address the needs that will impact continued progress of each program. Clint ISD grant contacts will meet with EPCC and UTEP personnel a minimum of once per semester to discuss the CCRSM cohort to ensure the degree plans set forth for each student will allow for completion by end of the grant cycle. Clint ISD will work with UTEP personnel to identify a faculty advisor for teachers in the grant cohort. Clint ISD grant contacts will also meet with the cohort group at least once a semester to ensure applicants are on track. Applicants will be required to submit grades and schedules to the Clint ISD grant contacts for review each semester.

**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?

UTEP, EPCC, and Clint ISD will work together to review and refine processes that meet EPCC's accreditation and credentialing requirements. UTEP's choice of delivery methods (e.g., in-person, online, and/or hybrid) will provide comprehensive learning experiences that support the full-time classroom teacher. Enhancing educator skills and knowledge, will allow them to complete their program of study and become credentialed by the end of Spring 2023.

Clint ISD will partner with the University of Texas at El Paso (UTEP) to provide the required sequence of coursework based on individual candidate needs. Clint ISD and UTEP will facilitate the program design through the Department of Education and the Office of Outreach and Student Access. These offices, along with Clint ISD and representatives from El Paso Community College, will meet to learn about and understand the requirements of the grant, discuss the needs of all three institutions when administering the grant and develop the Memorandum of Understanding (MOU) that is required by the grant. These offices will provide support to accelerate the cohort through the admissions process, develop the appropriate programs of study to ensure candidates can meet credentialing criteria, create courses specific to the cohort when appropriate and appoint faculty advisor(s) who can respond quickly to student needs as they arise. These offices will also meet with Clint ISD personnel at least once per semester to review applicant progress and discuss and help solve any issues if needed.

**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?

El Paso Community College (EPCC) is the IHE that is the dual credit provider for all CCRSM schools in Clint ISD. EPCC is solely responsible for the credentialing (hiring) of Clint ISD teachers. Clint ISD pays the salaries of credentialed teachers who teach dual credit courses on CCRSM campuses, however EPCC is the Institution that approves Clint ISD faculty as credentialed and therefore authorized to teach dual credit courses on Clint ISD campuses. Clint ISD will continue to submit teacher credentials to EPCC for consideration as dual credit faculty members. EPCC Deans are also invited to interviews when campuses are seeking to hire dual credit teachers from outside the district.

Clint ISD grant contacts will facilitate meetings with the Dean of Dual Credit and Early College High Schools from EPCC and the Dean of the College of Education and the Vice President of the Office of Outreach and Student Access prior to the cohort beginning classes to review programs of study to ensure the courses align to all credentialing requirements. This group will meet at least once a semester to review student progress and course offerings.

EPCC will follow all credentialing guidelines as set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). EPCC is committed to credentialing teachers who are part of the grant program once they have graduated and met all necessary requirements. EPCC will approve course assignments based on institutional need and/or accreditation guidelines.

**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.

Clint ISD will build upon the success of this program to expand college course offerings for high school students beyond the life of the grant by seeking additional partnerships with EPCC, UTEP and community foundations. The District will promote and seek financial partnerships with EPCC and UTEP through additional grant writing. The District will approach local community foundations for financial support. Clint ISD will also seek to find additional internal funding sources.

The District will evaluate the program of study for any educator who has not completed the course work by June 2023 to determine additional supports that can be provided to the educator in order to ensure the program completion. Supports include but are not limited to continued financial support, advising and counseling, release time to attend classes, and tutorial support. Clint ISD grant contacts may also serve as a liaison with EPCC and UTEP to support candidates.

Since Clint ISD grant contacts will have frequent interaction and communication with all candidates, if an educator falls below the 75% grade requirement, district personnel will intervene to support the educator by ensuring communication with UTEP is made and development of a mitigation plan with specific intervention activities is shared. The purpose of said activities will be to help the educator improve the grade point average and meet the 75% grade requirement. Follow-up will be made with each candidate via email, phone call, virtual or in-person meeting.

**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?

All principals were informed of the purpose of the grant and asked to communicate with faculty about this opportunity. The principals met with their faculty and discussed the grant. Principals were also encouraged to speak to individual teachers they felt would be a good match for the grant. An application was created in the district application software, Frontline.

All teachers in the district were sent a notification of the released application for all high school teachers in the areas of Science, Math, English, Political Science, Communications and US History with the intent to teach dual credit courses. Each teacher was interviewed by a grant committee and asked to provide college transcripts if different from those on file in Human Resources. Letters of recommendation from campus principals is also being requested upon selection to the grant project.

Clint ISD is committed to the cohort of educators who participate in this program and will ensure that all candidates will have first priority to teach any available dual credit courses at any of the five CCRSM schools within the district upon completion of required coursework and accreditation.

In order to ensure that the educators continue to serve the CCRSM beyond the grant period to teach college-level courses, Clint ISD is requiring all educators to sign a five-year teaching commitment to remain in the district upon completion of the respective program.

**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.

As part of the grant partnership, the Memorandum of Understanding will indicate that Clint ISD and UTEP will enter a payment agreement in which, the school district (LEA) will pay tuition and fees for the educators who are part of this grant program. All requested grant funds will be used to reimburse Clint Independent School District for the cost of tuition and associated fees for each accelerated educator program created by UTEP. Awarded grant funds will not be paid directly to any of the educators/grant candidates. UTEP and Clint ISD shall agree upon billing and payment cycles, necessary account types, payment procedures, and any other necessary requirements for enrollment.

Educators will be responsible for the cost of textbooks, software, and any other associated fees, which will not be reimbursed or paid for by the school district. Grant contacts will meet with educators/grant candidates in the program to further outline any out-of-pocket costs. Educators will reaffirm their ability to pay out of pocket expenses prior to beginning the program in writing.

Since the district is paying the cost of tuition and fees directly to the University, the district does have a risk of the educator not successfully completing the course to then draw down funds. The district will mitigate the risk by requiring any staff member who does not pass or complete the course to refund the district for all amounts paid on their behalf.

**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**