Informal Discretionary Competition (IDC)

# Program Guidelines

# 2024-2026 Grow Your Own High School Education & Training Grant

**IDC Application Due Date**

11:59 p.m. Central Time, April 1, 2024

Authorized by General Appropriations Act, Article III, Rider 39, 88th Texas Legislature

# Contents

# Introduction to the Program Guidelines

TEA, as the pass-through entity[1], is the grantee[2] from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities[3] such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees[4]. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the General and Fiscal Guidelines and any application instructions. The Standard Application System (SAS) consists of all schedules (i.e., forms) to be completed in order for the applicant to be eligible for funding. The application to which these guidelines and instructions refer must be submitted electronically through the eGrants system.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

## Requirement for Username and Password

To access eGrants and apply for this grant, you must have access to the TEA Login (TEAL). Follow these steps to apply for usernames and passwords on TEAL:

1. Visit the TEA Login (TEAL) page of the TEA website. Select Request New User Account to begin the process of applying for a TEAL account online.

2. Once you have been assigned a TEA Login (TEAL) account, log into TEAL and under Self-Service select My Application Accounts.

3. The My Accounts tab will open. Select Request New Account, then find eGrants in the list and follow the instructions to submit your request.

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[1] Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

[2] Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term "grantee" does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

[3] Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

[4] Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

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# Application Submission Through eGrants

Submit the application for these grant programs electronically through the TEA eGrants system. Refer to the General and Fiscal Guidelines for more specific information about the eGrants application process.

Applications must be submitted as follows:

- Those submitted by public LEAs must be signed electronically by the superintendent of the school district or a designee.

- Applications submitted by regional Education Service Centers (ESCs) must be signed electronically by the executive director or a designee.

- Applications submitted by open-enrollment charter schools must be signed electronically by the chief operating officer of the school or a designee.

**\*Attention: DO NOT OPEN OR ENTER THE BUDGET SCHEDULES.** Inputting a budget into the BS6001 and its associated budget schedules will result in submission errors. Submitting the budget is unnecessary for the initial application of this competitive IDC grant opportunity. Instead, applicants must utilize the Request for Grant Funds section of the PS3014 to outline their proposed grant budget. Upon grant approval, selected applicants will need to finalize the BS6001 and supporting budget schedules during negotiation proceedings. If the BS6001 is opened in error during the initial submission it must be saved with a zero-dollar balance to successfully submit the application.

# Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The General and Fiscal Guidelines provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the General and Fiscal Guidelines. It is critical that you review all referenced sections of the General and Fiscal Guidelines when preparing your application.

# Errata Notices

See the General and Fiscal Guidelines, Errata Notices.

# Overview of IDC Process

The following steps provide a high-level overview of the process for responding to Informal Discretionary Competition (IDC), including submitting an IDC application, and being selected for funding:

1. TEA publishes IDC application and supporting documents on the TEA Grant Opportunities.

2. Eligible applicants submit IDC application, and any required attachments to TEA by the specified deadline.
3. IDC applications are reviewed and scored. Note: The highest scoring applicants may be required to attend an oral interview or respond to questions regarding their IDC application.
4. TEA announces applicants selected for funding on the TEA Grants Awarded Data webpage.
5. *For IDC applicants selected for funding, the IDC application will serve as the grant application. This eliminates the need for selected applicants to submit a separate grant application.*
6. TEA staff conducts budget negotiations on the IDC application.
7. Notice of Grant Award (NOGA) issued upon successful completion of the negotiation process.

*Please note. The Letter of Interest competition or LOI has been given a new name of Informal Discretionary Competition or IDC. The process for selecting and awarding applications for this type of competition has not changed.

## Email Bulletins

See the General and Fiscal Guidelines, GovDelivery Bulletins.

# Contact for Clarifying Information

## Grant Program Contact

Grow Your Own Grant Team
Educator Quality
GYOgrant@tea.texas.gov

## Funding Contact

Competitive Grants Unit
Grants Administration Division
competitivegrants@tea.texas.gov
Phone: (512) 463-8525

# US Department of Education and/or State Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

| Category | Amount |
|---|---:|
| Total funds available for this project | $300,000 |
| Percentage to be financed with federal funds | 0% |
| Amount of federal funds | $0 |
| Percentage to be financed from nonfederal sources | 100% |
| Amount of nonfederal funds | $300,000 |

# IDC Timeline

For all dates related to the grant, including reporting dates, see the TEA Grant Opportunities page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

| Date | Event |
|---|---|
| February 1, 2024 | IDC application available **in eGrants** |
| February 15, 2024 | Last date to submit FAQs to GYOgrant@tea.texas.gov<br><br>See General and Fiscal Guidelines, *Frequently Asked Questions* |
| February 29, 2024 | FAQs posted to TEA Grant Opportunities page |
| April 1, 2024 | Due date for the IDC application, which must be submitted **via eGrants**. The IDC application must be received by the TEA by **11:59 p.m., Central Time**.<br><br>See General and Fiscal Guidelines, *LOI Application Due Date and Time* |
| April 1, 2024 – May 24, 2024 | IDC review period<br><br>See General and Fiscal Guidelines, *LOI Review Process* |
| May 24, 2024 | Anticipated award announcement |
| June 1, 2024 | Beginning date of grant (if selected for funding)<br><br>See General and Fiscal Guidelines, *Grant Period* |
| January 30, 2026 | Final date to submit an amendment (if selected for funding) |
| April 30, 2026 | Ending date of grant (if selected for funding) |

| Date | Event |
|---|---|
| | See General and Fiscal Guidelines, **Grant Period** |

# IDC at a Glance

This section provides fundamental information pertinent to the grant program.

## Authorizing Legislation

General Appropriations Act, Article III, Rider 39, 88th Texas Legislature

## Purpose of Program

The purpose of the 2024-2026 Grow Your Own High School Education & Training Grant Program is for LEAs to intentionally build strong, stable, and diverse teacher pipelines from within their own communities based on LEA-specific teacher workforce needs. The grant is intended to address teacher shortages in hard-to-staff areas, close demographic gaps between students and teachers, and build interest in the teaching profession among high school students. These challenges can be effectively addressed by LEAs, in partnership with institutions of higher education (IHEs) and educator preparation programs (EPPs) through several "grow your own" approaches. The 2024-2026 Grow Your Own High School Education & Training Grant Program addresses one potential approach.

This grant aims to build interest in teaching among high school students, develop their foundational knowledge and skills of teaching, attract diverse and highly skilled teachers to lead Education & Training programs, and implement high-quality Education & Training courses. In addition, when offered as dual credit with a high standard of curriculum, the Education & Training courses further incentivize students to pursue education as a career. To offer these courses as dual credit, teachers are required to hold a master's degree in an education-related field.

## Eligible Applicants

See the General and Fiscal Guidelines, Eligibility for Funding.

The eligible applicants are:

- LEAs who are committed to meeting the grant requirements within these Program Guidelines. The term "LEA" applies to both districts and open-enrollment charter schools. LEAs may apply individually or as part of a shared services arrangement (SSA).
- ESCs may apply as the fiscal agent of a SSA.
- Recipients of previous and current cycles of the Grow Your Own grant are eligible to apply.

## Shared Services Arrangement

See the General and Fiscal Guidelines, Shared Services Arrangements.

Shared services arrangements (SSAs) are allowed. Either LEAs or ESCs may serve as fiscal agents for an SSA for this grant.

# Application Funding

See the General and Fiscal Guidelines: *Continuation Funding, Fund Management, and Use of Funds.*

It is anticipated that at least 6 applicant(s) will be awarded up to $50,000.

## Selection of Applicants for Funding

Applicants will be selected in rank order. Applicants pre-selected for an award will be subject to negotiations to determine the funding amounts requested as reasonable and necessary. Award amounts may be reduced on the basis of necessary uses and past implementation data.

At least 6 LEAs or SSAs with the highest total points will be awarded, not to exceed $50,000 of funding. The remaining awards will be applied to the next highest point total until funding is exhausted.

This grant funds stipends and programs that allow LEAs to develop and implement a Grow Your Own program.

**Funding Cap**

| School District, Charter School, and Charter School Network Award Cap* | Suggested Number of Teacher Stipend Recipients |
|---|---|
| $50,000 | 2 per high school (LEAs may choose to select more/less up to maximum costs) |

*This cap also applies to the total award possible for SSAs.

| Allowable Use of Funding<br><br>Refer to the Eligibility Requirements for stipend recipients | Awardee Spending Commitments<br><br>LEAs are expected to spend amounts specified in Budget Narrative using the following breakdown |
|---|---|
| Education & Training teacher stipend disbursed over the two-year grant timeline and no earlier than Fall 2024 | • $5,500 per teacher stipend recipient who is teaching Education and Training courses, but not for dual credit<br><br>• $11,000 per teacher stipend recipient with a master's degree who is teaching Instructional Practices and/or Practicum in Education and Training for dual credit |
| Education and Training field site teacher stipends, disbursed within the first, second, or both years of the grant timeline and no earlier than Fall 2024 | • Up to $2,000 per high school |
| Implementation costs, limited to:<br><br>- Student transportation to and from E&T field sites for Instructional Practices and/or Practicum courses<br><br>- CTSO event/conference participation, membership fees, and travel costs<br><br>- Substitute coverage for teachers to participate in implementation supports and CTSO activities | • Up to $5,000 per high school |
| Additional funding may be requested if a high school:<br><br>- was without existing E&T courses in the 2023-2024 school year, or<br><br>- will be implementing dual credit E&T courses beginning in the 2024-2025 school year | • Up to $2,000 per high school |

**Funding Examples**

Examples of potential funding structures include the following:

| Scenario | Budget Narrative Aligned to Awardee Spending Commitments |
|---|---|
| An LEA applies for this grant. They have four E&T course teachers who will participate in the grant and three high schools within the LEA. One of the teachers holds an M.Ed. and will be teaching an E&T course for dual credit. The other three teachers will be teaching an E&T course not for dual credit. One high school currently offers E&T courses and plans to add dual credit. One high school currently offers E&T courses and does not plan to add dual credit. One high school does not currently offer E&T courses. The LEA may apply for up to $50,000 in funding. | • 3 non-dual credit E&T teacher stipends: $5,500 x 3 = $16,500<br><br>• 1 dual credit E&T teacher stipend: $11,000 x 1 = $11,000<br><br>• Funds for the 3 high schools' E&T field site teacher stipends: $2,000 x 3 = $6,000<br><br>• Funds for the 3 high schools' implementation costs: $5,000 x 3 = $15,000<br><br>• 1 high school without existing E&T courses in the 2023-2024 school year: $2,000 x 1 = $2,000<br><br>• 1 high school that will offer dual credit E&T courses: $2,000 x 1 = $2,000<br><br>• **Total funding: $52,500**<br><br>• **Total requested due to cap: $50,000** |
| An ESC applies as the fiscal agent for four LEAs, each pursuing Grow Your Own E&T programming in their high schools. Each LEA has one high school currently offering E&T courses, with one E&T teacher each teaching E&T courses not for dual credit. The ESC may apply for up to $50,000 in funding. | • 4 non-dual E&T teacher stipends: $5,500 x 4 = $22,000<br><br>• Funds for the 4 high schools' Education and Training field site teacher stipends: $2,000 x 4 = $8,000<br><br>• Funds for the 4 high schools' implementation costs: $5,000 x 4 = $20,000<br><br>• **Total funding: $50,000** |

## Cost Share or Matching Requirement

See the General and Fiscal Guidelines, Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

## Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Department of Grant Compliance and Administration's Training and Other Resources page.

The supplement, not supplant provision does apply to this grant program.

## Limitation of Administrative Funds

See the General and Fiscal Guidelines, Administrative Costs.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

### Direct Administrative Costs for ESCs

TEA limits the amount of direct administrative costs to no more than 10% of the total award.

### Indirect Costs for ESCs
For this state-funded grant, the grantee may claim a maximum for indirect costs equal to **the lesser** of its current, approved unrestricted indirect cost rate or 15%.

To calculate the maximum indirect costs that can be claimed for a grant, complete the Maximum Indirect Costs Worksheet, posted on the Administering a Grant page, under the Handbooks and Other Guidance section.

### Direct and Indirect Administrative Costs for All Other Applicants

TEA limits the amount of funds that may be budgeted to administer the program, including direct administrative costs and indirect costs, to no more than 15% of the total grant awarded.

To calculate the maximum indirect costs that can be claimed for a grant, complete the Maximum Indirect Costs Worksheet, located on the Grants Administration Division's Grant Resources page.

For this state-funded grant, the grantee may claim a maximum for indirect costs equal to **the lesser** of its current, approved restricted indirect cost rate or 15%.

## Pre-Award Costs

See the General and Fiscal Guidelines, Pre-Award Costs.

Pre-award costs are not permitted for this grant.

## IDC Application Requirements and Assurances

This section identifies the types of requirements in which applicants must comply to be eligible for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

### Statutory Requirements

See the General and Fiscal Guidelines, Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the General and Fiscal Guidelines, Fingerprinting Requirement.

### TEA Program Requirements

See the General and Fiscal Guidelines, TEA Program Requirements.

In addition to the statutory requirements, TEA has established the following program requirements. Applicants must address within the application how they will achieve the following:

1. **Summary of Program:** Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the Grow Your Own grant will address the LEA's teacher pipeline needs.

2. **Qualifications and Experience of Key Personnel:** Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed. Include each of the following individuals and a description of each role: the LEA's grant manager, LEA leaders involved in program implementation, the campus principals, college/career counselors, and teachers of participating Education and Training high schools, and any other personnel responsible for implementation the grant.

3. **Goals, Objectives, and Strategies:** Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Include a description of the talent management strategy including your LEA's approach to recruiting, hiring, and retaining qualified teachers, related to those goals/objectives.

4. **Performance and Evaluation Measures:** Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

5. **Budget Narrative:** Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs. Outline the proposed budget and amounts for funding the grant program through the following allowable uses:

    a. Education and Training stipend(s) disbursed over the two-year grant timeline and no earlier than Fall 2024

    b. Education and Training field site teacher stipend(s) disbursed within the first, second, or both years of the grant timeline (specify accordingly) and no earlier than Fall 2024

    c. Implementation costs, limited to:

        i. Student transportation to and from E&T field sites for Instructional Practices and/or Practicum courses

        ii. CTSO event/conference participation, membership fees, and travel costs

        iii. Substitute coverage for teachers to participate in implementation supports and CTSO activities

    d. Additional funding for high schools:

        i. Without existing E&T courses in the 2023-2024 school year, or

        ii. Implementing dual credit E&T courses beginning in the 2024-2025 school year

6. **Stipend Recipient Recruitment:** Describe the plan to recruit Education and Training teachers and field site teachers 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 demonstrated track record of success and/or achievement, involvement in student organizations and/or school activities, strong evaluation ratings, and strong relationships with students.

7. **Program Implementation Support:** Describe the types of support that will be provided to Education and Training teacher stipend recipients to ensure successful implementation of the curriculum and program. The definition of successful programming should align with the major goals/objectives of the program.

## Program-Specific Assurances

See the General and Fiscal Guidelines, Provisions and Assurances.

The program-specific assurances for this grant program can be found on the TEA Grant Opportunities and in the eGrants application. Refer to Schedule PS3013 - Program Plan.

# Program Elements

## Description of Program

The 2024-2026 Grow Your Own High School Education & Training Grant Program has been designed for LEAs to intentionally build strong, stable, and diverse teacher pipelines from within their own communities. The intention of the grant program is to address several challenges Texas currently faces with teacher shortages, demographic gaps between students and teachers, and building interest in the teaching profession among high school students.

This grant focuses on the recruitment of future educators at the high school level through offering Education & Training courses, including for dual credit. The eligible courses for grant funding are Principles of Education and Training, Instructional Practices, and Practicum in Education and Training (including the extended Practicum). Grant stipends are awarded to teachers that teach high school Education and Training courses. Additional grant funds will be awarded for high schools to establish and/or grow their Education and Training programs, including supporting their CTSO and establishing dual credit programming.

## Qualifications and Experience

The applicant agrees to provide data on the qualifications and experience of the existing or future staff members, as required per the program guidelines as follows:

LEAs must select qualified, diverse Education and Training teachers to receive the appropriate grant stipend. This grant requires that all stipend recipients meet the eligibility requirements listed in these Program Guidelines.

## Performance and Evaluation Measures

The applicant agrees to collect data and report on the following mandatory performance and evaluation measures:

1. Teacher IDs for Education and Training teacher stipend recipients each grant year
2. Feedback through TEA surveys and, if requested, focus groups on program implementation

## Limits on Contracted Evaluators

When a grantee chooses, or is required under a grant, to hire a contracted evaluator, TEA believes that the evaluator must have the capability to remain independent and objective in carrying out the evaluation. "Independent and objective" implies that there is no influence or control, real or perceived, exerted on the evaluator by any person who is involved in the provision of program services. Therefore, the only way in which a contracted evaluator can be truly independent and objective is not to be involve in any manner with the provision of program services or activities. Otherwise, the evaluator is, at least in part, evaluating its own services.

In addition, TEA is aware that some grant writers develop and design the grant program, write the entire grant application, and then wish to evaluate the grant program. TEA also believes that this scenario poses a conflict of interest for the evaluator, in that the evaluator is evaluating the grant program that he or she designed, developed, and wrote. Again, it is not possible for the evaluator to function independently and objectively if the evaluator performed in this capacity. It is certainly acceptable for the grant writer to receive some information from a potential evaluator to include in the evaluation section of the grant application with regard to an appropriate evaluation plan or design, but communication between the grant writer and evaluator should be limited to that specific topic.

Applicants should make every effort to ensure that contracted evaluators be independent and objective.

# Allowable Activities and Use of Funds

Refer to the Budgeting Costs Guidance Handbook on the Grants Administration Division's Grant Resources page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds for this grant include only the following:

## General Allowable Activities and Use of Funds

- Stipends for eligible E&T teachers disbursed over the two-year grant timeline and no earlier than Fall 2024

- Stipends for eligible field site teachers disbursed within the first, second, or both years of the grant timeline and no earlier than Fall 2024 (up to $2,000 per LEA high school)

- Implementation costs, limited to:

  o Student transportation to and from E&T field sites for Instructional Practices and/or Practicum courses

  o CTSO (TAFE/FCCLA) teacher and student memberships and event/conference participation costs

- o Teacher and student travel costs associated with CTSO (TAFE/FCCLA)
- o Substitute coverage for teachers to participate in implementation supports and CTSO activities

## Other Allowable Operating Costs Requiring Specific Approval in the Grant Application (6400)

### Travel for Students to Conferences (Does Not Include Field Trips)

Costs for travel for students to conferences may be funded under the grant program (does not include field trips). Travel costs should be minimal and must follow the grantee's written travel policy. Only travel costs for students to the following types of conferences may be allowable:

- CTSO (TAFE/FCCLA) event and conference participation

Travel for students to conferences will require pre-authorization in writing. To access the pre-authorization form for participant support costs, refer to the Forms for Prior Approval, Disclosure, and Justification page.

### Cost of Membership in Any Civic or Community Organization

The cost of membership in any civic or community organization may be funded under the grant program. Only the following types of civic or community organization membership may be allowable:

- Texas Association of Future Educators (TAFE)
- Family, Career and Community Leaders of America (FCCLA)

# Unallowable Activities and Use of Funds

Refer to the Budgeting Costs Guidance Handbook on the Grants Administration Division's Grant Resources page for general guidance on unallowable costs.

Unallowable activities and use of funds for this grant include, but are not limited to, the following:

- Debt services (lease liabilities for terms greater than 12 months) — unallowable costs include:.
  - o Capital Lease Liability — Principal Costs (6512)
  - o Subscription-based Information Technology Arrangement (SBITA) – Principal Costs (6514)
  - o Capital Lease Liability – Interest Costs (6522)
  - o Interest on Debt Costs (6523)
  - o Subscription-based Information Technology Arrangement (SBITA) – Interest Costs (6526)
- Audit services

- Compensation for individuals other than those listed in these guidelines

- Compensation for attending professional development, other than the Grow Your Own Grant workshop

- Compensation or costs for research staff, research assistants, or evaluators

- Consumable and durable supplies and materials

- Data collection or research presentations by grant administrators or other staff

- Travel, fees, or meals associated with conferences other than TAFE or FCCLA competitive events

- Extra-duty pay for stipend recipients in addition to the amount specified in these program guidelines

- Purchase of computers or other technology devices

- Direct administrative costs exceeding 10% of grant award

- Hosting or sponsoring of conferences

- Advisory council

- Out-of-state travel

- Field trips

- Stipends for non-employees

- Non-employee costs for conferences

- Capital Outlay

- Travel costs for officials such as executive director, superintendent, or board members

- Any activity not specified above in the Allowable Activities and Use of Funds section

# Attachments

There are two types of attachments that may be required to be submitted with your application:

## Required Fiscal-Related Attachments

See the General and Fiscal Guidelines, Fiscal-Related Documentation Required to Be on File, for a general description of fiscal-related documents that can be required as attachments to the application.

# Required Program-Related Attachments

See the General and Fiscal Guidelines, Required Program-Related Attachments, for a general description of program-related documents that can be required as attachments to the application.

The applicant must submit with the application in eGrants the following required program-related attachments.

1. Attachment 1: Funding Request
2. Letter(s) of Support Signed by Chairperson *OPTIONAL*
3. Letter(s) of Support Signed by Counselor(s) and School Administrator(s) *OPTIONAL*
4. Evidence of CCRSM Course Offerings *OPTIONAL*

# Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application, if applicable.

## General Instructions

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting or zip the file to make it take up less space.

The only supported browser is Google Chrome. If you are using another browser, please change to Google Chrome before attaching files.

Documents only need to be attached once. Do not attach duplicate documents when completing an amendment. Remove an existing attached document prior to attaching a new version.

**Naming Attachments**

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 5013C_letter.doc) and no special characters. Use a meaningful name that identifies the specific document.

Make sure that each attachment has a valid extension (.pdf, .doc, .rtf, .xls, .bmp, .txt, .docx, .xlsx).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

**Scanning Documents**

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.
- Scanned files must be in PDF format.

**Zipping Files**

If your files are too large, add them to a zip file to save space (download a free version of WinZip and find instructions on creating zip files).

**Attaching Files to an eGrants Application**

1. Ensure that the document is saved on your computer, using the naming instructions above.
2. On the grant application's Table of Contents page, select Attach File.
3. Select the appropriate radio button for a TEA Defined Attachment or an Optional Attachment.
4. Select the Browse button. A standard Windows browser appears. Find the file.
5. Select Attach.
6. Confirm the document title appears under Documents Submitted in This Version; refresh the page if necessary. If the attachment does not appear, you may have to rename your document with a shorter name and start over.
7. Repeat this process to attach all your documents.

# IDC Scoring and Review

This section provides information on the scoring and review of IDC applications.

## IDC Review and Funding Criteria

See the General and Fiscal Guidelines, *LOI Review Criteria*

**Standard Review Criteria**

| Area Scored | Points Possible |
|---|---|
| Summary of Program | 10 |
| Qualifications and Experience for Key Personnel | 10 |
| Goals and Objectives | 10 |
| Progress Monitoring and Evaluation Measures | 10 |
| Budget Narrative | 5 |

| | 5 |
|---|---|
| Request for Grant Funds

* The Request for Grant Funds section takes the place of the budget schedules during the initial submission process. If selected for award, applicants will be required to budget planned expenditures in the budget schedules provided by eGrants during negotiations. | |
| **Total Standard Review Points Possible** | **50** |

**Specific Review Criteria**

| Area Scored | Points Possible |
|---|---|
| Stipend Recipient Recruitment | 10 |
| Program Implementation Support | 10 |
| **Total Specific Review Points Possible** | **20** |

## Priority Points

See the General and Fiscal Guidelines, Priorities for Funding.

In addition to the factors considered in awarding competitive grants as outlined in the previous sections above, TEA will award grants according to the following priorities. Applicants that receive 70% of the points available through the standard and specific review criteria will have priority points added, if earned, per the program guidelines.

| Area Scored | Points Possible |
|---|---|
| LEA student enrollment size per the 2022-2023 Texas Public Schools Directory*

- Less than 500 students (10 points)
- 500-999 students (6 points)
- 1,000-4,999 students (3 points)
- Greater than 4,999 students (0 points) | 10 |
| Written letter(s) of support for program activities signed by the **chairperson** of the local school board(s) or the governing board(s) of participating LEA(s)*.

**Letter(s) of support must be attached to the application.** | 5 |

| | |
|---|---|
| *If applying as an SSA with multiple LEAs, points will be based on the following.<br><br>• Letters from 90 percent or more of member LEAs (5 points)<br><br>• Letters from 70 percent to 89 percent of member LEAs (3 points)<br><br>• Letters from 50 percent to 69 percent of member LEAs (1 point)<br><br>• Letters from fewer than 50 percent of member LEAs (0 points) | |
| Written letter(s) of support for program activities signed by the **counselor(s) and school administrator(s)** of participating LEA(s)*, separate from the chairperson letter(s) of support.*<br><br>**Letter(s) of support must be attached to the application.**<br><br>*If applying as an SSA with multiple LEAs, points will be based on the following.<br><br>• Letters from 90 percent or more of member LEAs (5 points)<br><br>• Letters from 70 percent to 89 percent of member LEAs (3 points)<br><br>• Letters from 50 percent to 69 percent of member LEAs (1 point)<br><br>• Letters from fewer than 50 percent of member LEAs (0 points) | 5 |
| LEAs implementing any of the College and Career Readiness School Models (CCRSM), including Early College High Schools (ECHS), Pathways to Technology Early College High Schools (P-TECH), Industry Cluster Innovative Academies (ICIA), and Texas STEM Academies (T-STEM) and incorporate a program of student in Education and Training (teaching and training) that leads to an Associate of Arts in Teaching (AAT).<br><br>**Evidence of course offerings must be attached to the application (e.g., course catalog, four-year crosswalk, etc.)**<br><br>• At least one CCRSM campus offers an Education and Training pathway leading to an AAT (5 points) | 5 |
| LEAs that have not previously been awarded grant funding from TEA's Grow Your Own Cycles 1, 2, 3, 4, or 6 | 5 |
| Total Priorities for Funding Points Possible | 30 |
| **Total Possible Points** | **100** |

## Oral Interviews for Funding

See the General and Fiscal Guidelines, *LOI Oral Interviews for Funding*.

If LEA funding requests exceed the amount available for this grant, oral interviews may be used according to the following process. If used, applicants that receive 70% of the total points available through the sum of the standard review criteria, specific review criteria, and priority points will be invited to attend an oral interview, which will be conducted virtually. Scores from the oral interviews will be added to the scores from the application review to calculate the final score that determines preliminary award selection. Applicants will have the opportunity to elaborate and be evaluated on the following topics. Both applicant and evaluator may reference any IDC documents, including the Program Guidelines, the FAQs, and the attachments.

**Program Description (10 points)**
- How the Grow Your Own program will be implemented using grant funds
- The LEA's teacher pipeline needs this grant will help address

**Goals, Objectives, and Strategies (10 points)**
- The LEA's goals for the grant program
- The LEA's approach to recruiting, hiring, and retaining qualified teachers in connection to goals and objectives

**Program Implementation Support (10 points)**
- Plan for supporting stipend recipients
- Plan for ensuring smooth program implementation