LETTER OF INTEREST (LOI) PROGRAM GUIDELINES: 2023–2025 ADVANCED PLACEMENT (AP) COMPUTER SCIENCE PRINCIPLES (CSP) GRANT

LOI Application Due Date
11:59 p.m. Central Time, July 7, 2023

Program Authority
Authorized by General Appropriations Act, Article III, Rider 86, 87th Texas Legislature

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INTRODUCTION

The Texas Education Agency (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, open-enrollment 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 document MUST be used in conjunction with the General and Fiscal Guidelines and the specific program instructions. The Adobe Acrobat Standard Application System (SAS) consists of all forms to be completed in order for the applicant to be eligible for funding.
For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

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 Letter of Interest (LOI) 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.**

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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.

OVERVIEW OF LOI PROCESS

The following steps provide a high-level overview of the process for responding to a letter of interest (LOI), including submitting an LOI application, and being selected for funding:

1. TEA publishes LOI application and supporting documents on the [TEA Grant Opportunities](#) webpage.
2. Eligible applicants submit LOI application, and any required attachments to TEA by the specified deadline.
3. LOI applications reviewed and scored. Note: The highest scoring applicants may be required to attend an oral interview or respond to questions regarding their LOI application.
4. TEA announces applicants selected for funding on the TEA [Grants Awarded Data](#) webpage.
5. *For LOI applicants selected for funding, the LOI 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 LOI application.
7. Notice of Grant Award (NOGA) issued upon successful completion of the negotiation process.

U.S. DEPARTMENT OF EDUCATION AND/OR STATE APPROPRIATIONS

The following is provided in compliance with the U.S. Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	$1,292,550
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	$1,292,550

APPLICANT ASSISTANCE

The following types of assistance are available to applicants for this grant program.

Contact for Clarifying Information
See the [General and Fiscal Guidelines](#), *TEA Contacts*.
The following TEA staff member should be contacted with questions about the LOI:

Kay Humes, Statewide Coordinator of Advanced Academics
College, Career and Military Preparation
advancedacademics@tea.texas.gov
Phone: (512) 463-9762

Errata Notices
See the [General and Fiscal Guidelines](#), *Errata Notices*.

LOI TIMELINE

Dates, except the grant ending date, may vary slightly as conditions require.

Date	Event
June 2, 2023	LOI available
June 8, 2023	Applicants' Webinar 11:00 a.m., Central Time at the following link: https://zoom.us/meeting/register/tJwvcO2rrDsuHNKkqVI7rmkQ6tQEkCh5Jeok
June 16, 2023	Last date to submit FAQs to TEA contact person
June 22, 2023	FAQs posted to TEA Grant Opportunities page
July 7, 2023	Due date for the LOI application, which must be submitted via email to competitivegrants@tea.texas.gov. The LOI application must be received by the TEA by 11:59 p.m., Central Time. See General and Fiscal Guidelines, *LOI Application Due Date and Time*
July 7- July 27, 2023	LOI review period See General and Fiscal Guidelines, *LOI Review Process*
August 3, 2023	Anticipated award announcement
August 3, 2023	Beginning date of grant (if selected for funding) See General and Fiscal Guidelines, *Grant Period*
January 30, 2025	Final date to submit an amendment (if selected for funding)
April 30, 2025	Ending date of grant (if selected for funding) See General and Fiscal Guidelines, *Grant Period*

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

LOI AT A GLANCE

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation
This LOI is authorized by the General Appropriations Act, Article III, Rider 86, 87th Texas Legislature.

Where to Submit the LOI Application
See the General and Fiscal Guidelines: *Submitting the LOI Application*

Submission Requirements

See the General and Fiscal Guidelines: *Submission Requirements for LOI Grants*

Note: TEA requires applications to be emailed. Multiple applications per applicant must be submitted in separate emails.

Purpose of Program

Computer science is the foundation of innovation and represents a high-demand, high-wage career pathway. In 2019, there were 389,000 computing job openings but fewer than 72,000 computer science graduates to fill them. Fortunately, there is evidence to suggest that computer science course offerings in high school may address the labor market shortage.

According to College Board, students who took an Advanced Placement Computer Science Principles (AP CSP) course were twice as likely to continue along a computer science pathway. In fact, students who took an AP CSP course in high school were three times more likely to major in computer science in college, holding true across various demographics. However, in the 2019-2020 school year, 16% of Texas public schools offered AP CSP, and only 6% of rural schools offered AP CSP.

To meet workforce demand and provide valuable student pathways, Texas schools can integrate computer science into their course offerings. Rider 86 of the General Appropriations Act, 2021 has directed these funds to be administered via a grant application process determined by the Commissioner in support of technology, teacher training, and other expenses related to offering an AP CSP course.

Eligible Applicants

See the General and Fiscal Guidelines, *Eligibility To Apply for LOIs*.

All Local Education Agencies (LEAs) are eligible to apply.

APPLICATION ATTACHMENTS

This section describes the required attachments that must be included with the application.

Required Attachments

See the following section of the General and Fiscal Guidelines: *Required Program-Related Attachments*

There will be no required program-related attachments.

LOI APPLICATION REQUIREMENTS AND ASSURANCES

This section describes the types of requirements that applicants must assure adherence to in order to be eligible to be considered 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 TEC §22.0834, 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, *Program Requirements.*

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

1. **Program Need**. The LEA will identify and describe the explicit need for grant funds to support an AP Computer Science Principles (AP CSP) course. How will this grant build capacity for the LEA? How will the LEA prioritize marginalized students in receiving access to the AP CSP course offering?

2. **Teacher Capacity.** The LEA will describe how they will select teachers to receive professional development to teach an AP CSP course. How will the LEA select teachers and ensure teacher commitment? How will the LEA ensure teachers have all the tools necessary to teach the AP CSP course successfully? How many teachers does the applicant need to provide the course?

3. **Professional Development.** The LEA will identify and select a professional development provider and describe the nature of the LEA/provider relationship. Which vendor will be the professional development provider for the LEA? When and how will this training occur?

4. **Course Curriculum and Materials.** The LEA will describe the course curriculum for classroom instruction. The LEA must list any curriculum, technology and/or equipment required for the course.

5. **Student Support.** The LEA will describe how they will support students in selecting and succeeding in the AP CSP course. How does this course support the student's program of study or graduation plan? The LEA should include a plan for ensuring that students take and pass the AP CSP exam.

6. **Program Management and Evaluation.** The LEA will describe their course evaluation procedure and outline student success measures. How will the LEA know that it has been successful in grant administration?

    The following metrics must be measured:
    a. Increase in the number of CTE completers taking an AP course; and,
    b. Increase in participation and/or performance of students taking and/or passing the AP CSP exam; and,

    c. Increase in number of special populations and non-traditional students enrolled in an AP CSP course.

7. **Course Sustainability.** The LEA will describe how they plan to implement and sustain the AP CSP course at each campus. How will the LEA ensure that the course will continue to be offered beyond the grant?

Program-Specific Assurances
See the [General and Fiscal Guidelines](#), *Provisions and Assurances*.

If selected, grantees are required to do the following tasks, at a minimum:

- Include AP CSP as part of the course catalog and go through the necessary district policies to obtain school board approval.
- Identify, recruit, and onboard qualified teachers to receive professional development training and become certified to teach an AP CSP course. Selected teacher(s) must meet minimum qualifications and be committed to continue teaching the course for at least two years after training.
- Identify and select a professional development provider. Determine the modality, scope, and sequence of training. Create and sign any necessary agreements, memorandums of understanding, or contracts.
- Identify and select the appropriate course curriculum.
- Purchase any necessary technology and materials for course offering.
- Plan for AP CSP to be in the master schedule, maximizing the number of students who will take the course. Decide which program(s) of study this course will support or expand.
- Promote the course offering to all students. Strategically and equitably advise and place students in the course, especially for those who take it as part of any program of study.
- Identify additional opportunities for students who take the AP CSP course, such as work-based learning opportunities, field trips, etc., to encourage students to continue coursework in computer science

- Offer the AP CSP course to students.
- Provide ongoing training and support for the AP CSP teacher(s).
- Provide support necessary to ensure students successfully pass the course.
- Provide a way for students to take the AP CSP exam after course completion for free or at a reduced cost.
- Make a sustainability plan for the course, ensuring that the course can continue to be offered after grant funds run out. This includes planning for the 2024-2025 school year.

PROGRAM ELEMENTS
This section provides detailed information about the LOI.

Description of Program

The intent of the grant is to improve Advanced Placement course offerings within regions, increase the number of students meeting College, Career, and Military Readiness (CCMR) outcomes, and prepare students to succeed in a computer science related profession. This grant opportunity allows each LEA to achieve this by providing funds to plan, implement and sustain an AP CSP course.

Supplement, Not Supplant
For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Grants Administration Division's [Administering a Grant](#) page.

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

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:

The applicant must name the grant Program Manager/Administrator who will oversee the program on a day-to-day basis.
This person must have experience in
    A. managing complex projects, including scheduling, organizing, reviewing, revising, and publishing curriculum and instruction;
    B. managing local, state, or federal grants or contracts;
    C. setting and maintaining a budget;
    D. collecting, maintaining, and reporting active data; and,
    E. computer science, Career and Technical Education, and Advanced Academics.

The applicant will provide the resume of the Project Manager/Administrator as evidence of this individual meeting the above expectations upon request.

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

Planning Year
- Include AP CSP as part of the course catalog
- Identify, recruit, and onboard qualified teachers to receive professional development training and become certified to teach an AP CSP course.
- Identify and select a professional development provider.
- Identify and select the appropriate course curriculum.

- Purchase any necessary technology and materials for course offering.
- Promote the course offering to all students.

- Offer the AP CSP course to students.
- Provide ongoing training and support for the AP CSP teacher(s).
- Provide support necessary to ensure students successfully pass the course.
- Provide a way for students to take the AP CSP exam after course completion for free or at a reduced cost.
- Make a sustainability plan for the course, ensuring that the course can continue to be offered after grant funds run out.

Limits on Contracted Evaluators
Applicants should make every effort to ensure that contracted evaluators are independent and objective.

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

It is anticipated that approximately $1,292,550 will be awarded to LEAs. LEAs can apply for a maximum amount up to $40,000.

Grants will be awarded based on available funding.

Selection of Applicants for Funding
Applicants will be selected in rank order.

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

There is no cost share or matching requirement.

Limitation of Administrative Funds
See the General and Fiscal Guidelines, *Administrative Costs*.

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

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, posted on the Administering a Grant page, under the Handbooks and

Other Guidance section.

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

Pre-award costs **are not** permitted for this grant.

Activities and Use of Funds
See the Administering a Grant page for general guidance on allowable activities and use of funds.

Allowable activities and use of funds may include but are not limited to the following:

General Allowable Activities and Use of Funds
- Salaries for staff working directly on the grant

- Professional development and training for teachers

- Supplies and materials for course instruction

- Technology and equipment

- AP CSP examinations for students

- Work-based learning opportunities for students taking an AP computer science course

- In-state travel

- Field Trips

General Unallowable Activities and Use of Funds
In general, refer to the Budgeting Cost Guidance Handbook on the Administering a Grant page for unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:
- Debt service (lease-purchase)

- Audit services for state-funded grants

- Advisory Council

- Cost of Membership in Civic or Community Organizations

- Hosting or Sponsoring of Conferences

- Out-of-State Travel

- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members

LOI SCORING AND REVIEW
This section provides information on the scoring and review of LOI applications.

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

LOI Review Criteria	Maximum Points
Quality of Program Summary	5
Measurable Goals/Objectives/Strategies	5
Strength of identified LEA need for an AP Computer Science Principles course.	5
Quality of proposed teacher capacity and selection of professional development to teach AP Computer Science Principles course.	5
Alignment of professional development, course curriculum and materials to successfully implement the AP Computer Principles Course.	5
Total maximum number of grant-specific criteria points	25

TEA Priority Points	Maximum Points
LEAs that meet high need due to percentage of students identified as economically disadvantaged.	10
Alignment of AP Computer Science Principles to a relevant program of study	5
LEAs that are classified by TEA district type as rural. According to the TEA definition, a rural district has either: a. An enrollment of between 300 and the median district enrollment for the state and an enrollment growth rate over the past five years of less than 20 percent; or b. An enrollment of less than 300 students. A list of schools by district type can be found at: https://tea.texas.gov/acctres/analyze/1617/district1617.html	10
Total maximum number of priority points available	25

For information contact: Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494; email: copyrights@tea.texas.gov.