2021-2023 Title I, 1003 ESF-Focused Support Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 21, 2021

Texas Education Agency

NOGA ID [ ]

Authorizing legislation | Elementary and Secondary Education Act (ESEA), P.L. 114-95, Section 1003, School Improvement

This LOI application must be submitted via email to **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 21, 2021.**

Grant period from | **July 8, 2021-September 30, 2023**

Pre-award costs permitted from | **Award Date**

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. Pathway 1: Pathway 1 Supplemental Pathway Attachment
3. Pathway 2: Pathway 2 Supplemental Pathway Attachment

NOTE: All applicants MUST submit an appropriate Supplemental Pathway Attachment for EACH CAMPUS on behalf of which the applicant is applying.

Amendment Number

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

Applicant Information

Organization | O'Donnell ISD | CDN | 153903 | Campus | O'Donnell Scho | ESC | 17 | DUNS | 091887653

Address | 400 Small Street | City | O'Donnell | ZIP | 79351 | Vendor ID | 756002162

Primary Contact | Cathy Palmer | Email | cpalmer@esc17.net | Phone | 806-428-3241

Secondary Contact | Melissa Clark | Email | mclark@esc17.net | Phone | 806-428-3241

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 | Cathy Palmer | Title | Superintendent

Email | cpalmer@esc17.net | Phone | 806-428-3241

Signature | *CPalmer* | Date | 04/21/2021

Shared Services Arrangements

[ ] Shared services arrangements (SSAs) are NOT permitted for this grant.

Number of Campuses Included in this Application

Pathway 1 | 1 |
Pathway 2 | 0 |

Statutory/Program Assurances

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

Check each of the following boxes to indicate your compliance.

☒ 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.

☒ 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.

☒ 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2023 Title I, ESF-Focused Support Grant Program Guidelines.

☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2023 Title I, ESF-Focused Support Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.

☒ 5. The applicant provides assurance that they accept and will comply with the requirements of Every Student Succeeds Act Provisions and Assurances.

☒ 6. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

☒ 7. Title I served Federally Identified campuses awarded this grant will engage in the Effective Schools Framework (ESF) continuous improvement process and create a plan to be submitted to TEA that addresses the selected pathway aligned to the Essential Actions (EA) from the ESF.

☒ 8. The applicant ensures it will notify the Vetted Improvement Program provider of intent to apply and, if awarded, will work in good faith with the Vetted Improvement Program.

☒ 9. For all pathways, the applicant will budget at least the minimum amount indicated in the Budget Object Code 6200 - Profession and Contracted Services.

☒ 10. The applicant will identify a campus leader, on each awarded campus, who will be responsible for managing the grant project.

☒ 11. The applicant will provide access to TEA and its Vetted Improvement Partners for on-site visits to the district and campus(es) as appropriate.

☒ 12. The applicant will attend and participate in grant orientation meetings, technical assistance meetings, other periodic meetings of grantees, and sharing of best practices through the TEA program office.

☒ 13. The applicant provides assurance it will participate in all grant requirements including but not limited to an ESF Self-Assessment, and ESF Diagnostic, developing a web-based improvement plan, submission of funding and pathway progress reports.

Summary of Program

1. Describe how the LEA will support campus(es) in carrying out school support and improvement activities, including how the LEA will develop a web-based improvement plan for the eligible campuses selected for this grant.

The superintendent of schools will develop a web-based improvement plan with the guidance of the ESC. This improvement plan will be updated quarterly and placed on the district's webpage with updates. The district leadership will include the superintendent, curriculum director, and two principals. The superintendent meets with the district leaders weekly. In our agenda for these meetings, there will be an item to discuss issues and celebration toward ESF implementation. The district will support the campus and district leaders with budgetary funds as needed. All the reports will be completed by the superintendent and curriculum director after receiving reports from the campus principals. This process will be considered a key element to the improvement of the school for the students. The district will prioritize the implementation of the TIL training. Still, it will be flexible in supporting the campuses with curriculum decisions and budgetary needs outside the grant funds to support the campuses and the campus leadership. Each six weeks, assessment data will be evaluated as a leadership group, and the improvement plan will be adjusted with the input at the semester. The improvement plan will have quarter checkups throughout the year. If an area is not being completed as expected, an action plan will be developed to address those issues. If it continues, it will again be adjusted. Specific supports LEA will include:
* Budgetary support for materials and payroll not included in the ESF Grant application
* Budgetary support to maintain grant requirements, including reporting
* Program supports for grant implementation, including reporting
* Secure web-based improvement plan with ESC recommendation and the school improvement website at TEA
* Update web-based improvement plan quarterly after campus provides an update
* Prepare with campus leadership any adjustments/action plan as needed
* Allow for flexibility in designing school improvement activities, including calendar adjustments to ensure time and minute requirements are maintained
* Meet weekly with campus leadership for updates and then quarterly for reporting

2. Describe how the LEA will monitor schools receiving the ESF-Focused Support Grant, including how the LEA will: (a) Monitor a web-based improvement plans upon submission and during implementation, and (b) Implement additional action following unsuccessful implementation of such plan after the first year of the grant cycle.

With the guidance of the ESC and the coach, the district will reevaluate the district's progress. Upon this evaluation, the district will decide with the administrative team to find the root cause and then develop an action plan to address the reasons. The action plan will be adjusted as needed throughout the progress of the grant implementation. Specifics related to this support are:
1. Weekly check-in with campus leaders
2. Quarterly updates and adjustments made to the web-based improvement plan
3. Design action plan following unsuccessful implementation with campus leadership
4. Monitor action plan and implementation of the TIL program
5. Meet with ESC staff quarterly, and this report will be included in quarterly adjustments in the improvement plan and/or action plan as needed
6. At the end of the year, uses campus leadership information and the ESC information to make further adjustments to the budget and/or calendar.

Goals, Objectives, and Strategies, Performance and Evaluation

1. Describe how the LEA will modify, as appropriate, practices and policies to provide operational flexibility to the awarded campus, that enables full and effective implementation of the Effective Schools Framework Essential Actions aligned web-based Improvement Plan.

The district is committed to supporting the campuses in implementing the TIL and the Effective School Framework. The district will support the process by adjusting calendars as needed to implement training and one-on-one coaching. Flexibility in achieving the goals established through the process will be ongoing, and adjustments will be made at the earliest possible time throughout the two-year implementation. The district will use the results of the web-based improvement plan to report all Title programming documentation and make adjustments to the other reports to reflect the findings from the process. The district leadership will update the web-based improvement plan quarterly after reporting is submitted during the process. Following the diagnostic in Spring 2022, the district will make adjustments to implement recommendations/findings of the diagnostic. The campuses will be open to the ESC as the TIL implementation progresses. At the end of the year 2022, further adjustments will be made as needed. The district will modify practices and policies to provide operational flexibility to campuses:
* Adjust calendar as needed to support the TIL training and ESC one - on - one coaching as needed
* Allow for flexibility of instructional leaders to attending training and one - on - one coaching
* Update web-based improvement plan following quarterly updates
* Incorporate recommendations into Title reporting
* Incorporate recommendations following Diagnostic in Spring when feasible
* Help develop action plans to address any issues found lacking in any of the activities
* Take weekly updates from campus principals - will be included in weekly administrator meetings
* Take quarterly updates from ESC and campus leadership to incorporate into the web-based improvement plan
* Support budgetary expenses regarding curriculum needs
* Support substitute pay as needed for teachers who need to attend professional development

Budget Narrative

1. 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.

For clarity, OISD is one campus, but the district has two campuses with one principal in each district. The two principals will be taking the lead on implementing the TIL/ESF on their campuses. The campuses are PreK - 5 and then 6 - 12. The time required to implement the TIL and ESF will be extended for campus leadership, so they each will receive a stipend intended to compensate for their time in the proposed budget. Also included in the budget request is a laptop for them to train and hold data for easy access. The grant payroll clerk and a program coordinator will receive a stipend as well for her time. Other costs in the budget request are the ESC costs for the TIL training and one-on-one coaching. Supplies and material costs were also included in the budget request. The breakdown of the budget request and explanation are included below:
* $40,000 stipend for 2 principals, $10,000 each for two years
* $5000 stipend for grant bookkeeper - $2500 for two years
* $5000 stipend for program manager - $2500 for two years
* $10,000 for benefits for two years
* $2000 for supplies and materials
* $2000 for computers for the principals to use for implementation
* $35,000 for contracted service to be paid to the ESC for TIL training and one - on - one coaching $17,500 for two years

Other funds that the district uses that will be related to the implementation include professional development contracts at the ESC, substitute pay for teacher time off, curriculum materials, Eduphoria, which houses data and testing information, and TTESS and Internet access. All of the expenses will continue to be a part of the district's commitment and will not be paid with grant funds.

Budget Narrative, cont'd.

2. Describe how the LEA will align other Federal, State, and local resources to carry out the activities supported with funds received under this grant.

In this grant, the district has requested monies to provide a stipend for the campus administrators so that the additional time required will be compensated. The grant funds will also provide for a new laptop that will be used for tracking data, leadership activities, and professional development activities. The ESC cost for training and on-campus coaches costs $35,000, incorporated into the grant's budget ($17,500 for each year). Other anticipated costs will be absorbed by the district, including curriculum and lesson plan/testing platforms. The district will use federal and state monies to purchase Eduphoria, testing platforms, and curriculum, which will all be part of the overall improvement activities. Also, the district will pay for tutoring and summer school for students, which will be designed using the same supports and TIL processes used during the school year. Other costs such as teacher extra duty pay, substitutes, and technology will be paid by the district, state, federal, and local monies. Professional development needs for teachers will be provided by the district as well and contracted through the ESC.

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

◉ The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.

○ Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group		Barrier	
Group		Barrier	
Group		Barrier	
Group		Barrier	

CDN 153903 Vendor ID 756002162   Amendment #

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**