TEA
Texas Education Agency®

2024-2025 Title IV, Part A, ESC Capacity Building State Initiative
Informal Discretionary Competition (IDC) Due March 27, 2024, 11:59 p.m. CT

NOGA ID

Authorizing legislation

Application stamp-in date and time

This IDC application must be submitted via email to **competitivegrants@tea.texas.gov.**

The IDC 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, March 27, 2024.**

Grant period from **Septemeber 1, 2024 - August 31, 2025**

Pre-award costs permitted from **Beginning Date of Grant**

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

Amendment Number

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

Applicant Information

Organization	Region XIV ESC	CDN	221-950	Campus	N/A	ESC 14	UEI	PX6SCA5K4L32

Address 1850 Highway 351   City Abilene   ZIP 79601   Vendor ID 1-751247833

Primary Contact Emilia Moreno   Email emoreno@esc14.net   Phone 325-675-8674

Secondary Contact Emily Jeffrey   Email ejeffrey@esc14.net   Phone 325-675-7003

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
- ☒ General and application-specific Provisions and Assurances
- ☒ Debarment and Suspension Certification
- ☒ Lobbying Certification

Authorized Official Name Shane Fields   Title Executive Director

Email sfields@esc14.net   Phone 325-675-7037

Signature   Date March 26, 2024

Shared Services Arrangements

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

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 2024-2025 Title IV, Part A, ESC Capacity Building State Initiative Program Guidelines.

☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 Title IV, Part A, ESC Capacity Building State Initiative 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 Every Student Succeeds Act Provisions and Assurances requirements.

☒ 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.

☒ The Applicant assures they will provide or agree to the Program-Specific Assurances as they appear on pp.'s 11-13 of the 2024-2025 Title IV, Part A, ESC Capacity Building Initiative Program Guidelines found on TEA Grant Opportunities.

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 program will address the mission and needs.

Region 14 ESC's Title IV, Part A (T4PA) Capacity Building Statewide Initiative (CBSI) will provide ESCs and LEAs across the state with clear guidance aligned with TEA's Strategic Priorities and Key Actions in the Title IV, Part A program. The CBSI will collaborate with TEA to provide statewide support, professional development, resources, and tools to teach these three content areas: well-rounded education, safe and healthy student support, and effective use of technology. CBSI technical assistance and professional development will enable ESCs and LEAs to thoroughly understand state requirements related to Title IV, Part A. This grant program will identify LEA stakeholder needs and then create supplemental activities based on objectives and outcomes that address those needs.

As in the past, Region 14 will collaborate with TEA to provide guidance through a robust website, newsletter, GroupMe chat, monthly ESC Zoom meetings, and statewide conference presentations. Additionally, ESC 14 will create TEA Approved Trainer-of-Trainers (ToT) modules in Title IV, Part A program areas that will empower ESCs to deliver crucial information to their LEAs as well as to those LEAs that equitably serve Private Nonprofit (PNP) schools.

Building on past successes, Region 14 will increase the CBSI's capability by hiring an additional FTE with expertise in well-rounded education and effective technology use. The additional FTE will enhance, expand, and extend required training and support in the content areas of well-rounded education and effective use of technology. This specialist will allow Region 14 to deliver high-quality web-based Title IV, Part A publications, training, and tools, increasing access to personalized and rigorous digital learning experiences that train ESCs and LEAs across the state. Expanding qualified staff will build Region 14's capacity to meet the intent and purpose of the grant.

The Region 14 Title IV, Part A team has developed positive working relationships with the TEA Federal Programs Division over the past five years. Other key departments of TEA and additional federal and statewide agencies have enlisted Region 14 to provide guidance on the allowable uses of Title IV, Part A funds. The current grant's work occurred during COVID and during the three most expansive legislative cycles in school safety and mental health in the last 20 years. This experience has allowed Region 14 to develop the expertise necessary to continue assisting TEA in providing guidance and support to ESCs and LEAs in the Title IV, Part A program.

Qualifications and Experience for 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.

Title and Responsibilities of Position	Required Qualifications and Experience
T4PA CBSI Coordinator (Existing Position): Serve as coordinator and safety/mental health expert.	Master's degree with deep understanding of T4PA, offering comprehensive knowledge in three content areas. Proven experience developing and executing statewide professional development.
T4PA CBSI Consultant (Existing Position): Serve as T4PA expert. Conduct statewide training.	Master's degree with an understanding of T4PA, offering comprehensive knowledge in three content areas. Proven experience developing and executing statewide professional development.
T4PA CBSI Consultant (Existing Position): Serve as T4PA expert. Conduct statewide training.	Master's degree with an understanding of T4PA, offering comprehensive knowledge in three content areas. Proven experience developing and executing statewide professional development.
T4PA CBSI Curriculum / Digital Media Consultant (Additional FTE): Use technology effectively.	Master's degree preferred. Minimum Bachelor's degree. Proven experience in Digital media work. Solid knowledge of Google, website building, online learning platforms, data analytics, and digital design.

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? Provide a few examples of training and/or resource summary documents the Initiative could develop to provide ESCs and LEAs to enrich their Title IV, Part A, knowledge.

The major goals of the CBSI are to create and provide training resources and guidance that build capacity to implement the Title IV, Part A program for the 20 ESCs and their respective LEAs in the T4PA program's three content areas of well-rounded education, safe and healthy students, and the effective use of technology. Over the past five years, the Region 14 T4PA CBSI Initiative has implemented various strategies to bolster the capacity of ESCs and LEAs, mainly focusing on TEA-prioritized areas such as school safety and mental health. Region 14 plans to continue supporting those two priorities while providing technical assistance in the areas of Well-Rounded Education and Effective Use of Technology. Region 14 has created a website that focuses on Title IV, Part A requirements while emphasizing TEA guidance and resources in all areas of school safety and mental health, including:
1) LEA requirements that emphasize TEA guidance and resources necessary to support safe and healthy students
2) A password-protected website that serves as an ESC-only locker for TOT modules, program content and tools, professional development, and T4PA resources
3) Parent pages that promote individual and school-wide student safety
4) Title IV, Part A State Initiative Resources
5) Two Monthly Newsletters for ESCs and LEAs equaling 68 newsletters published reaching over 24,000 ESC and LEA staff.
6) Region 14 has hosted a GroupMe Chat App that allows ESC staff to ask questions about school safety, mental health, and other T4PA areas. Questions originating from these chats have allowed ESCs to collaborate and support each other while elevating statewide concerns to the appropriate TEA departments through the Title IV, Part A State Initiative staff.
7) Region 14 has hosted an ESC monthly meeting to provide program area information and foster collaboration among the ESCs. An average of 35 ESC staff attend.
8) ESC Train-the-Trainer sessions in the T4PA program, which prioritizes school safety and mental health areas, have resulted in 374 ESC staff in all 20 ESCs developing training and providing technical assistance. As a result, 27,976 LEA staff received training.
9) Statewide conference presentations have provided T4PA training covering program requirements, including 15 presentations at ESSA/GCA, ACET, Title I PFE, and other state-wide conferences. This work has led to over 1500 participants receiving Title IV, Part A content.

Region 14 will continue to provide these key strategies employed over the past five years and expand the program by developing more guidance in the Title IV, Part A program areas of Well-Rounded Education and Effective Use of Technology.

If awarded the 2024-2025 T4PA ESC Capacity Building State Initiative, Region 14 plans to include these strategies:
1) Staff Expansion for Enhanced Program Support: Region 14 aims to strengthen the 2024-2025 T4PA CBSI by hiring an additional FTE specializing in digital media development. The new grant requirements for three new online TOT professional development trainings, creating five new resources, and website expansion into the Title IV, Part A program areas of Well-Rounded Education and Effective Use of Technology require a strong computer-based skill set. A full-time digital media specialist will allow current CBSI consultants to be more available to ESCs and LEAs, thus allowing for greater resource development and training continuity. This expansion is crucial for providing comprehensive guidance on allowable fund use, avoiding supplanting issues, and delivering effective training in all three T4PA program areas.
2) Enhanced Program Guidance and Accessibility: A critical responsibility of the CBSI is to provide accessibility to clear program guidance in collaboration with TEA Federal Program staff. Region 14 proposes regular CBSI Zoom Office Hours to liaison between TEA and ESC/LEA staff in navigating T4PA resources, addressing statewide concerns, and providing clear communication channels between all stakeholders. An additional benefit of Office Hours is that new ESC T4PA specialists will have direct access to technical assistance from CBSI when needed.
3) ESC Newbie Resource Area: Recognizing the challenge of employee turnover, Region 14 recommends creating an ESC T4PA Newbie section on the CBSI website to help new ESC personnel learn the T4PA program requirements. This password-protected area of the CBSI website will contain online professional development courses, links to TEA ESC T4PA Basic Service Program requirements, TEA Newbie Tea Times, and other tools and resources.

Goals, Objectives, and Strategies, cont'd.

Please utilize the space below to continue your response for the Goals, Objectives, and Strategies question from the prior page.

4) Online Professional Development Courses: To ensure consistency across ESCs, the CBSI will develop online courses for the ESSA ESC T4PA Basic Services Initiative grant requirements covering objectives and outcomes and evaluating program effectiveness and allowable use of funds and compliance requirements. Other developed courses will include program-related topics as determined in collaboration with TEA. These courses will serve as template examples for ESCs.

The Region 14 CBSI team proposes to maintain several successful activities and strategies from the past five years while introducing new approaches to align the program goals outlined in this grant proposal. One existing activity involves helping ESCs and LEAs to comprehend state Safe and Healthy Students Title IV, Part A program requirements. Region 14 CBSI has been able to identify state barriers (as stipulated in ESSA, Sections 4104(b2)) and enhance the capacity of ESC staff to guide their LEAs promote a secure, healthy, supportive, and drug-free environment conducive to student academic success while avoiding supplanting issues. By incorporating the T4PA program's areas of Well-Rounded Education and Effective Use of Technology, CBSI will expand expertise offered to ESCs in those fields. This infusion of additional expertise will equip ESCs to integrate fresh insights into their deliverables to LEAs.

Performance and Evaluation Measures

Describe the performance measures identified for this program which are related to Title IV, Part A, outcomes and are consistent with the intent and purposes of the program. Include the tools used to measure performance and the processes used to ensure the effectiveness of project objectives and strategies.

Performance measures are required to meet the intent and purposes of the T4PA CBSI program. The following tools will ensure that ESCs and LEAs meet program objectives and strategies across the state:

Surveys
When providing T4PA training to ESCs and LEAs, Region 14 CBSI suggests continuing to use QR codes that connect to online surveys. This approach will allow Region 14 and TEA to compare program delivery effectiveness between different projects and will ensure alignment between the T4PA State Initiative and T4PA TEA projects. Surveys consistently accommodate various training/project formats such as face-to-face conferences, hybrid sessions and web-based training. Training areas could include T4PA LEA special data collection for public reporting, program requirements, use of funds in the three content areas, LEA Program Objectives and Outcomes, and other ESC Basic Services grant requirements. This strategy aims to effectively engage the 20 ESCs, 1200 LEAs, and numerous Charter Schools throughout the state.
Region 14 CBSI will twice annually have ESC Title IV, Part A Basic Service providers submit a survey to the CBSI on their use of and the effectiveness of the Title IV, Part A State Initiative trainings, resources, materials, and services.
Region 14 CBSI proposes to align evaluation survey questions to TEA's evaluation survey format using the following questions:
● The content met my expectations.
● training materials and resources shared were useful.
● The trainer was knowledgeable about the topic.
● This training will make me more effective in my job.
● What parts of the training were most useful to you?
● What would have made the training more effective?
● What other kinds of training from the Title IV, Part A State Initiative would benefit you in your job?
● Additional comments about this training.

Data Analytics
● Data analytics will monthly track the number of users who have accessed the T4PA CBSI Websites, web-published Training of Trainers, and other web-published resources.
● Data analytics will track the number of users accessing the monthly Title IV, Part A ESC and LEA newsletters.

Workshop Portal Online Form Submission
● ESCs report completion of CBSI-provided trainings turned around to LEAs (Behavioral Threat Assessment, ASK+ Suicide Prevention, Psychological First Aid for Schools)
ESC Needs Assessments
● Region 14 will periodically conduct ESC Needs Assessments to identify areas of concern and needed resources. This needs assessment will gather information directly from stakeholders. Information gathered from the needs assessment will guide and informs T4PA CBSI deliverables.

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Performance and Evaluation Measures, cont'd.

Please utilize the space below to continue your response to the Performance and Evaluation question from the prior page.

Time and Effort - Each FTE will capture required grant activities in Time and Effort, such as:
a. Technical assistance provided to ESCs and LEAs
b. Conference attendance and presentations
c. TEA program office meetings and collaboration
d. Time spent developing new training and resources for special data collection and public reporting
e. Time spent collaborating with other federal and state initiatives to align T4PA programs
f. T4PA CBSI Office Hours for ESCs and LEAs who attend
g. Assistance with other related activities that support T4PA and ESC/LEA PNPs

Report - CBSI will use data gathered of all CBSI activities and accomplishments and submit a summative semi-annual report to TEA.

Budget Narrative

Describe how the proposed budget will meet the program's needs and goals, including for at least 3 FTEs, 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.

We request $98,950 annually to support four FTEs for a total of $395,800. The three present Region 14 T4PA State Initiative FTE staff have a combined 36 years of Title IV, Part A ESC experience working directly with the Title IV, Part A program or program areas of well-rounded, safety/mental health, or effective use of technology. This staff has a combined 12 years of experience managing the Title IV, Part A State Initiative, working directly with multiple divisions of TEA. Over the past three years, the three Region 14 Title IV, Part A State Initiative FTE staff have provided over 3024 hours of Technical Assistance and over 598 hours of training to the 20 ESCs and multiple LEAs across the state. Region 14 staff have also provided two Title IV, Part A ESC program days, in both face-to-face and hybrid formats as needed, collaborating with multiple TEA departments and statewide agencies to guide the multifaceted areas of the Title IV, Part A program; therefore, we have budgeted $66,065 for fees paid to outside consultants. At TEA's request, we have developed and delivered high-quality training for Objectives and Outcomes, Title IV, Part A use of funds, human trafficking awareness, and Safe and Supportive School Teams. To house Title IV, Part A staff, we request $25,920 in building use fees.
To develop and web publish online training tools and resources, we request network access fees of $21,024.
To provide statewide support, training, professional development, resources, and tools, we request $20,000 for general supplies.
We request travel expenses totaling $20,000 to attend quarterly meetings with TEA Program Officers and remotely train ESC staff across the state.
To facilitate face-to-face training, we request $15,000 for meeting room rental fees.
We request $28,191 in IDC costs. Region 14 has negotiated a rate of 3.864% with the Texas Education Agency for IDC.

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

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