



**2023-2025 Title I, 1003 ESF-Focused Support Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 21, 2023**

NOGA ID [REDACTED]

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, 2023**.

Grant period from **July 3, 2023-September 30, 2025**

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 Attachment
3. Pathway 2: Pathway 2 Supplemental Attachment
4. Memo of Discussion

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): [REDACTED]

Applicant Information

Organization **VICTORIA ISD** CDN **235902** Campus **MULTIPLE** ESC **3** UEI **CKBBB4GCX4W1**

Address **102 PROFIT DRIVE** City **VICTORIA** ZIP **77901** Vendor ID **746002453**

Primary Contact **MELISSA CORRELL** Email **MELISSA.CORRELL@VISD.NET** Phone **3617882802**

Secondary Contact **ANITA TAYLOR** Email **ANITA.TAYLOR@VISD.NET** Phone **3617889289**

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 **QUINTIN SHEPHERD** Title **SUPERINTENDENT**

Email **QUINTIN.SHEPHERD@VISD.NET** Phone **3615763131**

Signature  Date **04/21/2023**

Shared Services Arrangements

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

Number of Campuses Included in this Application

Pathway 1

Pathway 2

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 2023-2025 Title I, ESF-Focused Support Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2025 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. The applicant will identify a campus leader, on each awarded campus, who will be responsible for managing the grant project.

Statutory/Program Assurances, cont'd.

- 10. The applicant will provide access to TEA and its Vetted Improvement Partners for on-site visits to the district and campus(es) as appropriate.
- 11. 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 Targeted Improvement Plan, and submission of funding and pathway progress reports.
- 12. The applicant provides assurance it will provide awarded campuses access to grant funding and funding information in a timely manner, so that funding can be used to meet the needs and action steps of the campus during the grant period.

Summary of Program

1. Describe how the LEA will support campus(es) in carrying out school improvement activities, including how the LEA will help develop a Targeted Improvement Plan for the eligible campus(es) selected for this grant.

VISD will use the Effective Schools Framework (ESF) as a basis for its school improvement activities and will follow the Effective Schools Framework Campus Needs Assessment and planning process for campuses that do not meet the state and/or federal accountability standards, including campuses with an F in any Domain. The Campus Leadership Team, which includes the principal and other campus leaders, in coordination with the District Coordinator of School Improvement (DCSI) as applicable, will engage in the following to carry out its school improvement activities and develop a school improvement plan for the campus: 1) Conduct a needs assessment-- In the needs assessment, campuses will review their practices in relation to the five foundational essential actions and Data Driven Instruction in the ESF. In this step the team will reflect on campus data, complete the ESF Self-Assessment Tool to identify the highest leverage focus area for improvement, and will work with the DCSI to identify the district commitments to support the campus' work. 2) Develop a Targeted Improvement Plan-- In this step, a plan will be developed for the campus and district to address the gaps identified in the needs assessment. The campus will record the findings from the need's assessment, set the vision/desired outcomes for the year, including student outcome goals, identify 9-week outcomes based on annual outcomes, and create a detailed action plan, with milestones and metrics, for each 9-week cycle that describes the specific steps to achieve the desired outcome. 3) Implement and monitor-- In this ongoing step (at the end of each 9-week cycle), the team will implement the actions in the plan, track progress toward milestones, and make any necessary planning updates.

2. Describe how the LEA will monitor schools receiving the ESF-Focused Support Grant, including how the LEA will: (a) Monitor Targeted Improvement Plans upon submission and during implementation, and (b) Implement additional actions as needed to meet barriers and challenges, after the first year of the grant cycle.

VISD will monitor schools by engaging in on-going progress monitoring of the goals and goal progress measures of the planning grant through Plan4Learning, an 806 Technology's platform, which is aligned to the TEA Targeted Improvement Plan (TIP) submission and cycle review process currently employed in our school improvement efforts. Our monitoring team is comprised of Office of Innovation, District Coordinator of School Improvement, Office of Strategic Planning and School Improvement, along with district and campus personnel, and TEA Vetted Improvement Program providers. Targeted Improvement Plans and fidelity of implementation will be monitored using the process outlined in the Effective Schools Framework Campus Needs Assessment and Planning guidance and will be comprised of the following: 1) we will regularly review the school improvement plan and identify the milestones campus staff will be working on and tasks in the plan are being completed in the timeline, 2) for each 9-week cycle, review the evidence collected to determine success and identify next steps, 3) at the end of the year, team members will determine if the annual goals were met and develop next steps to ensure the campus is putting systems in place for the next year. Adjustments needed to meet the goal progress measures will be made accordingly.

VISD Monitoring Team meets bi-weekly in Leadership Professional Learning Communities to provide coaching, feedback, guide data discussions and action planning with fidelity. The district has a rich data culture which creates data dashboards to provide a visualization of improvement efforts with speed, accuracy, and ease of use.

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 and aligned Targeted Improvement Plan.

VISD believes the school is the unit of change for our students. As such, providing operational flexibility to campuses is an opportunity to re-imagine traditional school structures and becomes a catalyst for change. The leader will have flexibility and autonomies needed in the implementation of their ESF Essential Action and aligned to their Targeted Improvement Plan, including discretion over staffing decisions, budget, school program, school discipline, and pedagogy that will be required to carry out the ESF-focused support grant. VISD has an established process for leaders to have flexibilities for the school design that has been used successfully with other schools to operationalize the vision of the leader to achieve the desired educational model, curriculum, flexibilities, school culture and climate processes and other structures and systems of improvement necessary. Through the ESF aligned needs assessment, the leader identifies and understands the needs of the students at the school. VISD along with the Vetted Improvement Program will support the new leader in the development and implementation of the ESF-focused area and will work collaboratively with the leader to identify and secure areas of flexibility using the existing established autonomy/flexibility approval process used in the district to enable full and effective implementation of the identified ESF-focused support area.

Budget Narrative

1. Describe how the proposed budget will meet the needs and goals of the program, including staffing, supplies and materials, contracts, travel, etc. Include a short narrative describing how adjustments will be made in the future to meet needs.

The proposed budget meets the needs and the goals of the grant. Budgeted items are allowable under the grant and align with the recommendation set forth in the LOI Program Guidelines.

STAFFING

Grant funds will be used to employ a grant manager to monitor the grant program and to serve as the primary liaison to the campuses for funding matters. Grant funds will also be used for professional and support staff extra duty to build the staff's capacity in schools around the targeted focus area, including participation in summer professional development. In addition, extra-duty funds have been budgeted to retain and induct staff members. We will also use a portion of the funds to pay for substitutes for professionals and support staff to attend professional learning.

SUPPLIES and MATERIALS

Grant funds will be used for supplies and materials needed to provide summer professional development for professional and support staff. Grant funds will also be used to provide supplies and materials to carry out grant activities as identified in the Targeted Improvement Plan and aligned to the focused ESF essential actions.

CONTRACTS

Grant funds will be used for the following partnerships. VISD will partner with the selected Vetted Improvement Program identified to support the essential action of the Effective Schools Framework for each of the campuses. VISD will contract with ESC (Education Service Center) 3 for an ESF Diagnostic on all schools who have not had one in the last three years. Grant funds will also be used to contract with selected, vetted 3rd party entities for summer professional development.

TRAVEL

VISD will participate in differentiated training aligned to the Effective Schools Framework Overview, including training for campus and district leaders in the first year of the grant, grant orientation meetings and technical assistance meetings. Grant funds will be used for travel expenses for TEA (Texas Education Agency) required events, VIP (Vetted Improvement Program) required events, and district-directed trips to support the Effective Schools Framework.

Planning and supporting the capacity development of both our leaders and teachers is an essential outcome of this project. The investment of building capacity in our staff provided through local, state, and federal funds is a substantial resource that will aid in sustaining strategies learned and implemented during the grant cycle. VISD will coordinate all available resources using our existing coordination of funding structures, including financial, human capital, operational and organizational resources, to ensure continued and successful implementation of the ESF-focused and Targeted Improvement Plan to provide seamless transition without a disruption of services after the grant ends.

Budget Narrative, cont'd.

2. Describe how the LEA will ensure campus leaders have direct access to grant funding to ensure alignment to the Targeted Improvement Plan.

VISD will identify a campus leader on each awarded campus who will be responsible for working with the district office as well as a dedicated district office grant manager contact for the campus to ensure the forward momentum of the implementation of the ESF-focused area and Targeted Improvement plan. The campus and district grant manager contact will serve as the liaison to the school and the district for all funding initiatives, questions, and activities, including the submission of funding reports. The budget will be utilized to meet grant requirements and the itemized budget funding will be aligned to the ESF-focused support area and the Targeted Improvement Plan developed in the continuous improvement cycle. VISD will follow its established policies, processes, and procedures outlined in our State and Federal Grants Manual, including grant manager on-boarding training, to ensure campuses have access to grant funding in a timely manner so funding can be used to meet the needs and action steps of the campus during the grant period. VISD will use its established request for purchase process to ensure a quick turnaround. Additionally, the Campus Intervention Team, along with the Vetted Improvement Program partner, will work collaboratively to identify areas to be addressed as part of the regular cadence of continuous improvement cycle activities and request funds to meet the needs identified.

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
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