



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

Authorizing legislation

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

Pre-award costs permitted from

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):

Applicant Information

Organization CDN Campus ESC UEI

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

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 Title

Email Phone

Signature Date

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.

Westwood ISD will support Westwood Elementary School in carrying out school improvement activities by collaboratively developing the Targeted Improvement plan for the campus. The district will allow tailored approaches, expedition of resources, and departures from standard practice if the need arises. The District will guide the development of the Targeted Improvement Plan by ensuring that the Comprehensive Needs Assessment is developed with key stakeholders at the campus and district level. Using Plan4Learning, the targeted improvement plan will compliment the Campus Improvement plan to show the additional strategies that are targeted based on the Effective Schools Framework.

The district will also prioritize the improvement of this campus by tailoring district practices to support the flexibility needed to execute the grant. The district will support the campus leadership by assisting with data review, conducting root cause analysis and developing goals and strategies for implementation. Staffing decisions will be made based on this campus' need first to ensure that the campus is adequately and efficiently staffed.

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.

Westwood ISD will monitor the schools in the following ways to ensure compliance with the Targeted Improvement Plan:

1. The instructional team will present in their quarterly check-in reviews with the executive leadership team. Calendars invites will be sent at the beginning of the year for the quarterly reviews with a data analysis protocol that will be used with each time. The agenda for the reviews will be developed with the Campus Instructional Leadership Team to ensure that the reviews are aligned with the targeted improvement plan.
2. The principals will update their Formative Reviews in Plan4Learning each quarter based on the data protocol that is presented in the quarterly review checkin.
3. Principal supervision and coaching will occur at least twice per month. The agenda will be built based on the rubric in the ESF.
4. Campus visits/observation focused on targeted goals and objectives will occur at least 1 time per month.
5. The executive leadership team will monitor and collaborate with the VIP to ensure that the implementation of strategies that support the best practices.

If the campus is unsuccessful in the implementation of the plan in the first year of the grant cycle the LEA and school will:

- Review all sources of data
- Conduct root cause analysis
- Develop strategies for corrective implementation
- Monitor implementation of correction actions and project strategies

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.

Westwood ISD 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 identified in the Targeted Improvement Plan by:

- Setting a priority to change ineffective practices and processes that increase challenges of implementation efforts
- Putting in place explicit and rigorous standards for implementation of selected strategies, processes, and practices
- Responding to and/or adjusting goals when they are not met in a timely manner
- Interacting with all stakeholders to plan and implement improvement initiatives
- Continuously review systemic, district-wide practices to identify and work to develop solutions for any conflicts or barriers
- Addressing and modifying support based on specific campus needs

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 was collectively and collaboratively developed by instructional leaders within the school district to meet the prioritized needs of students and staff as identified during a comprehensive needs assessment process. To increase program effectiveness, eliminate duplication, and reduce fragmentation of instructional programs, the district will coordinate these supplemental funds with federal (TI, TII, TIII, TIV), state (SCE, SAMP), and local funds to provide appropriate programs, instruction, and services to all students while maximizing the impact of available resources.

The primary expenditure for the proposed budget will be within the 6200 object code for contracted services to work in strategic partnership with E3 Alliance towards improvement in focus areas of Strong School Leadership & Planning, Positive School Culture and Effective Instruction. Principal supervisors, principals, campus leaders and instructional staff will engage with E3 Alliance coaches and facilitators in work that may include, but is not limited to, leadership coaching sessions, professional learning, transformative work connecting to the Effective Schools Framework, enhancing strategic plans, development of instructional leadership systems and frameworks, data-informed practices, integration of a multi-tiered system of support/response for student attendance/engagement/academic performance, and personalized pathways for supporting instructional staff through the cycles of observation, feedback, coaching and continuous improvement.

To build capacity and ensure deeper implementation and improvement, personnel costs (6100 object) will be budgeted for teacher leaders, to be vetted, selected and provided a supplemental stipend to carry out extra duty pay activities as Master Teachers, and for additional days/hours or work to support school-wide improvement. Upon successful, effective and impactful change, based on the evaluation of a predetermined data set, the two-year grant will allow the district to plan for budgeting for the awarded schools and other districts schools to receive similar supports and providing stipends to teachers for leading the work on their campuses. The district's goal with this is to improve the selected campuses but also ensure consistency across all of our campuses for continued improvement and leadership development. The budget also includes substitute costs that will be budgeted to provide coverage for classroom teachers to attend professional learning opportunities at the home campus with E3 Alliance.

Supplies/materials (object 6300) will include, but are not limited to: instructional manipulatives, technology hardware/software, supplemental instructional materials, books and other materials for professional development, student texts, supplies to enhance culture/climate, etc.

Travel costs (object 6400) will be minimal but budgeted for mileage to and from campus/training site, consultant travel, etc.

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.

The proposed budget was collectively and collaboratively developed by instructional leaders within the school district to meet the prioritized needs of students and staff as identified during a comprehensive needs assessment process. To increase program effectiveness, eliminate duplication, and reduce fragmentation of instructional programs, the district will coordinate these supplemental funds with federal (TI, TII, TIII, TIV), state (SCE, SAMP), and local funds to provide appropriate programs, instruction, and services to all students while maximizing the impact of available resources. Initial planning of schedules, time, available resources will all be taken into consideration prior to the full implementation of services and goods being procured.

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	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

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

