



2020-2021 Statewide ESSA Title I, Part A Capacity Building Initiative

Application Due 11:59 p.m. CT, August 24, 2020

NOGA ID [Redacted]

Authorizing legislation

ESEA of 1965, as amended by the ESSA, Sec. 1111(g)(1)(A)-(2)(N)

This application must be submitted via email to loiapplications@tea.texas.gov

Application stamp-in date and time

The 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, August 24, 2020.

Grant period from **September 11, 2020 - August 31, 2021**

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

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): [Redacted]

Applicant Information

Organization **Education Service Center - Region 20** CDN **015-950** Campus [Redacted] ESC **20** DUNS **074605890**

Address **1314 Hines Avenue** City **San Antonio** ZIP **78208** Vendor ID **1-741587461**

Primary Contact **Alexandra Dominguez** Email **alex.dominguez@esc20.net** Phone **210-370-5410**

Secondary Contact **Yvette Gomez** Email **yvette.gomez@esc20.net** Phone **210-370-5420**

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 **Jeff Goldhorn** Title **Executive Director**

Email **jeff.goldhorn@esc20.net** Phone **210-370-5600**

Signature  Date [Redacted]

Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant. Check the box below if applying as fiscal agent.

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

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.

- 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.
- 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.
- The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the xxx Program Guidelines.
- The applicant provides assurance to adhere to all the Performance Measures, as noted in the xxx Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- The applicant provides assurance they accept and will comply with Every Student Succeeds Act Provisions and Assurances requirements.
- The applicant provides assurance to adhere to all Statutory Requirements and TEA Program Requirements as noted in the 2020-2021 Statewide ESSA Title I, Part A Capacity Building Initiative Program Guidelines.
- Applicant provides assurance to adhere to all Performance Measures, as noted in the 2020-2021 Statewide ESSA Title I, Part A Capacity Building Initiative Program Guidelines, and shall provide the Texas Education Agency, upon request, any performance data necessary to assess the success of the program.

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.

ESC-20 has marked experience creating, developing, maintaining, and supporting a variety of state-level initiatives. ESC-20 has a proven record of accomplishment and success, is respected across the state for providing high-quality products, and is well positioned to provide support based on the scope of the work outlined in this LOI. The Coordinator overseeing all aspects of this Initiative has 12 years of experience in working with Federal programs and previously managed the former TEA Title I, Part A Capacity Building Grant. Her expertise lies in all aspects of ESSA, federal compliance guidelines, and she has extensive experience and understanding of all aspects of PNP implementation. She is well respected in the field and collaborates regularly with colleagues from other ESCs. Additionally, she has prepared local documentation on PNP services to the USDE, that was then shared at the national level.

The Mission of ESC-20 is to "Provide trusted solutions that lead to student success." This mission is in the forefront of every activity, every program, and every customer service interaction. Toward this end, the ESC-20 project team will extend focused efforts to provide support and work along with the TEA team in assisting Title IA and Title 1D programs at the LEA and ESC level to increase opportunities for qualifying students in meeting performance standards. In assisting the TEA via this Initiative, the ESC-20 project team will utilize the strengths of existing and future staff to create and develop resources that will provide support, guidance, and assistance in the implementation and coordination of Title programs goals.

ESC-20 is committed to utilizing Initiative funds to ensure appropriate staff are allocated to support the deliverables outlined in this LOI. Our current Coordinator will oversee all functions of this Initiative. The plans to hire 1.5 project members will ensure that all aspects of the work as outlined in this LOI will be accomplished within the established timelines. Additionally, to secure ongoing discussion regarding timelines, activities, and deliverables with the TEA, ESC-20 will establish multiple communication pathways to include face-to-face, email, Zoom, google docs, calendars, etc.

Our vision for the purpose of this program can be categorized into three foundational components: Planning, Program Understanding, and Coordination. The tools and resources we develop in partnership with TEA, will align with these three components toward creating a stronger statewide foundation for all stakeholders. The immediate identified needs of our organization in relation to the success of this project include ongoing communication among the TEA project staff and the hiring of additional staff to ensure project deliverables.

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
Existing: Coordinator III, Federal/State - provides training, technical assistance in federal programs for 90 LEAs and charters; more than 50 PNPs.	12 years Federal programs experience - previously managed the former TEA Title IA Capacity Building Grant; served on the Committee of Practitioners, PNP equitable services work group; state PFE committee; ESC work groups
Existing: Component Director, School Support Services - manages various local, state and federal projects.	15 years of experience in the management and delivery of more than a dozen state-level projects.
Proposed: Project Manager - to oversee various aspects of the deliverables to be instituted, as well as the development of the deliverables.	Experience in both federal programs and development of products and resources.
Proposed: Specialist - develop, deliver and train on deliverables to be instituted.	Experience in both federal programs and development of products and resources.
Existing and proposed: Internal graphic designers and contracted graphic designers as applicable	Proven record of success in designing and developing while adhering to timelines toward developing products and resources.

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

This proposal establishes two major program goals of which the ESC-20 project team will focus - to ensure ESCs and LEAs have the resources they need to implement compliant Title 1A and Title 1D programs with fidelity; and to ensure ESCs and LEAs have the training tools they need to deepen staff understanding of program intent that will lead to improved student achievement.

To meet those goals, the proposed deliverables focus on three foundational aspects necessary toward strengthening the quality of local ESSA programs: Planning, Program Understanding, and Coordination. As mentioned previously, a calendar of events is essential for a birds-eye view to assist districts in proactive planning for federal program requirements.

To support activities outlined in the description of the program, we also recommend: video snippets, digital resources, online courses, website development and hosting, tools to support marketing and communication, podcasts, appendices of resources, program repositories, tools to coordinate LEA program activities, and tools to align ESC training to LEA practice. These activities will enable LEAs to meet the first two aspects previously listed: Program Planning and Program Understanding. The deepening knowledge of federal programs will lead to the third aspect of our proposal - Coordination - by igniting connections across programs and work groups at both the ESC and the district levels. A thorough review of the grant deliverables will enable the ESC-20 project team to divide the work plan into appropriate categories as indicated and create specific activities aligned to each.

Performance and Evaluation Measures

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

The ESC-20 project team will assure that all Performance and Evaluation Measures identified in the grant will be met. In addition, quality performance and a commitment to excellence is achieved by teamwork and a process of continuous improvement. To address quality assurance during the grant development process, the ESC-20 project team will use existing, internal processes throughout the grant timeline. This approach is consistent with processes used to modify, adapt, and revise development practices to ensure student outcomes are achieved as intended in the guidelines of this grant.

As an organization, ESC-20 has implemented the Plan-Do-Study-Act (PDSA) process as a quality assurance, continuous improvement tool. The PDSA process is integral to product management and development. In order to establish a culture of continuous improvement throughout the grant duration, conversations during review and refinement will be filtered through the PDSA process to ensure the goals and outcomes of this grant are on target.

Understanding that data analysis and review are necessary components to the success of any project, the ESC-20 team will provide the TEA with web analytics and usage statistics reports. The use of website analytics will inform and measure website usage (i.e., audience searches on various website elements - keywords, popular website categories, popular resources and tools) to support trend analysis.

Evaluation efforts will be incorporated into our internal improvement process. Surveys will be utilized to conduct a needs assessment to ensure statewide groups are securing the tools and resources they need. A tracking system will be an integral element of the Google folder system to be implemented to maintain information on trending topics statewide.

Budget Narrative

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.

The ESC-20 project leadership team has extensive budget management experience and currently oversees a variety of local, state, and federal project budgets aligned with TEA grants. This leadership team will coordinate and collaborate on the management of the budget to ensure appropriate use of funds for the grant activities and deliverables, following all federal guidelines. In drafting a budget for this grant, ESC-20 reviewed similar projects to identify a variety of expenses related to the development of a project of this scope.

ESC-20 utilizes a Billable Hour system for all staff time and effort. Expenses related to ESC-20 staff time for the project team include the leadership and development team members - component director and coordinator. The leadership team members will lead development efforts and be the points of contact for ensuring grant deliverables. They will lead the hiring of development team members - project manager and consultant. The leadership team will also be the key negotiators of any contractor discussions. The two teams will follow the project from its infancy to its full execution.

Miscellaneous Contracted Services and Other Professional Services will be utilized for a variety of expenditures necessary to execute the grant deliverables. Some of the expenses in these areas include the hiring of contractors for: website design, website hosting, graphic design, video production, content creation/editing, and translation of documents. Other contractors may be identified as necessary once development commences.

Employee Travel expenditures will include face-to-face meetings with the TEA team during the contract timeline to discuss deliverables as well as travel expenses for attendance at required conferences and meetings.

An initial budget with expenditures is captured below. Adjustments to the budget will be made if necessary as the project progresses to ensure appropriate allocations and expenditures.

6200: Billable Hours, ESC Services, Misc. Contracted Services, Communications, meeting rooms
\$280,970

6300: General Supplies
\$2,944

6400: Employee Travel, Misc. Operating Expenses
\$35,000

Indirect Costs
\$24,276

Total Budget:
\$343,190

Statutory/Program Requirements

1. Describe your plan to fund a minimum of .6 of a FT employee from initiative funds to coordinate the work of the initiative. Staff member must be approved by the TEA AC for GCA or his designee and be the primary subject matter expert of the initiative and primary contact with the TEA program office, with a total min. of 1 full FTE funded and working on initiative responsibilities and activities, more than 1 FTE may be proposed and funded.

Upon receipt of the Grant, immediate plans to hire one FT Project Manager and a Specialist (.6) to support the various aspects of the deliverables to be instituted. The emphasis on hiring 1.6 FTEs with experience in both federal programs and development of products and resources will be key, as these positions will be instrumental in development efforts. Both staff members will be assigned to the various tasks and deliverables identified in this grant with direct supervision and oversight by the designated Coordinator. The ESC team will discuss all aspects of the hiring process with the TEA team.

Content experts or contractors may be utilized for various aspects of this grant as appropriate. Based on the work to be completed, we will perform an extensive search for contractors that may have the knowledge and skills necessary to support the development of materials. Meetings with contractors will be scheduled to walk contractors through internal processes and to establish expectations for creating content within timeline requirements. Setting expectations early in the relationship will establish consistency across contractors; a mode of quality assurance for ensuring efficiency of development. Instituting this practice will also limit any delays in production.

Additional internal ESC-20 staff working on deliverables may also include multi-media team members with extensive experience in graphic design, video production, online course development, and webmaster activities. This team of individuals has created resources, tools, materials, and online courses for the Agency in the past and the team understands the essential elements of development (i.e., TEA Style Guide requirements, ADA compliance for web posting and video production, parameters for posting resources). Having this team of experts on staff allows for quick access to support grant deliverables.

2. List examples of trainings and resource documents the initiative could develop to provide to ESCs and LEAs.

The ESC-20 project team will assist the TEA team in the ideation and development of resources, tools, and other supports based on identified needs. Toward that end, ESC-20 staff is committed to support TEA's strategic vision for ESSA to improve student achievement and ensure LEAs have sufficient guidance and technical assistance to strengthen the quality of local programs by proposing the development of the following resources under three essential categories:

Planning - a digital/downloadable federal program calendar of events to be maintained on the ESC-20 website, table of contents for maneuvering TEA grants resource pages.

Program Understanding - a catalog of short audio podcasts that assist LEAs with compliance and implementation topics related to Title IA and Title ID that would be released to align with monthly activities identified in the federal program calendar; an easily accessible website to include new and existing resources focused on program understanding and compliance; development of one-page resource documents, appended by program; digital/online resources aligned with TEA Strategic Priorities and Recommended Uses of ESSA Funds guidance; tools and resources for new Federal Program Directors and ESC staff to assist with learning program requirements; an Appendix of tips and tricks for utilizing the eGrants system, cataloged by program schedule; Title IA and Title ID Q&A repository (updated Monthly)

Coordination - development of materials in conjunction with ESC business office experts to assist with ESC/LEA understanding of programmatic fiscal requirements; development of program training materials to include - ESC training to LEAs and LEA training template that aligns with ESC training; development of online modules for district use in local training; coordination and alignment with existing TEA capacity building initiatives; development of resources that will highlight coordination across multiple federal programs.

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