



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

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, 2021**.

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 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  CDN  Campus  ESC  DUNS

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	<input type="text" value="2"/>
Pathway 2	<input type="text" value="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.

**Statutory/Program Assurances, cont'd.**

- 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 LEA will support both the elementary and high school campuses in carrying out school support and improvement activities by following and implementing the recommendations presented on the final report obtained through the Effective Schools Framework Diagnostic that was conducted recently (02/05/20). Those recommendations included but are not limited to the following:

- \* Prioritized Lever #1: Strong School Leadership and Planning (developing campus instructional leaders with clear roles and responsibilities)
- \* Prioritized Lever #2: Effective, Well-Supported Teachers (recruiting, selecting, assigning, inducting and retaining a full staff of highly qualified educators)
- \* Prioritized Lever #3: Positive School Culture (compelling and aligning vision, mission, goals and values focused on a safe environment and high expectations)
- \* Prioritized Lever #4: High-Quality Curriculum (aligning curriculum and assessments to TEKS with a year-long scope and sequence)
- \* Prioritized Lever #5: Effective Instruction (Creating and submitting objective-driven daily lesson plans with formative assessments)

Also, Hubbard ISD is partnering with Education Service Region 12 to implement the Texas Instructional Leadership Program which will include but is not limited to face-to-face professional development, implementation support and one-on-one coaching. This program will guide Hubbard ISD educators to build effective daily lesson plans as well as monitor that planning to master consistent effectiveness through formative assessment and data-driven instruction.

Hubbard ISD will continue utilizing the web-based District and Campus improvement plan that is continuously updated based on the recommendations and findings of the Campus and District Education Improvement Committee. The current District and Campus Improvement Plan was developed and modified using 806 Technologies Plan4Learning Tool.

The activities involved will assess observation and feedback, data-driven instruction, lesson alignment, formative assessment, school culture, instructional frameworks, administration and teacher coaching through content specific feedback.

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.

Hubbard ISD will monitor the campuses receiving the ESF-Focused Support Grant by monitoring the web-based Campus and District Improvement plan upon submission and during implementation of the recommendations from the Effective Schools Framework (ESF) outlined above as well as the Texas Instructional Leadership Program and 806 Technologies. Hubbard ISD has both Campus and District Education Improvement Committees that will work collaboratively with the Education Service Center Region 12 to accomplish determining what is working for the campuses versus what is not and make changes accordingly to accomplish the goal of improving instruction and instructional leadership to achieve success for the students of Hubbard ISD. Hubbard ISD will implement additional action following unsuccessful implementation of such plan after the first year of the grant cycle based on the recommendations from the Texas Instructional Leadership partnership with Education Service Center Region 12. Hubbard ISD is committed to improving the effectiveness of our educators to set up Hubbard ISD students for success. Hubbard ISD will be open to assessments, recommendations, implementations, monitoring, and re-assessing when necessary. The web-based improvement plan will be closely aligned to the required components of the Campus and District Improvement Plan.

**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.

Hubbard ISD will modify, as appropriate, the practices and policies to provide operational flexibility to both the elementary and high school campuses to enable full and effective implementation of the Effective Schools Framework Essential Actions aligned with the web-based Campus and District Improvement Plan by adhering to the recommendations outlined in the ESF as well as following the guidance provided by the partnership with Education Service Center Region 12 in the Texas Instructional Leadership Program which includes face to face professional development as well as one-on-one coaching to demonstrate and educate Hubbard ISD educators on best practices and policies. TIL also includes implementation, support and monitoring of these practices. Hubbard ISD is committed to implementing the ESF Framework prescribed and successfully completing of all aspects of the TIL program to improve the performance of Hubbard ISD students. The district and campuses will develop a clear vision to promote excellence in teaching. Hubbard ISD will focus on improvements through diagnostic processes, aligned resources and teacher instructional support.

**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.

The proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts and travel by allowing Hubbard ISD to contract with Education Service Center Region 12 for the Texas Instructional Leadership Program for lesson planning, formative assessment and data-driven instruction. The proposed budget also allows for follow-up and/or additional professional development from Education Service Center Region 12 in the subsequent initial year. The district will utilize the budget workbook when writing the budgetary plans. Hubbard ISD is committed to meeting the performance requirements for the length of the grant.



**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.

Hubbard ISD will use these funds received under this grant in alignment with other Federal, State and local resources to carry out the activities supported by those Federal, State and local funds to support the district's school-level improvement efforts to directly benefit the students attending the awarded campuses. Hubbard ISD is responsible for adhering to all federal, state and local measures while ensuring the requirements have been set by program guidelines. And the district will follow all federal, state and local requirements and guidelines involved in progress monitoring and submissions. The resources will contribute to increased focus on campus priorities, narrow focus on the needs of the district and support and align the framework for the benefit of the students at Hubbard ISD. Resources will develop into implementation of the ESF Levers highlighted in the diagnostic framework.

**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**