Texas Education Agency
Standard Application System (SAS)

2018–2019 Technology Lending

Program authority:	General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85th Texas Legislature; Texas Education Code Section 32.301	FOR TEA USE ONLY Write NOGA ID here:
Grant Period:	May 1, 2018, to August 31, 2019	
Application deadline:	5:00 p.m. Central Time, February 6, 2018	Place date stamp here
Submittal Information:	Applicants must submit one original copy of the application with an original signature, and two copies of the application, printed on one side only and signed by a person authorized to bind the applicant to a contractual agreement, must be received no later than the aforementioned date and time at this address: Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494	2018 FEB -6 PM 2: 29 DOCUMENT CONTROL CENTER RECEIVED TEXAS EDUCATION AGENCY
Contact information:	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #			Amendment #
El Paso Independent School District	El Paso – 071902			
Vendor ID #	ESC Region #			
1746000769	19			

Mailing address		City	State	ZIP Code
6531 Boeing Dr		El Paso	TX	79925-1086

Primary Contact

First name	M.I.	Last name	Title
Daniel	F	Vasquez	Fund Development & Partnerships Specialist
Telephone #	Email address		FAX #
915-230-2348	dfvasque@episd.org		915-230-3097

Secondary Contact

First name	M.I.	Last name	Title
Norma	D	Nguyen	Grant Writer
Telephone #	Email address		FAX #
915-230-2347	ndnguyen@episd.org		915-230-3097

Part 2: Certification and Incorporation

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 further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.

Authorized Official:

First name	M.I.	Last name	Title
Juan	E	Cabrera	Superintendent
Telephone #	Email address		FAX #
915-230-2577	superintendent@episd.org		

Signature (blue ink preferred)   Date signed

Only the legally responsible party may sign this application.

701-18-103-177

Schedule #1—General Information	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	**Amended**
1	General Information	☒	☒
2	Required Attachments and Provisions and Assurances	☒	N/A
4	Request for Amendment	N/A	☒
5	Program Executive Summary	☒	☐
6	Program Budget Summary	☒	☐
8	Professional and Contracted Services (6200)	See Important Note For Competitive Grants*	☐
9	Supplies and Materials (6300)		☐
10	Other Operating Costs (6400)		☐
11	Capital Outlay (6600)		☐
12	Demographics and Participants to Be Served with Grant Funds	☒	☐
13	Needs Assessment	☒	☐
14	Management Plan	☒	☐
15	Project Evaluation	☒	☐
16	Responses to Statutory Requirements	☒	☐
17	Responses to TEA Requirements	☒	☐

*IMPORTANT NOTE FOR COMPETITIVE GRANTS: Schedules #8, #9, #10 and #11 are required schedules if any dollar amount is entered for the corresponding class/object code on Schedule #6—Program Budget Summary. For example, if any dollar amount is budgeted for class/object code 6200 on Schedule #6—Program Budget Summary, then Schedule #8—Professional and Contracted Services (6200) is required. If it is either blank or missing from the application, **the application will be disqualified.**

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 071902	Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
1	LEA Technology Plan Template	If an LEA does not have a 2016–2017 Technology Plan on file with TEA, it must show evidence of a current local technology plan on participating campuses by completing the LEA Technology Plan Template.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.
Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
☒	I certify my acceptance of and compliance with the General and Fiscal Guidelines.
☒	I certify my acceptance of and compliance with the program guidelines for this grant.
☒	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
☒	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 071902	Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances

☒   I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
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 grant 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 assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home
5.	The applicant understands that equipment purchased with Technology Lending Grant funds is the property of the LEA.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has a 2016–2017 LEA technology plan on file with TEA, or that it will show evidence of a current local technology plan on participating campuses by completing the Required Program-Related Attachment outlined on page 18 of the Program Guidelines.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into the LEA's technology plan.
12.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data

Schedule #4—Request for Amendment	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail *or* by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Grants Administration Division, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-9564.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" guidance posted in the Amendment Submission Guidance section of the Grants Administration Division Administering a Grant page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

#	Schedule #	Class/ Object Code	A Grand Total from Previously Approved Budget	B Amount Deleted	C Amount Added	D New Grand Total
1.	Schedule #8: Contracted Services	6200	$	$	$	$
2.	Schedule #9: Supplies and Materials	6300	$	$	$	$
3.	Schedule #10: Other Operating Costs	6400	$	$	$	$
4.	Schedule #11: Capital Outlay	6600	$	$	$	$
5.	Total direct costs:		$	$	$	$
6.	Indirect cost (%):		$	$	$	$
7.	Total costs:		$	$	$	$

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #4—Request for Amendment (cont.)			
County-district number or vendor ID: 071902		Amendment # (for amendments only):	
Part 4: Amendment Justification			
Line #	Schedule # Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #5—Program Executive Summary	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

List the campuses that will be served with these funds. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Bowie High School, Guillen Middle School, Jefferson High School, Henderson Middle School

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary.

In EPISD's Strategic Plan has prioritized Active Learning and Modernized Learning Environments to create future-ready citizens. The district has been restructured towards a more personalized, technology-infused district which includes an entire department dedicated to creating blended learning experiences and a department that is designed to implement innovative programs. These departments house Instructional Technology, over 120 Active Learning Leaders, Instructional Technology Specialist trainers, and all district-wide technology initiatives such as the PowerUp 1:1 laptop initiative, Office 365, and Mileposts, a software program designed to help teachers create personalized learning experiences for their students based on collected data from a variety of sources.

EPISD's Board Goals have been updated to reduce the graduation gap by feeder pattern (Board Goal #2) and to increase the number of students who feel engaged (Board Goal #3), believing that one's zip code should not determine one's potential. As a "property poor" school district, almost all campuses are eligible for Title I assistance. Many students struggle with low literacy, particularly economically disadvantaged learners. As these learners progress from one grade to the next, their levels of literacy vary greatly from their counterparts, indicating the need for more active and engaged learning, as well as a personalized approach to close the gaps. EPISD has begun incorporating blended learning by providing learners with opportunities to engage in critical and creative thinking, problem solving, effective communication, and developing personal responsibility.

Starting in 2015-16, laptops were provided for all high school students and in 2017-18 all middle school students received laptops. In the Fall of 2017, 80% of all teaching staff received training on blended and personalized learning strategies. This professional development is sustained through face-to-face, online and blended training by campus-based Active Learning Leaders and Instructional Technology Specialists.

As part of the Office suite of tools students and teachers also have access to Skype for Business and Skype for Business Translate (beta). These tools allow students in one class to work in real time with students, mentors and teachers in another class or setting. Combine these tools with the higher end video conference equipment, and the opportunity for students to work collaboratively has never been easier in EPISD.

Despite these improvements, limited access to internet restricts the full utilization of laptops for low-income students, particularly in the south/central area of El Paso. This proposed Technology Lending grant will pilot the issue of internet-filtered mobile hotspots to economically disadvantaged students in that area by targeting Jefferson High, Bowie High, Guillen Middle, and Henderson Middle Schools. The Technology Lending Program Manager will provide trainings of campus-level Instructional Technology Specialist, Active Learning Leaders, and Librarians, will monitor usage centrally, and provide program evaluation and reporting to the Technology Lending Team. Students interested in the hotspots will complete eligibility forms administered by campus librarians who will lend devices and manage inventory via the library database.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #6—Program Budget Summary

County-district number or vendor ID: 071902		Amendment # (for amendments only):			

Program authority: General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85th Texas Legislature; Texas Education Code Section, 32.301

Grant period: May 1, 2018, to August 31, 2019		Fund code: 410			

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	$82,997	$0	$82,997
Schedule #9	Supplies and Materials (6300)	6300	$64,281	$0	$64,281
Schedule #10	Other Operating Costs (6400)	6400	$0	$0	$0
Schedule #11	Capital Outlay (6600)	6600	$0	$0	$0
Total direct costs:			$147,278	$0	$147,278
Percentage% indirect costs (see note):			N/A	$2,722	$2,722
Grand total of budgeted costs (add all entries in each column):			**$147,278**	**$2,722**	**$150,000**

Administrative Cost Calculation

Enter the total grant amount requested:	$150,000
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:	$22,500

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

If selected for a competitive grant, your award amount will be the lesser of the grand total of budgeted costs as stated on this schedule (the box with the bold outline), or the sum of all line items listed on this schedule, or the maximum allowable award amount. TEA is not responsible for math errors.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #8—Professional and Contracted Services (6200)		
County-district number or vendor ID: 071902	Amendment # (for amendments only):	
NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.		
Professional and Contracted Services		
#	**Description of Service and Purpose**	**Grant Amount Budgeted**
1	Custom 1GB Data Plan - 1GB per month for 12 months @ $10.34 per month for 643 units	$79,841
2	Shipping for units	$650
3	Telecom, Network, and Admin Fees	$2,506
4		$
5		$
6		$
7		$
8		$
9		$
10		$
11		$
12		$
13		$
14		$
	a. **Subtotal of professional and contracted services:**	$82,997
	b. **Remaining 6200—Professional and contracted services that do not require specific approval:**	$0
	(Sum of lines a and b) Grand total	$82,997

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #9—Supplies and Materials (6300)		
County-District Number or Vendor ID: 071902	Amendment number (for amendments only):	
Supplies and Materials Requiring Specific Approval		
		Grant Amount Budgeted
6300	Total supplies and materials that do not require specific approval:	$64,281
	Grand total:	**$64,281**

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #10—Other Operating Costs (6400)		
County-District Number or Vendor ID: 071902	Amendment number (for amendments only):	
Expense Item Description		**Grant Amount Budgeted**
6400	Operating costs that do not require specific approval:	$0
	Grand total:	**$0**

In-state travel for employees does not require specific approval.

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

#	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
**Schedule #11—Capital Outlay (6600)**			
	County-District Number or Vendor ID: 071902		Amendment number (for amendments only):
**66XX—Computing Devices, capitalized**			
1			$	$
2			$	$
3			$	$
4			$	$
5			$	$
6			$	$
7			$	$
8			$	$
9			$	$
10			$	$
**66XX—Software, capitalized**			
11			$	$
12			$	$
13			$	$
14			$	$
15			$	$
16			$	$
17			$	$
**66XX—Equipment, furniture, or vehicles**			
18			$	$
19			$	$
20			$	$
21			$	$
22			$	$
23			$	$
24			$	$
25			$	$
26			$	$
27			$	$
		**Grand total:**	$0

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #12—Demographics and Participants to Be Served with Grant Funds		

County-district number or vendor ID: 071902	Amendment # (for amendments only):

Part 1: Student Demographics of Population To Be Served With Grant Funds. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comment section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program. Response is limited to space provided. Use Arial font, no smaller than 10 point.

Student Category	Student Number	Student Percentage	Comment
Economically disadvantaged	3,634	92.0%	From On-point 2017-18 Fall Enrollment
Limited English proficient (LEP)	2,046	51.8%	From on point 2017-18 Fall Enrollment
Disciplinary placements	191	4.8%	From TEA TAPR (2015-2016)
Attendance rate	NA	94.6%	From TEA TAPR (2015-2016)
Annual dropout rate (Gr 9-12)	NA	2.8%	From TEA TAPR (2015-2016)

Part 2: Students To Be Served With Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type:	☒ Public	☐ Open-Enrollment Charter	☐ Private Nonprofit	☐ Private For Profit	☐ Public Institution

Students														
PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
							489	564	506	699	670	585	535	4,048

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #13—Needs Assessment	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired outcome or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. If this application is for a district level grant that will only serve specific campuses, list the name of the campus(es) to be served and why they were selected. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

In 2015, EPISD established its strategic plan, EPISD 2020, which prioritized Active Learning. Additionally, the District Board Goals were updated in 2017 to call for reducing the gap in graduation rates by feeder pattern (Board Goal 2) and to increase the number of students reporting that they feel engaged (Board Goal 3). The District recognizes Active Learning as the key component and precursor to student success benchmarks: engagement, graduation, and college and career readiness. In order to obtain the higher order thinking skills involved for this, students require technology to facilitate exploration, analysis, and creation for modern problem solving.

The goal of embedding technology into Active Learning relies on four components: (1) infrastructure for teacher and student/parent communication, (2) teacher professional development in instructional technology, (3) student access to 1:1 technology, and (4) school-wide access to safe broadband internet. The District has recently made significant progress on these four components: (1) Schoology was purchased as the District's Learning Management System in Fall of 2017, (2) Instructional Technology Specialists were assigned schools and are designated to train teachers to promote student use of technology to increase rigor and facilitate the differentiation of instruction, (3) the District's PowerUp initiative has established 1:1 technology for all students grades 9-12 and next year will add grades 6-8, (4) wireless local area networks (WLAN) have been established at all district campuses.

Schoology offers students a modern learning environment much like the ones that the ones offered in college classes including assignments, online quizzes, online discussions, grading. Additionally, it is a parent portal to get up-to-date information and communication with teachers. Best of all, it allows for teaching strategies that are blended (online and classroom) and flipped (reading background material done at home and concept work in class). With all resources available online, learning pace is personalized so students can also progress forward upon demonstrating mastery or find supplemental resources for missed concepts.

The establishment of Schoology Learning Management System for assignments, grading, report cards, and communication in 2017 allows the District to analyze Schoology site visits, uploads, and time spent on the site. When site visits are compared across schools, Guillen and Henderson Middle Schools are among the five middle schools with the lowest Schoology use (out of 16 total middle schools) while Jefferson High and Bowie are among the bottom four High Schools (out of 10 High Schools). Currently, the disparity of site visits between the low use middle schools and the highest use middle school is a factor of 20 while the high schools differ by a factor of 4. In this District, the disparity of Schoology use among its middle and high schools correlates directly with the schools' academic performance on state tests, encapsulating the District's own "Digital Divide" and an issue that the Superintendent and administration are determined to bring equity to. Students with low economic backgrounds face barriers to resources that foster inquiry, collaboration, and creativity which further widens the gap in achievement. Since the low utilization is as attributable to teacher ability to incorporate technology as lack of student internet access at home, the trained Instructional Technology Specialists are working to train teachers at the lower tier schools on effective use of technology, particularly Schoology. The District is seeking funding from this grant to provide students with low economic means with internet access at home through mobile hotspots and examine its effect on the Digital Divide.

By focusing on teacher technology professional development (provided by the District) and mobile hotspots (provided by this grant), the District anticipates Schoology use at these four campuses will improve, which, along Active Learning Framework, CK12 Online Curriculum, and Schoology, will begin to improve student engagement, confidence, graduation and, eventually, college and career readiness, thus achieving Board Goals for engagement and improving graduation rate equity.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #13—Needs Assessment (cont.)	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Economically disadvantaged students have barriers to internet access at home	Program will survey students and teachers on barriers to technology use at target campuses Program will provide mobile hotspots for qualifying students
2.	Teacher technology professional development	Teachers at these campuses are already immersed in a variety of technology infused PD, such as Apple Learning and Digital Promise technology integration. However, because of the lack of internet at home, many teachers are reluctant to assign homework to students that require connectivity.
3.		
4.		
5.		

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #14—Management Plan	

County-district number or vendor ID: 071902	Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Program Manager: Director Technology Innovation and Pilots	5 Years in EPISD as Teacher, Program Evaluator, Executive Director of Instructional Technology. Texas Science (Secondary) Teaching, Supervisory Certification
2.	Chief Information Officer	5 Years experience as coordinator and director of technology with knowledge of computer information systems
3.	Deputy Superintendent Academics & School Leadership	5 Years as Certified Educator, Mid-Management, and Superintendent. Implemented community-wide technology plan for student home access and public location access.
4.	Executive Director Innovation, Design, and Development	5 Years as Educator, Campus Administrator, Executive Director of Innovation, Design, and Development Department.
5.	Library Services Manager	5 Years as Educator (EC-6 Bilingual Certification), Librarian (K-12 School Librarian Certification), Library Learning Administrator

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective		Milestone	Begin Activity	End Activity
1.	Establish check out process	1.	Establish program eligibility and check out process	05/01/2018	05/31/2018
		2.	Promote program to schools/principals	06/01/2018	05/31/2019
		3.	Train librarians and administrators at target schools	08/01/2018	09/30/2018
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
2.	Distribute mobile hotspots	1.	Establish vendor contract and account	06/01/2018	06/31/2018
		2.	Purchase devices	07/16/2018	08/16/2018
		3.	Distribute devices	08/01/2018	08/31/2018
		4.	Monitor program adherence, program use	08/15/2018	05/31/2019
		5.	Monitor Schoology use	08/15//2018	05/31/2019
3.	Train teachers/librarians on technology use	1.	Microsoft Innovative Educator Training (MIE)	06/01/2018	05/31/2019
		2.	Apple Teacher Academy	06/01/2018	08/31/2018
		3.	Appropriate Hoonuit Training modules as needed	06/01/2018	08/31/2018
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
4.	Implement survey for student barriers and engagement	1.	Implement survey for student barriers (Speak Up)	09/01/2018	05/31/2019
		2.	Implement survey for teacher barriers (Speak Up)	09/01/2018	05/31/2019
		3.	Implement survey for student engagement	09/01/2018	05/31/2019
		4.		XX/XX/XXXX	XX/XX/XXXX
		5.		XX/XX/XXXX	XX/XX/XXXX
5.	Close-out	1.	Report on program adherence and use	05/31/2019	08/31/2019
		2.	Report on student barriers (Speak Up Survey)	05/31/2019	08/31/2019
		3.	Report on program effect on outcomes (testing)	05/31/2019	08/31/2019
		4.	Report on Schoology use	05/31/2019	08/31/2019
		5.	Determine next phase for device usage	05/31/2019	08/31/2019

Unless pre-award costs are specifically approved by TEA, grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

| Schedule #14—Management Plan (cont.) ||
| County-district number or vendor ID: 071902 | Amendment # (for amendments only): |

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Monitoring new program initiatives is one of the primary objectives of the Innovation Design and Development Department. It has and continues to incubate and develop initiatives such as PowerUp (1:1 technology program), CK12 online curriculum, Schoology Learning Management System, and New Tech Network school design. The department uses continuous feedback in the conception, collaboration and deployment of its initiatives within the department, with other departments, and with external organizations as applicable to programming. This program will be managed by the Director Technology Innovation and Pilots who is supervised and supported by the Executive Director of Innovation, Design, and Development. Continual progress monitoring for the project will be conducted in weekly IDD update meetings for the life of the grant to anticipate and troubleshoot issues, ensure program fidelity, and ensure program effectiveness.

Implementation of this project will include collaboration with Instructional Technology Specialists, Active Learning Leaders, and Librarians who will assit with data collection and receive training in the availability and function of the hotspot devices to encourage and assist students that use the program.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The District's PowerUp initiative is currently deploying 33,000 (18,000 HS and 15,000 MS) laptop devices to 6th-12th grade students at all middle and high school campuses and its infrastructure will guide the development of process and staff support to allow the proposed Technology Lending Mobile Hotspot program. At the campus level, Librarians will be used to distribute, collect, and track devices. Centrally, the Department of Innovation, Design, ad Development will provide procurement and program oversight and ensure all user-facing materials and sites are translated to Spanish. Information Technology Services will provide technical support for hotspot devices.

After the grant period, the District will determine whether the Jefferson, Bowie, Henderson, and Guillen areas serviced from the Technology Lending Program could be served by neighborhood Wi-Fi as stated by the 2016 EPISD Bond. The hotspot devices can then be moved to other high need schools to begin new Lending programs.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

			Schedule #15—Project Evaluation	

County-district number or vendor ID: 071902			Amendment # (for amendments only):	

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process		Associated Indicator of Accomplishment
1.	Establish check-out process	1.	100% of target librarians and support staff are trained in check-out process
		2.	
		3.	
2.	Distribute mobile hotspots	1.	100% of device check-outs are adherent to process
		2.	100% of eligible students are aware of device lending program
		3.	25-35% of eligible students use device lending program
3.	Train teachers on technology use	1.	100% of teachers are aware of program at each campus
		2.	100% of target librarians are trained on use of devices
		3.	
4.	Implement survey for student barriers and engagement	1.	80% of teachers complete survey on technology use
		2.	80% of students complete survey on technology use and engagement
		3.	
5.	Close-out	1.	100% of device check-outs are adherent to process
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

This program will be a collaboration between the Innovation, Design and Development Department, Information Services Department, Library Services, School Leadership, and the four target campuses. The Program Manager will be responsible for collecting, summarizing, and distributing program data on each of the indicators listed above to Tech Lending team (Schedule 14) along with campus principals and campus librarians on a monthly basis to ensure program success.

Response to the Speak Up survey allows students and teachers to provide feedback on the use of tech in the classroom and allows the district to compare the two groups (students and teachers) on perceived technology integration into lessons and learning. EPISD has been using the Speak Up survey for four years

The Program manager will monitor program utilization (device check-outs) on a monthly basis to compare data 1) across the four target campuses in relation to the number of eligible students to determine if new promotion strategies are required at individual campuses, 2) over time in case of lulls that indicate re-training is needed and 3) comparing student demographics such as gender, race, and grade-level to ensure equity. When appropriate, the Tech Lending Team will be available to provide assistance from their respective departments.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The District's PowerUp initiative currently PC laptops for 10th through 12th grade. This year, the District provided 1:1 Macbooks for 6th through 9th grades which they will carry until graduation. District iPads previously used by grades 6th-12th will be reassigned to K-5th. Funding for the PowerUp initiative is provided by a combination of local, bond funds, and instructional materials. All campuses in EPISD have more than adequate Wi-Fi capabilities for students.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

TEA Program Requirement 1: Describe how the technology lending program aligns with the existing mission and goals for the LEA. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

EPISD's Strategic Plan calls for "Engaging & Challenging Learning" which programming like PowerUp initatives have targeted by transforming teaching and learning to prepare students for a future-ready digital environment. Similarly, the Board of Trustees have called for increased student engagement. The Strategic Plan also calls for "School Modernization" which has thus far brought safe internet Wi-Fi at all District campuses for all staff and students. The Board of Trustees have recognized the disparity of potential for its students of lower economic backgrounds, particularly those in the south and central areas of the District and have set Board Goal 2 to address the gap in graduation rate by feeder pattern.

This proposed Tech Lending Program further advances Strategic Plan and Board Goals by allowing students who lack the means to have access to safe, reliable internet in their homes to have the opportunity for extended learning and engagement and completion of assignments without the burdens of risking their own safety, securing travel, or being limited by company hours in order to access public Wi-Fi and Wi-Fi hotspots. Ensuring that the mobile hotspots provide safe internet at home will remain a high priority and staff will ensure that the mobile hotspots provide internet service that is Children's Intenet Protection Act (CIPA) compliant, offer usage and data reporting, provide shutdown for lost or stolen devices, offer easy-to-use interface, and offer on-going technical support. The hotspots will also be an avenue for parents to have access to the district website resources in Schoology including student assignments, grades, progress reports, teacher communication, and parenting resources.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

TEA Program Requirement 2: Describe a plan for providing internet access to student residences, residential centers, and/or on the buses that transport students (for whom a single ride lasts, on average, at least an hour) with the highest need for off-campus internet access. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Establish check-out process. Tech Lending Program Manager will develop and finalize processes for verifying student eligibility of being 1) economically disadvantaged and 2) does not currently have internet at home. Eligibility forms and promotional media will be developed in both English and Spanish. Lending agreements will be developed to ensure students comply with proper device usage and lending period terms. The process will be approved by District Administration and distributed to target school principals and staff along with marketing to promote the program. The program manager will develop training for librarians to follow when distributing and collecting mobile hotspot devices and report on program utilization at their school.

Distribute mobile hotspots. Tech Lending Program Manager will secure a purchasing contract with an internet service provider that is able to provide safe internet students and will purchase and distribute devices to campus librarians. The manager will collect utilization reports from librarians to aggregate and summarize the data for Tech Lending Team and District administrators.

Implement survey for student barriers on engagement. To determine program effectiveness, Tech Lending Program Manager will utilize the Speak Up survey at baseline and ever semester thereafter to determine student barriers to technology use, teacher barriers to technology use, and overall student engagement.

Close-out. Tech Lending Program manager will collect devices at the end of the grant and summarize its effect by preparing a report on program adherence and use, effect on student and teacher barriers to technology use, student engagement, and effect on student grades.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071902	Amendment # (for amendments only):

TEA Program Requirement 3: Describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Lending Program will advance the District Strategic Plan by updating the curriculum with Active Learning and providing learning environments for its students to be prepared and socially responsible citizens. Also, the Lending Program supports Board Goals 2 and 3 by providing resources for disadvantaged students of the central/south area feeder patterns by allowing them to extend their learning and collaboration at home.

Curriculum has been updated through the Active Learning framework which guides teachers in how to engage students to be invested participators in determining their own learning paths. Active Learning is supported with ongoing district training and by dedicated Active Learning Leaders at each campus that provide support on Active Learning implementation in Professional Learning Community sessions. Teachers are further supported through the training received on technology integration by Instructional Technology Specialists that provide face-to-face, timely professional development, including sharing of online videos, materials, and resources.

Learning environments have also been developed through several initiatives. The PowerUp initiative continues to grow the number of grade levels that are provided 1:1 devices and laptops. The CK12 online curriculum facilitates media-enriched, teacher customized "textbook' content for student to access from their borrowed devices. CK12 is currently being used in all core content areas for 9-12 grade, with plans to expand to 6-8 in the near future. The Schoology Learning Management System implemented this year facilitates assignments, grades, and communication for teachers and students.

The final facet is to ensure that, beyond the school day, all students have the access to complete their homework, enrich their self-guided learning, and enhance their collaboration. This program will allow the District to determine feasibility, affordability, and effects of such endeavors before expanding district wide.

TEA Program Requirement 4: Describe how the applicant is using digital instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The District provides a bevy of software and training support for its teachers to use technology in the classroom including Mileposts, a software program designed to help teachers create personalized learning experiences for their students based on collected data from a variety of sources.

The CK12 online curriculum facilitates media-enriched, teacher customized textbook content for student to access from their borrowed devices. CK12 is currently being used in all core content areas for 9-12 grade, with plans to expand to 6-8 in the near future.

As part of the Office 365 suite of tools, students and teachers also have access to Skype for Business and Skype for Business Translate (beta). These tools allow students in one class to work in real time with students, mentors and teachers in another class or setting.

The Schoology Learning Management System implemented this year facilitates assignments, grades, and communication for teachers and students. Schoology offers students a modern learning environment much like the ones that the ones offered in college classes including assignments, online quizzes, online discussions, grading. Additionally, it is a parent portal to get up-to-date information and communication with teachers. Best of all, it allows for teaching strategies that are blended (online and classroom) and flipped (reading background material done at home and concept work in class).

The District has invested its local funds in deployment of ST Math at 5 high need middle schools. ST Math is a web-based visual math learning environment for grades Pre-K through 8th that has proven successful in building deep conceptual understanding of math concepts and creative problem solving especially for students with little or no English language skills. With the Tech Lending Program, the District will be able to expand ST Math to include Guillen Middle.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

TEA Program Requirement 5: Describe how the infrastructure and technical support is adequate to support students' anticipated use of devices through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The successful collaboration between the Departments of Innovation, Design, and Development, Information Technology Services, and campus staff has driven the PowerUp initiative for four years of deployed laptop and tablet devices. This collaborative support will extend to the Tech Lending Mobile Hotspot Program to ensure its success.

Overall program implementation such as process development and device procurement will be managed in the Innovation, Design, and Development Department via the Technology Lending Program Manager. The Technology Lending Program Manager will develop processes and bilingual eligibility forms, provide bilingual promotional materials for campuses, and provide trainings for campus-level Instructional Technology Specialist, Active Learning Leaders, and Librarians. The manager will monitor device usage centrally to address to ensure appropriate content and usage levels are being accessed and will provide program evaluation and reporting to the Technology Lending Team.

The librarians at the four target campuses will be responsible for securely storing mobile hotspots devices when not in use, performing check-out and check-in procedures, and reporting usage data to Technology Lending Program Manager.

Tagging, installation, and repair will be handled through Information Technology Services, and device check-out, student liability agreements, and collection of damaged devices is handled through campus library staff. The same PowerUp infrastructure will be utilized for implementation for the Tech Lending Mobile Hotspots program.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 071902	Amendment # (for amendments only):

TEA Program Requirement 6: Describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will oversee the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The librarians at the four target campuses will be responsible for securely storing mobile hotspots devices when not in use, performing check-out and check-in procedures, and reporting usage data to Technology Lending Program Manager. When not checked out, the devices will be securely stored at the four target campuses in locked cabinets. The check-out process will entail determining student eligibility obtaining signed device usage agreement, and updating student account. And then be very similar to checking out a book at the library. Devices will be checked-out for 2-week periods unless a campus has enough devices for all of its eligible students and can be checked out for longer periods. The check-in process will entail examining the device for damage and releasing holds on student account. Damaged or lost devices will be reported immediately to the Tech Lending Program Manager and Information Technology Services will repair devices as needed.

TEA Program Requirement 7: Describe how technology lending equipment will be accounted for per local policy, including providing insurance, if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Students interested in the hotspots will complete eligibility forms administered by campus librarians who will manage inventory via library databases. The Tech Lending Program Manager will monitor usage centrally. Warranty and insurance of the devices is not required. Students must adhere to the district's PowerUp technology agreement, signed by both parents and students at the beginning of each school year. Parents not wishing their students to use the devices may opt out. Ensuring that the mobile hotspots provide safe internet at home will remain a high priority and staff will ensure that the mobile hotspots provide internet service that is Children's Intenet Protection Act (CIPA) compliant, offer usage and data reporting, provide shutdown for lost or stolen devices, offer easy-to-use interface, and offer on-going technical support.

For TEA Use Only	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person: