

# Texas Education Agency Standard Application System (SAS)

<b>2018–2019 Technology Lending</b>		
<b>Program authority:</b>	General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 <sup>th</sup> Texas Legislature; Texas Education Code Section 32.301	<b>FOR TEA USE ONLY</b> Write NOGA ID here:
<b>Grant Period:</b>	May 1, 2018, to August 31, 2019	
<b>Application deadline:</b>	5:00 p.m. Central Time, February 6, 2018	Place date stamp here.
<b>Submittal information:</b>	<p>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:</p> <p style="text-align: center;">Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494</p>	<div style="writing-mode: vertical-rl; transform: rotate(180deg);">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">TEXAS EDUCATION AGENCY</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">2018 FEB -6 PM 2:01</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">DOCUMENT CONTROL CENTER</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">GRANTS ADMINISTRATION</div>
<b>Contact information:</b>	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

## Schedule #1—General Information

<b>Part 1: Applicant Information</b>			
Organization name	County-District #	Amendment #	
Canutillo	071907		
Vendor ID #	ESC Region #		
74-6028038	19		
Mailing address	City	State	ZIP Code
7932 Artcraft Rd	El Paso	TX	79932
<b>Primary Contact</b>			
First name	M.I.	Last name	Title
Cristina		Pulley	Director of Financial Services
Telephone #	Email address		FAX #
(915)877-7425	<a href="mailto:cpulley@canutillo-isd.org">cpulley@canutillo-isd.org</a>		(915)877-7415
<b>Secondary Contact</b>			
First name	M.I.	Last name	Title
Luis	M	Guerra	External Funding Coordinator
Telephone #	Email address		FAX #
(915)877-7497	<a href="mailto:lguerra@canutillo-isd.org">lguerra@canutillo-isd.org</a>		(915)877-7415
<b>Part 2: Certification and Incorporation</b>			

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
Pedro		Galaviz	Superintendent
Telephone #	Email address		FAX #
915-877-7444	<a href="mailto:pgalaviz@canutillo-isd.org">pgalaviz@canutillo-isd.org</a>		915-877-7414
Signature (blue ink preferred)			Date signed

[Handwritten Signature]

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Only the legally responsible party may sign this application.

[Handwritten Initials]

**Schedule #1—General Information**

County-district number or vendor ID: 071907 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	See Important Note For Competitive Grants*	<input type="checkbox"/>
9	Supplies and Materials (6300)		<input type="checkbox"/>
10	Other Operating Costs (6400)		<input type="checkbox"/>
11	Capital Outlay (6600)		<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**\*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.

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**Schedule #2—Required Attachments and Provisions and Assurances**

County-district number or vendor ID: 071907 | 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
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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
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <a href="#">General and Fiscal Guidelines</a> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the program guidelines for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <a href="#">General Provisions and Assurances</a> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <a href="#">Debarment and Suspension Certification</a> requirements.

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**Schedule #2—Required Attachments and Provisions and Assurances**

County-district number or vendor ID: 071907

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

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**Schedule #4—Request for Amendment**

County-district number or vendor ID: 071907

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**

			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	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.	<u>Indirect cost</u> ( %):		\$	\$	\$	\$
7.	Total costs:		\$	\$	\$	\$

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**Schedule #4—Request for Amendment (cont.)**

County-district number or vendor ID: 071907

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.			

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**Schedule #5—Program Executive Summary**

County-district number or vendor ID: 071907	Amendment # (for amendments only):
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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.

Canutillo Independent School District has chosen its two middle schools, Canutillo Middle School (CMS) and Jose Alderete Middle School (AMS), to take advantage of the Technology Lending Program.

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.

Canutillo ISD strives to strengthen its technological infrastructure & resources to create student opportunities to access content and online resources at home. Students need to be able to demonstrate mastery using computer based skills to build their credentials in real-world settings. With the ability to have computer access at home, students will acquire work-based skills which are required to be college and career ready.

Canutillo ISD has developed strong college and career pathways at its comprehensive and early college high schools. Students have the opportunity earn an Associate's degree, college hours through dual credit and AP offerings, earn endorsements in STEM through our TSTEM designation, Business and Industry, Human Services, Fine Arts and multi-disciplinary. Our pathways in health education, agriculture, law enforcement, Project Lead the Way, continue to grow.

The district has moved its attention to our two middle schools to create pipelines for student to enter high demand pathways. Canutillo Middle School opened a STEAM academy and Alderete Middle School as a medical magnet. The two schools have used funds to purchase technology to ensure the success of the programs. However, the STEAM academy is currently limited to 6<sup>th</sup> graders only at CMS and a small cohort of 30 students at AMS.

Both schools have a desire to extend technology to their other students as well. Currently, both schools have technology labs and the school library where students have access to computers. The schools also have Computers on Wheels (COWs) which can be checked out by teachers for their classroom. Some teachers have access to "clickers" which used in conjunction of their SMART board can provide immediate feedback for them. However, technology is not 1 to 1 and relies on who gets to the labs "first".

Teachers have access to online resources through recent textbook adoptions. But again, students can only access through time in the labs or library. Many times, teachers will access the resources and project them through their laptop and Infocus machine.

The Technology Lending Program would allow more students to have access at school but also at home. More students would have a device in their hand and with data card access at home. Since our district is 71% Economically Disadvantaged, this would be a great opportunity for students and our community.

To determine the needs of our two middle schools, all students at both middle schools were given a survey about access to computers and the internet. Approximately 50% of our middle schools students did not have one or the other.

Our campus librarians and technology department personnel will oversee the program with campus principal support. They will ensure processes will be developed to ensure laptops are provided to students and data cards for those students who do not have internet access. Procedures will be in place for checking technology out to students, their upkeep, accessing district online resources, etc. Parents will be informed of the parameters for usage and become partners in the program.

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**Schedule #5—Program Executive Summary (cont.)**

County-district number or vendor ID: 071907

Amendment # (for amendments only):

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. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

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\_\_\_\_\_  
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\_\_\_\_\_  
By TEA staff person:



**Schedule #6—Program Budget Summary**

County-district number or vendor ID: 071907	Amendment # (for amendments only):
Program authority: General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 <sup>th</sup> 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	\$35,000	0	\$35,000
Schedule #9	Supplies and Materials (6300)	6300	\$62,239	\$2,761	\$65,000
Schedule #10	Other Operating Costs (6400)	6400	0	0	0
Schedule #11	Capital Outlay (6600)	6600	0	0	0
Total direct costs:			\$97,239	\$2,761	\$100,000
Percentage% <u>indirect costs</u> (see note):			N/A	5%	100%
Grand total of budgeted costs (add all entries in each column):			<b>\$97,239</b>	<b>\$2,761</b>	<b>\$100,000</b>

**Administrative Cost Calculation**

Enter the total grant amount requested:	\$100,000
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:	\$15,000

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.

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**Schedule #8—Professional and Contracted Services (6200)**

County-district number or vendor ID: 071907

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	Contract with wireless internet provider	\$35,000
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
<b>a. Subtotal of professional and contracted services:</b>		\$35,000
<b>b. Remaining 6200—Professional and contracted services that do not require specific approval:</b>		\$0
<b>(Sum of lines a and b) Grand total</b>		<b>\$35,000</b>

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

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<b>Schedule #9—Supplies and Materials (6300)</b>		
County-District Number or Vendor ID: 071907		Amendment number (for amendments only):
<b>Supplies and Materials Requiring Specific Approval</b>		
		<b>Grant Amount Budgeted</b>
6300	Total supplies and materials that do not require specific approval:	\$65,000
<b>Grand total:</b>		<b>\$65,000</b>

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

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<b>Schedule #10—Other Operating Costs (6400)</b>		
County-District Number or Vendor ID: 071907		Amendment number (for amendments only):
Expense Item Description		Grant Amount Budgeted
6400	Operating costs that do not require specific approval:	\$0
<b>Grand total:</b>		<b>\$0</b>

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.

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<b>Schedule #11—Capital Outlay (6600)</b>				
County-District Number or Vendor ID: 071907			Amendment number (for amendments only):	
#	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
<b>66XX—Computing Devices, capitalized</b>				
1			\$	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
8			\$	\$
9			\$	\$
10			\$	\$
<b>66XX—Software, capitalized</b>				
11			\$	\$
12			\$	\$
13			\$	\$
14			\$	\$
15			\$	\$
16			\$	\$
17			\$	\$
<b>66XX—Equipment, furniture, or vehicles</b>				
18			\$	\$
19			\$	\$
20			\$	\$
21			\$	\$
22			\$	\$
23			\$	\$
24			\$	\$
25			\$	\$
26			\$	\$
27			\$	\$
<b>Grand total:</b>				<b>\$0</b>

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

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Schedule #12—Demographics and Participants to Be Served with Grant Funds															
County-district number or vendor ID: 071907										Amendment # (for amendments only):					
<b>Part 1: Student Demographics of Population To Be Served With Grant Funds.</b> 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	469	71.3%													
Limited English proficient (LEP)	176	26.7%													
Disciplinary placements	DNA	DNA													
Attendance rate	NA	97.67%													
Annual dropout rate (Gr 9-12)	NA	DNA%													
<b>Part 2: Students To Be Served With Grant Funds.</b> Enter the number of students in each grade, by type of school, projected to be served under the grant program.															
<b>School Type:</b>		<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Open-Enrollment Charter	<input type="checkbox"/> Private Nonprofit	<input type="checkbox"/> Private For Profit	<input type="checkbox"/> Public Institution									
Students															
PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	
							439	403	455					1,297	

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**Schedule #13—Needs Assessment**

County-district number or vendor ID: 071907

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.

Canutillo ISD is a small school district serving approximately 6,000 students. Seventy one percent of our students are coded as Economically Disadvantaged and the district is predominately Hispanic. CISD is a Title I district which entitles all students to the free breakfast and lunch program.

Due to the population, many students do not have access to computers at home or internet service. This creates a barrier as the district moves to creating CTE pipelines at the middle school into our comprehensive high school. For the academic year 2017-2018, our two middle schools opened a STEAM Academy at Canutillo Middle School and a Medical Academy at Alderete Middle School. The schools were burdened with the initial outlay of costs to purchase computer labs and laptops/tablets for this endeavor. As such, the district has decided to target these schools for the grant. It is the hope that 1 to 1 technology would not be limited to students in these programs but to open to students campus-wide.

Next, the district surveyed students at both schools to determine how many students had a computer or internet access at home. Half the students did not have either one.

The Technology Department then gathered estimates for three different types of devices to see which would offer the best value and put more computers in students' hands. This information was shared with both campus administrators and Curriculum and Instruction Executive Director to determine if the devices were aligned with curricular and instructional needs. All stakeholders committed to making the program successful if the grant was awarded.

This data supports that the students at these two schools would benefit from Technology Lending Program. It would give them access to technology that they currently do not have at school or at home.

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**Schedule #13—Needs Assessment (cont.)**

County-district number or vendor ID: 071907

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.	<p>Canutillo ISD surveyed the two middle schools on amount of digital access:</p> <ul style="list-style-type: none"> <li>• Grade level and access to technology a benefit</li> <li>• Number with internet in the household</li> <li>• Number students with computer/laptop</li> </ul>	<p>The results prompted that less than 50% of the population have access to internet and or have a computer at home. However, the mention of lending program prompted 100 percent response rate. Students are eager to take advantage of the Technology lending program</p>
2.	<p>Canutillo ISD currently is in the implementation of Sciences, Technology, Engineering, Arts, and Mathematics STEAM program with the Project Lead the Way platform at Canutillo Middle School. Also, Jose Alderete Middle School is in the implementation phase of a Medical Magnet cohort for the sixth graders.</p>	<p>The Technology Lending program will help leverage the amount of computing devices accessible to students. The Technology Grant committee suggested that the funds be split 50/50 amongst both campuses.</p>
3.	<p>Canutillo ISD is striving for mechanisms to increase student achievement.</p>	<p>With the Technology Lending program, students will have access to intervention digital programs such as Gamesalad, ThinkThroughMath, Renaissance-Accelerated Reader and BrainPop, that are currently utilized at our campuses. Additionally, our Technology Team has committed to adding additional Wireless Application Protocol (WAP) at each campus to support the additional devices upon receiving the grant.</p>
4.	<p>Canutillo ISD has a need to spark interest, engage, and motivate students in Career and Technology programs and College readiness, which are in alignment with the four strategic goals adopted by the Texas Education Agency.</p>	<p>There is an increasing demand for students to be digitally competent in their ability to access, interpret, compare and contrast synthesize and communicate ideas through the use of technology. The Technology Lending program will address the landscape of skill and competency.</p>
5.		

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By TEA staff person:



**Schedule #14—Management Plan**

County-district number or vendor ID: 071907

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.	Technology Systems Tech	Our Technology System Technician with 25 + years of experience, with a Master's degree in Instructional Technology, will be responsible in the implementation of the Canutillo ISD Technology Lending Program at the two middle schools.
2.	Lead Tech Instructional	Lead Technology Instructional Coordinator with 16 + years' experience and holds a Master's in Technology Teacher Certification will be responsible in the implementation of the Canutillo ISD Technology Lending Program at the two middle schools.
3.		
4.		
5.		

**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.	Creating Policy on the Technology Lending Program	1. Creating Committee	05/01/18	05/31/18
		2. Developing Technology Lending Program Policy	06/01/18	06/30/18
		3. Providing Policy to Board of Directors	08/01/18	08/31/18
		4. Providing training to campus level administration	08/01/18	08/31/18
		5. Rolling out Technology Lending Program	08/01/18	08/31/18
2.	Procurement of Technology Equipment	1. Initiate Procurement Process	05/01/18	05/31/18
		2. Obtain Board approval	06/01/18	06/30/18
		3. Devices imaged and make available	08/01/18	08/31/18
		4. Provide propaganda about the Program	08/01/18	08/31/18
		5.	XX/XX/XXXX	XX/XX/XXXX
3.	Evaluation	1. Continuous monitoring on usage	08/01/18	08/31/19
		2. Quarterly surveys on satisfaction and usage	08/01/18	08/31/19
		3. Report logs generated on digital program usage	08/01/18	08/31/19
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX
4.		1.	XX/XX/XXXX	XX/XX/XXXX
		2.	XX/XX/XXXX	XX/XX/XXXX
		3.	XX/XX/XXXX	XX/XX/XXXX
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX
5.		1.	XX/XX/XXXX	XX/XX/XXXX
		2.	XX/XX/XXXX	XX/XX/XXXX
		3.	XX/XX/XXXX	XX/XX/XXXX
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX

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.

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**Schedule #14—Management Plan (cont.)**

County-district number or vendor ID: 071907

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.

The Superintendent and Board of Trustee's have established BQ local that ensures that administration gathers data and develop criteria to undertake the annual evaluation of programs designed to be effective and structured to positively impact student achievement. The Associate Superintendent and Executive Director of Curriculum and Instruction work closely with campus leadership to ensure the improvement process penetrates both the instructional and operational functions of the district. The district is aimed in supporting all teachers in improving their practice and outcomes. With an annual Growth Resilience Innovation Tenacity (GRIT) training at the beginning of the year, training is given to teachers and staff to promote student achievement outcomes.

At the district level, the Cabinet, composed of Superintendent, Associate Superintendent, Chief Human Resource Officer, Chief Financial Officer, and Public Information Officer oversees the continuous improvement process and ensure that instructionally and systemically the quality principles are integrated and effective. The district believes that improvement cannot operate as a stand-alone initiative within separate departments, so they aim to build continuity with common classroom assessments, clear performance targets for students, school and departmental dashboards, and staff training in the use of process measures and tools.

The district improvement plan and campus improvement plans also guarantee that outcomes and goals are reviewed quarterly. This ongoing process allows the district and schools to intervene earlier to ensure programs stay on track.

**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.

Canutillo ISD is committed to the ongoing effort to maximize technology- based innovations. Educators and education stakeholders are tasked with preparing all learners with the skills and capacities for the 21 st century (global awareness, creativity, collaborative problem solving skills, and self-directed learning). Educators must reconsider how they approach learning and the instruction environments created to foster them.

Canutillo ISD has made tremendous steps in fostering technological advances by implementing a Google platform with unlimited drive space, easy accessibility, technology rich learning environments and web based programs. The leveraging of these tools produces a different educational climate. At the middle school level, Canutillo ISD has implemented various digital labs, student-accessible school-wide wireless network, virtual reality computers and interactive whiteboards to name a few. The Technology Lending program will provide each campus with 200 laptops/Chromebooks that will enable students to take home the technology to power student research, collaborations and inquiry projects.

The Technology Department in collaboration with the Curriculum and Instruction Department, and campus principals will meet each 9 weeks to discuss issues and overall use of the grant.

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**Schedule #15—Project Evaluation**

County-district number or vendor ID: 071907

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.	Student access to laptops	1.	Rosters of students checking out the laptops
		2.	Monthly reports from librarians on numbers of laptops
		3.	Purchase orders for Google Chromebooks
2.	Student competency on using laptops	1.	District and campus training for students on Google Drive
		2.	End of year survey by CTE teachers on Google Drive
		3.	
3.	Student usage of laptops at school and home	1.	End of year teacher survey
		2.	End of year parent survey
		3.	
4.		1.	
		2.	
		3.	
5.		1.	
		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.

Since the primary purpose of the program will be to put laptops in student's hands and assist with internet access at home, the district will use the following methods to collect data points.

POs, Written Processes, Check-in and Check-out Reports – Purchase Orders for the laptops, Written processes such as letters to parents, etc. and reports documenting laptops were checked out to students and checked in as well.

Surveys – End of year parent surveys will allow the district to know if students used laptops at home. End of year teacher surveys will allow the district to know if students used their laptop to access online resources.

Trainings – Calendar of trainings that occurred for students to be instructed on Google Apps and the use of the Chromebook

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**Schedule #16—Responses to Statutory Requirements**

County-district number or vendor ID: 071907

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.

Canutillo ISD strives to strengthen its technological infrastructure & resources to create student opportunities to access content and online resources at home. Students need to be able to demonstrate mastery using computer based skills to build their credentials in real-world settings. With the ability to have computer access at home, students will acquire work-based skills which are required to be college and career ready.

Canutillo ISD has developed strong college and career pathways at its comprehensive and early college high schools. Students have the opportunity earn an Associate’s degree, college hours through dual credit and AP offerings, earn endorsements in STEM through our TSTEM designation, Business and Industry, Human Services, Fine Arts and multi-disciplinary. Our pathways in health education, agriculture, law enforcement, Project Lead the Way, continue to grow.

The district has moved its attention to our two middle schools to create pipelines for student to enter high demand pathways. Canutillo Middle School opened a STEAM academy and Alderete Middle School as a medical magnet. The two schools have used funds to purchase technology to ensure the success of the programs. However, the STEAM academy is currently limited to 6<sup>th</sup> graders only at CMS and a small cohort of 30 students at AMS.

Both schools have a desire to extend technology to their other students as well. Currently, both schools have technology labs and the school library where students have access to computers. The schools also have Computers on Wheels (COWs) which can be checked out by teachers for their classroom. Some teachers have access to “clickers” which used in conjunction of their SMART board can provide immediate feedback for them. However, technology is not 1 to 1 and relies on who gets to the labs “first”.

Teachers have access to online resources through recent textbook adoptions. But again, students can only access through time in the labs or library. Many times, teachers will access the resources and project them through their laptop and infocus machine.

Canutillo funds are limited to offer the technology lending program since it is limited to continuous efforts to keep abreast with technology at its schools. The district leverage federal, state and local funds to upkeep and continuously replenishes old and out dated technology. E-rate funds are redistributed to the campus to upgrade connectivity and maintain servers. Bond money has also been utilized for upgrades to school labs to be a competent district with STEM programs.

The Technology Lending Program would allow more students to have access at school but also at home. More students would have a device in their hand and with data card access at home. Since our district is 71% Economically Disadvantaged, this would be a great opportunity for our community.

To determine the needs of our two middle schools, all students at both middle schools were given a survey about access to computers and the internet. Approximately 50% of our middle schools students did not have one or the other.

Our campus librarians and technology department personnel will oversee the program with campus principal support. They will ensure processes will be developed to ensure laptops are provided to students and data cards for those students who do not have internet access. Procedures will be in place for checking technology out to students, their upkeep, accessing district online resources, etc. Parents will be informed of the parameters for usage and become partners in the program.

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**Schedule #17—Responses to TEA Program Requirements**

County-district number or vendor ID: 071907

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.

Below is Canutillo's Mission, Vision and Goal Statements:

**Mission Statement** Canutillo ISD's purpose is to provide high quality educational experiences that will inspire and prepare all students to apply the knowledge and skills necessary to become effective leaders and productive citizens.

**Vision Statement** Canutillo ISD is a premier school district with nationally-ranked, multi-literate graduates ready to excel in college, their careers, their community, and in life.

**Goals**

Goal 1: CISD will optimize a functional, secure, safe and inviting learning environment with facilities conducive to effective learning. Goal 2: Increase Student Academic Achievement. Goal 3: Enhance Student Character & Drive Towards a Career/ Profession that benefits the community with diverse career experiences from K-12. Goal 4: Build Meaningful Parent Partnership for their Empowerment and Engagement in their Child's Education. Goal 5: Convey and Share a Positive Image to all CISD & Community Stakeholders.

The Technology Lending Program supports Canutillo's quest by creating educational experience to learn and apply technology skills to be effective leaders. By extending students another opportunity to excel in school, this helps build the pipeline to college and career success.

The Technology Lending Program also supports the goals of building a conducive environment towards effective learning i.e. a laptop to use at home. It also helps build our parent partnerships since students will be able to continue having a technology learning environment at home with internet access.

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

County-district number or vendor ID: 071907

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.

Canutillo ISD plan to offer Wi-Fi access to students to take home via a hotspot device contracted through a major telecommunications carrier. 4G LTE wireless network offers a number of security advantages over a public Wi-Fi such as:

- Enabling up to five users to share the internet when doing collaborative work
- Ability to work anywhere at any time due to LTE networks
- Unlimited data usage
- Immediate disconnection if device is lost.
- Tracking control and usage logs capabilities.

The Librarian at each campus will be responsible in providing the access and use of the technology to the students via a check out/check in service. The student will also have access to internet via personal Wi-Fi devices from a major telecommunications provider. After the student survey, about 50 % of the population already has internet at home, so the wireless devices will be distributed as needed basis.

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

County-district number or vendor ID: 071907

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.

Canutillo ISDs Curriculum and Instruction Department is committed to building a culture of collaboration focused on student achievement outcomes through engaging relevant learning experiences. The Technology Lending Program aligns with this mission by assisting students to greater levels of achievement by being able to access the internet using a laptop. Having a laptop with internet, opens up an entire different world to students and gives them the ability to extend their world view.

One of the C&I departments strategic priorities focus on College and Career Readiness. The Technology Lending Program aligns with this priority since it enables students to build 21<sup>st</sup> century technology skills which are needed to be successful in the workplace and college.

Each of the middle school campuses focus on classroom management using the Positive Behavior Interventions and Support. PBIS supports teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of schoolwide PBIS is to establish a climate in which appropriate behavior is the norm. The Technology Lending Program will align to PBIS since students will be given expectations on how to care and use their laptops in a responsible way.

**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.

Currently, teachers access digital instructional materials for students through their textbook adoptions in Social Studies, Science, and Mathematics. Teachers find that the online resources are instrumental in developing classroom lessons.

Some digital materials students access in the middle school for content include

- Middle school algebra students also have use of the ALEKs program. 8th
- ThinkthroughMath 6-8
- Renaissance Learning and Accelerated Reader 6-8
- Edmentum Reading Prep for TSI 8<sup>th</sup> Grade
- BrainPop 6-8

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

County-district number or vendor ID: 071907

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.

Information is a valuable resource for any organization. Technology plays an ever increasing role as a tool used by the district to carry out its mission. The effectiveness and efficiency of the district are enhanced through the use of technologies as part of the delivery of services to the students, teachers, support staff, administration, and the community. The Canutillo ISD Technology Department has submitted the district technology plan and has been approved by the Board of Trustees early this school year. (Please see Attached) within the plan is the implementation of a comprehensive, centralized improvement, budgeting and replacement process that will be achieved through from local, state and federal funding. SchoolDude is our work order system that provides adequate project/work order tracking, requester notifications and/or permit inquiries of the status of the service requests. The district has robust wireless access points (WAP) throughout the district and the additional installation of ten more per campus during this school year.

The Technology Department is engaged in conducting analysis of Information Technology activities to assist in assessing the programmatic and staffing adequacy and functionality. The 5 year plan takes into account:

- Current hardware and software configurations, their functionality and operational efficiency.
- Current staffing configurations, assignments, individual skills and familiarity with assigned activities hardware and software
- Currently documented IT policies and procedures
- The current information technology support and service levels to operating departments; the current service needs of the supported activities; gaps in service and level of responsiveness to customer departments and/or campuses.
- An analysis of the current fiscal expenditure plan, to include analysis of major components of activity area, including computer configurations; networking hardware and software, server configurations and capacities, telephone and other specialized electronic systems.
- Approved standardization of classroom/department catalog for the ease of procurement.

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

County-district number or vendor ID: 071907

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 Technology Lending program will implement about 200 laptops/chromebooks between our two middle schools: Canutillo Middle School and Jose Alderete Middle School. The Technology Technician and Lead Technology teacher will spearhead a committee to develop and implement an approved acceptable use and lending policy. The Librarian at each campus will be responsible in providing the access and use of the technology to the students via a check out/check in service. The student will also have access to internet via personal Wi-Fi devices from a major telecommunications provider. After the student survey, about 50 % of the population already has internet at home, so the wireless devices will be distributed as needed basis.

**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.

The Technology Technician and Lead Technology teacher will spearhead a committee to develop and implement an approved acceptable use and lending policy. The Librarian at each campus will be responsible in providing the access and use of the technology to the students via a check out/check in service. The Technology Lending committee also recognized that the laptop/chromebook was of a low cost thus providing insurance on the devices was not necessary. Additionally, the committee recognized that the distribution of 100 laptops/chromebooks will have a significant burden on the WAP at each school. Technology Department has agreed to install ten more WAP devices at each campus this fiscal year, even if the technology grant is not obtained.

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