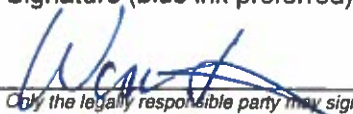# Texas Education Agency
Standard Application System (SAS)

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	
Contact information:	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

(stamp: RECEIVED TEXAS EDUCATION AGENCY 2018 FEB -6 PM 2: 03 DOCUMENT CONTROL CENTER GRANTS ADMINISTRATION)

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #			Amendment #
Westwood ISD	001-908			
Vendor ID #	ESC Region #			
1751086109	7			

Mailing address			City	State	ZIP Code
PO Box 260			Palestine	TX	75802-

Primary Contact

First name	M.I.	Last name	Title
Tiffany	N	Carwell	Federal Programs Director
Telephone #	Email address		FAX #
903-729-1776	tncarwell@westwoodisd.net		903-729-3696

Secondary Contact

First name	M.I.	Last name	Title
Christine	H	Bedre	Assistant Superintendent
Telephone #	Email address		FAX #
903-729-1776	chbedre@westwoodisd.net		903-729-3696

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: Wade   M.I.   Last name: Stanford   Title: Superintendent

Telephone #: 903-729-1776   Email address: wstanford@westwoodisd.net   FAX #: 903-729-3696

Signature (blue ink preferred)   Date signed

(signature)   02/05/2018

Only the legally responsible party may sign this application.

County-district number or vendor ID:	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.**

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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: 001-908	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.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 001-908	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: 001-908	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

			A	B	C	D
#	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.	Indirect cost (%):		$	$	$	$
7.	Total costs:		$	$	$	$

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Schedule #4—Request for Amendment (cont.)	
County-district number or vendor ID: 001-908	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: 001-908	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.

Westwood Junior High and Westwood High 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.

Due to the demand of rapidly changing technology needs and a limited budget WISD feels the need to seek other funding sources to provide students with adequate technology to meet all students' academic needs. Access to dedicated internet service within the WISD area is limited to nonexistent for many of our district students' homes. Due to the district's high percentage of low socio-economic students, access to dependable technology devices outside of the school day is limited. Westwood ISD strives to implement a large-scale technology lending program to give students access to digital curriculum resources outside of the walls of the district. The goal is to meet the needs of each student's individual learning style at both school and home.

Due to the district serving a large number of economically disadvantaged students (66.7%), many households cannot bear the expense of providing their children technology devices and internet. The district has continued to purchase web-based curriculum to extend the learning outside of the classroom. Allowing students to check out technology resources will link to both the goals of the grant with WISD's district technology plan while supporting each existing campus plan to enhance student learning.

District Statistics:
Econ. Dis - 66.7%
At Risk - 51%
ELL - 5.7%

A committee led by district and campus instructional leaders develop an individual campus needs assessment with a selected campus committee. The needs assessment is a living breathing document that is continually updated throughout each school year and from year-to-year. Within this evaluation, the campus committees determine the efficacy of each needs assessment and make any updates or changes that may need to occur.

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WISD management calls for multiple district leaders such as curriculum and instruction staff, technology department staff, and campus instructional leadership teams members including but not limited to campus administration. Oversight of the program will consist of monitoring and documenting the technology device usage, along with the time spent on individual instructional programs.

High-quality management will consist of continuous monitoring of program implementation along with scheduled quarterly meetings to discuss technology usage and instructional progress.

Schedule #5—Program Executive Summary (cont.)	
County-district number or vendor ID: 001-908	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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Schedule #6—Program Budget Summary

County-district number or vendor ID: 001-908	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	$11,000	$	$11,000
Schedule #9	Supplies and Materials (6300)	6300	$39,000	$	$39,000
Schedule #10	Other Operating Costs (6400)	6400	$	$	$
Schedule #11	Capital Outlay (6600)	6600	$	$	$
Total direct costs:			$	$	$
Percentage% indirect costs (see note):			N/A	$	$
Grand total of budgeted costs (add all entries in each column):			$	$	**$50,000**

Administrative Cost Calculation

Enter the total grant amount requested:	$50,000
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:	$7,500

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.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 001-908	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	Service for wireless internet brick. (Yearly Service) These devices will be centrally located on each campus for students to check out. Students will be able to take home wireless internet bricks to use with district devices.	$6,000.00
2	Insurance for student devices purchased with grant funding. To repair and/or replace damaged devices.	$5,000.00
3		$
4		$
5		$
6		$
7		$
8		$
9		$
10		$
11		$
12		$
13		$
14		$
a.	Subtotal of professional and contracted services:	$11,000.00
b.	Remaining 6200—Professional and contracted services that do not require specific approval:	$0
	(Sum of lines a and b) Grand total	$11,000.00

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 #9—Supplies and Materials (6300)	
County-District Number or Vendor ID: 001-908	Amendment number (for amendments only):

		Grant Amount Budgeted
	Supplies and Materials Requiring Specific Approval	
6300	Total supplies and materials that do not require specific approval:	$39,000.00
	Grand total:	**$39,000.00**

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 #10—Other Operating Costs (6400)		
County-District Number or Vendor ID: 001-908	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.

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Schedule #11—Capital Outlay (6600)

County-District Number or Vendor ID: 001-908		Amendment number (for amendments only):		
#	**Description and Purpose**	**Quantity**	**Unit Cost**	**Grant Amount Budgeted**
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.

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

County-district number or vendor ID: 001-908	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	JH (7-12) = 149 HS (9-12) = 174	JH (7-12) = 64.5% HS (9-12) =60.2	Data from the 2016-2017 TAPR report.
Limited English proficient (LEP)	JH (7-12) = 9 HS (9-12) =13	JH (7-12) = 3.9% HS (9-12) = 39.8	Data from the 2016-2017 TAPR report.
Disciplinary placements	JH (7-12) = 9 HS (9-12) = 12	JH (7-12) = 3.6% HS (9-12) = 2.5%	Data from the 2016-2017 TAPR report.
Attendance rate	NA	JH (7-12) = 96.1% HS (9-12) = 95.4%	Data from the 2016-2017 TAPR report.
Annual dropout rate (Gr 9-12)	NA	0%	Data from the 2016-2017 TAPR report.

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
								121	126	119	116	83	96	661

County-district number or vendor ID: 001-908	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.

WISD technology department analyzed the current technology on each campus within the district. Upon this evaluation, the two campuses that were selected were Westwood Junior High School and Westwood High school. The campuses chosen were a result of the extensive technology needs and lack of resources compared to the other two district campuses.

The needs assessment process was conducted in conjunction with campus administration and the technology department. The used the guiding questions from the Technology Focus Area of the campus Comprehensive Needs Assessment. These questions targeted the current technology needs, the vision of technology on the campus to improve academic achievement, and the technology proficiency of staff and students. Through this evaluation, the decision was made to focus on the immediate needs on our secondary campuses.

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Schedule #13—Needs Assessment (cont.)	
County-district number or vendor ID: 001-908	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.	Students have limited access to reliable technology devices outside of the school walls (i.e., at home).	With the implementation of the lending grant program on WJH and WHS campuses, students would have the ability to check out devices on campus to take home; therefore, extending the school day allowing students to have a reliable technology device for completing school work.
2.	Students have limited to no internet access outside of the school walls (i.e., at home) to access online curriculum through technology devices.	With the implementation of the lending grant program on WJH and WHS campuses, students would have the ability to check out wireless internet bricks enabling students to have the ability to access web-based curriculum and resources outside of the school day (i.e., at home).
3.	Individual students and/or classes as a whole have limited access to technology devices during the school day to enhance learning with primary, supplemental, and remedial instructional technology programs.	With the implementation of the lending grant program on WJH and WHS campuses, students and/or teachers would have the ability to access devices. Students would have the ability to check out devices to use for a specific class as well as teachers may utilize the technology devices to integrate technology into the classroom instruction.
4.		
5.		

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Schedule #14—Management Plan

County-district number or vendor ID: 001-908	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.	Federal/Special Programs Director	This position would best be served by someone experienced in the management of federal grants, including spending and monitoring of funds.
2.	Director of Technology	The Director of Technology would need to demonstrate expertise in devices and programs that are appropriate for school-aged children.
3.	Assistant Superintendent of Curriculum/Instruction & Leadership	The Assistant Superintendent must have experience in how technology impacts learning and can enhance the student's access to the curriculum.
4.	District Librarian	The District Lirarian will demonstrate the ability to monitor program usage and implementation and communicate with the Assistant Superintendent on a consistent basis.
5.	Instructional Technologist	The Instructional Technologist must continually research best practices of technology in the classroom. They must demonstrate excellent communication skills as the will continually work with teachers, students, and campus and district administration.

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.	Evaluate, determine, and order the technology devices and wireless vendor to use for the Technology Lending Grant 2018-2019.	1.	Research, explore, and compile a comparison chart of pricing options for technology and wireless vendors.	05/07/2018	05/11/2018
		2.	Develop and schedule a TLG committee meeting to determine technology devices, amounts, and wireless vendor to use for the TLG.	05/07/2018	05/18/2018
		3.	Order (complete PO) devices, complete service agreement with wireless provider, and obtain insurance on devices ordered.	05/18/2018	05/31/2018
2.	Prepare devices for student use in the 2018-2019 school year.	1.	Obtain devices and wireless bricks, bar code, and inventory into Follett system.	06/1/2018	06/29/2018
		2.	Technology department programs devices with appropriate campus/department programs, applications, and safeguards for students.	07/2/2018	07/31/2018

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Schedule #14—Management Plan (cont.)	
County-district number or vendor ID: 001-908	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 district monitors the attainment of goals and objective through constant communication. We use Google Drive and district email to assist with communication. In setting the goal, we are sure to include all necessary staff in the development process. At that point, staff are made aware of their responsibility in accomplishing the goal. Checkpoints are put within the goal to monitor progress. Meetings are scheduled within the timeline to ensure these checkpoints are being met and progress toward goal completion is occurring.

When goals and objectives need to be revised, all parties are made aware immediately. Usually, the revision takes place in a progress meeting so everyone is present. If not, the goal revision is sent out through email, so everyone can see the changes. If changes impact members of our community, we hold campus and district level meetings to share the information with our parents and guardians. Depending on the nature of the goal, this may also be communicated at monthly school board meetings.

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.

Our goal is to make a way for all students to have constant access to technology to assist in their academic achievement. Westwood ISD is very aware of the need for increased technology in our student's hands. We are committed to the project's success because we are committed to our student's success. We allow our vision, mission, and belief statements to guide all of our decision-making. These statements remind us to always do what is best for kids.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 001-908	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.	Technology Usage (Both device and wireless bricks)	1.	70% usage (check out/ins) of technology devices
		2.	50% usage of internet bricks
		3.	
2.	Instructional Program/Online Textbook Usage Audit	1.	25% usage increase of instructional programs used after school hours for the fall semester.
		2.	40% usage increase of instructional programs used after hours for the fall semester.
		3.	50% usage increase of online instructional textbooks.
3.	Teacher Survey	1.	70% of teachers from both WJH and WHS see an increase of student technology usage.
		2.	Increase of student academics success within the teacher's classroom from using TLG devices.
		3.	Overall satisfaction of the program on each campus.
4.	Student Survey	1.	30% increase of accessibility to technology devices on their campus.
		2.	50% increase of student pride and ownership of their learning.
		3.	Overall satisfaction of the program on each campus.
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.

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Our instructional technologist currently monitors program usage and implementation. This is done through pulling usage reports, speaking with teachers and students, and monitoring classrooms. Campus and district level administration also evaluate student growth to measure the effectiveness of web-based programs and technology usage. Furthermore, the PEIMS director runs monthly attendance reports for evaluation of this data. This process will continue and expand with the implementation of the Technology Lending Grant.

Problems with project delivery will be addressed immediately. Through continuous data collection on project implementation, all problems will be caught quickly. Any issues will be addressed with primary project personel immediately and handled directly.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID:	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.

Due to the rural nature of a large part of WISD's service area, there are many students who have no option other than a cellular service provider to provide residential Internet service to their homes. Seeking to have a single ISP, and single student experience, for all student users requiring Internet access at home, the district has gone through a cellular service survey evaluation process over the last three month period. We experimented with different provider's hardware to determine which cellular provider would offer the greatest coverage and highest bandwidth for our students. The only provider that was able to meet both of these requirements was Verizon Wireless. There are several third-party cellular ISPs available that utilize Verizon cellular towers, so we will choose the most cost effective and reliable service among those providers. At this point we do not have plans to implement Internet access on our busses. There are very few bus routes in the district that would meet the one hour ride time requirement. Our plan is not to provide Internet service to all students of the district. We plan to have a reasonable number of wireless cellular bricks that can be checked out on a temporary basis to students when required to complete assigned coursework.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID:	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.

The Westwood ISD mission states that we will prepare future ready students in a positive and engaging educational environment. The majority of our students' future careers will undoubtedly include the use of technology. To better prepare them for post-secondary education and employment, we must provide them with multiple opportunities to use technology as a tool to expand and enhance their learning. The technology lending program will help by providing students with additional opportunities for engagement with web-based resources.

The expanded use of technology provided by this grant will empower students to continue their education outside of the school walls. At Westwood ISD, *we believe in academic excellence for all students.* Through this lending program, students who may not otherwise have access to technology will now be able to use devices more frequently to assist them in achieving the academic excellence we are committed to and believe in for all students. This now leads to our vision statement number two and three (2) *in developing leaders at all levels* and (3) *every person is a leader – they lead from where they are.* Students will now have leadership, ownership, and pride in completing their work and they can access and utilize technology to further their education. The leadership of student work will be in grade seven through twelve preparing all students for success after high school.

Next, part of the districts strategic plan is to integrate technology into instructions with students using it fluidly every day. Strategy 1.2 states in our program that *WISD will execute a district-wide plan to modernize technology.* This may not be the step to a district plan, but this will help in the area of upgrading technology for our students with the least amount of devices in grades seven through twelve.

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

WISD has utilized e-Rate funding over the last three years to upgrade our wired and wireless infrastructure

throughout all campuses in the district. We have upgraded our WAN connection to 40GbE between

campuses, and we currently have a 1GbE dedicated internet connection servicing the district. The district

utilizes an on premise/cloud based hybrid content filtering service guaranteeing that any outage inside the

district will result in a temporary period of unfiltered Internet access by students at home. The district has the

Technology Director, two technicians, one Help Desk assistant, and trained campus teachers available during

school hours to provide technical support for all WISD staff and students. We utilize an electronic help desk

ticketing system for all reported technical issues and outages. The system is web-based and available

24x7x365 to allow technical problems to be submitted and resolved in a timely fashion.

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

County-district number or vendor ID:	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(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Currently, the district curriculum department holds seven instructional programs for Westwood Junior High and five for Westwood High School. These numbers do not include the access to multiple online textbooks related to core, college, and career and technology education (CTE) classes. The curriculum-based textbooks have extended activities to assist students with continued instruction outside of the school day. Implementing the technology lending program will directly align not only with the district's curriculum and instruction vision for both campuses but the district as well. In spring of 2017, the district's strategic planning committee developed many action plans. One strategy is to execute a district-wide plan to modernize technology. All students are not currently exposed to the modern devices and experiences available by the district. The technology lending grant could significantly increase our student's awareness of online activities through online programs and textbooks that are instructional, supplemental, and remedial; therefore, aligning with our district belief statement that we believe in academic excellence for all students.

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.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID:	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 grant will be administered by multiple departments in the district. Configuration, installation, and repair will be provided by the Technology Department. The check-out process for students will be handled by campus librarians under the direction of or District Librarian. The Curriculum and Instruction department will ensure that devices are used in the most appropriate manner to maximize their impact on student engagement and learning.

Specifically each device and Internet brick will be checked out of the campus library for a period determined by task it is required for. All devices and Internet bricks will be entered into the districts online resource manager software and checked out much as a library book or textbook would. At a specified interval, district technology personnel will check devices for damage and repair those devices as needed. A quarterly inventory of all district devices purchased with grant funding will be performed to ensure that no devices are missing or damaged. Damage or missing devices will be reported to the Technology Department. Insurance for all mobile devices will also be purchased to ensure that damaged, lost, or stolen hardware can be promptly replaced.

As we are asking for devices for our Junior High (7-8) and High School (9-12) students, all devices will be housed on their respective campuses. Each location provides for a secure and locked location for their security. There will be adequate power installed to maintain a full charge on devices when they are not being used, and adequate wireless service will be available, in the areas they are stored, to ensure all security updates are applied when devices are stored.

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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.

Both WJH and WHS campuses will have the same check-out and check-in process. The campus digital media center (library) paraprofessional, overseen by the district librarian, will house and supervise the check-out/in process. Training will be held for all persons that serving as an overseer of the technology to enhance the stability of systematic procedures for the check-out/in methods. Each technology device purchased and internet brick will be barcoded and processed through Follett, the district's textbook and digital media center program. As items are returned to the media center, the paraprofessionals will give the technology a 'working check' to ensure no damage has occurred while checked out to a particular student. Not only will this supervision safeguard the life of the technology and internet bricks but also enhance the working condition of the technology for future student use. If damage has occurred to the device, the district's technology technicians will be notified immediately. Devices will not be rechecked out until the working order is maintained.

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.

Each device and Internet brick will be checked out of the campus library for a period determined by the task it is required for, or for as long as recommended by each student's instructors. All devices and Internet bricks will be entered into the districts online resource manager software and checked out much as a library book or textbook would. At a specified interval, district technology personnel will check devices for damage and repair those devices as needed. A quarterly inventory of all district devices purchased with grant funding will be performed to ensure that no devices are missing or damaged. Damage or missing devices will be reported to the Technology Department. Insurance for all mobile devices will also be purchased to ensure that damaged, lost, or stolen hardware can be promptly replaced.

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