



2021-2022 Effective Advising Planning Pilot
Letter of Interest (LOI) Application Due 11:59 p.m. CT, June 15, 2021

NOGA ID [Redacted]

Authorizing legislation [Redacted]

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

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, June 15, 2021**.

Application stamp-in date and time

Grant period from **July 15, 2021 - August 31, 2022**

Pre-award costs permitted from **Pre-Award Costs Are Not Permitted**

Required Attachments (linked along with this form on the TEA Grants Opportunities page)

1. Excel workbook with the grant's budget schedules
2. Attachment A: Program Agreement

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds): [Redacted]

Applicant Information

Organization CDN Campus ESC DUNS

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name Title

Email Phone

Signature Date

Shared Services Arrangements

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

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

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the xxx Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the xxx Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Program Requirements

1. Summary of Program: Provide an overview of the program to be implemented with grant funds. Include (1) program goals, deliverables, milestones, and roles and responsibilities, (2) strategy for coordinating efforts with Effective Advising Program Leads, (3) facilitation and support strategy for participating and individual districts, and (4) communication strategy.

Region 4 ESC and its partner district team members will be trained on implementing the Effective Advising Framework (EAF), which in turn will provide a clear vision for the team to plan, implement, and evaluate this program to support student academic and career development in grades K-12. Program goals are that all students will be empowered to make informed decisions regarding their postsecondary plan and will graduate prepared to enter college, career, and/or the military.

This pilot project will model a team approach including support and facilitation from the two Effective Advising Pilot (EAP) coaches at the ESC, two district leads and the team members consisting of a CTE, Counseling, Administrator and Special Populations representative. The roles and responsibilities of each team member will be clearly outlined at the onset of this pilot project along with goals, action steps and timeline.

The EAP coaches will work closely with EAP leads with regular check-ins and scheduled meetings to ensure the team is on track and their needs are being met. During these sessions, any coaching and adjusting will occur.

The EAP coaches, with the input of the EAP leads, will develop a robust training schedule that will lead to a successfully developed high quality, sustainable and specific plan that will ensure student success and outcomes within their districts.

Communication plans will be critical in this pilot. The EAP coaches role will be to inform all team members involved about project updates and timelines. Our communication goals are as follows:

- Develop a timeline of when meetings will be held, especially after major project milestones have been reached.
- Keep all team members up-to-date on the budget, timeline and needs of the pilot.
- Provide transparent insight into any obstacles or important decisions made along the way.
- Supply opportunities for team members to provide feedback.

Program Requirements, cont'd.

1. (cont'd) Summary of Program: Provide an overview of the program to be implemented with grant funds. Include (1) program goals, deliverables, milestones, and roles and responsibilities, (2) strategy for coordinating efforts with Effective Advising Program Leads, (3) facilitation and support strategy for participating and individual districts, and (4) communication strategy.

Program Requirements, cont'd.

2. School District Partner Selection: Outline the process you took to identify and select districts to participate in the Effective Advising Planning Pilot. What are the key elements that informed your selection? How will you ensure that participating districts fulfill their commitment to develop an Effective Advising Program Plan?

After reviewing and analyzing multiple sets of LEA data, Region 4 chose two districts, Hempstead and Channelview ISD, to partner with in the Effective Advising Planning Pilot (EAPP).

Hempstead ISD was selected on the results of a CTE program evaluation. The program evaluation revealed gaps within the counseling activities in the areas of personal graduation plans, master scheduling, in addition to their CCMR scores being very low. Based on this data, there is a need for a comprehensive overhaul of the counseling department's services and procedures to students, especially in the area of CCMR. We believe the Effective Advising Planning Pilot (EAPP) will be instrumental in closing the gaps, guiding the work of the counseling department and having a positive impact on student outcomes and initiatives in the school years 2021-2023 and beyond. Team members will include counselors from elementary, middle, and high school to ensure consistency and systemic change within the district.

Channelview ISD was selected on the results of its low scores on their CCMR accountability report and on data demonstrating this small district's rapid growth rate. Their district leadership has expressed excitement in the opportunity for this program to not only have a positive impact on their CCMR scores but the fact that the EAPP will further support their work within the Effective School Framework. We believe this Effective Advising Planning Pilot will be instrumental in closing the gaps, guiding the work of the counseling department and having a positive impact on student outcomes and initiatives in the school years 2021-2023 and beyond. Team members will include counselors from elementary, middle, and high school to ensure consistency and systemic change within the district.

These LEAs were invited to an informational session on EAPP to review and discuss the requirements and expectations of the pilot in which both agreed in writing and plan to participate fully throughout this grant project.

Program Requirements, cont'd.

3. Qualifications and Experience of Key Personnel: Outline the required qualifications and experience for primary project lead (EAF Coach) in the implementation and delivery of the program. Include whether the position is existing or proposed.

Region 4 ESC has identified two very qualified personnel, who will serve as EAF coaches. These two individuals are Monelle Rougeau, CTE Specialist and LaShonda Evans, Counselor Education Specialist. These two ladies will be able to allocate a total of 25% of their combined capacity to support participating districts in the design, development and implementation of their respective plans, because the work that they currently engage in, closely aligns with the work of the EAPP.

Monelle Rougeau has served as the CTE Specialist for the past 11 years at Region 4 and has extensive knowledge (25 years) in all aspects of career and technical education. She has also been trained as an Effective Schools Framework Facilitator. She has worked with six districts implementing the ESF model. In addition, Monelle has worked closely for the past seven years with the counselor specialist, LaShonda Evans, to develop a united and seamless approach to the CTE and counseling programs. Monelle also has a deep understanding of the College, Career, Military, Readiness accountability system.

LaShonda's role as the Counseling Education Specialist for Region 4 ESC, for the past 7 years has allowed her to have a unique impact upon school counselors in the 40+ districts in the region. Prior to her time at Region 4 ESC, she served in Klein ISD as the Lead Counselor for a comprehensive high school and served on several district level committees that created several improvements within the framework of the District Counseling department. She has an extensive background in advising best practices, master scheduling, graduation requirements, personal graduation plans and providing counseling technical assistance to districts. LaShonda works closely with Monelle Rougeau, the CTE specialist and their collaboration has come to be requested often in districts.

4. Budget Narrative: Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

We are requesting funding in the amount of \$99,750 to execute and meet the expectations of the Effective Advising Planning Pilot grant requirements. Below is a summary of how those funds will be allocated.

\$25,000 will be allocated to the payroll of the two EAP coaches (\$12,500 per coach)

\$20,000 will be allocated for the EAP leads (\$10,000 per district lead)

\$30,000 will be allocated for a stipend for the remaining district EAP team members (\$15,000 for each district team)

\$10,000 will be allocated for a comprehensive tool designed to support for both districts

\$5,000 will be allocated for travel during the pilot process

\$5,000 will be allocated for resources and training expenses

\$4,750 will be allocated to indirect costs

If budget adjustments are needed throughout the course of this grant, we will seek approval internally as well as through the TEA grant department prior to making any changes.

Program Requirements, cont'd.

5. Education Service Center Coordination: How will the ESC ensure that the pilot program is integrated with other efforts? What communication and/or collaboration efforts will be employed to ensure district have a clear, coordinated experience?

Integrated efforts in the CTE, counseling, special populations and CCMR accountability areas are already in place at Region 4. The work stream of these specialists provide technical assistance and training together on a regular basis. These team members collaborate and problem solve regularly to support customer districts. The two coaches proposed for this grant project are well versed in CTE, CCMR, and counseling and have experience with the Effective School Framework model which will align seamlessly with the EAPP. This team is equipped to design and implement CCMR strategies to increase student outcomes.

Clear and concise communications is key to the success of this pilot, therefore, the EAF coaches will make sure that the expectations and deliverables are clearly outlined and understood by all participating district members. In addition, the strategy, internally, will be to ensure that ESC staff are aware of the pilot program and the potential impact on their work stream. This will be accomplished through in-house emails, Region 4 ESC newsletters and sharing the EAPP program overview presentation within the department of Accountability and Leadership Solutions.

6. Program Monitoring: How will the EAF Coach monitor participating districts in the Pilot to ensure fidelity of implementation to program requirements and completion of deliverables? How will the EAF coach intervene, if necessary?

Specific deliverables will be outlined and established at the onset of this project based on the pilot ' s goals along with expected deadlines and milestones agreed upon and calendared. Monitoring of the expectations will occur routinely throughout the project pilot through site visits, meetings and emails. Prompt interventions will occur in the event deadlines or progress is not being met.

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

| | | | |
|-------|----------------------|---------|----------------------|
| Group | <input type="text"/> | Barrier | <input type="text"/> |
| Group | <input type="text"/> | Barrier | <input type="text"/> |
| Group | <input type="text"/> | Barrier | <input type="text"/> |
| Group | <input type="text"/> | Barrier | <input type="text"/> |

PNP Equitable Services

Are any private nonprofit schools located within the applicant's boundaries?

- Yes No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

Are any private nonprofit schools participating in the program?

- Yes No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

5A: Assurances

- The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.
- The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

5B: Equitable Services Calculation

| | |
|-------------------------------------------------------------------------------------------------|----------------------|
| 1. LEA's student enrollment | <input type="text"/> |
| 2. Enrollment of all participating private schools | <input type="text"/> |
| 3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2) | <input type="text"/> |
| 4. Total current-year program allocation | <input type="text"/> |
| 5. LEA reservation for direct administrative costs, not to exceed the program's defined limit | <input type="text"/> |
| 6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5) | <input type="text"/> |
| 7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3) | <input type="text"/> |
| LEA's total required ESSA PNP equitable services reservation (line 7 times line 2) | <input type="text"/> |

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section

Reason for Amendment