# Attachment 2 – Response Forms

## Attachment 2.A. – Intent to Submit a Letter of Interest *(Optional for all Applicants)*

**PLEASE SUBMIT THIS NOTICE BY E-MAIL AS SOON AS POSSIBLE AFTER RECEIPT OF THE REQUEST FOR LETTERS OF INTEREST, BUT NO LATER THAN 8/31/2018 TO:**

Email Address: specialprojects@tea.texas.gov, Attention to: Alexis Bauserman

**Subject: GU - LOI Notice of Intent - <DISTRICT NAME>**

**Notice of Intent to Submit Texas GEAR UP Technical Assistance Grant Proposal**

The following organization hereby files a notice of intent to submit a proposal:

| Name of entity applying:  |  |
| --- | --- |
| Mailing Address: |  |
| Contact Person: |  |
| E-Mail: |  |
| Phone Number: |  |
| FAX: |  |

* Filing of this notice is not mandatory; however, it will assist the Texas Education Agency in anticipating the volume of proposals in order to expedite the review process better and finalize contract awards.
* Proposers who do not file this notice are still eligible to submit a proposal.

## Attachment 2.B. – Applicant Information Form *(Completed by All Applicants)*

| **Applicant Information** | **Response** |
| --- | --- |
| Applicant Name |  |
| Applicant Type (ESC, IHE, Non-profit) |  |
| LOI Author Name |  |
| LOI Author Title |  |
| LOI Author Phone |  |
| LOI Author E-mail Address |  |

## Attachment 2.C. – Professional Development TA Grant Applicant Responses *(Completed by PD TA Grant Applicants)*

| **GEAR UP Technical Assistance Scoring Rubric**  |
| --- |
| **1. Professional Development TA Grant Application *Total Points: 24*** |
| **1.1** | **Resources to Meet Objectives** Describe the staffing and contracted services/goods that your organization will make use of to complete the activities in Section 2 and meet the requirements in Section 3 for the PD TA Grant. Detail:* Any plans to contract with a service provider to meet FOI requirements or conduct grant activities. Include the name of any prospective contractors you may attempt to source (review Section 1.5).
* The qualifications of your organization’s staff who would be dedicated to this grant, their roles, and their commitment. Provide resumes.

*Recommended length: 1/2 page + resumes* | 4 |
| Response:  |
| **1.2** | **Instructional Excellence PD Experience** Describe any past experiences working with different types of LEAs and campuses in Texas (e.g., urban, rural, charter, etc.) supporting instructional excellence and rigor competency development*Recommended length: 1/2 page* | 4 |
| Response:  |

| **GEAR UP Technical Assistance Scoring Rubric**  |
| --- |
| **1. Professional Development TA Grant Application *Total Points: 24*** |
| **1.3** | **Vertical Teaming Experience** Describe any past experiences working with districts and institutions of higher education supporting vertically aligned planning*Recommended length: 1/2 page* | 4 |
|  |
| **1.4** | **Quality of Activity and Budget Plan** Provide a half page outlining the general methodology to complete the activities and the FOI requirements of this TA grant* Fill out a detailed activity plan template (Attachment 3.A.)
* Detail how you would position this work to build competencies at districts and lessen their dependence on your organization

*Recommended length: 1/2 page + Attachment 3.A.* | 8 |
| Response:  |

| **GEAR UP Technical Assistance Scoring Rubric**  |
| --- |
| **1. Professional Development TA Grant Application *Total Points: 24*** |
| **1.5** | **Fidelity of Implementation Metrics** * Comment and expand on the appropriateness of the FOI metrics and requirements provided in Section 2.3 Professional Development FOI Requirements, and supporting reporting methods
* If you disagree with the FOI components of this LOI, propose an alternative set of FOI components by which you wish your performance to be evaluated

*Recommended Length: ½ page + relevant attachments* | 4 |
| Response: |
| **1.6** | **Other Comments**Provide any other comments or concerns regarding the content of this request for LOIs. This section will not be scored. | N/A |
|  |

## Attachment 2.D. –Performance Management TA Grant Applicant Responses *(Completed by Performance Management TA Grant Applicants)*

| **GEAR UP Technical Assistance Scoring Rubric**  |
| --- |
| **2. Performance Management TA Grant Application *Total Points: 31*** |
| **2.1** | **Resources to Meet Objectives** Describe the staffing and contracted services/goods that your organization will make use of complete the activities in Section 2 and meet the requirements in Section 3 for the PD TA Grant. Detail:* Any plans to contract with a service provider to meet FOI requirements or conduct grant activities. Include the name of any prospective contractors you may attempt to source (review Section 1.5).
* The qualifications of your organization’s staff who would be dedicated to this grant, their roles, and their commitment. Provide resumes.

*Recommended Length: ½ page + Resumes* | 4 |
| Response: |
| **2.2** | **Data-driven Performance Management** Describe any past experiences working with different types of districts and campuses in Texas (e.g., urban, rural, charter, etc.) supporting data-driven performance management of programs; college readiness programs are of particular interest.*Recommended Length:* ½ *page* | 4 |
| Response: |

| **GEAR UP Technical Assistance Scoring Rubric**  |
| --- |
| **2. Performance Management TA Grant Application *Total Points: 31*** |
| **2.3** | **Information Collection and Reporting Tools** * Describe any past experiences working with districts and campuses implementing quantitative and qualitative information collection for program measurement
* Describe any tools used by your organization that you believe may be relevant to meeting the objectives of this grant

*Recommended Length: ½ page + relevant attachments* | 11 |
| Response:  |
| **2.4** | **Quality of Activity and Budget Plan** * Provide a half page outlining the general methodology to complete the activities and the FOI requirements of this TA grant
* Detail how you would position this work to build competencies at districts and lessen their dependence on your organization
* Fill out a detailed activity plan template (Attachment 3.B.)

*Recommended length: ½ page + Attachment 3.B.* | 8 |
|  |

| **GEAR UP Technical Assistance Scoring Rubric**  |
| --- |
| **2. Performance Management TA Grant Application *Total Points: 31*** |
| **2.5** | **Fidelity of Implementation Metrics** * Comment and expand on the appropriateness of the FOI metrics and requirements provided in Section 3.3 Performance Management FOI Requirements, and supporting reporting methods
* If you disagree with the FOI components of this LOI, propose an alternative set of FOI components by which you wish your performance to be evaluated

*Recommended Length: ½ page and relevant attachments* | 4 |
|  |
| **2.6** | **Other Comments**Provide any other comments or concerns regarding the content of this request for LOIs. This section will not be scored. | N/A |
|  |