



**2023-2024 Effective Advising Planning Grant**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, July 7, 2023**

NOGA ID [Redacted]

Authorizing legislation [Redacted]

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto: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, July 7, 2023**.

Application stamp-in date and time

Grant period from **September 1, 2023 - August 31, 2024**

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

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

Excel workbook with the grant's budget schedules

Attachment 1: Program Agreement

**Amendment Number**

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

**Applicant Information**

Organization  CDN  Campus  ESC  EIN

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 2023-2024 Effective Advising Planning Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 Effective Advising Planning Grant 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:** a) Provide an overview of the program to be implemented with grant funds. b) Describe how this program will support individual planning in the context of comprehensive school counseling. c) Describe how this program will foster innovation in CTE programming and/or promote careers pathways aligned to high-skill, high-wage careers or industries.

Region 3 Education Service Center covers 10833 square miles and is comprised of 37 school districts many of which are rural schools. The Effective Advising Framework (EAF) Coach will work with three districts in the development of a comprehensive school counseling program that will provide an equitable and thorough advising system for all students. The planning and implementation of an individual student planning system within the context of a comprehensive school counseling program in a school district is essential to student academic, career, personal and social development.

Each of the districts shall develop an Effective Advising Framework Team with a designated leader to meet with the EAF Coach. The EAF coach will develop, plan, and build strong relationships with each partner district. Training will be provided to the team regarding program goals and expectations. The EAF Coach will complete training through TEA and will meet on a regular basis with the EAF Team from participating districts to inform them of project updates, goals, budgets, and timelines as well as assist with data collection and planning of the implementation of the Effective Advising Framework. The EAF Coach will communicate with all members before meeting and confirm attendance as well as implement a timeline and framework. Monitoring expectations will occur routinely throughout the project with face-to-face meetings, video conferencing, emails, and phone calls to ensure that deliverables are progressing as indicated in the grant. Data will be collected and completed and the EAF coach shall meet with LEAs to answer questions and aid to ensure completion. If needed, interventions and necessary adjustments will be made to ensure that all deadlines and goals are met.

Development of the comprehensive school counseling plan would allow the EAF team to work with the CTE advisory board and examine labor market needs. Collaboration and data collected will support the creation and implementation of CTE programs that promote career pathways aligned to high-skill, high-wage careers, or industries.

**Program Requirements, cont'd.**

2. **Project Leadership:** a) Explain the **EAF Coach** selection. Include the following: Who will serve as the EAF Coach(es)? What are this person's qualifications and what is your justification for selecting them as the EAF Coach? What percentage of time will the EAF Coach(es) be allocated to this project? Include any other roles the EAF Coach holds and the percentage of time they are allocated to other projects, not to exceed 100%. If selecting more than one EAF Coach, indicate which district(s) each coach will be held accountable for supporting for the duration of the grant cycle.

b) Provide an overview of the **EAF Coach Strategy** for implementing this project. Include the following: What is the training and communication strategy the EAF Coach(es) will use to ensure participating districts fulfill their commitments to the deliverables of this project? How will the EAF Coach(es) monitor progress toward completion of deliverables? How will an EAF Coach intervene, if necessary, with districts who are not meeting expectations?

c) Provide an overview of the **ESC's strategy** for overseeing this project. Include the following: How will the ESC ensure the EAF Coach(es) have the necessary time and resources to successfully complete all grant requirements? How will the ESC monitor the performance of the EAF Coach(es) and track progress toward grant deliverables? What protocol and strategy will be followed if the ESC recognizes the EAF Coach is at risk or if they are notified by TEA that an EAF Coach is at-risk? What steps will be taken if the ESC does not retain the selected EAF Coach(es) for the entirety of the grant? How will the ESC ensure the grant project is integrated with other internal efforts?

a) Ramona Hotman is currently the Counselor Specialist at the Region 3 Education Service Center. She is a certified school counselor with experience in both the elementary and secondary schools. She has background in advising, graduation requirements, personal graduation plans, and providing counseling technical assistance to districts. She brings training, professional development, consultation services, and information dissemination to the Region 3 area. She provides academic support and legislative updates as well as mental health support to school counselors, educators, and other school staff to ensure health, wellness, and academic success of students across the region. She will ensure that the implementation of program requirements and completion of deliverables takes place. Ramona Hotman has worked with other grant recipients in the region and knows how to work effectively and efficiently to obtain the necessary information for grant data submissions. The EAF Coach will allocate 30% of her time to this project, with the remaining 70% to be divided between regional counselor training/technical assistance, and the Student, Family, Community Engagement representative for the SPEDTex network. She will be the only EAF coach to work with the districts.

b) Ramona Hotman will develop, plan and build strong relationships with each district. Training will be: provided to the team regarding program goals and expectations. The EAF Coach will communicate with all members before meetings and confirm attendance as well as implement a timeline and framework for completion. Monitoring expectations will occur routinely thought the project through face-to-face and virtual meetings, email and phone. She will collaborate with them to collect data, identify goals and plan for implementations and monitoring of an individual student planning system aligned to the EAF. Districts that fail to meet expectations or timelines will be addressed through email and a face-to-face meeting to discuss reasons and identify a plan to meet expectations.

c) Ramona Hotman will report all progress to her supervisor, Kenda Matson, Director of Special Programs. Kenda Matson has extensive experience with grant monitoring and implementation. Kenda will monitor deliverables and timelines. If she is contacted that Ramona Hotman is not meeting expectations, a meeting will be held to devise a remediation plan. If Ramona Hotman is not retained by the ESC, her replacement will be responsible for the continued implementation.

**Program Requirements, cont'd.**

3. **District Leadership:** a) Provide an overview of the selection process for **partner school districts**. Include the following: an outline of the process you undertook to select partner districts, reasoning behind your selection, considering key elements such as current initiatives, participation in other projects, district and/or campus level leadership, etc., if any, that informed the selection.

b) Explain in detail how the districts you have selected meet the CTE defined criteria listed in the Eligible Applications section of these Program Guidelines. Include information for each criterion met by the individual districts.

c) Explain **Project Lead** selection. Who are the identified Project Leads at each partner district and what are their qualifications to serve as Project Lead? Include the strategy for each district selection of a Project Lead and how the district will ensure this person has the necessary time and resources to successfully complete grant deliverables.

a) Districts in the ESC 3 service area were examined based on the criteria set forth in the grant requirements. All three school districts are members of the Counselors Symposium which has established a positive working relationship with the EAF Coach. They are members of the CTE SSA so an established relationship is in place at these districts, also. Based on the past experiences with contracted services, technical assistance and rapport with each district, the administration of the ESC determined that the Effective Advising Framework would have a positive impact for the students in the districts chosen.

b) Each district meets criteria under the following criteria: A CTE program with high percentages of CTE concentrators or completers. An LEA with 25 percent or more of the total student population in Grades 9–12 who are CTE concentrators or completers (code 6 and 7) is considered a high percentage LEA. To determine if your LEA meets this criteria, please refer to the District CTE Concentrators and Completers Enrollments, 21-22 posted with the RFA materials.

East Bernard ISD has an enrollment of 308 with 50% (154 students) considered a concentrator or completer.  
Goliad ISD has an enrollment of 382 with 53% (201 students) considered a concentrator or completer.  
Palacios ISD has an enrollment of 380 with 49% (185 students) considered a concentrator or completer.

c) Project leads were determined by the superintendent of the school district based on their experience and knowledge of the curriculum, CTE program, counseling requirements and courses that may need to be available. Each superintendent is in full support and committed to completion of the project.

**Program Requirements, cont'd.**

4. Budget Justification: Describe how the proposed budget will meet the needs and goals of the proposed program. Include justification for the specific funding allocations in the proposed budget and provide detail on stipends and hours expected for services rendered.

- \$27,000-EAF Coach and related expenses at ESC
- \$5,000-Supplies and materials
- \$30,000-Total stipends for districts, \$10,000 for each of 3 districts
- \$5,000-Travel
- \$10,000-Software to collect and track data
- \$77,00-Total Budgeted Amount

As the fiscal agent, ESC 3 will provide technical support in the dissemination of grant funds. The EAF Coach will facilitate a discussion with the superintendent and CFO of each LEA in the current spending of CCMR Bonus funds and other funding sources (whether State funds, Federal funds, or Competitive Grand funds) in the sustainability of the Effective Advising Program Lead and Team and the necessary resources that assist in data collection and analysis as well as the other monetary supports that move the EAP Team to fully integrate the EAF across the district. While in close contact with the EAP Lead, the EAF Coach will address adjustments if they arise by communications with the ESC authorized Official and the CFO of Region 3.

**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"/>
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	<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**