



**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](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, 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):

**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.

**PROGRAM GOAL:** The Effective Advising Program goal is to support districts through the support of an EAF Coach and Technical Assistance Provider (TRPN) in the development and implementation of the Effective Advising Framework.

**DELIVERABLES:** 1. Effective Advising Program Plan to include: EAF Team Roster; Data Collection Plan; Program Mission, Vision, and Goals; Sustainability Plan; Professional Development Plan; EAF Organizational Structure; and K-12 Advising Milestones. Furthermore, each LEA will analyze data to determine the areas of intended focus through the EAF pilot year. These may include measurable student outcomes, stakeholder satisfaction, assurance that students are graduating to meet statewide college, career, and military readiness goals for accountability. The EAF Pilot year will establish program goals that align with statewide workforce and higher education goals set forth by tri-agency initiatives. These will include Effective advising Content Areas related to academic information, career information, knowledge of academic and career development. Academic information will include information pertaining to options available at the secondary and post-secondary levels such as Endorsement and Program of Study Options, College Exploration and Planning, including 2 year, 4 year, and technical schools; College Application, Admission, and Enrollment; Financial Aid and Scholarships. Integration of Effective advising to include a comprehensive school counseling program, internal programs and resources, and external programs and resources.

**MILESTONES:** EAP milestones will include specific outcomes in the areas of academic development, career development, and financial literacy with at least THREE milestones identified in elementary, middle, and high school. Five Key Levers to include: 1. Strong Program Leadership and Planning; 2. Effective, Well Supported Advisor; 3. Internal School Culture of Advising; 4. Effective External Partnerships; 5. High Quality Tools and Resources.

**ROLES & RESPONSIBILITIES:** EAF Coaches will complete training through Texas Education Agency (TEA) and TNTP as a technical assistance provider, throughout the 2021-2022 school year. Upon completion, the EAF Coach will be prepared to coach each of their districts in the development of an Effective Advising Program Plan through scheduled trainings and individual consultation appointments with participating school districts. Additionally, the EAF Coach will be responsible for grant management. Members of the Effective Advising Team will receive training and consultation from the EAF coach and in turn will lead the development of the Effective Advising Program Plan for their district in collaboration with the Effective Advising Team. Each Effective Advising Team member can expect to spend an average of 1 hour per week for 40 weeks in their role.

**STRATEGY FOR COORDINATING EFFORTS WITH EAP LEADS:** A bi-monthly meeting will be scheduled for the EAF Coach and LEA Program leads to serve as a touch point for data collection and the opportunity to demonstrate progress towards meeting specific scheduled milestones. In the event that the LEA Lead is unable to maintain satisfactory progress, the EAF Coach will intervene with an onsite visit to include all EAF LEA Team Members in order to assist them in overcoming any barriers that may have developed. If the planning period is not able to resume satisfactory progress, the LEA will be informed in writing of the intention to remove the LEA from the pilot program within 15 days if unable to provide remediation that facilitates advancement toward milestones.

**COORDINATION WITH EAF LEAD:** The EAF Coach will schedule weekly "office hours" to allow EAF Lead's easy access when assistance is needed.

**FACILITATION AND SUPPORT STRATEGIES:** Tasks and activities will be aligned with the EAP mission vision, and goals. The EAF Coach will assist LEA Teams with planning for data collection, sustainability, professional development, and a sound organizational structure for their program based on the LEA's current CCMR data and any identified gaps in their comprehensive CCMR program. Grant funds will be dedicated to provide each district with access to the Region 10 Program, CCMR Insights in order to assist them with tracking data around CCMR measures and achievement of CCMR outcome bonuses. Additionally, ESC 10 will assist pilot year participants with providing career exploration and development resources for all students within the LEA K-12.

**COMMUNICATION STRATEGY:** ESC 10 will schedule weekly, virtual office hours in order to provide LEAs with access on a regular basis to answer questions and address any needs the team may have. Additionally, the EAF Coach will evaluate the LEAs current CCMR data and adopted district CCMR goals to determine where alignment exists between that result and the intended goals of the EAF Pilot Year. Regular communication will be provided to pilot program LEAs through the Region 10 Website and through a monthly newsletter to include suggested activities and guidelines. All communication items and newsletters will also be available at <http://ntxcareered.org>

**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.

[Empty response box]

**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?

PROCESS OF IDENTIFICATION: Region 10 ESC communicated the opportunity with LEAs through email and an informational webinar. Interested LEAs submitted a request for data evaluation for their district. ESC 10 identified 4 LEAs that demonstrated the ability to successfully participate in the pilot year through their commitment to devote staff members to serve on the team, and make a commitment to sustaining the progress towards implementation of the framework after the pilot year ends. The sustainability metrics included budget evaluation to determine gaps in resources. The pilot year will include the development of a plan for addressing these gaps. The plan will include at a minimum information about sustained funding structures, long term roles and responsibilities of staff, and how programs will be integrated into the larger vision, mission, and goals of the district. The sustainability plan will note any current initiatives, programs, or existing resources LEAs may leverage in program implementation phase.

INFORMED DECISIONS: LEA capacity, sustainability, commitment, willingness to take a scaffolded approach to building an effective advising program that supports all students in making informed decisions related to postsecondary planning. Furthermore, ESC 10 evaluated current LEA initiatives and programs such as the existence of a CCRSM campus, Perkins Reserve Grant Candidates, and Charter School campuses to determine current resources that can be used as leverage in the program implementation phase. After determining the resources needed for successful program implementation, the team developed a program budget.

DISTRICT COMMITMENT: Each district has been made aware of the time commitment needed in order to be successful during the EAF planning year. Additionally, each district has been informed about the budget line items that will assist them in supporting the time commitment for the staff members selected for the team. Each team will develop roles and responsibilities for advisors and related support staff, as well as identify gaps in staffing. The organizational structure will also detail the level of advising related knowledge, as aligned to the Effective Advising Framework, that exists among advising staff members, and identify gaps to inform professional development and supports needed for program implementation. The organizational structure will include internal and external advising program partners who may or may not receive funds for services and share in responsibility to support program implementation.

**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.

QUALIFICATIONS & EXPERIENCE: Each LEA has identified both current and proposed staff members who will serve on the EAF Team. Qualifications such as experience as a CCMR Advisor, CTE Program Coordinator, and Executive Director of Advanced Academics are a few of the roles that LEA EAF Team members possess. Additional staff members include counselors, campus administrators, and leadership serving in district and campus roles. ESC 10 feels that it is critical to involve a diverse group of K-12 LEA staff members in the pilot program in order to explore the full scope of career exploration through the lens of effective advising.

ESC 10 has plans to utilize a staff member that is currently serving as a Teaching & Learning consultant with a wide range of experience in the areas of college and career advising, career and technical education program administration, human resources, and budget and finance. The individual identified is a current employee. However, depending on the award of this grant, and other innovative grant opportunities, ESC 10 is prepared to possibly add a grant funded position.

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.

ESC EAF Coach: \$25,000  
 LEA EAF Lead (x4) \$40,000  
 LEA EAF Steering Team (x4) \$60,000  
 Travel for trainings: \$5,000  
 Software to collect and track data: \$10,000  
 Supplies and Materials: \$2,850  
 Administrative Costs: Limited to 5% - \$5,000

ESC 10 currently funds the employment of several qualified staff members to serve as the EAF Coach. Additionally, ESC 10 is prepared to explore the possibility of a grant funded position upon notification of grant award.

**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?

ESC ASSURANCES: Region 10 ESC will commence tasks and activities that are aligned with the EAP mission vision, and goals. The EAF Coach will assist LEA Teams with planning for data collection, sustainability, professional development, and a sound organizational structure for their program based on the LEA's current CCMR data and any identified gaps in their comprehensive CCMR program. Grant funds will be dedicated to provide each district with access to the Region 10 Program, CCMR Insights in order to assist them with tracking data around CCMR measures and achievement of CCMR outcome bonuses. Additionally, ESC 10 will assist pilot year participants with providing career exploration and development resources for all students within the LEA K-12.

COMMUNICATION & COLLABORATION: ESC 10 will schedule weekly, virtual office hours in order to provide LEAs with access on a regular basis to answer questions and address any needs the team may have. Additionally, the EAF Coach will evaluate the LEAs current CCMR data and adopted district CCMR goals to determine where alignment exists between that result and the intended goals of the EAF Pilot Year. Regular communication will be provided to pilot program LEAs through the Region 10 Website and through a monthly newsletter to include suggested activities and guidelines. All communication and collaborative efforts will be available at <http://ntxcareered.org>. ESC 10 has plans to use this platform to share progress throughout the development of the Effective Advising Pilot Year Program.

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?

EAF Coach Program Monitoring: A bi-monthly meeting will be scheduled for the EAF Coach and LEA Program leads to serve as a touch point for data collection and the opportunity to demonstrate progress towards meeting specific scheduled milestones. In the event that the LEA Lead is unable to maintain satisfactory progress, the EAF Coach will intervene with an onsite visit to include all EAF LEA Team Members in order to assistance them in overcoming any barriers that may have developed. If the planning period is not able to resume satisfactory progress, the LEA will be informed in writing of the intention to remove the LEA from the pilot program within 15 days if unable to remediate advancement toward milestones

**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