**Attachment 3A**

Nonprofit Organization or IHE Response Form for Texas GEAR UP CCR Advising Grant

| Application Questions |
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| * *Please answer the following questions as thoroughly as possible within the indicated page limit (Calibri, Size 11 font, single spaced).*
* *Application not to exceed 12 total pages of narrative response. It is recommended that the responses be drafted in a separate document and be copy/pasted into this response form. Length limitations are for responses only and need not account for the application template and written questions. Page limitation does not include additional attachments where requested.*
* *Each section of questions indicates a “Maximum Length” and each sub-section indicates a “Recommended Length.” Although subsection lengths may vary, please do not exceed the “Maximum Length” limit*
* *Refer to the Attachment 5 – Texas GEAR UP CCR Advising Evaluation Rubric when preparing your response.*
* *When complete, send all Letter of Interest attachments to* *mailto:BeyondGrad@tea.texas.gov* *with the subject line: BG-CCR LOI - <ORGANIZATION NAME>; (example: BG-CCR LOI - TEXAS ORGANIZATION)*
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| Organizational and Contact Information  |
| Organization Name |  |
| Address |  |
| Phone |  |
| Website |  |
| LOI Author Name |  |
| LOI Author Title |  |
| LOI Author Phone |  |
| LOI Author Email |  |
|  |
| 1. Organizational Overview; *Maximum Length: ½ Page Total Points: 0* |
| 1.1 | *Recommended Length: ½ Page* | Points |
| Nonprofit or IHE Organizational Overview | Describe the overall mission and vision of your organization. | 0 |
| Response:  |
| 2. Experience and Applied Learning; *Maximum Length: 4 Pages Total Points: 25* |
| 2.1 | *Recommended Length: 1 Page* | Points |
| Prior CCR Program Delivery and Results | **Describe any past experiences working with different types of LEAs** (e.g., urban, rural, charter, etc.) in providing college and career readiness (CCR) advising. Describe the services delivered and the student outcomes. From the experience, what were the observed strengths and opportunities for growth of the program? | 10 |
| Response:  |
| 2.2 | *Recommended Length: ½ Page* | Points |
| Prior Grant Experience | **Describe any past experiences working with a federal, state, or other comprehensive programs (i.e. rigorous reporting requirements, multi-site, outcomes focused).** Describe the program, service locations, services delivered and student outcomes. What were the observed strengths and opportunities for growth of the program? | 5 |
| Response:  |
| 2.3 | *Recommended Length: 1 Page + relevant attachments* | Points |
| Outcomes Metrics | Describe the **quantitative and qualitative indicators** that your nonprofit organization or IHE is tracking related to its mission and vision including student, parent, advisor, school, and district outcomes. These indicators should include both short and long-term outcomes that align with the organization’s vision. If available, please include examples of data visualizations from the past three years to demonstrate how your organization is tracking these indicators.  | 10 |
| Response:  |
| 3. Data Driven Program; *Maximum Length: 1 Page Total Points: 10* |
| 3.1 | *Recommended Length: ½ Page* | Points |
| Commitment & Formative Assessment | Describe **how your organization uses program data to refine program delivery**, citing specific examples. Include areas of strength and opportunities for growth.  | 10 |
| Response:  |
| 4. Proposed Advising Program Plan; *Maximum Length: 4 Page (excluding resumes and supporting docs.) Total Points: 40*  |
| TEA has identified two key opportunities to expand advising services in schools serving a high proportion of economically disadvantaged students:Opportunity 1: Expand the geographic reach of effective CCR advising programs beyond urban areasOpportunity 2: Support innovative program models that increase the capacity of CCR advising organizations to reach and effectively serve all students, beginning in 9th grade or earlierProposal Options: The LOI applicant’s response needs to address how they will serve one or more of the following geographic regions:☐ West Texas (Culbertson County-Allamoore & ESC 19/San Elizario ISDs)☐ East Texas (Cleveland & Sheldon ISDs)☐ Coastal Bend Texas (Mathis & Sinton ISDs)Applicants can choose to apply to serve more than one region. In the application budget, Attachment 3 B, CCR advising organizations will propose the budget for providing services to the selected region(s). |
| 4.1 | *Recommended Length: 1 Page* | Points |
| Proposed Advising Program | **Describe your proposed CCR Advising Program plan and target region(s)** (see Attachment 4 of the LOI)**.** Include the service delivery methodology, activity/outcome metrics and school collaboration methodologies. Include strategies to serve all students attending the pilot high schools. Describe your proposed student-to-advisor ratio. If it exceeds 1:100, explain what program innovations will enable the provision of high-quality services to all students. | 20 |
| Response:  |
| 4.2 | *Recommended Length: ½ Page* | Points |
| Proposed Advising Program Staffing Strategy | **Describe the staffing strategy for the proposed CCR Advising Program plan.** Include plans for sourcing, hiring, training, supervision and evaluation of the program advisors who will implement the program at the student level. | 5 |
| Response:  |
| 4.3 | *Recommended Length: ½ Page + relevant attachments* | Points |
| Advising Program Personnel | **Describe the staffing structure that your organization will use to complete all grant requirements, including the advising activities** outlined in Attachment 4 of the LOI. Include the qualifications of your organization’s staff who would be dedicated to this grant, their roles, and their commitment. Provide resumes. | 5 |
| Response:  |
| 4.4 | *Recommended Length: ½ Page* | Points |
| Proposed Advising Program Innovations | **Describe how the proposed program differs from your existing offerings? What innovation(s) will be tested through the proposed program offering?**   | 10 |
| Response:  |
| 5. Program Scale and Sustainability Plan; *Maximum Length: 1 Page Total Points: 15* |
| 5.1 | *Recommended Length: ½ Page* | Points |
| Program Scale and Sustainability Plan | **Describe how the proposed advising program will scale to serve more schools in Texas.** Provide specific strategies on how the organization can continue to scale to serve more schools that lack access to services. Include in the response barriers to sustainability and scale for schools served and for the advising organization, and recommendations to overcome these barriers. Describe how the participation in this grant opportunity will enhance the scalability and sustainability of the advising program. | 15 |
| Response:  |
| 6. Non-required Program Components; *Maximum Length: 1 Page Total Points:10* |
| 6.1 | *Recommended Length: ½ Page per program component addressed* | Points |
| Additional Program Components | Refer to the LOI, Section 2. Project Description – Describe, if any, program components which will lead to meeting the overall GEAR UP program objectives. Specifically describe activities which will serve middle schools, drive advisor efficiency and increase student agency. These non-required program components are not guaranteed grant funding. These components will be negotiated prior to the finalization of any grant award.* Mechanism to Drive Advisor Efficiency
* Professional Development for Middle School Counselors
* Summer Programs for Middle School Students
* Additional CCR Innovations to Drive Efficiency and Scalability

Given the specific supports you propose, describe the activities and how they will meet the GEAR UP program objectives.  | 10 |
| Response:  |
| 7. Supporting Documentation *Total Points: 0* |
| 7.1 | *Supporting Documentation* | Points |
| Supporting Documentation | Please submit the following documents with the application:1. Current annual budget for the organization
2. Profit & loss and balance sheet for the lead organization
3. Most recent audit or financial review of lead organization
4. Board list for lead organization
5. Key staff list for this project
6. Latest organizational annual report
 | 0 |
| Response:  |
| 8. Miscellaneous Items *Total Points: 0* |
| 8.1 |  | Points |
| Miscellaneous | Please include any additional information that is critical to the decision of the TEA.  | NA |
| Response:  |  |  |