



COLORADO
Department of Education

Funding Opportunity

Applications Due: **Tuesday, March 7, 2017, by 11:59 pm**

Application Training Webinar: **Tuesday, January 24, 2017, from 3:30 – 4:30 pm**

Letter of Intent Due: **Tuesday, January 31, 2017, by 11:59 pm**

School Counselor Corps Grant Program

Pursuant to: 22-91-101 through 22-91-105 C.R.S.

For Program and Use of Funds Questions:

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School Counselor Corps Grant Program

Applications Due: Tuesday, March 7, 2017

Introduction

This Request for Proposal (RFP) is designed to distribute funds to an eligible education provider pursuant to the requirements of the School Counselor Corps Grant Program (22-91-101 through 22-91-105 C.R.S.).

Purpose

The purpose of the RFP is to solicit applications from eligible education providers for funding to increase the availability and implementation of effective school-based counseling within secondary schools. The goal of the School Counselor Corps Grant Program (SCCGP) is to increase the state graduation rate and increase the percentage of students who appropriately prepare for, apply to, and continue into postsecondary education.

Eligible Applicants

Education providers are eligible to apply for this opportunity to increase the number of school counselors for secondary students and the level of school counseling services provided.

Previous grant recipients will be asked to demonstrate how previously funded school counseling positions and successful programs, initiated through prior grant dollars, have been sustained. In addition, efficient use of previously awarded funds will be verified including the return of any unused funds to CDE.

An eligible Education Provider is defined as:

- A school district (on behalf of one or more secondary schools);
- A Board of Cooperative Services (BOCES);
- A charter school (*Note: the charter school's authorizer will be the fiscal agent, if funded*); or
- An Institute Charter School.

Priority will be given to applicants that will serve:

- Middle and high schools at which the dropout rate exceeds the statewide average (2014-15 annual dropout rate for the State of Colorado is 2.5%);
- Middle and high schools with a high percentage of students who are eligible for Free and Reduced Lunch exceeding the statewide rate 42.2%; or
- Postsecondary remediation rates at secondary schools that exceed the statewide average of 35.4%.

Available grant funding will be distributed to schools demonstrating high need based on these Priority Criteria.

Available Funds

This **application is being released, but is contingent upon enacting pending appropriations to the School Counselor Corps program for 2017-18 school year**. Please complete the Letter of Intent (Attachment A) to be informed of updates on this program, including funding updates. Letters of Intent are due on **Tuesday, January 31, 2017**.

The anticipated level of funding available for the 2017-2018 school year is approximately \$500,000, for approximately 15 grant awards. Within the first year of the four-year grant cycle individual awards will range between \$25,000 and \$50,000. The first year of the grant will focus on program development, needs assessment and direct services. In the second, third, and fourth years of the grant, successful grantees will receive up to \$80,000 per funded school. Priority consideration will be given to Local Education Agencies (LEAs) that have not been previously funded. Middle and high schools are encouraged to apply with their "feeder" school(s) (if applicable).

Those who have been previously funded with SCC funds may apply; however:

- No more than 25% of previously funded applicants will be funded in this competition. Sustained counseling positions and programs funded by previous SCC grant will be considered;
 - Sustainability is an expectation of the School Counselor Corps Grant. Please use Section E and additional one page allowance for explanation if counseling positions or programing funded by previous SCCG was not sustained.
- Past expenditure of funds will be considered. If the previously funded grantee returned more than \$1,000 during any year of the SCC grant cycle, a thorough explanation will be required to be considered.
 - For each grant review period:
 - Points will be deducted once per occurrence during the grant review process for returned/unspent SCC grant during the grant cycle.
 - Applicants will not be penalized more than one time for each occurrence of returned SCC grant dollars/money.

Allowable Use of Funds

Funds may be used to **supplement and not supplant** any moneys currently being used to provide secondary school counseling activities.

Allowable activities include:

- Licensed secondary school counselor salaries and benefits;
- Postsecondary preparatory services;
- Professional development; and
- Program development.

Funds may not be used for:

- Capital equipment;
- Building improvements, construction, or maintenance; or
- Incentives, such as gift cards.

Please note: In addition to the education provider's proposed Professional Development Plan, **applicants must also budget for a team to attend three, one-day grant trainings during each year of the grant cycle. Dates and locations for summer, fall and spring trainings will be announced at a later date, however, please plan budgets for travel to the Denver metro area. Regional sessions may be scheduled.**

Required trainings will provide professional development consistent with grant expectations for postsecondary preparation counseling. Key staff most closely related to the success of the grant (e.g., secondary school counselors, teachers, administrators) must attend.

It is an expectation in each year of funding, that at least one school leadership member (principal or assistant principal and school counseling team, if applicable) must attend the trainings in addition to counselors funded with Counselor Corps grant dollars.

Duration of Grant

Grants will be awarded for a four-year term beginning in the 2017-2018 school year. Please note: **Each year of grant funding is contingent upon annual appropriations by the State Legislature. Funded applicants will be eligible for continued funding in the second, third, and fourth years of the grant cycle after successfully demonstrating the following:**

- Submission of all required evaluation materials;

- Adequate progress toward successfully meeting annual objectives;
- Thorough needs analysis and environmental scan of district and school postsecondary workforce readiness;
- Completed program development report after the first year to demonstrate fidelity to proceed with years two, three, and four; and
- Completed budgets and funding amounts for years two, three, and four will be finalized following the first year.

Evaluation and Reporting

Each education provider that receives a grant through the program will be required to report, at a minimum, the following information to the Department on or before July 1st of each year during the term of the grant.

First year reports must outline the development year process, including the needs assessment, environmental scan, SMART goals, and appropriate interventions in alignment with school counseling.

- Subsequent year reports shall also include:
- The number of school counselors hired using grant funds;
- School counselor to student ratio;
- Any professional development programs provided using grant funds;
- Any concurrent enrollment and career and technical education opportunities provided to students;
- Examples of services provided to students;
- Evaluation of impact of Grant Program;
- Adoption of American School Counseling Association (ASCA) standards;
- A comparison of the graduation rates, dropout rates, postsecondary and workforce readiness rates, and the college matriculation and remediation rates, if applicable, at the recipient secondary schools for the years prior to the receipt of the grant and the years for which the education provider receives a grant;
- Information indicating an increase in the level of postsecondary preparation services provided to secondary students at recipient schools, such as the use of individual career and academic plans (ICAP) or enrollment in pre-collegiate preparation programs, postsecondary or vocational preparation programs;
- Successful matriculation between middle and high school (if applicable);
- Information indicating an increase in the number of students on track to graduate in four, five or six years, such as credit accrual, credit recovery, remediation or failed enrollment; and
- An annual performance report by July 1 of each year of the grant (See Attachment B for an example of this report).

Data Privacy

CDE takes seriously its obligation to protect the privacy of student Personally Identifiable Information (PII) collected, used, shared and stored. PII will not be collected through the School Counselor Corps Grant Program. All grant program evaluation data will be collected in the aggregate and will be used, shared and stored in compliance with CDE's privacy and security policies and procedures.

Review Process and Timeline

Applications will be reviewed by CDE staff and the School Counselor Corps Advisory Board to ensure they contain all required components. Note: This is a competitive process – applicants must score at least 78 points out of the 112 possible points to be approved for funding. There is no guarantee that submitting a proposal will result in funding

or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications will be notified and may reapply in future grant applications.

This process may be discontinued at any point as funding is contingent upon pending appropriations to the School Counselor Corps program for 2017-18 school year. Applicants will be notified of award status no later than Friday, May 26, 2017.

Technical Assistance

RFP Webinar: An application training webinar will be held on **Tuesday, January 24, 2017, from 3:30 – 4:30 pm**. Register for this technical assistance via Eventbrite at <https://2017scc.eventbrite.com>. If you have questions or issues regarding registration, please email CompetitiveGrants@cde.state.co.us.

Letter of Intent: If interested in applying for this funding opportunity, please submit the Letter of Intent (see **Attachment A**) by **Tuesday, January 31, 2017** via SurveyMonkey at <https://www.surveymonkey.com/r/SCCLOI2017>. This allows CDE to plan for the review process and communicate with prospective applicants should a need arise.

Submission Process and Deadline

Applicants need to submit electronic copies of their application. An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to CompetitiveGrants@cde.state.co.us by **Tuesday, March 7, 2017, by 11:59 pm**. The electronic version should include all required components of the application as one document. Please attach the electronic budget spreadsheet in Excel format as a separate document. Faxes will not be accepted. Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your electronic application within 24 hours of the deadline, please email CompetitiveGrants@cde.state.co.us.

Application materials and budget are available at: www.cde.state.co.us/postsecondary_scc.

Submit the electronic copy of the application and electronic budget by
Tuesday, March 7, 2017, by 11:59 pm to:
CompetitiveGrants@cde.state.co.us

Application Format

- **The total narrative (Sections A – E) of the application cannot exceed 7 pages.** If an applicant has been previously funded, one (1) additional page may be used to address Section E:
 - To provide verification of sustained positions and quality programs that were initialized with School Counselor Corps grant dollars.
 - For explanation of returned funds, if applicable.
- All pages must be standard letter size, 8-1/2" x 11" using 12-point font and single-spaced with 1-inch margins and numbered pages.
- The signature page must include original signatures of the lead organization/fiscal agent.

Required Elements

The format outlined below **must be followed** in order to ensure consistent application of the evaluation criteria. **See evaluation rubric for specific selection criteria needed in sections A – E (pages 13 – 17).**

- Part I:** **Proposal Introduction (not scored)**
Cover Page, Signature Pages, Assurances Form, Executive Summary, Table of Contents
- Part II:** **Narrative – Sections A through E (7 page limit)**
Electronic Budget (not included in page limit)
- Attachments (e.g., letters of support)**
Not included in page limit but not to exceed five (5) additional pages

School Counselor Corps Grant

Applications Due: Tuesday, March 7, 2017

Part IA: Cover Page – Applicant Information

Name of Education Provider:		District Code:
Authorized Representative:		
Telephone:		Email:
Program Contact Person:		
Telephone:		Email:
Fiscal Manager:		
Telephone:		Email:
Type of Education Provider: <i>Check one box below that best describes your organization.</i>		
<input type="checkbox"/> School District <input type="checkbox"/> Board of Cooperative Educational Services (BOCES) <input type="checkbox"/> Charter School <input type="checkbox"/> Institute Charter School		
Region: <i>Indicate the region(s) this proposal will directly impact</i>		
<input type="checkbox"/> Metro <input type="checkbox"/> Pikes Peak <input type="checkbox"/> North Central <input type="checkbox"/> Northwest <input type="checkbox"/> West Central <input type="checkbox"/> Southwest <input type="checkbox"/> Southeast <input type="checkbox"/> Northeast		
Recipient Schools: <i>Indicate the intended recipient schools and districts (additional rows may be added).</i>		
Previous Grant Information		
<i>The following information will be verified by CDE and considered in the funding decision:</i>		
Has the applicant previously received a School Counselor Corps Grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have any of the schools above previously received a SCC Grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please specify which schools:		
If previously funded, were licensed counselor positions sustained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If previously funded, were any unspent funds reverted back to CDE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please enter the year(s) and amount(s) below:		
Year(s):	Amount:	
Current number of licensed secondary school counselors employed by provider:		

Please note: If grant is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

Part IB: Recipient District/School Information and Signature Page

(Complete and attach after cover page. If necessary, additional copies of this page may be attached in order to include each participating school.)

School Name: _____

Principal Name: _____

Principal Signature: _____

School Address: _____

Phone: _____ Email: _____

Please answer the following for the Intended Recipient Secondary School:

Current Student to Secondary School Counselor Ratio:	
Percentage of students with Individual Career and Academic Plans (ICAP):	
Percentage of students with an ACT composite score greater than 19:	
Postsecondary remediation rate:	
Percentage of students participating in concurrent enrollment:	
Postsecondary enrollment (matriculation) rate:	

The following links will assist in retrieving these data as well as any additional data needed in order to respond to the application narrative (*i.e.*, *dropout rates, percentage of students eligible for Free or Reduced Lunch, and graduation rates*):

<http://highered.colorado.gov/Data/DistrictHSSummary.aspx>

<http://www.cde.state.co.us/dropoutprevention>

<http://www.cde.state.co.us/cdereval/pupilcurrentschool>

<http://www.cde.state.co.us/schoolview>

School Counselor Corps Grant

Part IC: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the School Counselor Corps Grant, and the receipt of program funds.

On _____ (date) _____, 2017, the Board of _____ (applicant) hereby applies for and, if awarded, accepts the state funds requested in this application. In consideration of the receipt of these grant funds, the Board agrees that the General Assurances form for all state funds and the terms therein are specifically incorporated by reference in this application. The Board also certifies that all program and pertinent administrative requirements will be met. In addition, grantees that accept the **School Counselor Corps** funding agree to the following assurances:

1. The grantee will annually provide the Colorado Department of Education the evaluation information required on page 4 and in the Progress Report (attachment B) of the Request for Proposal.
2. The grantee will work with and provide requested data to CDE for the School Counselor Corps Grant Program within the time frames specified.
3. During year one, a mandatory one-day review of grant goals will be required for grant managers and counselor supervisors of School Counselor Corps counselors in addition to monthly webinars during year one. It is an expectation during years two, three, and four that in addition to counselors funded through the grant, that at least one school leadership member (principal or assistant principal) must attend a CDE sponsored School Counselor Corps training. Counseling teams are strongly encouraged to attend.
4. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
5. Funds will be used to supplement and not supplant any moneys currently being used to provide secondary school counseling activities and grant dollars will be administered by the appropriate fiscal agent.
6. Funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
7. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
8. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
9. Grant and counselor supervisors will attend two, one-day overview, goal review and planning session in addition to the spring and fall training days.
10. Principals of funded schools must annually attend a one-day training in the Denver metro area prior to the beginning of the school year.
11. School counseling positions and successful programs initiated under the grant shall be sustained by the grantee in order to potentially be considered for future Colorado School Counselor Corps grant funding.

The Colorado Department of Education may terminate a grant award upon thirty (30) days notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the Colorado Department of Education before modifications are made to the expenditures. Please contact Eve Pugh (pugh_e@cde.state.co.us / 303-866-4123) for any modifications.

_____ Name of School Board President/BOCES President	_____ Signature
_____ Name of District Superintendent or CSI/BOCES Executive Director	_____ Signature
_____ Name of Fiscal Agent’s Authorized Representative	_____ Signature

**Please note: Individual charter school applicants must obtain signatures from their authorizing district or the Charter School Institute.*

School Counselor Corps Grant

Application Scoring (CDE Use Only)

Part I: Application Introduction

No Points

Part II: Narrative

Section A: Quality of Plan /41

Section B: Partnerships /15

Section C: Postsecondary /41

Section D: Budget Narrative and Electronic Budget /15

Section E: Previously Funded Schools +/- _____

Total: _____

PRIORITY: CDE will indicate whether this application met the priority criteria (see page 3 of the RFP). ***This application demonstrates:***

Middle and high schools at which the dropout rate exceeds the statewide average (2014-15 annual dropout rate for the State of Colorado is 2.5%) <input type="checkbox"/>	Middle and high schools with a high percentage of students who are eligible for Free and Reduced Lunch exceeding the statewide rate (42.2%) <input type="checkbox"/>	Postsecondary remediation rates at secondary schools that exceed the statewide average of 35.4% <input type="checkbox"/>	Does not meet any priority criteria <input type="checkbox"/>
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GENERAL COMMENTS: Please indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

Strengths:

-
-

Weaknesses:

-
-

Required Changes:

-
-

RECOMMENDATION: Funded _____ Funded with Changes _____ Not Funded _____

Selection Criteria and Evaluation Rubric

Part I: Application Introduction (No Points)

Cover Page

Recipient District/School Information Page

Signed Assurances Form

Table of Contents

Executive Summary

Provide a brief description (no more than 1 page) of the proposed School Counselor Corps project. This summary does not count toward the 7-page narrative page limit.

Part II: Narrative (112 Points)

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, applicants must score at least 78 points out of the 112 points possible and all required parts must be addressed. Applications that score below 78 points *may* be asked to submit revisions that would bring the application up to a fundable level. An application that receives a score of 0 on any required part within the narrative will not be funded.

Section A: Quality of Program Development	Not Addressed/ Met No Criteria <i>(information not provided)</i>	Met One or More Criteria <i>(requires additional clarification or development)</i>	Met All Criteria <i>(concise, thoroughly developed, high quality, well written response)</i>
1) Include a clear description of how the education provider has adopted, or has demonstrated, a commitment to developing standards for school counselors that meet or exceed those recommended by the American School Counselor Association (ASCA) in connection to the intent of the School Counselor Corps grant program (http://static.pdesas.org/content/documents/ASCA_National_Standards_for_Students.pdf). If middle schools are included in the program development, include a commitment to the Counselor Corps Middle School Standards and Indicators (http://www.cde.state.co.us/postsecondary/scc_resources	0	3	7
2) Clearly describe the approach in providing professional development, including how the applicant, during the program development phase, will support ongoing, sustained professional development for the team of secondary school counselors and administrators that support the goals, objectives, and design focus of the proposed School Counselor Corps Grant Program.	0	1	3
3) Include a clear and thorough description of the applicant's experience in using data over time, such as examples demonstrating outcomes and incorporation of data-driven decisions.	0	2	5
4) Provide clear, measurable goals/objectives consistent with desired outcomes of the School Counselor Corps Grant Program, including improving graduation rates and preventing dropouts.	0	3	7

5) Provide a clearly detailed timeline for implementation. Timeline identifies major implementation activities, interim benchmarks and the date by which they will be accomplished.	0	2	5								
For example: <table border="1" style="width: 100%;"> <tr> <th>Strategies /Activities</th> <th>Interim Benchmarks</th> <th>Timeline</th> <th>Person(s) Responsible</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				Strategies /Activities	Interim Benchmarks	Timeline	Person(s) Responsible				
Strategies /Activities	Interim Benchmarks	Timeline	Person(s) Responsible								
6) Explain how district and school-level administrators and current school counselors have been engaged in the process to apply for this grant.	0	2	5								
7) Clearly outline achievement gaps, the associated data and needs analysis of subgroups and student populations within your school or district(s) as appropriate for your LEA. Outline how the School Counselor Corps Grant Program will assist in closing these gaps.	0	5	9								
Up to 5 additional BONUS points may be awarded: <ul style="list-style-type: none"> Provide a clear picture of applicant LEA's at-risk indicators (including, dropout rate, percentage of students eligible for free and reduced lunch and other at-risk indicators). 			Reviewers: Award from 0 to 5 points for this section. <div style="border: 1px solid black; text-align: center; padding: 5px;">/5</div>								
Reviewer Comments:											
Total			/41								

Section B: Partnerships	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
1) Include a specific and well-conceived description of the extent to which the education provider has developed or plans to develop external partnerships , with external education agencies and/or community and/or business/workforce partners, to serve the postsecondary needs for every secondary student enrolled in or receiving educational services from the education provider.	0	2	5
2) Include a specific and well-conceived description of the extent to which the education provider has developed or plans to develop internal partnerships including middle school and high school partnerships across the district.	0	2	5
3) Provide clear detail regarding how the education provider will integrate this grant with any current work in dropout prevention, student engagement, and postsecondary readiness, including, but not limited to: service learning; expanded learning opportunities; Title X Homeless Education; 21 st CCLC, Expelled and At-Risk Student Services; and Colorado Graduation Pathways.	0	2	5
Reviewer Comments:			
Total			/15

Section C: Postsecondary	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
1) Include a specific and well-conceived description of how receipt of the grant will affect the culture of postsecondary preparation at the applicant school, district or BOCES, and describe a vision for how the grant will transform the postsecondary expectations and options of students served.	0	2	5
2) Include a specific and well-conceived description of the education provider's plan for involving leaders at the recipient secondary schools and in the surrounding community and the faculty at recipient secondary schools in increasing the capacity and effectiveness of the school counseling and postsecondary preparation services provided to secondary school students enrolled in or receiving educational services from the education provider.	0	3	7
3) Include a clear and thorough description of the extent to which the education provider has implemented Individual Career and Academic Plans (ICAP) for students.	0	2	5
4) Include a thorough description of how the postsecondary and workforce readiness section of the school/district Unified Improvement Plan will be aligned with the School Counselor Corps Grant.	0	2	5
5) Include a detailed description of the education provider's use of district-level (or school-level if the education provider is a charter school), <i>needs assessments that use data to identify challenging issues</i> in the district or school in terms of student learning and success and barriers to learning.	0	1	3
6) Include a detailed description of the education provider's use of district-level (or school-level if the education provider is a charter school), needs assessments that use data <i>to identify targeted and comprehensive programs, strategies, or services</i> delivered by the education provider to secondary students that have helped to increase graduation rates and the level of postsecondary success among graduates.	0	1	3
7) Include a detailed description of the education provider's use of district-level (or school-level if the education provider is a charter school), needs assessments that use data <i>to identify the strategies that will be used and evidence of why they were chosen by the education provider to address the challenges</i> identified in this self-assessment and strengthen, expand or improve existing programs to improve graduation rates, postsecondary enrollment and success rates.	0	2	5

8) Include a clear and thorough description of the attendance, grade-retention and promotion, and grading policies implemented by the education provider, including an analysis of how the schools' and districts' current policies and practices in these areas contribute to success or act as obstacles to students graduating from high school, as well as a description of a plan for how these policies and practices will be improved or modified to increase the graduation rate, as well as college-going, and college-success rates of high school students.	0	2	5
9) Include a clearly detailed description of current participation in accelerated coursework (such as Concurrent Enrollment courses, ASCENT, AP, IB,) as well as current and proposed remedial courses for students at-risk of remediation.	0	1	3
Reviewer Comments:			
Total			/41

Section D: Budget Narrative and Electronic Budget	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
<i>In addition to submitting an electronic budget covering each of the four years, in compliance with CDE's standard fiscal rules, include a budget narrative in paragraph(s) format, that addresses the following criteria:</i>			
1) Within the Budget Narrative: <ul style="list-style-type: none"> Provide an explanation that summarizes the proposed uses of grant funds by budget category or proposed program strategies. All expenditures described must be reasonable and the budget sufficient in relation to the objectives, design, scope and sustainability of project activities. 	0	5	10
2) Complete and attach the Budget Spreadsheet (Excel file). List costs on the Budget Detail worksheet that are reasonable, calculated to show how amounts are determined, and sufficient in relation to the measurable objectives, design, scope, sustainability, and duration of project activities. Costs are reasonable, and connected to project goals and activities for each of the four years of the grant.	0	2	5
Item Description Example: <u>.X FTE for [role or title] at \$xxxxx per [hour or month or year] times [x per hours or months or year]</u>			
Up to 5 additional BONUS points may be awarded: Describe a clear and well-conceived plan for how the proposed project will be continued once the grant dollars have expired. For example, how will capacity be built to continue quality postsecondary counseling services to secondary students once the grant has expired?			Reviewers: Award from 0 to 5 points for this section.
			/5
Reviewer Comments:			
Total			/15

Section E: Previously Funded Schools

Respond to the following only if you are including schools that have previously received School Counselor Corps grant funding. If previously funded, the information provided will be considered in the funding recommendation.

Note: If previously funded, use up to one (1) additional page to summarize and provide verification of sustained positions and quality programs that were initialized with School Counselor Corps grant dollars. The information submitted will be considered in the holistic review of your application.

8) Describe what positions and quality programs have been successfully sustained with prior School Counselor Corps grant dollars and the strategies employed to do so.	Not Previously Funded	Did Not Adequately Address	Adequately Addressed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Unspent funds were indicated in Part I: Cover page and verified by CDE.	Not Previously Funded	No Unspent Funds	Indicated Unspent Funds
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) If unspent funds indicated, did the amount exceed \$1,000?	No		Yes (-3 Points)
	<input type="checkbox"/>		<input type="checkbox"/>
11) Please explain the reason for returned funds (no more than 5 sentences).	Did Not Address	More Information Needed	Adequately Addressed
	0	1	3
12) Returned funds occurred in 2 or more years of the grant cycle and exceeded \$1,000 each time.	No		Yes (-5 Points)
	<input type="checkbox"/>		<input type="checkbox"/>
13) Please indicate the steps taken to prevent future return of funds if funded for this grant cycle (no more than 5 sentences).	Did Not Address	More Information Needed	Adequately Addressed
	0	3	5
Reviewer Comments:			
Total			+/-

Attachment A: Letter of Intent

The Letter of Intent to apply for School Counselor Corps Grant is due **Tuesday, January 31, 2017, by 11:59 pm.** Submit online via SurveyMonkey at <https://www.surveymonkey.com/r/SCCLOI2017>. Below is a screenshot of the information requested in the Letter of Intent.

2017-2018 School Counselor Corps - Letter of Intent

Letters of Intent due Tuesday, January 31, by 11:59 pm.

1 Please complete the information requested below to indicate your intention to apply for the **School Counselor Corps Grant.**

Name of LEA (District/BOCES/Charter School Institute/Facility School):

Applying on behalf of the following school(s):

Name of LEA Authorized Representative:

Name of Contact for the Proposal:

Contact Telephone Number:

Contact E-mail Address:

2 I affirm that I am the named authorized representative from the LEA, or that the named authorized representative is aware and has approved of the intent to apply for the grant opportunity.

☐

Attachment B: School Counselor Corps Grant Report Example



COLORADO
Department of Education

Colorado Counselor Corps Grant Program Development Year Grantee Report 2015-2016 Narrative

Due:
Friday, May 6, 2016

Please email completed
reports to:

Eve Pugh,
Pugh_e@cde.state.co.us

Early submissions are
encouraged

1. Please outline your district and school needs assessment(s), process, and findings.
2. Please outline your district and school environmental scan, process, and findings.
3. What are the three to five root causes your program (utilizing Counselor Corps Grant Program funds) plans to address over the next three years of the grant?
4. List SMART Goals (no more than four) for the remainder of the grant cycle.
5. What are the appropriate interventions you plan to implement to address your district and **school identified needs, root causes, and goals**?
6. How do these identified interventions relate to your initial grant proposal?
Were your needs enhanced or changed by the development year process?
If so, how?
7. Please list the licensed school counselors participating in the grant's development year, the number of years they have been in their current position and how/if they participated in a mentoring program.
8. How can the developmental year of the Counselor Corps Grant be enhanced for future grant recipients?

Budget

Please include a minimum of three (3) prioritized budget options with your end-of-year report in the event that an original, proposed expense does not occur.

Please note: the creation of three budgets is an exercise for you to *prepare* for budget revisions. Budget revisions continue to adhere to the terms conditions of the grant award and in cooperation with the Grants Fiscal Management office at CDE.

Contact Information

Please list District and School level SCCGP contact information, (name, title, email, and phone number). Include fiscal contact, grant contact, and any School Counselors that should receive communication regarding the SCCGP.