



---

**COLORADO**  
Department of Education

---

# **School Counselor Corps Grant Program**

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

2022-2023 Application Webinar

# Introduction and Purpose



- This Request for Applications (RFA) is designed to distribute funds to eligible education providers pursuant to the requirements of the School Counselor Corps Grant Program (SCCGP) (22-91-101 through 22-91-105 C.R.S.).
- The purpose of SCCGP is to increase the availability and implementation of effective school-based counseling in order 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 and elementary students and the level of school counseling services provided. Districts are encouraged to apply with feeder schools. **Elementary applicants must apply with secondary schools for which they are feeders.**
- **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 schools);
  - A Board of Cooperative Services (BOCES);
  - A charter school (**Note:** the charter school's authorizing district will be the fiscal agent, if funded);  
or
  - An Institute Charter School.
- Each grant application must address needs specific to the individual district and schools. The submission of duplicate applications that are identical, except for names and descriptions of the eligible schools or district, will not be accepted.



- Priority will be given to applicants that will serve:
  - Schools at which the dropout rate exceeds the statewide average (2020-2021 annual dropout rate for the State of Colorado is **1.8**);
  - Schools with a high percentage of students who are eligible for Free and Reduced Lunch exceeding the statewide rate from 2020-2021: **37.2%**;
  - Postsecondary remediation rates at secondary schools that exceed the 2019 statewide average of **26.7%**; and
  - Percentage of K-3 students identified with significant reading deficiency at elementary schools that exceed the statewide average of **16.3** (2019).



- **This application is being released but is contingent upon enacting pending appropriations to the School Counselor Corps program for 2022-2023 school year.** Please complete the [Intent to Apply](#) (see **Attachment A**) to be informed of updates on this program, including funding updates. The Intent to Apply is due **Friday, March 4, 2022, by 11:59 pm**. Completion of the Intent to Apply is not required to submit an application.
- The anticipated level of funding available for the 2022-2023 school year is approximately \$600,000. Priority consideration will be given to Local Education Providers (LEPs) with schools that have not been previously funded.
  - Schools are encouraged to apply with their “feeder” school(s), if applicable, **(elementary applicants must apply with secondary schools for which they are feeders)**.
  - The first year of the four-year grant cycle individual awards will range between \$30,000 and \$50,000. **The first year of the grant is developmental and will focus on data collection, needs analysis, program development, and direct services.**
  - In the second, third, and fourth years of the grant, successful grantees may request up to \$90,000 per funded school for implementation and increase of school counseling services. The final funding amount will be based on identified need as determined by the development year report.



- **Those who have been previously funded with SCC funds may apply, however:**
  - No more than 25% of previously participating schools will be approved in this competition. The 25% of previously funded applications with the highest scores on the evaluation rubric will be considered for funding.
- If funded in a previous cohort, un-sustained counseling positions and programs will be considered, and explanation required;
  - 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 programming funded by previous SCCG was not sustained. Contact CDE staff if unsure if applicant was previously funded by SCCG.
  - 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 a new grant award. Schools allowed to carry over funds due the COVID 19 pandemic should explain this circumstance.
  - For each grant review period:
    - Points will be deducted once per occurrence during the grant review process for returned/unspent SCC grant funds during the grant cycle.
    - Applicants will not be penalized more than one time for each occurrence of returned SCC grant dollars/money.



- Funds may be used to **supplement and not supplant** any moneys currently being used to provide school counseling positions and/or activities.
- **Allowable activities include:**
  - Licensed school counselor salaries and benefits;
  - Career awareness and postsecondary preparatory services;
  - Professional development; and
  - School counseling program development and implementation.
- **Funds may not be used for the following (including, but not limited to):**
  - Capital equipment;
  - Building improvements, construction, or maintenance; or
  - Administrative costs or incentives for students.

# Allowable Use of Funds (continued)



- **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.**
  - Please note that due to travel restrictions due to the COVID-19 pandemic, these trainings may be virtual. If so, applicants will have the opportunity to revise their budgets to expend these funds in other allowable ways.
- 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., 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.



- Grants will be awarded for a four-year term beginning in the 2022-2023 school year. **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, along with postsecondary and 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 finalized funding amounts for years two, three, and four following the first year.



- 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 1 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. (This first year report is due in June 2023. Subsequent yearly reports are also due in June.)
- 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;
  - Examples of services provided to students;
  - Evaluation of impact of Grant Program;
  - Adoption of American School Counseling Association (ASCA) model and standards;(list continued on next slide)



(list continued from previous slide)

- 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. A comparison of the attendance and reading proficiencies prior to the receipt of the grant and the years for which the education provider receives a grant at the recipient elementary schools;
- Information indicating an increase in the level of postsecondary and career readiness services provided to students at recipient schools, such as: Individual Career and Academic Plans (ICAP) for students, postsecondary options, academic planning, employability skills, and or an awareness of pre-collegiate preparation programs, postsecondary or vocational preparation programs;
- Successful matriculation through elementary and between middle and high school (if applicable); and
- An annual performance report by July 1 of each year of the grant. For examples of annual performance report questions in years 2, 3, and 4, please visit the [School Counselor Corps website](#).

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Grantees should ensure reported information does not contain PII or confidential information.

# 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. **This process may be discontinued at any point as funding is contingent upon pending appropriations to the School Counselor Corps program for 2022-2023 school year. As long as the state budget is passed and appropriations are available, applicants will be notified of final award status no later than Friday, June 10, 2022.**
- **Note:** This is a competitive process – applicants must score at least 70 percent out of the total possible points to be approved for funding. Applications that score below 70 percent may be asked to submit revisions that would bring the application up to a fundable level.
  - There is no guarantee that submitting an application will result in funding or funding at the requested level.
  - All award decisions are final.
  - Applicants that do not meet the qualifications may reapply for future grant opportunities.



- An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to the [online application submission](#) by **Friday, March 18, 2022, by 11:59 pm.**
- The electronic version should include all required components of the application as one document.
  - Please attach the electronic budget workbook in Excel format as a separate document.
  - Incomplete or late applications will not be considered.
  - If you do not receive an email confirmation of receipt of your application within 24 hours after the deadline, please email [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us).



- **The total narrative (Sections A-D) of the application cannot exceed 7 pages.** See below for the required elements of the application. **Note:** Applications that exceed 7 pages will not be reviewed.
- If previously funded, applicants are allowed one additional page to respond to Section E (8 total pages). Please note, sections A-D still must adhere to the 7-page limit.
- **All pages must be standard letter size, 8-1/2" x 11", using no smaller than 12-point font, single-spaced, with 1-inch margins, and numbered pages.**
- The signature page must include original signatures of the lead organization/fiscal agent.
- The submission of duplicate applications that are identical, except for names and descriptions of the eligible schools or district, will not be accepted.

# Required Elements



- The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part II (see pages 12-15 of the RFA).
  - **Part I: Application Introduction [Not Scored]**
    - Part IA: Cover Page - Applicant Information
    - Part IB: Recipient School Information and Principal Signature Page
    - Part IC: Program Assurances Form
    - Table of Contents
    - Executive Summary
  - **Part II: Narrative**
    - Section A: Quality of Program Development
    - Section B: Partnerships
    - Section C: Postsecondary
    - Section D: Budget Narrative and Excel Budget Workbook  
(Budget Narrative is included in page limit; Excel Budget Workbook is not included in page limit.)
    - Section E: Previously Funded Schools (if applicable)
  - **Attachments**
    - Excel Budget Workbook – Workbook is not included in page limit.
    - E.g., Letters of Support – Not included in page limit, but not to exceed five additional pages.



- The Letter of Intent to Apply for the School Counselor Corps Grant Program is due **Friday, March 4, 2022, by 11:59 pm.** [Submit online via smartsheet.](#) Completion of the Intent to Apply is not required to submit an application.

Lead Applicant/Charter School Authorizer \*  
(Name of District/BOCES/CSI)

Schools to be Served  
(if known at this time)

Name of Authorized Representative from Lead Applicant \*

Name of Application Contact \*

Contact E-mail Address \*

Contact Telephone Number \*

**Authorized Representative Approval \***  
I affirm that I am the named Authorized Representative, or the Authorized Representative is aware and has approved of the intent to apply for this funding opportunity.

Yes  
 No

Send me a copy of my responses

[Privacy Notice](#) | [Report Abuse](#)



# Application Narrative and Evaluation Rubric

- **Part I: Application Introduction [Not Scored]**

- Cover Pages and Assurances

- Complete applicant information, program assurances, and table of contents and include as the first pages of the application.

- Executive Summary

- Provide a brief description (no more than one page) of the applicant's program to be funded by the School Counselor Corps Grant. This summary does not count toward the 7-page narrative page limit.

- **Part II: Narrative [94 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, it must receive at least 70 percent of the total possible points and all required elements must be addressed. Applications that score below 70 percent may be asked to submit revisions that would bring the application up to a fundable level. An application that receives a score of zero on any required elements will not be funded.

- **Scoring Definitions**

- Minimally Addressed or Does Not Meet Criteria - information not provided
  - Met Some but Not All Identified Criteria - requires additional clarification
  - Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response
  - Met All Criteria with High Quality - clear, concise, and well thought out response

# Priority Considerations



| Priority Considerations  |   |  |
|--|---|--|
| CDE will indicate whether this application met the priority criteria (see page 3 of the RFA).  |   |  |
| Criteria   | Meets                                   | Does Not Meet                          |
| Application supports school(s) at which the dropout rate exceeds the statewide average annual dropout rate for the State of Colorado, (1.8% in 2020-2021), <b>or</b> percentage of students identified with SRD at elementary schools that exceed the statewide average (16.3% in 2019). | <input type="checkbox"/> Yes - 3 Points | <input type="checkbox"/> No - 0 Points |
| Application supports school(s) with a percentage of students who are eligible for Free and Reduced Lunch exceeding the statewide rate (37.2% in 2021-2022).  | <input type="checkbox"/> Yes - 3 Points | <input type="checkbox"/> No - 0 Points |
| Application supports school(s) in which the postsecondary remediation rates exceed the statewide average (26.7% for class of 2019).  | <input type="checkbox"/> Yes - 3 Points | <input type="checkbox"/> No - 0 Points |
| LEP is not a prior grant recipient. Contact <a href="mailto:SchoolCounselorCorps@cde.state.co.us">SchoolCounselorCorps@cde.state.co.us</a> for confirmation.   | <input type="checkbox"/> Yes - 3 Points | <input type="checkbox"/> No - 0 Points |
|  | <b>Total</b>                            |  |

# Section A: Quality of Program Development [32 Points]

- Section A has 6 required responses.
  - School Counselor standards commitment to development
  - School Counselor Professional Development approach
  - Data use
  - Expected outcomes
  - Achievement gaps and how SCCG will assist in closing the gaps
  - District/School administration and current counselor involvement in this grant application process

# Section B: Partnerships [19 Points]



- Section B has 3 required responses
  - External partnership development
  - Internal partnership development
  - Integration of SCCG with current work in dropout prevention, student and parent engagement, career awareness, postsecondary and workforce readiness.

# Section C: Postsecondary [28 Points]



- Section C has 5 required responses
  - Description of how receipt of the grant will affect the culture of career postsecondary awareness
  - Description of implementation of Individual Career and Academic Plans (ICAP) for students or career awareness
  - Description of how the postsecondary and workforce readiness section of the school/district Unified Improvement Plan will be aligned with SCCG



- Description of district and/or school level data used to identify
  - Challenges to student learning as they relate to this application
    - Discuss potential strategies to address
  - Targeted comprehensive programs aimed at postsecondary readiness
  - Possible strategies to address challenges
  - Description of the attendance, grade-retention, and promotion, and grading policies
    - How will these policies be impacted by the work of this application
- Description of current participation in accelerated coursework, (such as Concurrent Enrollment courses, ASCENT, AP, IB, G/T programs), as well as remedial courses for students at-risk of remediation.

# Section D: Budget Narrative and Excel Budget Workbook [15 points]

- Section D has 3 required responses – this includes the Excel Budget Workbook that is available on the website along with the RFA documents.
  - Explanation that summarizes the proposed uses of grant funds by budget category or proposed program strategies.
  - Explain how the proposed project will be continued once the grant dollars have expired. How will the programs and positions be sustained?
  - List costs on the [Budget Detail worksheet](#) that are reasonable, calculated to show how amounts are determined

# Section E: Previously Funded Schools ONLY RESPOND IF PREVIOUSLY FUNDED

- Section E has 4 responses  
ONLY RESPOND IF PREVIOUSLY FUNDED.
  - What positions and quality programs have been successfully sustained?
  - Description of how more SCCG money will improve systems in place
  - Steps taken to prevent future return of funds (COVID 19 carry over explanation)
  - CDE Confirmation of returned funds

**Contact CDE staff if you are unsure whether to respond to this section.**  
**[schoolcounselorcorps@cde.state.co.us](mailto:schoolcounselorcorps@cde.state.co.us)**

# RFA Documents available:

<http://www.cde.state.co.us/postsecondary/schoolcounselorcorps>



- **Program Questions:**

School Counselor Corps team- Amy Miglinas, Marina Kokotovic, Andy Tucker

[Schoolcounselorcorps@cde.state.co.us](mailto:Schoolcounselorcorps@cde.state.co.us)

- **Budget/Fiscal Questions:**

Anna Friedman, Office of Grants Fiscal  
[friedman\\_a@cde.state.co.us](mailto:friedman_a@cde.state.co.us)

- **Application Process Questions:**

Mandy Christensen, Office of Competitive Grants and Awards  
(303) 866-6250 | [Christensen\\_A@cde.state.co.us](mailto:Christensen_A@cde.state.co.us)

