



## Request for Applications

### Counselor Professional Development – College and Careers

District Middle and High School Counselors

#### Background

*Counselor Professional Development – College and Careers* is an initiative of the Office of the State Superintendent of Education (OSSE) and the College and Credential Completion Network (C3N), which aims to equip District counselors, advisors, and other key school staff with the most helpful resources, best practices, and knowledge needed to effectively guide District students to the postsecondary institutions where they will succeed.

In collaboration with C3N, OSSE seeks experienced non-profits, community-based organizations (CBOs), college access programs (CAPs), institutions of higher education, and/or subject matter experts partnered with eligible institutions to provide college and career access, awareness, and readiness professional development training sessions for DC public and public charter middle and high school counselors and other educators at scheduled periods throughout FY15. Applicants may apply for a single or multiple training sessions. This funding opportunity is available through the U.S. Department of Education College Access Challenge Grant (CACG) and administered by OSSE Postsecondary Education.

#### Scope of the Program

OSSE requests applications from CAPs, CBOs, non-profits, and other organizations to provide comprehensive college and career access, awareness and readiness professional development for District counselors, advisors, and other key school staff at scheduled times throughout FY15.

Subject matter and corresponding training sessions are detailed below. Organizations interested in proposing new content may also do so using the process outlined below.

#### Smart College Choice

*Session: Improving College Match and Fit*

- Teaching students about match and fit—available tools, how to research schools.
- Compiling a “match list” using school specific data.
- District-level data on where students succeed (subsets for selectivity, income, etc.)

#### 21<sup>st</sup> Century Skills

*Session: Developing Grit and Persistence*

- Helping students to set goals and become more motivated, self-controlled, and positive through a portfolio of evidence-based techniques.
- Providing counselors with strategies and activities which will enable students to assess a goal, relate it to their own interests, determine the steps for achieving it, and think about how they can overcome potential obstacles.
- Equipping counselors with the tools to teach students how to develop a growth mindset through specific techniques and practices.
- This session should address both middle grades and high school student populations.





## Best Practices

### *Session: Building a Service Learning Program*

- Counselors are now taking a lead role in attracting partnerships for service learning and spend significant time tracking down and helping students to complete service hours required for graduation. This session will provide information on how to effectively create a partnership with organizations looking for volunteers and/or how to streamline the service learning process.

### *Session: Managing the Application Process – Strategies for Counselors*

- Breaking down different organizational systems and strategies for counselors, including working on timelines, requirements, and the like with students.
- Assisting counselors with how to more effectively track student progress during the application process; additionally, introducing counselors to innovative materials for students, such as personal statements, portfolios, etc.

### *Session: Managing the Application Process – Utilizing the best available tools*

- How to get the most out of Naviance and/or the Bridges Individual Graduation Portfolio (IGP) student portals.
- Other tools that may be available for counselors and schools to guide students in course selection and post-secondary planning.

### *Session: Creating an Alumni Program*

- How to build an alumni program for students who have left a school or LEA for post-secondary education.
- Data resources for tracking post-high school student outcomes.
- How to build a transition to college “bridge” program (for students and parents).

### *Session: Preparing for College in the Middle Grades*

- Strategies for speaking with students early about college and career pathways.
- Building a college-going culture at the middle school level.
- Working with parents and families to support early exposure to post-secondary education.

### *Session: Career Exposure for Middle Grades Students*

- Best practices for exposing middle grades students to career options.
- Working with parents and families to support early exposure to a variety of career choices.

## **Grant Information**

This grant will cover the period of October 1, 2014 through June 30, 2015. This grant is a one-time funding opportunity and should not exceed \$10,000 per training session.

## **Applying**

### *Competitive Priorities*





Preference will be given to CAPs, CBOs, and non-profits that demonstrate the following characteristics in their grant applications.

1. Demonstrable record of improving academic achievement for a target population;
2. Experience working with District students (7<sup>th</sup>-12<sup>th</sup> grades);
3. Documented use of evidence-based techniques in their work with District students;
4. Ability to provide concrete and actionable resources and strategies for attendees; and
5. Experience utilizing student-level data to inform programming.

### Eligibility Requirements

Eligible organizations must meet the following criteria:

- Based in the District of Columbia and operating for at least two years.
- Experience providing training related to college and career access, awareness and success for District of Columbia students AND relevant and demonstrated knowledge of a particular subject matter.
- Status as a 501(c)(3) organizations in operation for at least two years. **No grant may be awarded through CACG to organizations that do not have 501(c)(3) status.**

If interested in applying, please submit the below information via email to Michael Longaro at [Michael.longaro@dc.gov](mailto:Michael.longaro@dc.gov). To be considered, applications must be received by 4:00PM on July 25, 2014. Complete applications will include the following:

- Cover letter providing general background on applying organization and specific contact information for individuals responsible for developing and leading the training.
- Two page project proposal outlining the following:
  - Detailed information about training session content and curriculum. This should also include any additional information that explains how the organization has experience with the subject matter as well as outcomes from previous trainings with similar subject matter; and
  - How your organization meets the Competitive Priorities listed above.
- One-page budget with narrative, including personnel, materials, and other costs.

### Agency Contact

For all inquiries related to this RFA, please contact:

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Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE to make an award.

OSSE reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

