

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE



WELCOME

2016-17 LOSFA FIELD OUTREACH SERVICES DIVISION

APPLICATION FOR COLLEGE AND CAREER
READINESS SUPPORT SERVICES

Overview

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Mission

The mission of LOSFA is to promote and provide college access. The goal of the Field Outreach Services Division is to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

Funding

LOSFA will provide support to qualifying districts/schools for specified college and career access services during the 2016-17 school year.

Eligible School Districts

Only public school districts are allowed to apply. School districts are required to complete this application on behalf of each applicant school. Individual schools **CANNOT** submit an application on their own behalf. Districts must certify that at least 50% of the students in the school in which services will be provided are economically disadvantaged or qualify for free/reduced lunch. 'School District' for the purpose of this application packet applies to the school district and applicant school.

Application Timeline

- **Application distributed to schools/districts:** Thursday, June 2, 2016
- **Prospective Applicant Webinar:** Tuesday, June 7, 2016, 2pm CST
(Webinar materials will be posted online at <http://www.osfa.la.gov/LFOS/resources.shtml>)
- **Application Deadline:** Friday, June, 17, 2016 (submitted to LFOS.Application@la.gov)
- **Award Notification:** June 29, 2016
- **Workshops/Training:** July 2016 and as determined in contract
- **Contract Start Date:** August 1, 2016
- **Contract End Date:** June 30, 2017

Application Submission Instructions

Applicants must submit the entire application as a single PDF. Applications that do not adhere to the application submission instructions will not be considered.

Application Checklist:

- ✓ Complete and Signed Partnership Application and Agreement
- ✓ One Page of Additional Support for Partnership Application and Agreement (If Needed)
- ✓ Letter of Commitment from the High School Principal
- ✓ Letter of Commitment from the District Superintendent
- ✓ Documentation of Prior Implementation of a Successful Program
- ✓ Documentation Business/Industry Integration
 - Letter of Commitment from Business/Industry Partner
 - Narrative Documentation of Proposed Program from School District

Selection Criteria

LOSFA will consider the following criteria's for the Louisiana School District 2016-17 Partnership Application & Agreement:

- (1) the need for the services;
- (2) the quality and design of selected services;
- (3) the commitment from the school district;
- (4) the adequacy of resources;
- (5) the college and career readiness program success; and
- (6) the business/industry integration.

Need for Services Overview

(30 Points)

In determining the need for the project, LOSFA will consider the quality and sufficiency of strategies for ensuring equal access and treatment for eligible students who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability, along with the following factors:

- That 50% of students in targeted school qualify for free/reduced lunch or are economically disadvantaged;
- The magnitude or severity of the performance deficiencies to be addressed by the proposed services;
- The lack of support by other providers of the requested services;
- The lack of funding for the requested services; and
- The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

Quality of Selected Services & Design Overview

(25 Points)

In determining the quality of project design, LOSFA will consider the following factors:

- The extent to which the goals to be achieved by the proposed project are clearly specified and measurable, including timelines, implementation, and specific activities which further the goals of project;
- The extent to which the project design reflects the replication of effective practices;
- The extent to which the project supports systemic changes from which future cohorts of students will benefit; and
- The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

Commitment from School & District Overview (25 Points)

In determining the commitment from district, LOSFA will consider the following factors:

- The adequacy of school and district support to achieve the objectives of the proposed project in a timely manner, including clearly defined responsibilities and timelines;
- The adequacy of feedback and continuous improvement in the implementation of the proposed project; and
- How the applicant will ensure that diverse perspectives are reflected in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

Adequacy of Resources Overview

(20 Points)

In determining the adequacy of resources for the proposed project, LOSFA will consider the following factors:

- The adequacy of support, including facilities, equipment, supplies and other resources, from the applicant school and/or district;
- The relevance and demonstrated commitment of the school and district to the proposed project in the implementation and success of the project; and
- The potential for continued support of the project after funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support.

College & Career Readiness Program Success Overview (10 Points Competitive Preference)

****Note: This is a Competitive Preference Priority. Districts who have received AY 15-16 LOSFA college and career readiness support MUST apply for this priority to receive priority points. It is optional ONLY for new applicants. ****

In determining the competitive preference priority college and career readiness program success, LOSFA will consider the following factors:

- The extent to which the applicant carried out a successful LOSFA college and career readiness program during AY 15-16, determined on the basis of data (including outcomes data) submitted by the applicant as part of its reports and the applicant's history of compliance with program rules and guidelines; and
- Whether the applicant has prior demonstrated commitment to early intervention leading to college access through collaboration and replication of successful strategies.

Business/Industry Integration Overview (40 Points Optional Priority)

****Note: This is a Business/Industry Optional Priority and only applies to those applicants seeking consideration of additional support from LOSFA for this program. Any applicant can apply for this priority. ****

In determining the optional business/industry integration, LOSFA will consider the following factors:

- The adequacy of support demonstrated by a business/industry Letter of Commitment to the school and district, including the business/industry plans to support the school and students in the college and career readiness project;
- At the extent to which the district identifies students who will participate in the program using match and fit strategies, such as the [LOSFA 5-Point Match](#);
- To the extent to which a district identifies measurable program goals and objectives, including who will monitor the goals and objectives or the program at the school/district and business/industry;

Business/Industry Integration Overview

Con't

(40 Points Optional Priority)

- Types of interactions the students have with the business/industry, including but not limited to: job-shadowing, career mentoring, facility tours, project-based learning projects, and a culminating project which provides real-time and real-world experiences, etc.;
- How a school/district identifies the goals and objectives of their proposed program and how these will be measured;
- How a district jointly with business/industry clearly identifies strategies that expose participating students to postsecondary institutions that offer training/education to pursue career(s) associated with the business/industry partner.

Quality of Selected Services & Design Overview

- College and Career Readiness Initiative Table
- College and Career Readiness Service Planning Table
- College and Career Readiness Service Planning Example

Initiative Table

(See page 9 of Application)

The table below is an overview of LOSFA College and Career Readiness services, activities, supporting research, and preliminary AY 15-16 data that your school/district will use to plan your LOSFA-supported college and career readiness design for AY 16-17 in the table designated below.

16-17 LOSFA Outreach Services	Activities	Supporting Research	15-16 Preliminary Outcome/Impact*
College and Career Readiness (CCR) Professional Development (teachers, counselors, etc.) (Plans for these activities are REQUIRED ; therefore, they are pre-filled in the following Service Planning Table.)	LOSFA SREB Go Alliance Academy LOSFA Counselor Workshop LOSFA Field Outreach Services Training Workshop/Webinar	The majority of high school students expect to attend college, but lack the support and guidance to prepare for enrollment and success in college (U. S. Department of Education, NCES, 2010).	Participating counselors/teachers received: <ul style="list-style-type: none"> • Increased ability to assist students and families in the financial aid process • Increased knowledge of the college application process • Increased ability to organize and support college and career school activities
Comprehensive Mentoring (Trailblazer nomination and facilitation is REQUIRED and is pre-filled in the Service Planning Table, but you are required to complete your implementation strategies and timeline. You can select other Comprehensive Mentoring Activities, but be sure to include the implementation strategies and timeline in the Service Planning Table as you plan your project design.)	Traditional mentoring that match one student with one adult Group mentoring that links one adult to a small group of students Peer mentoring that connects a Trailblazer or other student leader with other students	Students should be surrounded with adults and peers who build and support their college-going aspirations (IES, 2009).	Participating students received: <ul style="list-style-type: none"> • Increased awareness of postsecondary options • One-on-one or group access to a college access professional

College and Career Readiness Initiative Table Con't

(See page 9 & 10 of Application)

16-17 LOSFA Outreach Services	Activities	Supporting Research	15-16 Preliminary Outcome/Impact*
<p>TOPS/FAFSA/Financial Literacy Workshops (TOPS/FAFSA/Financial Literacy Workshops and FAFSA Completion Workshop are REQUIRED for specified grade levels and is pre-filled in the Service Planning Table, but you are required to complete your implementation strategies and timeline. You can select other TOPS/FAFSA/Financial Literacy Workshops Activities, but be sure to include the implementation strategies and timeline in the Service Planning Table as you plan your project design.)</p>	<p>TOPS/FAFSA/Financial Literacy Workshops, including one-one-one assistance for students and families</p> <p>Financial Literacy for You Tour (F.L.Y. Tour)</p> <p>College Goal Sunday/FAFSA Completion Workshop</p>	<p>Research support efforts that increase families' financial awareness and help students apply for financial aid (IES, 2009).</p>	<p>Participating students and families received:</p> <ul style="list-style-type: none"> • Increased awareness of financial aid options • One-on-one assistance with completing the FAFSA

College and Career Readiness Initiative Table Con't

(See page 10 of Application)

16-17 LOSFA Outreach Services	Activities	Supporting Research	15-16 Preliminary Outcome/Impact*
<p>College/Career Counseling Advising (College Match and Fit Activities, TOPS Check-up/Retention Advising, Louisiana College Application and Access Month, and Cross Curricular College Access Activities are REQUIRED for specified grade levels and is pre-filled in the Service Planning Table, but you are required to complete your implementation strategies and timeline. You can select other College/Career Counseling Advising Activities, but be sure to include the implementation strategies and timeline in the Service Planning Table as you plan your project design.)</p>	<p>College Match & Fit Activities</p> <p>Career Interest/Choice Planning</p> <p>Louisiana College Application and Access Month</p> <p>TOPS Check-up/Retention Advising</p> <p>Cross Curricular College Access Activities</p> <p>Text-messaging of critical college access information</p>	<p>Students must be engaged and assisted with completing the critical steps for college entry (IES, 2009).</p>	<p>Participating students received:</p> <ul style="list-style-type: none"> • Increased knowledge of college match and fit • One-on-one assistance in completing and paying for college applications • Engaging classroom lessons on college and career readiness • Text-message nudges on financial aid, scholarships and other important college access activities

College and Career Readiness Initiative Table Con't

(See page 10 of Application)

16-17 LOSFA Outreach Services	Activities	Supporting Research	15-16 Preliminary Outcome/Impact*
<p>College/Career Access Support (Virtual Campus/Industry Visits and Campus/Industry Visits are REQUIRED for specified grade levels and is pre-filled in the Service Planning Table, but you are required to complete your implementation strategies and timeline. You can select other College/Career Access Support, but be sure to include the implementation strategies and timeline in the Service Planning Table as you plan your project design.)</p>	<p>College Campus/Industry Visits</p> <p>Advanced Placement (AP) Support</p> <p>Dual Enrollment Support</p> <p>Course Credit Recovery Support</p> <p>ACT Prep Support</p> <p>Positive Behavior Support</p>	<p>Campus visits are the most trusted source of information for prospective students choosing where to attend college; it is the most influential recruitment activity (Noel-Levitz, 2012). Advanced Placement Program students, particularly those scoring 3 or higher on the AP exam are more likely to earn a higher first-year grade point average in college (College Board, 2015). Dual enrollment is positively related to college enrollment and persistence, and may improve outcomes for students in career technical pathways (CCRC, 2012).</p>	<p>Participating students received:</p> <ul style="list-style-type: none"> • Postsecondary campus immersion • Increased awareness of postsecondary campus navigation and entry requirements • Postsecondary course credit • Credit recovery to pass classes needed to graduate/complete courses • Increase in ACT scores • Decrease in referrals • Increase in attendance

Planning Table

(See page 12 of Application)

Use the following table to plan the design of your college and career readiness program for your school based on the chart above. Some of the activities are required; therefore, applicants are not able to change the activity. Unless, a timeline is provided or will be provided by LOSFA, applicants must provide a timeline estimate for the implementation. Please use up to one additional page to provide additional information.

2016-17 Service Planning Table (Applicant must complete required sections)		
College and Career Readiness (CCR) Professional Development (teachers, counselors, etc.)		
Plans for these activities are REQUIRED; therefore, they are pre-filled below.		
REQUIRED Staff Participation	Activity	Timeline Estimate
School On-site Coordinator; School Counselors	<p>Activity: (No other activities required to be listed here other than the REQUIRED activity below.)</p> <p><i>Activity 1: LOSFA SREB Go Alliance Academy (REQUIRED)</i></p>	<p>Timeline: (No other timeline required here other than the time TBD by LOSFA.)</p> <p><i>Timeline: LOSFA provides dates</i></p>
School On-site Coordinator; School Counselors	<p>Activity: (No other activities required to be listed here other than the REQUIRED activity below.)</p> <p><i>Activity 1: LOSFA Counselor Workshop (REQUIRED)</i></p>	<p>Timeline: (No other timeline required here other than the time TBD by LOSFA.)</p> <p><i>Timeline: LOSFA provides dates</i></p>
School On-site Coordinator; School Counselors, District Contact, District Accountant/Grants Manager	<p>Activity: (No other activities required to be listed here other than the REQUIRED activity below.)</p> <p><i>Activity 1: LOSFA Field Outreach Services Training (REQUIRED)</i></p>	<p>Timeline: (No other timeline required here other than the time TBD by LOSFA.)</p> <p><i>Timeline: LOSFA provides dates</i></p>

College and Career Readiness Service and Planning Table Example

(This example is from page 12 & 13 of the Application)

2016-17 Service Planning Table (Applicant must complete required sections)		
College and Career Readiness (CCR) Professional Development (teachers, counselors, etc.) Plans for these activities are REQUIRED; therefore, they are pre-filled below.		
Comprehensive Mentoring		
Trailblazer nomination and facilitation is REQUIRED and is pre-filled below, but you are required to complete your implementation strategies and timeline. You can select other Comprehensive Mentoring Activities, but be sure to include the implementation strategies and timeline in this Service Planning Table as you plan your project design.		
Targeted Grade Level	Activity and District Implementation	Timeline (Proposed time to implement activity)
Example: 11 th grade	Activity: (List activities in addition to the required activities here.): <i>Activity 1: Small Group Mentoring</i> <i>Activity 2: N/A</i> <i>Activity 3: N/A</i> Implementation Strategy: (Document proposed implementation strategies of each activity here.) <i>Strategy 1: On-site School Coordinator or Teacher will identify students and facilitate small group meetings with LOSFA staff.</i> <i>Strategy 2: N/A</i> <i>Strategy 3: N/A</i>	Timeline: (Document proposed timeline here.) <i>Timeline: (On-going) throughout school year. Two group meetings in the 1st semester and 2 meetings in the 2nd semester.</i>

LOSFA Partnership Agreement

By signing this LOSFA Partnership Agreement, School District partners agree to the following:

- To promote a college-going culture in participating school(s).
- To nominate and support a LOSFA Trailblazer.
- To require staff participation in college access training modules facilitated by LOSFA.
- To facilitate LOSFA program access to teachers, parents and students, including time and space for academic-year student clubs.
- To communicate and meet regularly with LOSFA staff.
- To adhere to all state and federal regulations, including PPM 49 (the state's travel regulations).
- To participate in LOSFA partnership meetings.

LOSFA Partnership Agreement Con't

- To leverage local, state and federal funds to strengthen current programs while implementing LOSFA reform initiatives.
- To provide data essential to evaluating outcomes, consistent with state and federal policies.
- To certify that at least 50% of all the students in the participating school(s) from which the cohort(s) is drawn are *eligible* for a reduced-price lunch under the National School Lunch Act.

QUESTIONS