



**2025-2026 Effective Advising Framework Planning Grant
Informal Discretionary Grant (IDC) Application Due 11:59 p.m. CT, June 17, 2023**

NOGA ID

Authorizing legislation

This IDC application must be submitted via email to **competitivegrants@tea.texas.gov**.

The IDC application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, June 17, 2025**.

Application stamp-in date and time

Grant period from **September 1, 2025 - August 31, 2026**

Pre-award costs permitted from **Pre-Award Costs Are Not Permitted**

Required Attachments (linked along with this form on the TEA Grants Opportunities page)

Excel workbook with the grant's budget schedules

Attachment 1: 2025-2026 Effective Advising Framework Planning Grant Program Agreement

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

N/A

Applicant Information

Organization **Region 10 ESC** CDN **057950** Campus ESC **10** UEI **UQZKSWHRBUH3**

Address **400 E. Spring Valley** City **Richardson** ZIP **75081** Vendor ID **1751249185**

Primary Contact **Ligia Curtis** Email **ligia.curtis@region10.org** Phone **972-348-1370**

Secondary Contact **Michael Milburn** Email **michael.milburn@region10.org** Phone **972-348-1632**

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the IDC application, as applicable, and that these documents are incorporated by reference as part of the IDC application and Notice of Grant Award (NOGA):

☒ IDC application, guidelines, and instructions

☒ Debarment and Suspension Certification

☒ General and application-specific Provisions and Assurances

☒ Lobbying Certification

Authorized Official Name **Jana Melsheimer**

Title **Executive Director**

Email **jana.melsheimer@region10.org**

Phone **972-348-1004**

Signature

Jana Melsheimer

Date **06/11/2025**

Shared Services Arrangements

Shared services arrangements (SSAs) are NOT permitted for this grant.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- ☒ 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- ☒ 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- ☒ 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2025-2026 Effective Advising Framework Planning Grant Program Guidelines.
- ☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2025-2026 Effective Advising Framework Planning Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- ☒ 5. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program

a) Provide an overview of the program to be implemented with grant funds. b) Describe how this program will support individual planning in the context of comprehensive school counseling. c) Describe how this program will foster innovation in CTE programming and/or promote careers pathways aligned to high-skill, high-wage careers or industries.

a) Since the 2020-2021 academic year, Region 10 ESC has successfully collaborated with regional districts to develop and implement student planning systems based on the Effective Advising Framework (EAF) five levers, essential actions, and key practices. Our efforts have been rooted in the strategic planning of a district-wide individual planning system, aligning the plan's objectives and goals with the district's overall continuous improvement efforts, and providing responsive technical assistance and coaching to the district's steering committee members.

b) During the effective advising planning year, the Region 10 EAF coaches with the district steering committee members will assess the district's current advising and planning practices using the EAF Diagnostic, state and district data points such as districts AP/IB results, CCMR data (college and military readiness), TSI Met rates, etc to identify strengths and areas of growth. The team will collaborate with district leadership to develop a tailored, strategic student planning roadmap that aligns with the EAF standards and responds to the grade-level expectations identified during the planning process. Likewise, the EAF coaches will support the district in preparing for full implementation during the grant's implementation year.

c) The Region 10 EAF coaches have a strong track record of supporting LEAs in learning and implementing best practices within the district's comprehensive school counseling program that meets the unique needs of the districts and campuses they serve. Additionally, through intentional collaboration among the EAF coaches and the CTE team, the ESC has ensured effective advising, resulting in consistent support, efficient resource allocation and use, unified messaging, and shared accountability, thereby strengthening the impact and success of the EAF Planning grant.

Qualifications and Experience of Key Personnel

1. **Project Leadership:** a) **EAF Coach** - Who will serve as the EAF Coach(es)? What are this person's qualifications and what is your reason for selecting them as the EAF Coach? What percentage of time will the EAF Coach(es) be allocated to this project? Include any other roles the EAF Coach holds and the percentage of time they are allocated to other projects, not to exceed 100%. If selecting more than one EAF Coach, indicate which district(s) each coach will be responsible for supporting for the duration of the grant cycle. b) **EAF Coach Strategy** - What is the training and communication strategy the EAF Coach(es) will use to ensure participating districts fulfill their commitments to the deliverables of this project? How will the EAF Coach(es) monitor progress toward completion of district deliverables? How will an EAF Coach intervene, if necessary, with districts who are not meeting expectations? c) **ESC Strategy** - How will the ESC ensure the EAF Coach(es) have the necessary time and resources to successfully complete all grant requirements? How will the ESC monitor the performance of the EAF Coach(es) and track progress toward grant deliverables? What protocol will be followed if the ESC recognizes the EAF Coach is at risk or if they are notified by TEA that an EAF Coach is at-risk? What steps will be taken if the ESC does not retain the selected EAF Coach(es) for the entirety of the grant? How will the ESC ensure the grant project is integrated with other internal efforts?

1a) Region 10 ESC has two trained EAF coaches who have supported LEAs in both the planning and implementation years. They will each support one LEA in a 1:1 coaching arrangement. We know that, with their experience supporting districts over the years within the Effective Advising Framework and the ongoing coaching support they have received, they will be well-positioned to positively impact the planning and decision-making of a new district in this work. Likewise, both coaches work closely with our CTE, Pathways, and Preparation team to forge robust partnerships, offer extensive support and guidance, foster innovation, and promote collaboration. A concrete byproduct of this collaboration is the new CTE Counselor Academy, which engages counselors in the region to build foundations for college and career readiness, advising, and student-centered approaches that increase student support and access. Lastly, regional counselors will commit to action planning and implementation, including college and career readiness activities, work-based learning (WBL) and Industry-based Certification (IBC) opportunities, Dual Credit and postsecondary planning, and a counselor learning plan. Lastly, both coaches who will support the EAF Planning districts have developed strong systems driven by relationships, regular touchpoints with the districts, and program development and leadership over the years in this work.

1b) The EAF coaches will meticulously develop and follow a comprehensive support plan during the planning year. This plan will outline clear goals, milestones, and outcomes, establish a timeline for completing grant activities and deliverables for the selected EAF partner districts, and include planned opportunities for check-ins and technical support, training, monitoring progress, and adjustments. The coaches will accomplish this by participating in planned EAF site visits to observe the planning and decision-making processes in real-time. This will enable coaches to identify both strengths and areas for growth in advising systems, postsecondary planning, student engagement, and the use of data to inform planning. They will also leverage the tools at their disposal—the EAF diagnostic, Grade-Level Expectations Guide, and Gap Analysis—to assess current advising practices and reflect on postsecondary readiness data.

1c) The ESC will ensure that the Region 10 EAF coaches have the necessary time and resources to complete all grant requirements by conducting check-ins and goal-setting coaching sessions with the coaches, adequate scheduling, outlining timelines and deliverables, and tracking all progress toward grant deliverables in collaboration with project leads. ESC 10 will use its continuous improvement model during weekly check-ins to ensure that the Region 10 EAF coaches are on track with program metrics and work plans. Additionally, during these coaching check-ins, the ESC will provide strategic feedback to support the EAF program's goals. Should an EAF coach not be retained for the entire grant period, ESC 10 will ensure the project's continuity and the timely completion of all deliverables. This may include transitioning responsibilities or updating timelines. Using two personnel units will enable us to adequately support the two LEAs with this work.

-Irving ISD: Amanda Knight

Carrollton - Farmers Branch ISD Nikisha Fowler

Qualifications and Experience of Key Personnel, cont'd.

3. **District Leadership:** a) Outline the process the ESC undertook to select the **partner school district(s)**. Explain the reasoning behind your selection, considering key elements such as current initiatives, participation in other projects, district and/or campus level leadership, etc., that informed the selection. b) Explain **EAF Project Lead** selection. Who is the identified EAF Project Lead at each partner district and what are their qualifications to serve as EAF Project Lead? How will the district ensure this person has the necessary time and resources to successfully complete grant deliverables? c) Explain in detail how the district(s) you have selected meet the **CTE defined criteria** listed in the Eligible Applications section of these Program Guidelines. Include information for the criterion met by the individual districts.

3a) Beginning in the Fall of 2024, we utilized every opportunity (i.e., in-person district visits, quarterly curriculum directors' Meetings, EAF Overview Training, Counseling Newsletter, and Listserv, etc.) to engage with regional districts and share and educate them about the EAF and its benefits. As interested districts were identified, our team met with them to learn more about their school counseling programs and their visions for improving and enhancing their student advisement plans. Through this process, we also considered the district's participation in initiatives such as the Effective Schools Framework, the GEAR UP grant, and programs of study offered. This allowed us to measure the districts' capacity, readiness, and excitement needed to fully and successfully engage with this project.

3b) The identified project leads already work directly with the planning and implementation of the district's comprehensive school counseling program. Both project leads serve in the role of director/coordinator of counseling at the district level, and collaborate with their counterparts in CTE, Special populations, and multilingual education to ensure alignment of services that support the whole child. The project leads surround themselves with strong steering committee members who represent a great cross-section of the student body within the district. Likewise, the districts' upper leadership supports the goals and objectives of the EAF Planning year. It provides the time and support necessary for the Steering Committee to meet grant deliverables on time successfully. Region 10 ESC believes that involving a diverse group as part of the district's steering committee will benefit the planning process.

3c) In Addition to the district's capacity, commitment, and enthusiasm for the EAF, we wanted to ensure that they met the minimum eligibility requirements outlined in the grant guidelines. Per the 2023-2024 CTE Completers and Concentrators data report, our first partner district, Irving ISD, has 10,072 students enrolled in grades 9-12, with 4,382 (43.5%) being CTE completers and concentrators. Our second district partner, Carrollton-Farmers Branch ISD, has 7,644 students enrolled in grades 9-12, with 2,678 (35%) being CTE completers and concentrators.

Goals Objectives and Strategies

Provide an overview of the program to be implemented with grant funds. Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

During the planning year of the Effective Advising Framework grant, Region 10 ESC aims to work collaboratively with the partner districts to enhance their advising systems and subsequently improve student outcomes. During this process, the EAF coach, with the Steering Committee, will evaluate current practices, define strategic priorities, and prepare for implementation.

Region 10 ESC sets the following goals and objectives for the 25-26 EAF Planning Grant:

1. Plan and design an integrated individual planning system for the district.

This entails a strategic approach to advising driven by relationships, strong communication, and regular touchpoints between stakeholders. This approach will allow students to connect their academic choices, career pathways, and postsecondary education.

2. Provide ongoing training for EAF coaches at the ESC.

This will deepen EAF coaches' understanding of counseling and advising, allowing them to serve as regional subject matter experts on the EAF and EAF processes and support stakeholders in facilitating access to and navigation through pathways. It will also enhance their skills in coordinating with districts on projects like the EAF.

3. Provide technical assistance to partner districts in the EAF planning process.

Region 10 EAF coaches will collaborate with district steering committees to develop an integrated individual student planning system that enhances postsecondary outcomes for students by focusing on pathway leadership, guidance, and support within the overall school counseling program.

Performance and Evaluation Measures

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools and data used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

During the planning phase, EAF Coaches will support districts in strategically planning an Individual Planning System aligned with the EAF. This support will begin with each partner district collecting data that will provide strategic value in developing clear, data-driven goals for the individual student planning system. Likewise, data collection will enable districts to identify gaps early, determine the most effective changes for maximum impact, and drive improved student outcomes. To achieve this, EAF coaches will use the available tools and resources. First, the EAF coaches will support steering committee members by using the diagnostic tool to evaluate the current state of effective advising within the district and identify areas that need improvement in accordance with the EAF standards. Subsequently, using the grade-level expectation (GLE) guide, the EAF coaches will lead steering committee members in designing an effective advising system for the district that reflects the diagnostic findings and establishes a clear vision, long-term goals, and student-centered grade-level expectations. Lastly, utilizing the gap analysis tool, EAF coaches will guide the district teams in selecting four high-leverage priorities to implement in the following school year and support the team in developing an aligned EAF strategy to meet student needs and outcome goals.

Budget Justification

Describe how the proposed budget will meet the needs and goals of the proposed program. Include justification for the specific funding allocations in the proposed budget and provide detail on stipends and hours expected for services rendered.

Payroll cost: Region 10 ESC intends to use two EAF-trained consultants to lead and facilitate the goals and objectives of the Effective Advising Framework grant with the partner districts. Payroll costs will account for 10% for EAF coach 1 and 15% for coach 2. This will be \$31,853 including overhead expenses.

Professional and Contracted Services: Region 10 ESC will reserve \$20,000 in funds for a CCMR data collection tool that will enable the steering committee to plan, create, and initiate the implementation of the individual planning system. This resource will bring strategic value to developing clear, data-driven goals for an effective advising plan that enables all students to graduate ready for college and career, including a career in the military.

Travel and registration: Region 10 ESC will budget \$10,000 in funds to allow steering committee members and ESC staff to attend in-state training and/or conferences that will provide them with invaluable opportunities to identify tools and resources that bolster their leadership and planning of the individual planning system and expose them to a diverse range of trending topics and experts in career and technical education and effective advising that will significantly enhance their knowledge and expertise.

Supplies and Materials: \$1,576 will be assigned for additional materials and supplies that do not require specific approval.

Other Operating Costs: Region 10 ESC will reserve \$8,000 for stipends for non-employees. Under the direction of the Project Lead, the EAF Steering Committee will participate in ongoing training on each component of the Effective Advising Framework, as well as professional development and consultation with the EAF.

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- ☒ The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- ☐ Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

PNP Equitable Services

Are any private nonprofit schools located within the applicant's boundaries?

- ☒ Yes ☐ No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

Are any private nonprofit schools participating in the program?

- ☐ Yes ☒ No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

5A: Assurances

- ☐ The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.
- ☐ The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

5B: Equitable Services Calculation

1. LEA's student enrollment	<input type="text"/>
2. Enrollment of all participating private schools	<input type="text"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text"/>
4. Total current-year program allocation	<input type="text"/>
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	<input type="text"/>
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	<input type="text"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text"/>
LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)	<input type="text"/>

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section	Reason for Amendment
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Application Part 2:

2025-2026 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID:		057950	Amendment # (for amendments only):		N/A
Payroll Costs (6100)					
Employee Position Title		Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Grant Amount Budgeted	Pre-Award
Academic/Instructional					
1	Teacher			\$ -	\$ -
2	Educational Aide			\$ -	\$ -
3	Tutor			\$ -	\$ -
Program Management and Administration					
4	Project Director			\$ -	\$ -
5	Project Coordinator			\$ -	\$ -
6	Teacher Facilitator			\$ -	\$ -
7	Teacher Supervisor			\$ -	\$ -
8	Secretary/Admin Assistant			\$ -	\$ -
9	Data Entry Clerk			\$ -	\$ -
10	Grant Accountant/Bookkeeper			\$ -	\$ -
11	Evaluator/Evaluation Specialist			\$ -	\$ -
Auxiliary					
12	Counselor			\$ -	\$ -
13	Social Worker			\$ -	\$ -
14	Community Liaison/Parent Coordinator			\$ -	\$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)					
15	ESC Specialist/Consultant		2	\$ 24,356	\$ -
16	ESC Coordinator/Manager/Supervisor			\$ -	\$ -
17	ESC Support Staff			\$ -	\$ -
18	ESC Other: (Enter position title here)			\$ -	\$ -
19	ESC Other: (Enter position title here)			\$ -	\$ -
20	ESC Other: (Enter position title here)			\$ -	\$ -
Other Employee Positions					
21	(Enter position title here)			\$ -	\$ -
22	(Enter position title here)			\$ -	\$ -
23	Subtotal Employee Costs:			\$ 24,356	\$ -
Substitute, Extra-Duty Pay, Benefits Costs					
24	6112 - Substitute Pay			\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ -
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -
27	6140 - Employee Benefits			\$ -	\$ -
28	61XX - Tuition Remission (IHEs only)			\$ 5,197	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ 5,197	\$ -
30	Grand Total:			\$ 29,553	\$ -
31	Total Program Costs*:			\$ 29,553	
32	Total Direct Admin Costs*:			\$ -	
<p>*Complete the Total Program Costs (line 31) and Total Direct Admin Costs (line 32) lines. The sum of these lines must equal the Grand Total (line 30); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p> <p><i>For budgeting assistance, see the Budgeting Guidance and Related Forms section on the Grants Administration Division's Grant Resources webpage.</i></p>					

FOR TEA USE ONLY

Changes on this page have been confirmed with:	On this date:
Via telephone/email (list as appropriate):	By TEA staff person:

Application Part 2:

2025-2026 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID:		057950	Amendment #: N/A	
Professional and Contracted Services (6200)				
NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.				
Description of Service and Purpose		Grant Amount Budgeted	Pre-Award	
1	6269 - Rental or lease of buildings, space in buildings, or land (Specify purpose here)	\$ -	\$ -	
2	Service: (Specify purpose here)	\$ -	\$ -	
3	Service: (Specify purpose here)	\$ -	\$ -	
4	Service: (Specify purpose here)	\$ -	\$ -	
5	Service: (Specify purpose here)	\$ -	\$ -	
6	Service: (Specify purpose here)	\$ -	\$ -	
7	Service: (Specify purpose here)	\$ -	\$ -	
8	Service: (Specify purpose here)	\$ -	\$ -	
9	Subtotal of professional and contracted services requiring specific approval:	\$ -	\$ -	
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ 25,225	\$ -	
11	Grand Total:	\$ 25,225	\$ -	
12	Total Program Costs*:	\$ 25,225		
13	Total Direct Admin Costs*:			
*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.				

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Application Part 2: 2025-2026 Effective Advising Framework (EAF) Planning Grant
Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID: 057950		Amendment #: N/A	
Supplies and Materials (6300)			
Expense Item Description		Grant Amount Budgeted	Pre-Award
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$ 1,576	
2	Grand Total:	\$ 1,576	\$ -
3	Total Program Costs*:	\$ 1,576	
4	Total Direct Admin Costs*:		
<p>*Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum of these lines must equal the Grand Total (line 2); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>			

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Application Part 2:

2025-2026 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID:		057950	Amendment #: N/A	
Other Operating Costs (6400)				
Expense Item Description		Grant Amount Budgeted	Pre-Award	
1	6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. (Enter name and purpose of conference)	\$ -	\$ -	
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	
4	6413 - Stipends for non-employees other than those included in 6419.	\$ 8,000	\$ -	
5	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ 2,000	\$ -	
6	6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ -	\$ -	
7	6495 - Cost of membership in civic or community organizations. (Enter name and purpose of organization)	\$ -	\$ -	
8	64XX - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.	\$ -	\$ -	
9	Subtotal of other operating costs (6400) requiring specific approval:	\$ 10,000	\$ -	
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$ 5,075	\$ -	
11	Grand Total:	\$ 15,075	\$ -	
12	Total Program Costs*:	\$ 15,075		
13	Total Direct Admin Costs*:			
<p>*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p> <p>Forms to seek approval or document intent for applicable activities listed above are available on TEA's Forms for Prior Approval, Disclosure, and Justification page.</p>				

In-state travel for employees does not require specific approval.

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Application Part 2:

2025-2026 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID:		057950	Amendment #: N/A	
Debt Service (6500)				
NOTE: Use this schedule to budget funds to retire debt principal on lease liabilities with terms greater than 12 months and to pay interest accrued on those leases. In Part 2, please provide a brief description of each item included in 6514/6512 (Principal Costs) and why it is necessary for successful implementation of the grant program.				
Expense Item Description		Grant Amount Budgeted	Pre-Award	
Part 1: Lease Liabilities with Terms Greater Than 12 Months				
1	6514 - Subscription-based Information Technology Arrangement Liability - Principal Costs	\$ -	\$ -	
2	6526 - Subscription-based Information Technology Arrangement Liability - Interest Costs	\$ -	\$ -	
3	6512 - Capital Lease Liability - Principal Costs	\$ -	\$ -	
4	6522 - Capital Lease Liability - Interest Costs	\$ -	\$ -	
5	6523 - Interest on Debt Costs	\$ -	\$ -	
6	Grand Total (sum of all lines):	\$ -	\$ -	
7	Total Program Costs*:	\$ -		
8	Total Direct Admin Costs*:	\$ -		
*Complete the Total Program Costs (line 7) and Total Direct Admin Costs (line 8) lines. The sum of these lines must equal the Grand Total (line 6); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.				
Part 2: Description of Subscription or Property with Justification				
Subscription/Property and Justification		Contract Start Date (for full term of contract)	Contract End Date (for full term of contract)	Property Value (total Principal Cost for full term of contract)
9	(Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
10	(Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
11	(Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
12	(Enter description of subscription (6514) or property being leased (6512) and provide justification of grant relevance)			\$ -
13	Property Value Total (sum of all lines)**:			\$ -
**The sum of lines 9-12 must equal the sum of the principal costs in Part 1, including 6514 (Line 1) and 6512 (Line 3); otherwise, the field will change color to red to indicate an error. Contract dates must indicate a period greater than 12 months.				

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Via telephone/email (select as appropriate):	By TEA staff person:

Application Part 2:

2025-2026 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or Vendor ID:		057950	Amendment #:		N/A
Capital Outlay (6600)					
Description and Purpose		Quantity	Unit Cost	Grant Amount Budgeted	Pre-Award
6669 - Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	\$ -	\$ -
66XX - Computing Devices, capitalized					
2	(Enter description and brief purpose)		\$ -	\$ -	\$ -
3			\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -
6			\$ -	\$ -	\$ -
7			\$ -	\$ -	\$ -
8			\$ -	\$ -	\$ -
66XX - Software, capitalized					
9	(Enter description and brief purpose)		\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -
66XX - Equipment, furniture, or vehicles					
11	(Enter description and brief purpose)		\$ -	\$ -	\$ -
12			\$ -	\$ -	\$ -
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
13	(Enter description and brief purpose)		\$ -	\$ -	\$ -
14	Grand Total (sum of all lines):			\$ -	\$ -
15	Total Program Costs*:			\$ -	
16	Total Direct Admin Costs*:			\$ -	
*Complete the Total Program Costs (line 15) and Total Direct Admin Costs (line 16) lines. The sum of these lines must equal the Grand Total (line 14); otherwise, the field will change color to red to indicate an error. These amounts will automatically populate on the Program Budget Summary worksheet.					

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Application Part 2:

2025-2026 Effective Advising Framework (EAF) Planning Grant

Authorized by: Carl D. Perkins Career and Technical Education Act of 2006, Public Law (P.L.) 109-270, Title I, Part A, §112(c)

County District Number or vendor ID:		057950		Amendment # N/A		
Grant Period:	September 1, 2024 - August 31, 2025			Fund Code/ Shared Services Arrangement:		244/331
Budget Summary						
Description and Purpose		Source of Funds				
		Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost	Pre-Award Cost
1	Payroll Costs	6100	\$ 29,553	\$ -	\$ 29,553	\$ -
2	Professional and Contracted Services	6200	\$ 25,225	\$ -	\$ 25,225	\$ -
3	Supplies and Materials	6300	\$ 1,576	\$ -	\$ 1,576	\$ -
4	Other Operating Costs	6400	\$ 15,075	\$ -	\$ 15,075	\$ -
5	Debt Service	6500	\$ -	\$ -	\$ -	\$ -
6	Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -
7	Total Direct Costs:		\$ 71,429	\$ -	\$ 71,429	\$ -
8	* Indirect Costs:			\$ 3,571		\$ -
9	Total of All Budgeted Costs:		\$ 71,429	\$ 3,571	\$ 75,000	\$ -
Total Administrative Cost Calculation						
11	Total Award Amount:				\$ 75,000	
12	Total Administration Cap per Program Guidelines (XX%)				0.05	
13	Maximum amount allowable for total administrative costs:				\$ 3,750	

*For current year indirect cost rates, please visit the Federal Fiscal Compliance and Reporting **Indirect Cost Rates** page.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. Indirect costs claimed are part of the total grant award amount, not in addition to the grant award amount. Do not submit an amendment solely for the purpose of budgeting indirect costs.

To calculate maximum indirect costs, please use the Maximum Indirect Costs Worksheet available on the Grants Administration Division's [Grant Resources](#) webpage.

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Via telephone/email (select as appropriate):	By TEA staff person:

25-26 Effective Advising Framework Planning Grant Program Agreement

This agreement is written by and between:

Region 10 ESC, hereinafter referred to as "ESC", and
Carrollton-Farmers Branch ISD, hereinafter referred to as "District",

regarding the 2025-2026 Effective Advising Framework Planning Grant.

This agreement provides the core functions required of the ESC and District within the Effective Advising Planning Grant. By signing this document, the identified organization(s) commit to the roles and responsibilities as outlined below. This agreement will go into effect on August 1, 2025 or on the start date of the grant, whichever is earlier, and will terminate at the end of the grant period.

Purpose of this grant program:

The Carl D. Perkins Career and Technical Education Act is intended to expand opportunities for every student to complete career and education pathways that lead to credentials with value in the labor market. The planning and implementation of an individual student planning system within the context of a comprehensive school counseling program in a school district is essential to students' academic, career, and personal and social development. This grant project supports school districts in the leadership and planning of an individual student planning system, aligned to the Effective Advising Framework (EAF), with technical assistance provided by EAF Coaches.

Effective Advising Planning Grant Roles and Responsibilities

Education Service Centers agrees to the following key functions:

1. Serve as fiscal agents and grant leads throughout the grant period; and
2. Identify a staff member to serve as the EAF Coach throughout the grant period and reserve the necessary capacity for all staff to meet grant requirements.

EAF Coaches agrees to the following key functions:

1. Complete all TEA grant requirements to achieve EAF Coach Designation or EAF Coach Designation with Distinction;
2. Lead the district in the completion of the EAF Diagnostic Tool, Gap Analysis Tool, and EAF Communication Template;
3. Provide technical assistance and coaching to the district's EAF Project Lead and steering committee to identify EAF implementation priorities and student outcome goals; and
4. Oversee the timely completion of all grant deliverables.

The District agrees to the following key functions:

1. Identify a certified school counselor or administrator to serve as the EAF Project Lead throughout the grant period who will be responsible for submission of grant deliverables to the EAF Coach;
2. Provide the EAF Project Lead with the necessary capacity, support, and authority to convene and lead a steering committee;

3. Identify a steering committee representing elementary and secondary levels, which is made up of at least one administrator, one certified school counselor, one Career and Technical Education representative, and one representative of programs serving special populations; and
4. Provide the steering committee members with the time and capacity to support the completion of all grant requirements with fidelity, including the training on each component, under the direction of the EAF Project Lead.

The EAF Project Lead agrees to the following key functions:

1. Serve as the district's representative for effective advising in the context of the district's comprehensive school counseling program;
2. Work closely with and complete all grant requirements set forth by the EAF Coach; and
3. Convene and coordinate the work of the steering committee.

Effective Advising Planning Grant Staff Contact Sheet

ESC Information:

Name of ESC	Region 10 ESC
Name of Authorized Representative	Travis Longanecker
Authorized Representative Title	Director of Teaching and Learning Services
Authorized Representative Email	travis.longanecker@region10.org
Authorized Representative Phone Number	972-348-1426
Name of EAF Coach	Nickisha Fowler
EAF Coach Title	Consultant, Teaching and Learning Services
EAF Coach Email	nickisha.fowler@region 10.org
EAF Coach Phone Number	972-348-1208

District Information:

Name of District	Carrollton-Farmers Branch ISD
Name of Authorized Representative	Ms. Kim Holcomb
Authorized Representative Title	Assistant Superintendent of Leadership and Learning
Authorized Representative Email	holcombk@cfbisd.edu
Authorized Representative Phone Number	972-968-6129
Name of EAF Project Lead	Melanie Williams
EAF Project Lead Title	Coordinator of Counseling and AVID
EAF Project Lead Email	williamsm@cfbisd.edu
EAF Project Lead Phone Number	972-968-6625

District Effective Advising Steering Committee

Identify the staff members within the district who will serve on the steering committee. Indicate their level of involvement in the planning of the individual student planning system.

The steering committee represents elementary and secondary levels and includes, but is not limited to, one certified professional school counselor, one administrator, a representative of career and technical education, and a representative of students from special populations.

Team Member 1 (EAF Project Lead, required, certified school counselor or administrator with knowledge of comprehensive school counseling programs)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Melanie Williams	Coordinator of Counseling and AVID	10	\$1,000

Email address: williamsm@cfbisd.edu

Team Member 2 (required, certified school counselor or administrator)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Vicky Cisneros	MS Principal	10	\$800

Email address: cisnerosv@cfbisd.edu

Team Member 3 (required, CTE representative)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Leigh Ann Stone	CTE Coordinator	10	\$800

Email address: stonel@cfbisd.edu

Team Member 4 (required, Special Populations representative)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Sara Roland	Assistant Superintendent of Special Services	10	\$800

Email address: rolandsa@cfbisd.edu

Team Member 5 (optional)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Katina Boutte	HS Counselor	10	\$800

Email address: bouttek@cfbisd.edu

Team Member 6 (optional)


Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Leah Farda	MS Counselor	10	\$800


Email address: fardal@cfbisd.edu

**Add additional Team Members on a separate document as needed and attach to this agreement.*

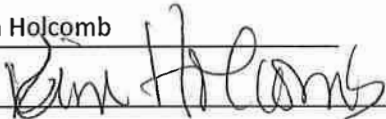
By signing this agreement, the identified party agrees to the roles and responsibilities that are outlined in this document and understands the importance of their roles and responsibilities in the success of this grant project. If either party chooses to terminate this agreement prior to the end of the grant period, a written notice which meets the requirements set forth by the Texas Education Agency (TEA) must be provided with a minimum 30-day notice. If any staff person named on page 3 of this agreement changes, written notice will be provided to the other party with a minimum 30-day notice.


ESC Signatures

ESC Authorized Representative	
Name <u>Travis Longanecker</u>	ESC <u>10</u> Title <u>Director of Teaching & Learning</u>
Signature <u></u>	Date _____
<small>Travis Longanecker (Jun 17, 2025 15:19 CDT)</small>	

EAF Coach	
Name <u>Nickisha Fowler</u>	ESC <u>10</u> Title <u>Consultant</u>
Signature <u></u>	Date <u>06/17/2025</u>
<small>Nickisha Fowler (Jun 17, 2025 08:50 CDT)</small>	

District Signatures

District Authorized Representative	
Name <u>Kim Holcomb</u>	Title <u>Assistant Superintendent of Leadership and Learning</u>
Signature <u></u>	Date <u>6-16-25</u>

EAF Project Lead	
Name <u>Melanie Williams</u>	Title <u>Coordinator of Counseling and AVID</u>
Signature <u></u>	Date <u>6-16-25</u>

25-26 Effective Advising Framework Planning Grant Program Agreement

This agreement is written by and between:

_____ Region 10 ESC _____, hereinafter referred to as "ESC", and

Irving ISD, hereinafter referred to as "District",

regarding the 2025-2026 Effective Advising Framework Planning Grant.

This agreement provides the core functions required of the ESC and District within the Effective Advising Planning Grant. By signing this document, the identified organization(s) commit to the roles and responsibilities as outlined below. This agreement will go into effect on August 1, 2025 or on the start date of the grant, whichever is earlier, and will terminate at the end of the grant period.

Purpose of this grant program:

The Carl D. Perkins Career and Technical Education Act is intended to expand opportunities for every student to complete career and education pathways that lead to credentials with value in the labor market. The planning and implementation of an individual student planning system within the context of a comprehensive school counseling program in a school district is essential to students' academic, career, and personal and social development. This grant project supports school districts in the leadership and planning of an individual student planning system, aligned to the Effective Advising Framework (EAF), with technical assistance provided by EAF Coaches.

Effective Advising Planning Grant Roles and Responsibilities

Education Service Centers agrees to the following key functions:

1. Serve as fiscal agents and grant leads throughout the grant period; and
2. Identify a staff member to serve as the EAF Coach throughout the grant period and reserve the necessary capacity for all staff to meet grant requirements.

EAF Coaches agrees to the following key functions:

1. Complete all TEA grant requirements to achieve EAF Coach Designation or EAF Coach Designation with Distinction;
2. Lead the district in the completion of the EAF Diagnostic Tool, Gap Analysis Tool, and EAF Communication Template;
3. Provide technical assistance and coaching to the district's EAF Project Lead and steering committee to identify EAF implementation priorities and student outcome goals; and
4. Oversee the timely completion of all grant deliverables.

The District agrees to the following key functions:

1. Identify a certified school counselor or administrator to serve as the EAF Project Lead throughout the grant period who will be responsible for submission of grant deliverables to the EAF Coach;
2. Provide the EAF Project Lead with the necessary capacity, support, and authority to convene and lead a steering committee;

3. Identify a steering committee representing elementary and secondary levels, which is made up of at least one administrator, one certified school counselor, one Career and Technical Education representative, and one representative of programs serving special populations; and
4. Provide the steering committee members with the time and capacity to support the completion of all grant requirements with fidelity, including the training on each component, under the direction of the EAF Project Lead.

The EAF Project Lead agrees to the following key functions:

1. Serve as the district's representative for effective advising in the context of the district's comprehensive school counseling program;
2. Work closely with and complete all grant requirements set forth by the EAF Coach; and
3. Convene and coordinate the work of the steering committee.

Effective Advising Planning Grant Staff Contact Sheet

ESC Information:

Name of ESC	Region 10 ESC
Name of Authorized Representative	Travis Longanecker
Authorized Representative Title	Director, Teaching and Learning
Authorized Representative Email	travis.longanecker@region10.org
Authorized Representative Phone Number	972-348-1426
Name of EAF Coach	Amanda Knight
EAF Coach Title	Consultant
EAF Coach Email	amanda.knight@region10.org
EAF Coach Phone Number	972-348-1216

District Information:

Name of District	Irving ISD
Name of Authorized Representative	Julie Soberanis
Authorized Representative Title	Director of Guidance, Counseling + College Readiness
Authorized Representative Email	jsoberanis@irvingisd.net
Authorized Representative Phone Number	(972) 600-5025
Name of EAF Project Lead	Melissa Otero
EAF Project Lead Title	Guidance & Counseling Coordinator
EAF Project Lead Email	meotero@irvingisd.net
EAF Project Lead Phone Number	(972) 600-5025

District Effective Advising Steering Committee

Identify the staff members within the district who will serve on the steering committee. Indicate their level of involvement in the planning of the individual student planning system.

The steering committee represents elementary and secondary levels and includes, but is not limited to, one certified professional school counselor, one administrator, a representative of career and technical education, and a representative of students from special populations.

Team Member 1 (EAF Project Lead, required, certified school counselor or administrator with knowledge of comprehensive school counseling programs)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Melissa Otero	Counseling Coordinator	15	\$1,000

Email address: meotero@irvingisd.net

Team Member 2 (required, certified school counselor or administrator)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Latesha Whitaker	Middle School Administrator	10	\$800

Email address: lwhitaker02@irvingisd.net

Team Member 3 (required, CTE representative)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Calvin Jordan	CTE Coordinator	10	\$800

Email address: cjordan@irvingisd.net

Team Member 4 (required, Special Populations representative)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Carlos Sepulveda	Newcomer Counselor	10	\$800

Email address: csepulveda@irvingisd.net

Team Member 5 (optional)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Kylie Fyfe	Middle School Counselor	10	\$800

Email address: Kfyfe@irvingisd.net

Team Member 6 (optional)


Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount


Email address: _____

**Add additional Team Members on a separate document as needed and attach to this agreement.*

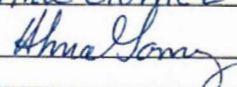
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ESC Signatures

ESC Authorized Representative	
Name <u>Travis Longanecker</u>	ESC <u>10</u> Title <u>Director of Teaching & Learning</u>
Signature <u></u> <small>Travis Longanecker (Jun 17, 2025 15:19 CDT)</small>	Date _____

EAF Coach	
Name <u>Amanda Knight</u>	ESC <u>10</u> Title <u>Consultant</u>
Signature <u></u> <small>Amanda Knight (Jun 17, 2025 14:17 CDT)</small>	Date <u>06/17/2025</u>

District Signatures

District Authorized Representative	
Name <u>Ahaa Gomez</u>	Title <u>Chief of Schools</u>
Signature <u></u>	Date <u>6-6-25</u>

Project Lead	
Name _____	Title _____
Signature _____	Date _____