



REQUEST FOR APPLICATION (RfA)
College Navigators Initiative 2016-17
(formerly College Advisor Initiative)

RfA Released: April 7, 2016

Final Date to Submit RfA: **May 12, 2016, by 5 pm**

No consideration will be available for RfAs received after final date.

This is a Request for Application (RfA) and does not constitute an award. Submission of an application may qualify an applicant for College Navigator Initiative funds. Competitive funding is available to establish innovative high school college advising programs.

Purpose

The purpose of the NM Public Education Department (PED) College Navigator Initiative is to support a cohort of high school advisors across the state whose role is dedicated to college and career readiness. Navigators will conduct career planning with students, and teach students about career readiness, college admission and financial aid. With a school advisor committed exclusively to college preparation and guidance, students will have greater access to information and advisement. Navigators will provide increased support through the application, admission, and acceptance processes for students to attend two- and four-year colleges and career-focused postsecondary credentialing programs. The PED's College and Career Readiness Bureau (CCRB) is issuing this RfA to all New Mexico school districts, state district charter schools and Regional Educational Cooperatives (REC) interested in developing a high school College Navigator Initiative to provide these services.

Sponsored districts, charters or RECs will commit to supporting the initiative for three years, led by one or more dedicated college advisors. Awards may be in of any amount up to \$65,000 per advisor. Funds may be used to support college advisor salary and related costs, software acquisitions, summer institutes, college visits, or other projects and materials in support of an

existing college advisor. Districts, charters or RECs must develop a budget and provide a narrative explaining intended uses of award funds.

Recipient districts are expected to develop a three year sustainability plan for their college navigator initiative. Awardees are eligible for two years of partial salary support, plus a third year of project and materials support (dependent on ongoing legislative funding).

Goals and Best Practices for College Navigators

Research from the National Association for College Admission Counseling (NACAC) shows that increasing the number of advisors available to students and the time advisors devote to career and college advising is a needed reform that can improve college attendance. Schools participating in the New Mexico College Navigator Initiative will generate greater student and family understanding of postsecondary opportunities throughout students' high school experience. With enhanced career preparation support, greater numbers of students will 1) complete career interest inventories, 2) participate in college aptitude tests, 3) complete financial aid application forms, 4) participate in campus visits, and 5) apply to two- and four- year colleges. Overall, students will have a greater sense of readiness as they transition to postsecondary institutions and prepare for careers that are suited to their interests and aptitudes.

College advisors from participating schools will be expected to exemplify the following best practices as adapted from the National Association for College Admission Counseling:

- Advocate for equal access to programs and services for all students.
- Administer a career interest inventory to each student that is reviewed with the student and used for planning purposes.
- Assist students in establishing personal goals and future plans. Conduct goal-oriented counseling sessions.
- Develop with each student a Next Step Plan that includes written educational/career plan that is revised and updated annually.
- Work with the school instructional staff in understanding their role in supporting students as they make important educational and career choices.
- Advise students and families on high school programs and academic curriculum, preparing them for college application and admission.
- Assist students and parents in understanding college admission and financial aid processes.
- Encourage student and parent participation in college fairs, admission and financial aid workshops, and related programs.
- Assist students in selecting and registering for appropriate college aptitude tests. Interpret test scores and their influence in the admission process.

- Help students arrange visits to college campuses, including working with college admissions representatives to schedule visits to the school.
- Advocate on behalf of students via letters of recommendation and personal communication with college representatives.
- Assist students with transition issues.

Eligibility

- Districts, charter schools or RECs of any size may apply, and applicants can request multiple recipient schools per district. Please indicate in the narrative how college advisors are assigned (Ex: one per selected school, one split between multiple schools, etc.). Applications that propose projects and materials will need to provide a staffing plan explaining how the college advisor's duties are segregated from typical school counseling responsibilities.
- Regional Educational Cooperatives (REC) representing more than one district also are eligible. The REC will complete the application as the lead applicant, and will document participating districts and schools.
- Schools that received college advisor award funds in 2014-15 are eligible for year two funding of an existing college advisor, or may transition into an award for supplemental project and materials funding. Schools that received funding in 2013-14 and 2014-15 are eligible for supplemental project and materials to support the college advisor previously hired through award funds.
- Districts must be committed to evidence-based practices, use of the Next Step Plan, and data-driven decision making. Awardees will support PED's efforts to document the impact of this initiative by providing data reports as requested.

Application Requirements

The application includes electronic submission of a budget and a narrative explaining the proposal, including the following sections:

1. **Eligibility Requirements:** A section noting how the school meets the requirements of the initiative, as articulated in the eligibility section above.
2. **Roles and Responsibilities:** Describe the role of the college navigator (advisor/counselor) at the school, how the navigator will work with the current advising team, and any additional expectations the school or district will hold for this role.
3. **Demographics:** Describe how the initiative would support specific subpopulations. Specific subpopulations to consider include race/ethnicity, free/reduced lunch program, students receiving special education services, English language learners, and teen parents.
4. **Student and Community Need:** Provide an explanation of how a college navigator would directly benefit students, taking into account school demographics. Provide an

explanation of how a college navigator would directly benefit the school, families and community.

5. **Data plan:** Describe current data relating to college attendance. Propose specific, measurable goals for improving these metrics. Provide baseline measures for the following data:
 - a. completion of career interest inventories,
 - b. participation in college aptitude tests,
 - c. completed financial aid application forms,
 - d. participation in campus visits, and
 - e. applications to two- and four- year colleges.
6. **Budget narrative (including sustainability):** Provide commentary explaining the details of the budget. How does the budget support your college navigator initiative? What is the plan for sustainability when PED funding ends?
7. **Budget:** An itemized budget proposing how award funds would be used. If the proposal is for salary and benefits, benefits do not need to be split out (instead, list salary and related benefits as a single line). For projects and materials, include revenue codes.

The application must include a completed and signed cover page (form located below).

Application Checklist

Please complete the checklist below to ensure that all required information and actions have been completed before emailing the RfA to Dr. Elaine Perea, College and Career Readiness Bureau, New Mexico Public Education Department.

- _____ Cover page (signed pdf)
- _____ Narrative: 12 point font, to include
 - _____ Eligibility requirements
 - _____ 1. Roles and responsibilities
 - _____ 2. Demographics
 - _____ 3. Student and community need
 - _____ 4. Data plan
 - _____ 5. Budget narrative including sustainability
 - _____ Budget

Applications must be submitted to Elaine.Perea@state.nm.us

The completed RfA must be electronically submitted. An electronic copy of the completed **RfA must be received no later than 5 p.m. on Thursday, May 12, 2016. Facsimile copies will not be accepted.** Submissions should be sent to Dr. Elaine Perea at Elaine.Perea@state.nm.us. Requests for a deadline extension will not be granted.

COLLEGE NAVIGATOR INITIATIVE

COVER PAGE

Applicant Contact Information

**District,
Charter or
REC**

School(s):

**Primary
Contact
and Title**

Phone

e-mail

**Mailing
Address**

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that I am authorized to submit this application. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable state laws and regulations, application guidelines and instructions and that the requested budget amounts are necessary for the implementation of this project. It is assured that, if awarded, such funds will be utilized in accordance with the New Mexico procurement code. It is understood that this application constitutes a proposal and, if accepted by the New Mexico Public Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood that immediate written notice will be provided to the application manager if at any time the applicant learns that its certification was erroneous by reason of changed circumstances.

Signature: _____ **Date:** _____

New Mexico College Navigator Initiative

Scoring Rubric

Lead Applicant Name	
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Score sheet

<p>Roles and responsibilities: Describe the role of the college navigator (advisor/counselor) at the school, how the navigator will work with the current advising team, and any additional expectations the school or district will hold for this role.</p>	0-10
Comments/justification for score:	
<p>Demographics: Describe how the initiative would support specific subpopulations. Specific subpopulations to consider include race/ethnicity, free/reduced lunch program, students receiving special education services, English language learners, and teen parents.</p>	0-10
Comments/justification for score:	
<p>Benefit to students, school, families, and communities Provide an explanation of how a college navigator would directly benefit students, taking into account school demographics. Provide an explanation of how a college navigator would directly benefit the school, families and community.</p>	0-10
Comments/justification for score:	
<p>Data Plan Describe current data relating to college attendance. Propose specific, measureable goals for improving these metrics. Provide baseline measures for the following data: a) completion of career interest inventories, b) participation in college aptitude tests, c) completed financial aid application forms, d) participation in campus visits, and e) applications to two- and four- year colleges.</p>	0-10
Comments/justification for score:	
<p>Budget and budget narrative Budget narrative (including sustainability): An itemized budget proposing how award funds would be used. Provide commentary explaining the details of the budget. How does the budget support your college navigator initiative? What is the plan for sustainability when PED funding ends?</p>	0-10
Comments/justification for score:	
Total Points	