

PROGRAM ELEMENTS

Since 2013, USC College Advising Corps advisers have assisted over 40,000 students to attend college. The mission of the USC College Advising Corps is to improve college outcomes for low-income, first-generation, and underrepresented students. We hire, train and place recent college graduates at partner high schools to serve as full time college advisers. The advisers work full time (37.5 hours per week) at the assigned individual site. Their purpose is to support all students with their entire college application process from school research all the way through enrollment. They achieve this by working collaboratively with the counseling team and broader school community, conducting significant targeted outreach to specific student populations (e.g. English language learners, low income students, young men of color, etc.), and by engaging student families in the process. There is no criteria for receiving support from a USC CAC adviser--students do not need to meet a certain GPA or any other status.

Below is a list of tasks advisers engage in and how they are related to strategic priorities of LAUSD:

1. Graduation, College and Career Readiness

- Meet one-on-one and in groups with students from all grades, and intensively with seniors and juniors, to help them research and identify multiple best-fit postsecondary institutions
- Create and facilitate classroom presentations on college readiness, planning, admissions, and financing processes
- Organize campus tours to a variety of colleges so that students, grades 9-12, can envision themselves as college students
- Invite admissions counselors to each school site and organize school wide college fairs to expose students to various post-secondary institutions and admission requirements
- Assist students with FAFSA completion so they meet deadlines to qualify for financial aid and scholarships
- Assist Undocumented and AB540 eligible students to complete the CA Dream Act application and meet deadlines to qualify for CA financial aid and scholarships
- Help low-income students access SAT/ACT registration fee waivers and assist all students with SAT/ACT registration as applicable
- Research free SAT/ACT courses to ensure all students regardless of income are well prepared for the exam as applicable
- Help students research and complete admissions and scholarship applications
- Review and revise student admissions essays. Collaborate with English teachers and admissions counselors to host workshops catered to improving student essays
- Host frequent college and financial aid workshops and provide incentives to students to ensure 100% accuracy and completion of applications
- Conduct targeted and equity-informed outreach to all students to promote ongoing college exploration, application completion, and enrollment
- Assist students with post-application college enrollment tasks including, but not limited to, submitting enrollment deposits, course selection, and housing applications

- Conduct college eligibility and A-G sequence analysis with students at the beginning of each year, including course requirement advice
- Identify courses that need to be repeated and encourage credit recovery
- Focus strictly on college access support to the exclusion of any other types of counseling, case management, etc.
- Collaborate with job developer to identify volunteer and internship opportunities for students
- Assist students with enrolling into dual enrollment programs at local community colleges
- Assist with promoting and monitoring AP exams
- Preventing Summer Melt - maintain communication with students after high school graduation to ensure they matriculate successfully into college
- Build capacity for counselors and other student support personnel by taking on all of the above listed college access tasks.

2. Parent, Community and Student Engagement - Program and Professional Development

- Advise and provide college preparation, application, admission, and enrollment information to family members via workshops, e-mail, flyers, and phone
- Track student progress and interactions to maintain equitable practices and develop data-driven team outreach plans
- Utilize approved communication platforms to effectively engage students and parents/guardians to provide advising
- Organize college-planning workshops for students and families, focusing on financial literacy and budgeting-for-college
- Provide students and parents/guardians with information to understand the students' financial aid awards, housing options and enrollment process
- Conduct outreach to parents/guardians in effort to ensure the student is on-track with applying to college, financial aid completion and commitment to their post-secondary plans
- Collaborate with school counselors and Career Technical Education staff to increase student engagement and college readiness knowledge
- Produce college and career readiness resources for students, parents/guardians and community members including, but not limited to, College & Career Center websites, scholarship bulletins, college application trackers, handbooks and application video tutorials
- Educate students and families on college support programs, such as Educational Opportunity Programs, financial aid counseling, and Dreamer Resources centers, to promote college entrance and completion
- Participate in monthly and other required training throughout the year
- Attend school sanctioned events such as Back to School Night and Open House to connect with students' and families to promote inclusive college going culture
- In case of remote learning, offer virtual services during remote learning school hours to provide continuity of services to individuals and groups of students using various online platforms and tools, including but not limited to Zoom, texting, emails, online video content, and school-authorized social media

3. Positive school climate

- Assist in fostering a college-going culture
- Conduct targeted outreach to students in special populations, such as foster youth, English Learners, low-income students, undocumented students, young men of color, to increase awareness of college admissions & financial aid
- Organize events to celebrate college readiness & college-going (e.g. College Decision Day)
- Establish and/or contribute to school social media accounts & other online platforms with the goal of promoting college and career readiness to students and family members
- Collaborate with school counselors on previously established college and career readiness assemblies, class visits, and other relevant events
- Establish and maintain communication with school faculty to address student and teacher concerns surrounding college and career success
- Create a safe space in college and career centers for students to work on college related applications

Simplicity of implementation

- Commit to flexible implementation of advising services to ensure that they complement and extend existing District and school-wide efforts
- Ensure quality of service by providing advisers four weeks of intensive pre-service training in July and August

PRICE SCHEDULE

Service	One (1) Full Time USC CAC adviser will work 37.5 hours per week at the school site, for the duration of the school year, plus for each of the optional years. Advisers go through four weeks of full time training each summer, with additional targeted professional development days throughout the year.																														
Description	A fully trained USC CAC adviser will be placed full time at the high school contracting services. The adviser will serve all students--focusing on seniors and juniors--with the entire college access process from research through enrollment (for greater detail see "USC College Advising Corps – Volume I – Technical Proposal" section). Will serve one (1) whole school, full time (37.5 hrs/week).																														
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Recommendation	<p>Depending on the needs and services currently available at a school, the appropriate support level may be one (1) or two (2) advisers.</p> <p>Here are some parameters for the appropriate number of advisers, based on the number of seniors at a school:</p> <ul style="list-style-type: none"> ● Less Than 400 - Schools that have fewer than 400 seniors should generally have one adviser. ● More Than 500 - Schools with greater than 500 seniors should have two advisers. ● 400-500 - Schools in the range of 400-500 can go either way depending on the needs and existing services at the school. ● Multi-school campuses - Campuses that have more than one school on campus are eligible to contract one adviser to serve two or more schools. For further information on this, please reach out to discuss further. 																														

Total Number of Advisers for project: 47	Year 1	Year 2	Year 3	Year 4
TOTAL FUNDING				
SALARIES & WAGES				
PI - Dr. Lucido - 5% EFT	8,600	8,858	9,123	9,397
Associate Director (AD) Chung - 45%	49,058	50,530	52,046	53,608
Program Director (PD) Arzumian - 100% EFT	85,381	87,942	90,581	93,298
Budget & Ops Coordinator Duncan - 75% EFT	51,227	52,764	54,347	55,977
Program Coordinator (PC) Robles - 100% EFT	56,547	58,243	59,991	61,790
Program Coordinator (PC) Castillo - 100% EFT	51,150	52,685	54,265	55,893
Program Coordinator (PC) Marin - 64% EFT	35,381	36,442	37,535	38,661
Program Coordinator (PC) New Hire - 62% EFT	32,438	33,411	34,413	35,445
4 Advisers - 100% EFT @ \$15.91/hr * 1,975 hrs	125,689	129,460	133,343	137,344
43 Advisers - 40% EFT @ \$15.91/hr * 1,975 hrs	1,351,157	1,391,691	1,433,442	1,476,445
Mobile Allowance - \$600 per adviser	28,200	29,046	29,917	30,815
Mobile Allowance - \$600 (5) administrative staff	3,000	3,090	3,183	3,278
Retention Award - (18) 2nd years only	45,000	46,350	47,741	49,173
Salaries & Wages Total	\$ 1,922,827	\$ 1,980,511	\$ 2,039,927	\$ 2,101,124
FRINGE BENEFITS - 33.5%				
Principal Investigator (Lucido) fringe	2,881	2,967	3,056	3,148
Associate Director (Chung) fringe	16,435	16,928	17,435	17,959
Program Director (Arzumian) fringe	28,603	29,461	30,344	31,255
Budget & Ops Coordinator (Duncan) fringe	17,161	17,676	18,206	18,752
Program Coordinator (Robles) fringe	18,943	19,512	20,097	20,700
Program Coordinator (Castillo) fringe	17,135	17,649	18,179	18,724
Program Coordinator (Marin) fringe	11,852	12,208	12,574	12,952
Program Coordinator (New Hire) fringe	10,867	11,193	11,528	11,874
4 Advisers fringe	42,106	43,369	44,670	46,010
43 Advisers fringe	452,638	466,217	480,203	494,609
Mobile Allowance fringe	9,447	9,730	10,022	10,323
Mobile Allowance fringe	1,005	1,035	1,066	1,098
Retention Award fringe	15,075	15,527	15,993	16,473
Fringe Total	644,147	663,471	683,375	703,877
FRINGE	2,566,973	2,643,983	2,723,302	2,805,001
DOMESTIC TRAVEL				
Adviser Travel	9,620	9,909	10,206	10,512
Staff Travel	5,239	5,396	5,558	5,725
TOTAL DOMESTIC TRAVEL	14,859	15,305	15,764	16,237
MATERIALS & SUPPLIES				
Technology	3,190	3,286	3,384	3,486
Supplies	25,145	25,899	26,676	27,477
Staff Training	2,625	2,704	2,785	2,868

Adviser Training	15,040	\$	15,491	\$	15,956	\$	16,435
Other Program Operating Costs	71,504	\$	73,649	\$	75,858	\$	78,134
TOTAL M/S	117,504		121,029		124,660		128,400
TOTAL DIRECT COSTS	2,699,337		2,780,317		2,863,726		2,949,638
ROSSIER INDIRECT COSTS	134,967		139,016		143,186		147,482
TOTAL w/ IDC	2,834,304		2,919,333		3,006,913		3,097,120

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