



Culturally Responsive Pedagogy & Practices Innovative Best Practices Grants (FYS 2023-2024 & 2024-2025) Frequently Asked Questions:

If you have any question not covered by this document, please submit a help desk request in NOVA or email khenderson@cccco.edu.

1. Is there a page limit for the Project Management/Institutional Commitment section of the proposal? Or is that considered part of the 10-page Workplan section?

Project Management/Institutional Commitment is its own separate section, and it is roughly 5 pages total. Each prompt allows for a 2,500-character response which equates roughly to 1 page. See below for the guidance that can also be found within the NOVA application portal.

Guidance listed in NOVA portal:

PROJECT MANAGEMENT/INSTITUTIONAL COMMITMENT (15 POINTS)

Each application must thoroughly address each one of the questions in the portal that are outlined within the RFA (and below). Each of the 5 responses is a maximum of 2,500 characters including spaces.

- 1. Describe the team of staff and individuals who will be responsible for this project working on the day-to-day activities, including but not limited to designing and executing the activities, outreach, and recruitment, providing interventions as needed, coordinating with partners, and monitoring and tracking program participants and submitting required reports and data to the Chancellor's Office.*
- 2. Describe what existing institution capacity and resources will be effectively utilized and integrated with this project to ensure project success.*
- 3. Describe who will be the executive/administration level sponsor for the project, college resources, and personnel that will be available to support the project and ensure success.*
- 4. Describe the integrated role of Institutional Effectiveness in providing support for data collection and evaluation to support DEIA integration and institutionalization in teaching and learning. Explain how student outcomes are incorporated into the project evaluation of the workplan.*
- 5. Describe the college's plan to sustain successful DEIA interventions upon completion of the grant funded activities.*

2. Are non-credit colleges within the California Community College system eligible to apply for these funds?

Yes, non-credit colleges are eligible to apply for this funding opportunity.

3. Can both a non-credit and for-credit division of the same college both submit individual applications?

All 116 community colleges within the California Community College system are eligible to apply. Only one application per college will be accepted. You must go through your college's process to determine which application will be submitted on behalf of the college.

4. For allowable expenditures, the following is stated “Fees for consultants, release time for faculty, materials, and resources in alignment with proposed activities.” Can the funds be used to support stipends for faculty work that is aligned with our proposed activities, for example, stipends for professional learning and projects? Release time is mentioned, but are stipends allowable?

Yes, stipends to compensate faculty is an allowable cost.

5. If we are planning to use external consultants to facilitate all our DEIA efforts would the funds cover the fees for external consultants, their travel, and other accommodation expenses?

Applicants are permitted to allocate funds for out-of-state consultants; however, they are encouraged to consider their local state travel prohibitions currently in place.

6. There was mention of College President's approval during the Bidder's Conference. Is it suggested that the College President be included as the project lead – or is there a signing authority page that must be completed?

A signature page is required for this RFA, and it must be endorsed with the President's signature. The signature page is forthcoming and will be posted to the NOVA system.

7. What does “special attention will be given to” mean competitively?

Special attention will be given to applications that highlight and increase the capacity of local professional development change agents, groups, and/or committees.

Applications will be scored by an evaluation committee convened by the Chancellor's Office across five rubric areas, with scores ranging from “Exemplary” to “Section not included in application or is “conspicuously incomplete.”

8. What is the performance period for this grant?

Grants will be awarded for two academic years, 2023-2024 and 2024-2025. All performance under this allocation shall be completed by June 30, 2025. Extensions will not be granted for these awards.

9. What is the allowable indirect rate for this opportunity?

The allowable indirect administrative cost rate is 5%. There is no match requirement.

10. What are the two culturally responsive modules available via the VRC (Vision Resource Center)?

The modules are ‘Playing Behind a Screen: The Implicit Bias in Our Colleges’ and ‘I Don’t See Color, I Just See People: Becoming Culturally Competent.’ They are part of the CCC Anti-Racist Curriculum: Implicit Bias and Cultural Competency and can be accessed at:

<https://cccpln.csod.com/ui/lmslearningdetails/app/curriculum/ae3b924ac155-41ac9ec5-8f03d1d9eccc>. Additionally, the Academic Senate for California

Community Colleges’ ‘Moving the Needle: Equity, Cultural Responsiveness, and Anti-Racism in the Course Outline of Record’ article is a great resource to review. It can be accessed at: <https://asccc.org/content/moving-needle-equity-cultural-responsiveness-and-anti-racism-course-outline-record>.

11. How many outcome measures should our proposals include?

There is no required amount of outcome measures for this grant. The outcome measures proposed should be in alignment with proposed interventions and should be measurable, designed like SMART goals. Applicants are encouraged to work with their Offices of Institutional Effectiveness on these applications, which can be helpful in outlining the outcome measures.

12. Can the first year of funding be a planning year?

There is not much regulation around how funding is allocated and used for the first year. Be reminded that this is only a 2-year funding period. It is especially important that the workplan outlines how a planning year would still allow colleges to achieve the outcome measures outlined in the application and expend all funds by the end of the grant period to avoid having to return any funds.

13. Can we get an example of a budget that gives appropriate detail as indicating in NOVA?

A template will be made available on the grant website and in NOVA.

14. Is there a word count for the sections or just "page limits"?

Each prompt within each section has a character limit of either 2,500 or 5,000 characters. 2,500 characters equates to approximately one page and 5,000 characters equates to approximately 2 pages. It is recommended that applicants create a NOVA account as soon as possible to get familiar with the system and structure of the portal. The portal includes the character counts.

15. Can we include “staff” who have not yet been identified? In other words, can we budget for a lead for a particular component who has not yet been identified.

Applicants are permitted to budget for this effort.

16. Can you share formatting requirements? Single or double space narrative. Font size main text. Font size for Table, charts, etc.?

The RFA requires traditional written narrative in paragraph format. Tables, charts, images, etc., are not permitted. The parameter regarding text is limited to the character maximums of either 2,500 or 5,000.

17. Do you have an example of the structure expected in the Workplan?

The workplan is to be written in narrative form with no special formatting. The only guidelines are the character maximums of either 2,500 or 5,000.

18. Can you please restate the one-sentence response needed for the Overall Feasibility section?

The following instructions are also included in the NOVA application system. Review the "OVERALL PROJECT FEASIBILITY" section on pages 11-12 of the RFA. Please write "I have read, and I understand this section" to indicate you read and understand these factors that will be considered in review of your application.

19. What is the estimated number of awards?

Approximately 45 grant awards will be made.

20. For the budget, can you have outside vendors? Also, can you include classified staff PD as part of your objectives?

Allocations for outside vendors are permitted if their roles are within the workplan's context and are aligned with the outcome measures. The core goal of the Culturally Responsive Pedagogy & Practices; Innovative Best Practices Grants is to develop DEIA-

focused professional development opportunities to upskill faculty and successfully expand their capacities to serve students, improving students' experiences and outcomes.

21. In the RFA, it mentions that our NOVA application will be graded based on the use of promising new DEIA strategies (pg. 13). Is there a specific report that describes these promising strategies that we should make sure to reference to fully meet this expectation of the grant? Or do we just need to find our own promising strategies around DEIA?

You are encouraged to review the [Vision for Success Diversity, Equity, and Inclusion Implementation Plan](https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/vision-for-success/5-dei-integration-plan.pdf?la=en&hash=2402789D82435E8C3E70D3E9E3A8F30F5AB13F1D) at <https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/vision-for-success/5-dei-integration-plan.pdf?la=en&hash=2402789D82435E8C3E70D3E9E3A8F30F5AB13F1D>.

Additionally, proposing innovative solutions to your college's specific context and needs are highly encouraged. If you can support your proposed intervention with research, we encourage you to include that throughout the application.

22. What kind of evidence would be appropriate to support an intervention not yet created? Would we need to provide evidence from a program implemented elsewhere? What if we are proposing an entirely new, innovative approach?

We encourage you to reference the examples outlined in the RFA and that were reviewed during the Bidder's Conference. For example, a college may propose an initiative that is new to their college, such as data coaching programs that seek to improve faculty/practitioner data usage to inform evidence-based, equity-conscious, and anti-racist pedagogical practices. An example of evidence would be evaluations and assessments from a similar initiative in a comparable context.

Should a college wish to propose a new initiative, the evidence of potential impact should be in alignment with the grant's outcomes. For example, a hypothetical intervention is a community engagement project where members from the local community are hired as consultants to provide shadowing opportunities and training to faculty members to improve Career Technical Education (CTE) curriculum. Supporting evidence can be student learning and placement data for CTE partnership programs that foster regular collaboration between faculty and employers to inform curriculum.

23. In the workplan's project goals, there is a reference to "outline the major goals to be achieved to reach the DEIA outcomes for the project"? Do you mean the "DEIA outcomes" at our college district or is this in reference to the DEIA outcomes referenced in the statewide Vision for Success' DEI Integration Plan (Item 2.8 Attachment 2)?

Outcome measures should be designed with both in mind. As a reminder, these funds are to support interventions uniquely designed to address the needs of your local conditions, so innovation is encouraged.

24. Can the lead person (and/or individual submitting) be an administrator or will it need to be a faculty member?

Applicants are encouraged to follow their college's process to determine roles related to this project.

25. Is food, to support proposed activities, an allowable expense?

This is an allowable expense if it is included in the budget narrative and the workplan clearly outlines how these allocations support goals and outlined outcomes.