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**California Community Colleges Chancellor's Office**  
Educational Services and Support Division

**Request for Applications 20-038**

**HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) TRANSFER AGREEMENT PROJECT**

**Funding Year:** FY 2021 thru 2026

**Release Date:** January 4, 2021

**Number of Awards:** One

**Questions Deadline:** Written questions about specifications in the Request for Applications must be received by 5:00 pm on Monday, January 18, 2021 via email to Bob Quinn at [bquinn@cccco.edu](mailto:bquinn@cccco.edu)

**Bidders' Conference:** Monday, January 11, 2021  
10:00 pm – 11:30 pm PST

**Application Deadline:** Applications must be received by 5:00 pm on Friday, February 26, 2021 via email in pdf format to Bob Quinn at [bquinn@cccco.edu](mailto:bquinn@cccco.edu)

Administered by the

California Community Colleges Chancellor's  
Office, Educational Services and Support  
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# Section I: General Information

## A. Grant Background, HBCU History, and Need

### A1. Grant Background

This Request for Applications (RFA) is a continuation of a one-award grant initially awarded November 2013 to the El Camino CCD. Labeled as a pilot with a short duration of fourteen months and minimal funding of \$40,000, the primary objective of the pilot was to explore the possibility of formalizing transfer pathway agreements between HBCU institutions and the California community college system, using Associate Degrees for Transfer (ADTs) as the framework to support the agreements. The pilot represented the CCC system's first attempt beyond the CSU system to forge new partnerships using ADTs as articulation at the degree-level, and representative of lower-division transfer preparation fulfillment in both general education and major preparation. Before ADTs, the CCC system's relationship with HBCUs comprised of individual college efforts using traditional course-to-course articulation methods. The objective, then and now, is to leverage ADTs, versus traditional course-to-course articulation, to simplify the articulation process while also establishing an equitable transfer pathway statewide for all community college students with a specific focus on Black/African American students. Additional information regarding this HBCU program and its HBCU partners is available at <http://ccctransfer.org/hbcu/>.

### A2. HBCU History

Created in the 19th century primarily to provide education and training to free persons of African descent, Historically Black Colleges and Universities (HBCUs) focused on practical training that facilitated the ability to earn a living. Today, the 101 public and private HBCUs continue to serve the African American community, with 85 percent of HBCU students being African American. HBCUs also continue to foster economic opportunity through educational attainment for low-income students.

HBCUs have played a historical role in enhancing equal educational opportunity for all students. For example;

- More than 80 percent of all Black/African Americans who received degrees in medicine and dentistry trained at the two traditionally Black institutions of medicine and dentistry--Howard University and Meharry Medical College.
- HBCUs have provided undergraduate training for three-fourths of all Black/African American persons holding a doctorate degree; three-fourths of all Black/African American officers in the armed forces; and four-fifths of all Black/African American federal judges.
- HBCUs are leading institutions in awarding baccalaureate degrees to Black/African American students in the life sciences, physical sciences, mathematics and engineering.
- HBCUs continue to rank high in terms of the proportion of graduates who pursue and complete graduate and professional training.
- Fifty percent of Black/African American faculty in traditionally white research universities received their bachelor's degrees at an HBCU.

### **A3. Need**

The mission of the California community college system is threefold, to provide career and technical education, prepare students for transfer to baccalaureate degree granting institutions, and provide for lifelong learning. The *Vision for Success*, our system's North star, identifies a set of six goals to achieve by 2022. Three of the six goals most closely align with the objectives of the HBCU Transfer Agreement Project:

1. Increase by 35% the number of transfers to a UC or CSU;
2. Decrease the average number of units by community colleges students earning associate degrees;
3. Reduce equity gaps across all the above measures through faster improvements among traditionally underrepresented student groups.

During 2018-19, the most recent year available, community colleges as a whole transferred 126,885 students to the UC, CSU, in-state private, and out-of-state private/public institutions.

However, while the volume of annual transfers is an impressive one, a closer look reveals concerns and opportunities to improve student success among our transfer-intended students. For example, while the award of associate degrees (including ADTs) has doubled over the last ten years, the number of students transferring to a CSU increased by only 40 percent. All 23 CSU campuses at this time have at least one or more impacted programs, and seven of the CSU campuses are fully impacted across all programs. If the growth in transfer had kept pace with the increases in traditional associate degrees and ADTs, the CSU would have received tens of thousands more applications and matriculations by CCC associate's degree graduates between 2013-14 and 2018-19. Even more concerning, given the ethnic/racial composition of the CCC, these expected increases in attainment would be consequential for meeting many of the Vision for Success goals, especially the equity and regional goals (*CCC Consultation Council Meeting, Item 1.9 Associate Degree for Transfer Update, Sept. 17, 2020*). Beyond the simple barrier of in-state capacity, the transfer process can be complex and confusing, with differing requirements, processes and timelines at each institution. Planning coursework to ensure that transfer credit awarded by a community college will be accepted by a four-year institution as satisfying similar requirements is often met with uncertainty.

## **B. Objectives**

The HBCU Transfer Agreement Project is just one of many initiatives aligned with the Vision for Success Goals. This program's overarching objective is to provide for additional transfer pathways and improved outcomes for Black/African American students. To accomplish that, a successful grantee must provide for the following:

1. Effective organization and governance;
2. Effective HBCU partner relationship building, management, and oversight;
3. An effective statewide outreach campaign to involved stakeholders, including students, parents, high school and college counselors, instructional faculty, community-based organizations, and faith-based organizations.
4. Strategic partnerships with other state and national groups having shared goals, such as with Umoja, A<sup>2</sup>MEND, The Black Common Application, Black Expo, and HBCU Alumni Chapters to name a few;
5. The necessary data infrastructure to collect, measure, and evaluate program outcomes in respect to the objective.

## C. Funding

This grant is a five-year award funded at \$581,000 per fiscal year, for a total of \$2,905,000. One grant award is available.

## D. Eligibility Requirements

All California community college districts are eligible to apply. All applications recommended for approval shall have or obtain approval of the Board of Trustees of the districts. In the event the application timeline does not allow for Board approval, a signed letter from the District/College President is an acceptable application substitute.

## E. Match Requirements

There is four percent match required for this grant.

## F. Reporting Requirements

To ensure the successful implementation of the HBCU Transfer Agreement Project, grant recipients are required to submit a mid-year report and annual report each grant year to the Project Monitor. The required reports demonstrate that grant recipient has met the agreed upon grant's fiscal and work plan requirements for the period reported. The following reports are submitted by the due dates indicated and utilize a Chancellor's Office template. Extensions of reporting deadlines may be made with the approval of the Project Monitor.

**Table 1. Report Components**

Report	Components
Mid-Year	Project summary (narrative, 1-2 paragraphs max) Work Plan Objective/Task Status (chart) Expenditures Status (spreadsheet)
Annual	Mid-year report components Proposed Work Plan/Budget Amendments (as applic.)

## Table 2. Progress and Fiscal Report Due Dates

Grantee must provide a mid-year expenditure and progress report and annual report throughout the life of the grant, as shown below.

Date	Report
January 31, 2022	Mid-year Progress and Expenditure Report
July 31, 2022	Annual Report
January 31, 2023	Mid-year Progress and Expenditure Report
July 31, 2023	Annual Report
January 31, 2024	Mid-year Progress and Expenditure Report
July 31, 2024	Annual Report
January 31, 2025	Mid-year Progress and Expenditure Report
July 31, 2025	Annual Report
January 31, 2026	Mid-year Progress and Expenditure Report
July 31, 2026	Annual/Final Report

## G. Application Details

### G1. Application Due Date

The application, the required forms, and all supporting documents must be submitted **on or before Friday, February 26, 2021, by 5:00 pm PST. Due to remote work related to the COVID-19 pandemic, mailed or faxed copies of the application will not be accepted. Only applications submitted via email to Bob Quinn at [bquinn@cccoco.edu](mailto:bquinn@cccoco.edu) with a time stamp of 5:00 pm PST or earlier will be accepted.**

### G2. Application Review

Each application will be read and scored by a minimum of three reviewers from the community college system. Application reviews will occur from March 8, 2021 through March 12, 2021.

For information on scoring, application format, and instructions, please see “Section II:



Instructions for Preparing and Submitting the Application.”

### **G3. Allowable and Non-Allowable Activities and Costs**

Budgets for the use of grant funds will be reviewed and scored as part of the application process. Budgets without descriptions and/or that include items deemed non-allowable, excessive, or inappropriate will receive a lower score. Program funds are for direct services to the project only and are intended to supplement, not supplant, existing investments. Applicants should refer to “Appendix B: Guidelines, Definitions, and Allowable Expenditures” to determine specific allowable and non-allowable activities and costs.

### **G4. Administrative Indirect Cost Rate**

A District may take a maximum of 4% administrative indirect costs for the term of the grant. This is the approved rate set by the CCCCCO.

### **G5. Incomplete and Late Applications**

Incomplete or late applications will not be considered. The CCCCCO reserves the right to reject any and all applications received prior to scoring should the following occur:

- The application is not received via email to Bob Quinn at [bquinn@cccco.edu](mailto:bquinn@cccco.edu) by 5:00 pm PST time stamp on Friday, February 26, 2021.
- The budget exceeds the maximum amount allowed as specified in the Request for Application instructions.
- The application is incomplete and/or missing any required documents.

### **G6. Performance Period**

The successfully awarded project application will be awarded from July 2021 to June 2026 with funding annually for a total of five years. The grant is contingent upon the availability of funds and acceptable performance to the grant work plan. There will be no extensions to the performance period.

## H. Calendar of Grant Cycle Key Dates

Table 3. Calendar of Key Dates for the Grant Cycle

Date	Event
January 4, 2021 – February 26, 2021	Application submission window
January 11, 2021	Bidders' Conference Webinar
January 18, 2021	Questions Submission Deadline via email to <a href="mailto:bquinn@cccco.edu">bquinn@cccco.edu</a>
February 26, 2021	Applications due via email to <a href="mailto:bquinn@cccco.edu">bquinn@cccco.edu</a>
March 8 – March 12, 2021	Grant Selection Committee reviews applications and submits nomination of proposed grantee
March 15, 2021	Preliminary award announced
March 29, 2021	Appeals due to CCCCO
April 2, 2021	CCCCO communicates intent to award
May 24, 2021	CCC Board of Governors approval to award request
July 1, 2021	Grant term begins

## I. Technical Assistance

**Bidders' Conference Webinar.** The CCCCO staff will host an informational Bidders' Conference Webinar to provide an overview of the project submission process and offer potential applicants an opportunity to ask additional clarifying questions. Failure to attend the webinar will not preclude the submission of an application. The webinar will be recorded for posting on the Vision Resource Center website.

Date and Time: Monday, January 11, 2021 at 10:00 – 11:30 am PST.

Please contact Bob Quinn via email at [bquinn@cccco.edu](mailto:bquinn@cccco.edu) at least 24 hours prior to the meeting to request the Zoom connection details.

The purpose of the phone conference is to:

1. Allow applicants to ask questions about the services sought or RFA requirements and/or instructions.
2. Share the answers to general questions and inquiries received before and during the phone conference.

Verbal remarks provided in response to questions/inquiries are unofficial and are not binding on the CCCCO unless later confirmed in writing. Carefully review this RFA before the conference date to become familiar with the application request. Attendees are encouraged to have their copy of this RFA available for viewing during the phone conference.

## J. RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the CCCCO of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. Insofar as practical, the CCCCO will give such notice to other interested parties, but the CCCCO shall not be responsible for failure to do so.

Written questions concerning the specifications and instructions in this Request for Applications must be submitted via email to Bob Quinn at [bquinn@cccco.edu](mailto:bquinn@cccco.edu) **no later than Friday, February 26, 2021 at 5:00 pm PST**. No response will be provided to content questions submitted after that date.

Based on the timing of questions, responses will be provided at the Bidders' Conference Webinar and/or in a subsequent Frequently Asked Questions (FAQs) document posted on the CCCCO website at: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/Transfer-and-Articulation-Program>

The CCCCO reserves the right to consolidate and/or paraphrase similar or related inquiries. Inquiries must be structured as follows:

1. Inquirer's name, college/district submitting the inquiry, mailing address, email address, area code and telephone number.
2. A description of the subject or issue in question or discrepancy found;
3. RFA section, page number or other information useful in identifying the specific problem or issue in question;
4. Remedy sought, if any.

Verbal inquiries are discouraged. The CCCCCO reserves the right not to accept or respond to verbal inquiries. Verbal responses are unofficial and are not binding on the CCCCCO unless later confirmed in writing.

Applicants that fail to report a known or suspected problem with the RFA and/or its accompanying materials, or fail to seek clarification and/or correction of the RFA and/or its accompanying materials, shall submit a proposal at their own risk. In addition, if awarded the grant, the successful applicant shall not be entitled to additional compensation for any additional work caused by such problem, including any ambiguity, conflict, discrepancy, omission, or error.

## **K. Appeals Process**

Applicants who wish to appeal a grant award decision must submit a letter of appeal via email to Bob Quinn at [bquinn@cccco.edu](mailto:bquinn@cccco.edu). The letter of appeal, with a signature by the authorized person, must be received no later than 5:00 pm PST on March 29, 2021. Only e-mailed letters will be accepted. The final decision will be provided in writing within two weeks from the date that appeals are due. The CCCCCO's decision shall be the final administrative action afforded the appeal.

Appeals shall be limited to the grounds that the Selection Committee failed to correctly follow the specified processes for reviewing the application. The appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought. Incomplete or late appeals will not be considered. The appellant may not supply any new information that was not contained in the original application.

# Section II: Instructions for Preparing and Submitting the Application

## A. Application Format and Instructions

The following instructions describe the content and format of the application. Only applications submitted to Bob Quinn at [bquinn@cccco.edu](mailto:bquinn@cccco.edu) will be accepted. Please submit the application in one single PDF document. In order to receive the highest possible score and to prevent disqualification, the application instructions must be followed, all questions must be answered, and all requested information must be supplied.

Applicants may be required to make adjustments in the budget, work plan, or other aspects of the application prior to distribution of funds.

NOTE: Grant applications are scored based on a 100-point scale as indicated in the list provided below. A minimum averaged score of 75 must be obtained during the review process, which includes multiple readers and scoring rubrics, in order to be considered for funding.

In addition to the scored sections listed in Table 3 below, applications must include the following:

1. Cover Sheet
2. Contact Page
3. Consortium MOU/Letters (if applicable)
4. Table of Contents
5. Application Summary (narrative, summarizing the entire application)
6. Project Management (narrative, including an Organizational Chart)
7. Project Work Plan
8. Project Budget

The Contact Page, Consortium, Work Plan, and Budget Templates are available in Appendix C: Application Templates

**Table 4. Application Scored Sections**

<b>Application Section</b>	<b>Maximum Points</b>
<b>1. Application Summary</b>	10 Points
<b>2. Objectives (Work plan)</b>	15 Points
<b>3. Activities / Timeline (Work plan)</b>	15 Points
<b>4. Performance Outcomes (Work plan)</b>	15 Points
<b>5. Project Management / Institutional Commitment</b>	15 Points
<b>6. Budget</b>	15 Points
<b>7. Dissemination</b>	5 Points
<b>8. Feasibility</b>	10 Points

**1. Application Summary** (10 Maximum Points)

- a. The summary clearly describes how the project’s components work together to advance the grant’s objective - to increase transfer opportunities and outcome for Black/African American students. Be sure to describe:
  - i. The summary clearly describes a solution, or set of solutions, to achieve the objective;
  - ii. The summary addresses one or more of the Vision for Success Goals;
  - iii. The summary describes the solution in terms of scope (local, regional, and/or statewide) and the target populations to be served;
  - iv. The summary describes the strategy for evaluating progress towards the objective using data-oriented metrics;
- b. The summary should be in narrative format and further supported by work plan and budget content.

**2. Objectives (Work plan)** (15 Maximum Points)

- a. The proposal clearly outlines the objectives and they are easily understood;
- b. The objectives are measurable;
- c. The objectives are performance driven (quantifiable and qualifiable);
- d. The objectives should provide the foundation for developing methodology to be

- used in addressing the need/problem and are the basis for measuring performance outcomes;
- e. The objectives should be in narrative format and be reflected in the annual work plan.

**3. Activities / Timeline (Work plan)** (15 Maximum Points)

- a. The activities are reflected in the work plan form provided in the RFA;
- b. The activities describe the proposed solutions to be employed to address the described need and/or problem;
- c. The activities describe short-term and long-term benefits to the target population, and potential program improvements to funding priorities;
- d. The work plan demonstrates how the activities are related to achieving each of the project objectives and the performance outcomes;
- e. The work plan describes the nature and sequence of the proposed activities utilizing a timeline with narration with monthly objectives;
- f. The activities are detailed, descriptive, easily understood, realistic, and feasible to implement.

**4. Performance Outcomes (Work plan)** (15 Maximum Points)

- a. The proposal clearly outlines the performance outcomes and they are easily understood;
- b. The performance outcomes are linked with the objectives and procedures/activities of the work plan;
- c. The proposal explains how the outcomes will benefit one or more of the following: college; district; regions; and/or state.

**5. Project Management / Institutional Commitment** (15 Maximum Points)

- a. The proposal includes a management plan for operating the project that is clear and easily understood, and a transition plan if necessary;
- b. The proposal includes an organizational chart that is clear and easily understood;
- c. The proposal demonstrates the commitment of project staff, and includes their roles, responsibilities, the amount of time they will devote to project activities, and

- their prior experience related to the subject area of the project;
- d. The proposal includes an acknowledgement to participate from the District Superintendent/President and/or College President.
  - e. If the project will be done through a consortium or a collaborative partnership, the proposal provides evidence of support (a signed letter or memorandum of understanding) of each partner's commitment to the project. The letter or MOU specifies in detail the scope, nature, and characteristics of the commitment by each partner. In the event the application response time does not permit an MOU, a signed letter from each partner's President/CEO is acceptable;
  - f. The proposal includes a clear and compelling statement of the institution's commitment to the success and support of this project, including how it is related to the district's vision and strategic planning efforts, and how it will be institutionalized.

**6. Budget** (15 Maximum Points)

- a. The budget appears to be well thought out, well planned, and reasonable in scope;
- b. The budget is submitted on the forms provided in the RFA;
- c. The proposal includes a separate Budget Detail Sheet for each funding source with the associated expenditures by object code attributed to it;
- d. The overall budget does not exceed the maximum allowed funding amount, per the specifications of the RFA.

**7. Dissemination** (5 Maximum Points)

- a. The proposal provides a clear plan of how the institution will disseminate the project statewide through state and regional conferences, and other forums;
- b. The proposal clearly describes the manner in which grant materials or products will be distributed to other community colleges, college staff/faculty, students and/or other organizations.

**8. Feasibility** (10 Maximum Points)

- a. This score will be reflective of your opinion, based on professional judgment and expertise, as to whether the project is realistically capable of attaining the required



- outcomes listed in the RFA and the proposed outcomes described in the proposal submitted;
- b. This score should be determined by examining the feasibility of the project based on all sections of the application (i.e., narrative, work plan, budget, anticipated outcomes, etc.).

## **B. Application Templates**

The following application templates are available in Appendix C.

- a. Contact Page
- b. Consortium Template
- c. Work plan Template
- d. Budget Template

## **C. Application Resources**

The following application resources are available in Appendix D.

- a. HBCU Partner MOU Template
- b. Scoring Rubric

The following additional documents are available upon request:

- a. HBCU Grant 18-048-001 year-end report for 2018-19
- b. HBCU Grant 20-048-001 work plan and budget summary for year 2019-20

# Appendix A: Program-Specific Legal Terms, and Conditions

## **HBCU Transfer Agreement Project: Program-Specific Legal Terms and Conditions, 2021**

### **1. Cost and Payments**

In consideration of satisfactory performance of the services described in the Grantee's application, the CCCCO agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement. Payment should be made as follows:

Beginning in 2021, an advance payment of 40% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.

Grantee may request progress payment(s) up to 80% of the total amount of this Grant Agreement upon submission of an invoice and accompanying documentation as required by the Project Monitor and completion of all reports due at the time the invoice is submitted. Payment of the final 20% will be made upon receipt of an invoice and accompanying documentation as required by the Project Monitor, and review and approval by the Project Monitor of expenditure/progress reports and the final report.

### **2. Work to Be Performed**

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and Grant Agreement with the Project Monitor.

### **3. Modification/Budget Changes**

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Project Monitor prior to the modification being made. The Project Monitor may require that a Grant Amendment be processed, if the Project Monitor determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Grantee may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected. Grantee may add or delete budget categories subject to the prior approval of the Project Monitor.

Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected. The process for requesting and approving grant amendments are determined by the Project Monitor. Budget changes or amendments are subject to applicable program limitations and require approval of the Project Monitor. No extensions to the performance period will be granted.

Grantees are required to fully expend their grants by the end of the expenditure period. If a grantee projects that they will be unable to do so, they should contact the Project Monitor and arrange to have their grant reduced to a level which the grantee is confident can be fully spent within the expenditure period. If a Project Monitor has reason to question whether a grantee can fully expend their grant within the expenditure period, it may request that the grantee provide evidence that it will be able to do so.

When grant funds are unexpended, the unspent funds will return to the CCCCCO for reversion to the State.

### **4. Assurances, Certificates, Terms, and Conditions**

Assurances, certifications, terms, and conditions are requirements of applicants and grantees as a condition of receiving funds.

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The application is a commitment to comply with the assurances, certifications, and terms and conditions associated with the grant as described in the HBCU Transfer Agreement Project Request for Applications..

As a condition of receiving funds, funded applicants shall do the following:

- Enter into a grant agreement with the CCCCCO that may include terms and conditions provided by CCCCCO..
- Be responsible for the performance of any services provided through funds awarded under this grant by partners, consultants, or other organizations.
- Certify to CCCCCO that grant funds received shall be used solely for the purpose of supporting the program or programs for which the grant is awarded.

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# Appendix B: Guidelines, Definitions, and Allowable Expenditures

## **Determining if a Cost is Allowable**

All allowable costs must meet three primary criteria: (1) Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations; (2) The cost must be allocable to the funding source activities; and (3) The cost must not be a general expense required to carry out the district's overall responsibilities (not supplanting). However, even if the costs meet the prior three criteria, the costs must be approved within the statement of work/budget of the individual district; otherwise, they are not allowable within that year without changes to the statement of work/budget. In addition, the Project Monitor has the discretion to impose special conditions beyond the funding source that would also determine allowability of cost.

## **While the proposed cost is allowable under the funding source, is it also *reasonable?***

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances pre-vailing at the time the decision was made to incur the cost.

Systems that can guide this definition are necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

### **What are the guidelines of *allocable*?**

Allocable is defined by the dictionary as capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Beyond this definition, allocable also means that the cost must be related to the statement of work/budget that have been approved by the Project Monitor.

### **What is *supplanting*?**

HBCU Transfer Agreement Project funds must supplement and not supplant state or local funds. Funding may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. HBCU Transfer Agreement Project funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without HBCU Transfer Agreement Project dollars. You must be able to demonstrate that HBCU Transfer Agreement Project funds are added to the amount of state and local funds that would, in absence of HBCU Transfer Agreement Project funds, be made available for uses specified in your plan. Allocation recipients and sub-recipients must use grant funds to provide extra goods, services, materials, staff coordination positions, etc. that would not otherwise be purchased with state, local, or other non- HBCU Transfer Agreement Project funds.

### **Allowable General Costs**

There are permissible activities within HBCU Transfer Agreement Project funds. In addition, there are criteria for what can be funded while doing those activities. The following table is a synopsis of rules to determining allowability of costs. Cost must be necessary, reasonable, allocable, and not supplanting, and any additional cost restrictions listed in the RFA would supersede allowable costs within this summary.

<b>Allowable</b>	<b>Allowable with Prior Approval</b>	<b>Unallowable</b>
Advertising and Public Relations	-	
		Alcoholic Beverages
		Alumni Activities
-	-	Audit Costs
-	-	Bad Debts
-	-	Commencement and Convocation Costs
Communication Costs (telephone, telegrams, postage, messenger)		-
Compensation for Personnel Services (salary, wages, fringe benefits)	-	-
-	-	Contingencies
-	-	Contributions or Donations Given or Paid Out (cash, property, services)
-	-	Entertainment Costs <sup>1</sup>
Equipment <sup>2</sup> (low value assets with a value greater than \$250 - \$4,999)	-	Equipment <sup>2</sup>
-	-	Fines and Penalties <sup>3</sup>
-	-	Fundraising and Investment Costs
-	-	Gifts of Public Funds are never allowed (memorabilia, honoraria, gifts, souvenirs, etc.) <sup>4</sup>
-	-	Goods & Services for Personal Use
-	-	Improvements <sup>5</sup>
Indirect or Administrative Expenditures	-	-
-	-	Lobbying

Allowable	Allowable with Prior Approval	Unallowable
-	-	Losses on Other Sponsored Agreements or Contracts
Materials & Supply Costs (only those actually used for performance of sponsored agreement)	-	-
Meetings and Conferences <sup>6</sup>	-	-
-	Memberships <sup>7</sup>	-
Professional and Consultant Services	-	-
-	-	Proposal Costs
Publication and Printing Costs (printing and publication costs related only to funded project activities)	-	-
Maintenance & Repair Costs <sup>8</sup> (keeping in efficient operating condition)	-	Maintenance & Repair Costs <sup>8</sup> (construction, remodeling, increasing value)
-	-	Student Expenses, Activities or Direct Services
Selling and Marketing <sup>9</sup>	-	
Travel <sup>10</sup>	Out-of-State Travel <sup>10</sup>	Out-of-Country Travel <sup>10</sup>

<sup>1</sup> **Entertainment Costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

<sup>2</sup> **Equipment:** For the purposes of the HBCU Transfer Agreement Project, equipment includes low value assets of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the institution for financial statement purpose. Equipment with a value higher \$5,000 must obtain prior approval before purchase from the Project Monitor. Any equipment requested within the HBCU Transfer Agreement grant will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

**General Purpose Equipment** – General purpose equipment furnishings, modular offices, telephone, networks, information technology equipment systems, air conditioning equipment,



reproduction and printing equipment, motor vehicles, etc. are unallowable unless the awarding agency approves them in advance.

**<sup>3</sup> Fines and Penalties:** Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance such payments.

**<sup>4</sup> Gifts of Public Funds:** If it looks like a gift, it is. This would still be considered a gift of public funds. Awards and honorarium would also be considered a gift of public funds and not allowed.

**<sup>5</sup> Improvements:** Improvements for land, buildings, or equipment that materially increases their value or useful life are unallowable as a direct cost.

**<sup>6</sup> Meetings and Conferences:** Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, and other items incidental to such meetings or conferences. Be aware not to cross over into entertainment costs. Must obtain prior approval from the Project Monitor.

**NOTE:** Food is only allowed at meetings that require a working breakfast, lunch, or dinner and disseminate technical information to participants. The meeting must have an agenda that shows a working meal; must have a sign-in sheet for participants; and cannot go over the fiscal agent's per diem guidelines for food purchases.

**<sup>7</sup> Memberships:** Only institutional memberships are allowed (not individual memberships). If the HBCU Transfer Agreement Project applicant requests any (institutional) membership costs, the application must justify why the statement of work cannot be accomplished without paying for such membership(s).

Grantee must demonstrate how they will sustain the membership beyond the term of the grant. Business, technical, and professional organization or periodical memberships are allowed. Civic or community, or country club or social or dining club memberships are not allowed.

**<sup>8</sup> Maintenance and Repairs:** Activities such as construction and remodeling, which increase the value of an asset or appreciably extend its useful life, are not allowed unless authorized by the funding source. Maintenance of equipment that neither adds to the permanent value of the property nor appreciably prolongs its intended life, but keeps it in an efficient operating condition, is allowable.

**<sup>9</sup> Selling and Marketing:** Selling is not permissible. Marketing any promotional products or services of the institution are permissible when directly related to achieving the objectives of the project. Promotional products are typically items of daily use, such as pens/notepads, calendars, mouse pads, thumb drives, water bottles, and so on.

**<sup>10</sup> Travel:** Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs will be based on the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed

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charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

**OUT-OF-STATE TRAVEL:** Out-of-state travel will be closely scrutinized and must be disclosed in the Budget summary. After the application is fully executed, any further out-of- state travel requires prior approval of the Project Monitor by submitting the necessary (as determined by the Project Monitor) documentation for approval. The Project Monitor reserves the right to limit out-of-state travel.

**OUT-OF-COUNTRY TRAVEL:** Out-of-country travel will not be allowable via this funding source.

# Appendix C: Application Templates

## Contact Template

Chancellor's Office  
California Community Colleges

**District:** \_\_\_\_\_  
**College:** \_\_\_\_\_  
**RFA Number:** \_\_\_\_\_ 20-038

## CONTACT PAGE

**Project Title:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

### College President *(or authorized Designee)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Responsible Administrator *(Appropriate Program Area)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Project Director

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Business Officer

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Application/Grant Writer

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

# Consortium Template

Chancellor's Office  
California Community Colleges

District: \_\_\_\_\_  
College: \_\_\_\_\_  
RFA Number: \_\_\_\_\_ 20-038

## APPLICATION CONSORTIUM DATA SHEET

Please check here if this proposal is a consortium project

Complete the following information for each college of the consortium. Use additional sheets if required. Attach this form directly behind the Contact Page.

<p>District/College or Organization: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Project Contact: _____ Phone: _____</p> <p>Amount of dollars contributed to project by the district/college: \$ _____</p> <p>Role of district/college in the consortium design: _____</p> <p>_____</p> <p>_____</p>
<p>District/College or Organization: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Project Contact: _____ Phone: _____</p> <p>Amount of dollars contributed to project by the district/college: \$ _____</p> <p>Role of district/college in the consortium design: _____</p> <p>_____</p> <p>_____</p>
<p>District/College or Organization: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Project Contact: _____ Phone: _____</p> <p>Amount of dollars contributed to project by the district/college: \$ _____</p> <p>Role of district/college in the consortium design: _____</p> <p>_____</p> <p>_____</p>

# Work Plan Template

Chancellor's Office  
California Community Colleges

District: \_\_\_\_\_

College: \_\_\_\_\_

RFA Number: \_\_\_\_\_ 20-038

## ***APPLICATION ANNUAL WORK PLAN (ONE OBJECTIVE PER PAGE)***

Objective	Procedures/Activities	Performance Outcomes	Timelines	Responsible Person(s)

## Instructions for Completing the Application Annual Work Plan and Performance Indicators

The Application Annual Work Plan and Performance Indicators is a layout form designed to graphically display five critical areas of a project work plan. The five components of this form are:

- Objectives (use one Work Plan form per objective)
- Procedures/Activities
- Performance Outcomes
- Timelines
- Responsible Person(s)

### Objectives

Write each objective in this column. These program objectives identify the major milestones of the project and what has to be done in order to make the project a success. State objectives in performance terms in a clear and concise manner.

### Procedures/Activities

List each major procedure/activity associated with an objective and what has to be done to accomplish the objective. Ideally this column should contain between four to seven (4-7) activities. Write activities in a decimal format. The whole number should refer to the number of the objective, the number behind the decimal point should refer to the number of the activity (i.e., Activity 2.3 refers to the third activity in objective number two). Identify and write activities in chronological sequence.

### Performance/Outcomes

Based on your evaluation design, list each expected outcome anticipated to be the end result of your stated activities. Also note how these outcomes will be used to determine the success or failure of your objectives and stated activities.

### Timelines

Identify the start date and the ending date for each activity listed. *Example: 7/1/21 to 12/31/21.*

### Responsible Person(s)

Identify by position, the personnel responsible for the completion of each activity listed.

Budget Summary Template

Chancellor's Office  
California Community Colleges

District: \_\_\_\_\_

College: \_\_\_\_\_

RFA Number: \_\_\_\_\_ 20-038

# APPLICATION BUDGET SUMMARY

**Note:** When entering dollar amounts, round off to nearest dollar.

Submit Budget Detail Sheet for each funding source reflected here in cash or in-kind. Also explain expenditures by budget category.

Object of Expenditure	Classification	Line	Project Funds Requested (1)	District Match Funds (2)	Other Source (3a)	Grand Total All Funding Sources
1000	Instructional Salaries	1				
2000	Non-instructional Salaries	2				
3000	Employee Benefits	3				
4000	Supplies and materials	4				
5000	Other Operating Expenses and Services	5				
6000	Capital Outlay	6				
7000	Other Outgo	7				
<b>Total Direct Costs</b>		8				
		9				
<b>Total Program Costs</b>		10				

- 1 Requested Project Funds (note limitations in the total award amount permitted by the RFA specification).
- 2 General Fund District Match (see RFA specifications for match percentage requirement). Line item match not required.
- 3 Other Sources of Funds or in-kind contributions. (Provide an Application Budget Detail Sheet for each funding source.)

I authorize this total costs proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and federal regulations.

Project Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Chief Business Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(or Authorized Designee)

## Budget Detail (Example)

Chancellor's Office  
California Community Colleges

District: \_\_\_\_\_

College: \_\_\_\_\_

RFA Number: 20-038

### APPLICATION BUDGET DETAIL SHEET

Program Years: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Object of Expenditure <sup>1</sup>	Classification	Requested Funds	Dist. Match	Other Sources
1100	<b>Instructional Salaries</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$			
1210	<b>Supervisors' Salaries<sup>2</sup></b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$			
1230	<b>Counselors' Salaries</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$			
1420	<b>Project Director<sup>3</sup></b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$			
2140	<b>Classified Salaries, Non-instructional</b> (Regular Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$			
2200	<b>Instructional Aides' Salaries</b> (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$			
2340	<b>Classified Salaries, Non-instructional</b> (Non-Regular Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$			
2400	<b>Instructional Aides' Salaries</b> (Non-Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$			
3000	<b>Employee Benefits</b> Name and rate change			
4000	<b>Supplies and Materials</b> List type and costs			
5000	<b>Other Operating Expenses and Services</b> List type and costs, including travel and per diem <b>Subcontractors</b> Name (daily/hourly rate) Identify specific service to be rendered			
6000	<b>Capital Outlay</b> List type and costs <b>Equipment</b>			

<sup>1</sup>The following represent frequently-used account codes. Refer to Crossover chart for further options.

<sup>2</sup>Not to exceed 5% for Supervision/Administration (not directly involved in the day-to-day ongoing activities.)

<sup>3</sup>This is the person who is directly involved in the day-to-day ongoing activities.



7000	<b>Other Outgo</b> <i>List type and costs</i> <b>Student financial aid</b> <b>Other payments to/for students</b>			
	<b>Total Direct Cost</b>			
	<b>Total Indirect Cost</b>			
	<b>Total Program Cost</b>			

## Budget Detail Template

Chancellor's Office  
California Community Colleges

**District:** \_\_\_\_\_

**College:** \_\_\_\_\_

**RFA Number:** 20-038

### **APPLICATION BUDGET DETAIL SHEET**

Program Years: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Object of Expenditure	Classification	Requested Funds	Dist. Match	Other Sources

	<b>Total Direct Cost</b>			
	<b>Total Indirect Cost</b>			
	<b>Total Program Cost</b>			

# Appendix D: Application Resources

## HBCU MOU Partner Template



<Insert HBCU Partner Logo>

### MEMORANDUM OF UNDERSTANDING

between the

**California Community Colleges Chancellor's Office and <Insert> University**

This agreement is effective as of fall <Insert > between <Insert> University an independent, non-profit, public benefit corporation (University) whose address is <Insert>, and the CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE (CCCCO), whose address is 1102 Q Street, Suite 4554. Sacramento, CA 95811.

The <Insert> University enters into this agreement with the system wide Chancellor's Office for 116 California Community Colleges and 73 Community College districts. The purpose of this agreement is to ensure acceptance of prior coursework and to facilitate the transfer of California Community College (CCC) students who have completed either of the following:

1. An Associate Degree Awarded by a California Community College with a minimum cumulative grade point average (GPA) of 2.5 or higher, that meets any one of the following requirements:
  - a. The degree is an Associate in Arts for Transfer (AA-T) degree or an Associate in Science for Transfer (AS-T) degree. These degrees were designed to provide a clear pathway to a California State University major and baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors.
  - b. The degree includes the completion and certification of the lower division Intersegmental General Education Transfer Curriculum (IGETC) used by California Community College students to prepare to transfer to the University of California and California State University systems; or,
  - c. The degree includes the completion and certification of the lower division California State University General Education Breadth pattern; or,

(OR)

2. A minimum of 30 transferrable semester units with a minimum cumulative grade point average (GPA) of 2.5 or higher.

In exchange for meeting one of the above conditions, CCC transfer students will be afforded the following opportunities:

### **I. Guaranteed Admission**

CCC transfer students awarded an Associate Degree as defined above will be guaranteed admission to the University at junior standing. Students will be made aware that additional prerequisites and graduation requirements may be required by <Insert> University for certain majors. Only students who are in good standing at their last transfer institution will be considered.

CCC transfer students without an Associate Degree but obtaining a minimum 30 transferrable units as defined above will be guaranteed admission to the University.

In either instance, students will be made aware that additional prerequisites and graduation requirements may be required by <Insert> University for certain majors. Only students who are in good standing at their last transfer institution will be considered.

### **II. Transferability of Credit**

For CCC transfer students awarded an Associate Degree <Insert> University will accept a minimum of 60 semester units. For CCC transfer students without an Associate Degree but with a minimum of 30 transferrable units <Insert> University will accept a minimum of 30 semester units.

<Insert> University will accept CCC courses deemed transferable to the University of California and the California State University towards general education, major and/or elective credit. Units accepted for the CCC Associate Degree through CLEP, DANTEs, IB, AP, and Credit by Exam, and ACE will be applicable toward the Bachelor's degree <Insert> University reserves the right to award credit for major preparation based on University policy.

### **III. General Education Requirements**

<Insert> University agrees to accept the completion of the lower division CSU General Education-Breadth pattern (CSU GE), the Intersegmental General Education Transfer Curriculum (IGETC) pattern, or a CCC AA-T or AS-T that includes either CSU GE or IGETC in lieu of its own lower division general education requirements. For CCC transfer students awarded an Associate Degree, no more than nine additional units will be required to fulfill University general education requirements.

#### **IV. Catalog Rights**

If <Insert> University modifies the degree requirements or prerequisites, the student will be accommodated with equivalent coursework and not penalized in total units required for their Bachelor's degree.

#### **V. Student Advising**

<Insert> University will provide pre-transfer advising to community college students through online, onsite, and/or telephone advising. The University's Office of the Registrar will maintain MOU agreements with community colleges on its website and will interact with community college Transfer Center Directors. In addition, faculty advising by discipline will be available to future transfer students prior to and once enrolled at the University. Informational materials for potential transfer students will be available at the community colleges to facilitate the transfer process.

<Insert> University will participate in a minimum of one annual outreach activity to educate and inform California Community College students and faculty about <Insert> University.

##### **Activities may include the following:**

- a. Participation in California transfer conferences, transfer fairs, professional conferences (e.g., Umoja Community, Western Association for College Admission Counseling, etc. ) and visits to community colleges to educate administrators, counselors, faculty, staff, and students about University admissions requirements, costs, etc.;
- b. Provision of onsite admissions to eligible California Community College students at transfer conferences, transfer fairs, Umoja Community conferences and during college visits; and,
- c. Work with the California Community College transfer centers and the Umoja Community to outreach to all students. Additional efforts will be made to reach out to Science, Technology, Engineering and Mathematics (STEM) majors.

#### **VI. Housing**

<Insert> University will provide priority consideration for campus housing during the first year if the housing fees are paid by the housing application deadline.

#### **VII. Scholarship Opportunities**

<Insert> University will seek to develop transfer scholarships for incoming students who have a 3.2 or higher-grade point average and meet all other criteria of the University, based on available funding.

#### **VIII. Data**

Under this agreement, <Insert> University will conduct an analysis of the California Community College transfer students to determine their progress and success. The analysis should include

descriptives that profile the population and process measures, such as course completion and term persistence, as well as course of study. The success of transfer students is measured by achieved outcomes and includes degrees conferred, time to completion, and continuation towards an advanced education. No later than 90 days after the conclusion of an academic year, **<Insert> University** shall provide the CCCC with a written summary of the results of the analysis. Within the purview of FERPA the following data elements will be provided:

- a. Total number of CCC Students who applied
- b. Total number of CCC Students admitted (with and without Associate Degree)
- c. Total number of new CCC students enrolled for previous fall and spring terms
- d. Total number of continuing/returning CCC students for the fall and spring terms
- e. Completion rates for CCC students;
- f. Persistence (first-to-second term) data for newly enrolled CCC students;
- g. total institutional units completed by CCC students; and
- h. GPA of CCC students.

## **IX. Marketing & Communication**

The CCCC will work with **<Insert> University** to develop an internal and external marketing plan to communicate and publicize the Chancellor's support of this agreement to all CCC campuses. Dissemination may include print media, news releases, email, webinars, and social media distribution channels. The Transfer and Articulation Unit will assist in promoting this opportunity to each CCC and ensure that Transfer Center Directors understand the benefits of the program for students. Professional organizations and initiatives such as the Umoja Community, the Western Association for College Admission Counseling (WACAC), and the CCC Transfer Counselor Web Site grantee, will be encouraged to disseminate information about the HBCU MOU agreements.

## **X. Terms of Agreement and Severability**

The term of this agreement shall be ongoing commencing on the date first set forth above, provided that either party may terminate this agreement upon written notice, with the termination effective at the start of the following academic year.

In the unlikely event the partnership is ended, CCC ADT students who are in the admission process, and those receiving any educational benefit described in this agreement, will receive the full range of the benefits offered by this agreement, provided they remain in good academic standing at **<Insert> university**.

**<Insert> university** acknowledges that all students have a right to participate fully in community college educational processes, free from discrimination and harassment, and that community colleges have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunities. Accordingly, **<Insert> university** shall afford all persons, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in California Penal Code, section 422, subdivision (a), equal rights and opportunities.

This agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended, unless in writing and signed by both parties. The agreement supersedes

all prior agreements, representations, warranties, promises, or commitments, whether written or oral, with respect to the subject matter contained in this agreement.

CALIFORNIA COMMUNITY COLLEGES

**<Insert> University**

\_\_\_\_\_  
*By*

\_\_\_\_\_  
*By*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

# Application Evaluation Rubric

## Part 1. Rating Rubric

### **Poor**

Points are awarded to responses that are not minimally acceptable. For example:

- The applicant does not state a requirement and offers no explanation of how or what will be accomplished

### **Below Average**

Points are awarded to responses considered to be minimally acceptable. For example:

- The application states a requirement, but offers no explanation of how or what will be accomplished.
- The response contains a technical deficiency, an inaccurate statement or reference concerning the how or what is to be accomplished.

### **Average**

Points are awarded if the application satisfies the requirement and describes specifically how and/or what will be accomplished.

### **Above Average**

Points are awarded if the application satisfies the requirements and describes specifically how and/or what will be accomplished in a clear, concise, and direct manner, including sample products and illustrative materials (i.e., diagrams, charts, graphs, etc.) if appropriate.

### **Exceptional**

Points are awarded if the application satisfies the requirements and describes specifically how and/or what will be accomplished in a superior manner, both quantitatively and qualitatively.

Each criterion value is assigned a weight factor that indicates the level of importance to the project. The point values are as follows:

<b><u>Criterion Value</u></b>	<b><u>5 PT</u></b>	<b><u>10 PT</u></b>	<b><u>15 PT</u></b>
Poor	0-1	0-2	0-3
Below Average	2	3-4	4-6
Average	3	5-6	7-9
Above Average	4	7-8	10-12
Exceptional	5	9-10	13-15



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<b>Criteria</b>	<b>Criterion Value</b>
Application Summary	10
Objectives (Workplan)	15
Activities / Timeline (Workplan)	15
Performance Outcomes (Workplan)	15
Project Management / Institutional Commitment	15
Budget	15
Dissemination	5
Feasibility	10
<b>TOTAL POINTS</b>	100

## **Part 2. Scoring Rubric for Criteria**

### **Application Summary (10 points)**

Provide an application summary that clearly describes how the HBCU Transfer Agreement project's components work together to advance the grant's objective - to increase transfer opportunities and outcome for Black/African American students.

1. The summary clearly describes a solution, or set of solutions, to achieve the objective;
2. The summary addresses one or more of the Vision for Success Goals;
3. The summary describes the solution in terms of scope (local, regional, and/or statewide) and the target populations to be served;
4. The summary describes the strategy for evaluating progress towards the objective using data-oriented measurement techniques;
5. The responses to the Summary section should be in narrative format and supported by the content of workplan and budget.

### **Objectives (Workplan) (15 points)**

1. The proposal clearly outlines the objectives and they are easily understood;
2. The objectives are measurable;
3. The objectives are performance driven (quantifiable and qualifiable);
4. The objectives should provide the foundation for developing methodology to be used in addressing the need/problem and are the basis for measuring performance outcomes;
5. The objectives should be in narrative format and be reflected in the annual work plan.

### **Activities / Timeline (Workplan) (15 points)**

1. The activities are reflected in the work plan form provided in the RFA;
2. The activities describe the proposed solutions to be employed to address the described need and/or problem;
3. The activities describe short-term and long-term benefits to the target population, and potential program improvements to funding priorities;
4. The work plan demonstrates how the activities are related to achieving each of the project objectives and the performance outcomes;
5. The work plan describes the nature and sequence of the proposed activities utilizing a timeline with narration with monthly objectives;
6. The activities are detailed, descriptive, easily understood, realistic, and feasible to implement.

### **Performance Outcomes (Workplan) (15 points)**

1. The proposal clearly outlines the performance outcomes and they are easily understood;
2. The performance outcomes are linked with the objectives and procedures/activities of the work plan;
3. The proposal explains how the outcomes will benefit one or more of the following: college; district; regions; and/or state.

## **Project Management / Institutional Commitment (15 points)**

1. The proposal includes a management plan for operating the project that is clear and easily understood, and a transition plan if necessary;
2. The proposal includes an organizational chart that is clear and easily understood;
3. The proposal demonstrates the commitment of project staff, and includes their roles, responsibilities, the amount of time they will devote to project activities, and their prior experience related to the subject area of the project;
4. If the project is done through a consortium or a collaborative partnership, the proposal provides evidence of support (a signed letter or memorandum of understanding) of each partner's commitment to the project. The letter or MOU specifies in detail the scope, nature, and characteristics of the commitment by each partner;
5. The proposal includes a clear and compelling statement of the institution's commitment to the success and support of this project, including how it relates to the district's vision and strategic planning efforts, and how it is institutionalized.

## **Budget (15 points)**

1. The budget appears to be well thought out, well planned, and reasonable in scope;
2. The budget is submitted on the forms provided in the RFA;
3. The proposal includes a separate Budget Detail Sheet for each funding source with the associated expenditures by object code attributed to it;
4. The overall budget does not exceed the maximum allowed funding amount, per the specifications of the RFA.

## **Dissemination (5 points)**

1. The proposal provides a clear plan of how the institution will disseminate the project statewide through state and regional conferences, and other forums;
2. The proposal clearly describes the manner in which grant materials or products are distributed to other community colleges, college staff/faculty, students and/or other organizations.

## **Feasibility (10 points)**

1. This score will be reflective of your opinion, based on professional judgment and expertise, as to whether the project is realistically capable of attaining the required outcomes listed in the RFA and the proposed outcomes described in the proposal submitted;
2. This score should be determined by examining the feasibility of the project based on all sections of the application (i.e., narrative, work plan, budget, anticipated outcomes, etc.).