

# **HBCU Transfer Agreement Project RFA 20-038**

**Application Technical Assistance Webinar  
January 11, 2021  
10:00-11:30 am (PST)**

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# HBCU Transfer Agreement Project RFA

The HBCU Transfer Agreement Project Request for Application is located on the Chancellor's Office (CO) Transfer & Articulation Program website:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/Transfer-and-Articulation-Program>

# CCC HBCU Grant

## Webinar Overview: Housekeeping

- All phones will be muted if necessary
- Being recorded. Link to the recording will be made available on the Chancellor's Office Transfer Program webpage
- Questions about the RFA may be submitted during the course of this webinar
- Cite the RFA page number and topic when writing questions (if possible)
- CCCCO staff are prohibited from giving individual guidance to prospective applicants

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## RFA: Financials

- One grant award - statewide
- \$2,905,000 in funds total over five years (\$581,000/yr)
- 4% Match: object codes 1000/2000/3000 (salaries and benefits) and/or 5000 (Other Operating Expenses and Services) specific to office space and equipment.
- 4% Indirect for Administrative Costs

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## RFA: Timeline 2021

- Jan 5 – CCC HBCU RFA released
- Jan 11 – Application technical assistance webinar
- **Feb 26 – Application submission deadline**
- March 8-12 – Applications reviewed and ranked
- March 15 – Preliminary grantee announced
  - The appeal period begins
- March 29 – Appeal period ends
- April 2 – Intent to award announced
- May 24 – BOG Approval
- July 1 – Grant start date

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## **Performance Period:**

- The performance period for selected applicants is from July 1, 2021, through June 30, 2026. All performance under this allocation shall be completed by June 30, 2026.
- The grant is not eligible for renewal.
- The Chancellor's Office reserves the right to make the final selection of projects and to modify project plans, scopes and budgets.

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## **Eligibility:**

- One application per college will be accepted
- Consortiums are acceptable, please see the form in Exhibit C
- Applications must achieve a minimum overall averaged score of 75 to be considered for funding

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## **Grant Objectives:**

As outlined in the RFA on page 6, the main objectives for this grant includes:

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.



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## **Grant Objectives: (cont'd)**

4. Strategic partnerships with other state and national groups having shared goals, such as with Umoja, A2MEND, 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.

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## RFA Scoring: (100 pts possible)

Criteria	Maximum Value
Application Summary	10
Objectives (work plan)	15
Activities / Timeline (work plan)	15
Performance Outcomes (work plan)	15
Project Management / Institutional Commitment	15
Budget	15
Dissemination	5
Feasibility	10

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## **Application Sections:**

- Cover Letter
- Contact Page (see template)
- Consortium MOU/Letters (if applic, see template)
- Table of Contents
- Application Summary (narrative, summarizing entire applic)
- Program Management (narrative, incl. org. chart)
- Project Work Plan (see template)
- Project Budget (see template)

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## **Application Summary:**

1. 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.
2. The summary should be in narrative format and further supported by work plan and budget content.

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## **Objectives: (work plan)**

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.

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## **Activities / Timeline: (work plan)**

1. The activities are reflected in the work plan form provided in the RFA;
2. The activities describe the proposed solutions to be deployed 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;

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## Activities / Timeline: (cont'd)

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.

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## **Performance Outcomes: (work plan)**

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.



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## **Project Management / Institutional Commitment:**

1. The proposal includes a management plan for operating the project that is clear and easily understood;
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. The proposal includes an acknowledgement to participate from the District Superintendent/President and/or College President.

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## **Project Management / Institutional Commitment: (cont'd)**

5. 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;
6. 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.

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## **Budget:**

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.

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## **Dissemination:**

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 will be distributed to other community colleges, college staff/faculty, students and/or other organizations.

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## **Feasibility:**

1. This score will be reflective of reader 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.).

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## Application Submission:

- Applications must be submitted electronically via email to [bquinn@cccoco.edu](mailto:bquinn@cccoco.edu)
- Applications must be received by Friday, February 26, 2021 by 5:00pm (PST) (outlook email time stamp)
  - One pdf attachment, not separate files or other formats
  - Only include requested materials in the RFA
- Mailed or faxed submissions are not accepted

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## **Application Rejection:**

- The Chancellor's Office reserves the right to reject any and all applications received. Possible reasons for application rejection include:
  - Application received beyond the due date/time
  - Application not received via email
  - Application is missing required sections

Please be sure to review the RFA carefully to capture details we do not have time to discuss today.

Submit additional questions to [bquinn@cccco.edu](mailto:bquinn@cccco.edu), citing the relevant RFA page number and topic.

A Frequently Asked Questions document will be made available on the CO Transfer web page.

- <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/Transfer-and-Articulation-Program>