California Community Colleges

Request for Applications (RFA)

# Equal Employment Opportunity (EEO) Innovative Best Practices Grants

Institutional Effectiveness Division

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| Funding Years: | 2026-2028 |
| Release Date: | April 28, 2025 |
| Application Deadline: | August 1, 2025 |
| Funding Source: | Budget Act of 2024 |
| Bidder's Conference: | May 19, 2025, via Zoom webinar |
| Questions Deadline: | June 27, 2025 |

Written questions concerning the specifications of this Request for Applications must be submitted via email to eeosubmissions@cccco.edu.

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# Introduction

The California Community Colleges Chancellor's Office ("Chancellor's Office") invites community college districts ("Districts" or "Applicants") to submit applications for Equal Employment Opportunity ("EEO") Innovative Best Practices ("IBP") grant funds. This document provides instructions for submitting an application and the procedure and criteria by which Districts will be selected. The successful Districts will be awarded a grant of up to $150,000 for the January 1, 2026 through June 30, 2028 time period.

## INSTITUTIONAL EFFECTIVENESS DIVISION

The Institutional Effectiveness Division of the California Community Colleges Chancellor's Office ("Chancellor's Office") is focused on ensuring that California community colleges are effectively serving their students. It does so largely by overseeing the Institutional Effectiveness Partnership Initiative, commonly referred to as IEPI. IEPI is a collaborative, statewide effort aimed at advancing the impact and practices of California community colleges and, in the process, significantly reducing the number of accreditation sanctions and state and federal audit issues.

Most importantly, IEPI seeks to enhance the ability of California community colleges to improve student success in measurable ways. An important focus of the Initiative is to draw upon the expertise and innovation that exists within the system to advance promising practices and avoid potential pitfalls ([https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Institutional-Effectiveness/Institutional-Effectiveness-Partnership-Initiative](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Institutional-Effectiveness/Institutional-Effectiveness-Partnership-Initiative)).

## EQUAL EMPLOYMENT OPPORTUNITY

The Institutional Effectiveness Partnership Initiative is also responsible for monitoring community college districts' compliance with applicable EEO laws and regulations and assisting community college districts in providing equal employment opportunities to all applicants and employees. In fulfilling these responsibilities, it also provides or coordinates services such as policy development, technical assistance, training, monitoring, and compliance activities. Some specific areas include overseeing California Community College Career Connect, the California Community Colleges jobs website; assisting districts in developing and monitoring their equal employment opportunity plans; and monitoring district expenditures of equal employment opportunity funds.

## PROGRAM OVERVIEW

This section outlines key program attributes and important dates. Additional details and instructions will be provided in the following sections.

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| **Funding Agency:** | California Community Colleges Chancellor's Office |
| **Sponsoring Division:** | Institutional Effectiveness |
| **Funding Opportunity Title:** | EEO Innovative Best Practices Grants |
| **Closing Date for Submission:** | August 1, 2025 |
| **Funding Period:** | January 1, 2026 – June 30, 2028 |
| **Award Amount:** | Tier 1: $150,000, Tier 2: $100,000 |
| **Total Funds Available:** | $2,767,000 |
| **Notification of Intent to Award:** | October 24, 2025 |
| **Project Start Date:** | January 1, 2026 |
| **Questions:** | eeosubmissions@cccco.edu |

# Funding Opportunity Description

## BACKGROUND

The Legislature has designated $12,767,000 in the 2024-2025 Budget Act (AB 107) to support EEO initiatives. Of these funds, $10 million was designated "to support the continued implementation of equal employment opportunity plans and to enable campuses to engage in sustainable practices to diversify faculty, staff, and administrators, including the continued use of best practices and tools identified by the Chancellor of the California Community Colleges' Equal Employment Opportunity and Diversity Advisory Committee ['EEODAC']." The Chancellor's Office has allocated the $10 million to be distributed to eligible districts through apportionment.

The remaining funds, $2.767 million, will be allocated to the EEO IBP Grants program to further support districts in implementing best practices for equal employment opportunity initiatives. Only those districts that have the 2024 EEO Annual Certification form on file with the Chancellor's Office, demonstrating compliance with Multiple Methods pursuant to Education Code section 87102, will be eligible for this funding opportunity.

## GOALS, PURPOSES, AND PRIORITIES

### Goals

The goals of the EEO Innovative Best Practices Grants are twofold:

1. Support districts in implementing innovative employment strategies that promote fair and inclusive hiring practices in pre-hiring, post-hiring, and retention.
2. Enhance and expand existing EEO efforts that promote equal access to employment, professional development opportunities, and faculty and staff diversity, consistent with applicable law.

### Purpose

The EEO Innovative Best Practices Grants are competitive awards designed to support institutions in piloting or developing innovative employment practices in the categories listed below. Funding may also be used to enhance or expand existing EEO initiatives that promote faculty and staff diversity, consistent with applicable law. Proposed activities must lead to one or more of the intervention efforts outlined below.

### Intervention Efforts

Districts are highly encouraged to address localized and specific needs, such as academic programs or department hiring practices and support structures, to maximize impact and ensure long-term institutionalization.

1. **Pre-Hiring Interventions:** Strategies that support an equitable and inclusive environment that help to attract and retain qualified candidates, including, but not limited to, those from underrepresented groups and other nontraditional candidates. See below for possible interventions.
   a. Internship Programs: On-the-job experiences with faculty and staff allowing for immersion in being part of the college culture where relationships and professional networks can develop organically.

   b. Mentorship Programs: Formal and informal mentoring programs focused on building and reinforcing professional growth and career development, ensuring equal access to opportunities for all employees.
      i. Informal mentorship programs should be facilitated by district staff and supported by district resources, led by participant interest and voluntary mentor-mentee relationships.
      ii. Formal mentorship programs should foster mentorship relationships that promote skill development, leadership opportunities and career advancement  (e.g., increasing the pool of qualified diverse

candidates; employing mentorship programs as a tool to recruit, hire, train, and retain faculty and staff from diverse groups; adopting culturally responsive practices that embrace the diversity and lived experiences of students and employees; embedding culture competencies to upskill employees to work, teach, and lead; cross-cultural mentor/mentee pairings; intercultural mentor/mentee pairings; engaging in equity and inclusion discussions in various work contexts such as committee participation and meetings, etc.). Types of mentorship programs include but are not limited to one-on-one, cohort communities, fellowships, etc.

    c. Diverse Hiring Committees: Committees should reflect a broad range of perspectives and differences in thought to ensure fair and equitable hiring processes that provide equal employment opportunities for all candidates.

    d. Interview Question Training: Trainings to facilitate designing interview questions that encourage candidates to demonstrate explicit impact on student success in past initiatives and programs.

    e. EEO Representatives: Maintain a diverse pool of individuals trained in and eligible to serve as EEO representatives on hiring committees.

2. **Post- Hiring Interventions:** Strategies that promote development of diverse and qualified candidate pools and/or eliminate bias in hiring decisions. See below for possible interventions.

    a. Onboarding: Providing a welcoming experience to new hires and sufficient training.

    b. Campus Climate Surveys: Conducting Campus Climate surveys and developing interventions based on data.

    c. Professional Development: Ongoing professional development offered to faculty, classified staff, and administrators to enhance skills and promote internal career development/enhancement.

    d. Leadership Development: Ongoing leadership development offered to faculty, classified staff, and administrators to promote nontraditional career pathways (i.e., Classified staff to President).

    e. Employee Resource Groups (ERGs): ERGs, also known as affinity groups, typically are constructed around employees' similar interests. Typical ERG efforts include mentorship, professional development, and other activities that impact campus climate.

    f. Awards and Recognition: A robust public-facing recognition program which involves the entire community and highlights the value of a diverse

workplace.

3. **EEO Interventions:** Strategies that gather and utilize hiring and workforce data, support new employees, or manage and respond to EEO complaints. See below for possible interventions.
    a. Student Participation in Hiring: A program emphasizing the professional career development of students by participating in a hiring committee and allows for flexibility to commit to only segments of the hiring committee process that have the greatest value that is palpable for the student.

    b. Cluster Hiring: Hiring in groups or on a cohort-based model upon specific qualifications needed for specific programs, and/or initiatives.

    c. Availability Data Analysis: Traditional availability analyses focus on identifying demographics of individuals that meet the minimum qualifications for jobs within a defined geographic region. In the community college context, availability analyses can be enhanced by incorporating measures of our student population, local community demographics, and a variety of geographic areas where we are likely to draw applicants for our positions. Visit the Vision Resource Center for more newly developed training modules on Availability Data Analysis.

    d. Pay Equity Analysis: Periodic review of salaries to analyze pay equity by gender and race is a practice that addresses the income disparity that is prevalent in the U.S. workforce.

    e. Review, edit, and overhaul of faculty evaluation standards to better align with fair and equitable access to employment opportunities and professional development   address historic and systemic trends.

    f. Professional Development: Professional development designed to support teaching and pedagogical practices to center student need/experience and support fair and equitable outcomes.

For more information and sample innovative strategies, please refer to the 2022 Equal Employment Opportunity (EEO)/Diversity Best Practices Handbook and the EEO community in the Vision Resource Center.

## EXPECTED OUTCOMES

Proposed interventions should also be presented with attainable, yet bold, outcome measures. outcome measures should align with your specific intervention's goals and activities. Sample

outcome measures are included below.

- *Increased representation in hiring and promotions amongst underrepresented groups.*
- *20% of new hires participated in institution's mentorship or internship program.*
- *15% of management-level positions were offered to internal candidates who participated in EEO-related professional development training.*
- *50% of participants in the fellowship program received an offer of employment at a community college.*
- *Number of professional development services rendered in alignment with outlined impact measures.*
- *25% of staff participated in the newly updated EEO training.*
- *35% of classified professionals participated in leadership development programs.*

Applicants are required to provide current local employment, advancement, and attrition data in application narrative.

# General Award Information

## FUNDING AND PERFORMANCE PERIOD

Approximately $2,767,000 is available for this grant opportunity, with two funding levels based on district size. Please review the criteria below to determine which tier your institution qualifies for.

- **Tier 1**: If your district had an annual credit and non-credit FTES of 15,000 or higher in the 2023-2024 academic year, you are eligible to apply for Tier 1. The maximum award amount for Tier 1 is up to $150,000.
- **Tier 2:** If your district had an annual credit and non-credit FTES of 14,999 or lower in the 2023-2024 academic year, you are eligible to apply for Tier 2 funds. The maximum award amount for Tier 2 is up to $100,000.

Grants will be distributed in two equal installments. Round 1 funds will be issued in January 2026. Round 2 funding is contingent on meeting the outlined outcome measures and will be provided for the 2027-2028 academic year. All performance must be completed by June 30, 2028. No extensions will be granted, except for well-documented compelling circumstances.

Awards will be based on the merit and cost-effectiveness of the proposed outcomes and project performance. The Chancellor's Office reserves the right to adjust awards based on the availability of funds or to award a lesser amount if it determines, at its sole discretion, that the project can be implemented with reduced funding, or if funds are insufficient to fully support all awards.

## NOTIFICATION OF AWARDS

Award notifications will be issued through official Intent to Award Memos and posted on the Chancellor's Office EEO website. Selection as a recipient does not imply approval of the grant application as submitted. Prior to the final award, the Chancellor's Office may request adjustments or modifications to the application and/or budget. The Chancellor's Office reserves the right to not fund any application submitted under this RFA for any reason. Board of Governors' approval is required before any grant may be awarded. The Board of Governor's approval date will be identified in the Intent to Award notification. Grant awards are not final until separate grant agreements are fully executed by the Chancellor's Office and each grantee.

## ELIGIBILITY

To be eligible for the EEO Innovative Best Practices grant, districts must have the 2024 EEO Annual Certification form on file with the Chancellor's Office demonstrating compliance with Multiple-Methods requirements. Only one application per district will be accepted. Past performance in managing past Chancellor's Office grants, including, but not limited to, the 2023-2025 EEO Innovative Best Practices grant, will also be considered, including the use of funds, achievement of project objectives, compliance with grant conditions, and the timely submission of acceptable performance reports.

## APPLICATION DUE DATE

The application, including all required forms and documentation, must be submitted via the Chancellor's Office NOVA system by 5:00 PM PST on August 1, 2025. The system will close at that time.

## INCOMPLETE AND LATE APPLICATIONS

Incomplete or late applications will not be considered, except where the incompleteness or late submittal is directly caused by technical issues related to the submittal system. The Chancellor's Office, at its sole discretion, reserves the right to waive any minor defects in an application.  The Chancellor's Office, at its sole discretion, reserves the right to reject an application prior to scoring if:

- The budget exceeds the maximum amount as specified in the application instructions.
- The application is incomplete and/or missing any required documents.

# Application Criteria[1]

## APPLICATION TITLE AND DESCRIPTION (0 POINTS)

The Application Title and Description are not scored. Applicants must provide a title for their application (you may use your district's name) and a brief description of the proposed initiative. This response is limited to 2,500 characters, including spaces.

## BUDGET AND BUDGET NARRATIVE (15 POINTS)

Applicants must submit a budget for the entire grant cycle, broken down by object code (1000 to 7000) for each year:

- Year 1: January 1, 2026 – June 30, 2027
- Year 2: July 1, 2027 – June 30, 2028

The budget should include a clear narrative explaining the purpose of each expenditure, such as services, materials, salaries, and other items.

Budgets and narratives will be reviewed and scored as part of the application process. Budgets lacking sufficient details, descriptions, or including non-allowable, excessive, or inappropriate items will receive a lower score. Program funds are intended for direct project services and must supplement, not replace, existing allocations.

## APPLICATION NARRATIVE (25 POINTS)

The Application Narrative consists of three sections. Applicants are required to respond to Prompts 1 and 3 and *either* Prompt '2a' or '2b'. Each response is limited to 5,000 characters, including spaces.

**Prompt 1:** Describe the problem or issue regarding EEO programs and practices at your institution. Include relevant demographics and institutional culture, supported by data and evidence of the need.  This is the Problem Statement that will be addressed by the workplan below.

**Prompt 2a:** Describe the innovative intervention you wish to pilot.

- Outline the project goal, purpose, and scope, explaining how the proposed intervention could address the identified issues. Include supporting data and evidence and justify the need for the proposed intervention.

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[1] Please be advised that all proposals must be consistent with applicable state and federal law, including, but not limited to, Proposition 209.  Please be further advised that the Chancellor's Office does not provide legal advice to community college districts.  Should an applicant have questions about the legality of their proposal, such questions should be directed to local counsel ***prior*** to submittal of the application to the Chancellor's Office.

- Explain how the proposed intervention will address EEO faculty and staff diversity needs at your institution.

**OR**

**Prompt 2b:** Describe the current innovative EEO practice(s) you wish to enhance.

- Outline the project goal, purpose, and scope, highlighting the current challenges and how the proposed intervention might improve them. Include supporting data and evidence and justify why this program was selected.
- Explain how the proposed enhancement will address EEO faculty and staff diversity needs at your institution.

**Prompt 3:** Describe your program model, methodology, and evidence supporting your approach to achieving the outlined outcomes.

## WORKPLAN: OBJECTIVES, ACTIVITIES, & OUTCOMES (35 POINTS)

The workplan consists of five sections. Each response is limited to 5,000 characters (including spaces). It is the most important section of the application, providing a detailed description of the proposed project's annual activities, timeline, measurable outcomes, deliverables, and responsible individuals. The workplan serves as the foundation for linking all parts of the application, outlining how the project will be carried out to achieve its goals.

Describe the activities and strategies to address the Problem Statement and achieve the Project Goals. The workplan, which serves as the project implementation roadmap, must clearly explain the following:

- **Project Goals:** Identify the major goals to be achieved for the project's expected outcomes. For example, if the overall goal is to increase faculty diversity, one project goal could be to develop a diverse candidate pool.
- **Activities:** Describe the activities necessary to achieve each goal. For the goal of developing a diverse candidate pool, an activity might include a mentorship program providing on-the-job training and networking opportunities. Explain the strategies to ensure participation in the proposed activities.
- **Measurable Outcomes and Assessment Plan**: Describe the metrics that will show if activities are achieving the desired results. For example, a mentorship program may result in candidates being paired with faculty mentors and gaining guest lecturing opportunities, leading to a certificate of completion. Outline your assessment plan and how it will guide the development of ongoing interventions.
- **Timeline**: Provide the estimated start and end dates for each activity, ensuring that all activities are completed by the grant's end date of June 30, 2028.

- **Responsible Persons**: Indicate who will oversee and complete each activity listed.

## PROJECT MANAGEMENT AND INSTITUTIONAL COMMITMENT (15 POINTS)

The Project Management and Institutional Commitment section consists of five sections. Each response is limited to 2,500 characters (including spaces).

1. Describe the staff and individuals responsible for the day-to-day activities of the project, including designing and executing activities, outreach and recruitment, providing interventions, coordinating with partners, and monitoring participants. This also includes submitting required reports and data to the Chancellor's Office.

2. Explain what existing institutional resources and capacity will be utilized and integrated into the project to ensure its success.

3. Identify the executive/administrative sponsor for the project and outline the college resources and personnel that will support and ensure the project's success.

4. Describe the role of the Human Resources and Institutional Effectiveness offices in supporting data collection and evaluation. Explain how performance measures will be incorporated into the project's evaluation.

5. Provide the college's plan to sustain successful interventions once the grant-funded activities are completed.

## OVERALL PROJECT FEASIBILITY (10 POINTS)

The Overall Project Feasibility section is worth 10 points and includes factors 1-4 outlined below.

1. **Significance**
   a. The extent to which the proposed project utilizes evidence-based strategies and methods or involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies in addressing problem.
   b. The likelihood that the proposed project will result in system change or improvement.

2. **Quality of the Workplan**
   a. The extent to which proposed goals are reasonable and would result in achieving overall EEO project outcomes.
   b. The evaluation of the soundness of activities proposed to support the program goal.
   c. The extent to which measurable outcomes and deliverables are clearly identified for each activity and realistic based on the proposed activities.

3. **Project Design and Management Plan**
   a. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
   b. The methodology and approach for the project is based on data and evidence that it is likely to achieve the expected EEO outcomes.
   c. The capability of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
   d. The sustainability of project purposes, activities, or benefits of the planned work of the applicant beyond the end of the grant.

4. **Adequacy of Resources:** In determining the adequacy of resources for the proposed project, the Chancellor's Office considers:
   a. the extent to which the budget is adequate to support the proposed project; and
   b. the relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

In reviewing applications responding to this RFA, the Chancellor's Office may consider the past performance of the applicant in carrying out previous grants, including, but not limited to, the applicant's use of funds, achievement of project objectives, compliance with grant conditions, whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

The Chancellor's Office also requires assurances applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23) prior to making awards.

## Rubric Areas and Selection Criteria

All applications received on or before the final submission date and time will be evaluated as outlined below by a Review Committee appointed by the Chancellor's Office. The award of funds to Districts will be made based on applications that best serve the interests of the California Community Colleges. The Chancellor's Office reserves the right to modify and/or suspend any and all aspects of an application, to obtain further information from any District or person responding to the RFA, to waive any informality or irregularity as to form or content of this RFA or any related response, to be the sole judges of the merits of the proposals received and to reject any or all proposals.

Applications will be scored across five rubric areas, with scores ranging from "Exemplary" to "Section not included or is incomplete." A score of '0' or 'no submission' for any component may disqualify the application.

The Application consists of five sections, each with specified character limits (including spaces).

1. **Budget**:
   - A narrative section
   - A budget chart with categories for Expenditure Type, Year, Description, and Funds Amount
   - Uses the budgetary codes from the [2012 Budget and Accounting Manual](#)

2. **Application Narrative**:
   - Three prompts (respond to either 2a OR 2b)

3. **Workplan**:
   - Includes five prompts

4. **Project Management/Institutional Commitment**:
   - Includes five prompts

5. **Overall Project Feasibility**:
   - Includes four factors

Supporting documents are not required but may be submitted at the applicant's discretion. All supporting materials must be directly relevant to the application, clearly described, and concise to assist in the review process. Each supporting document must not exceed (5) pages.

Grant applications are scored competitively on a 100-point scale, as outlined in the provided table. Applications may be awarded in the order of highest review score to lowest review score. The Chancellor's Office reserves the right to offer an award to Districts regardless of the application's rank in highest to lowest review score. A minimum average score of 75 is required to be considered for funding; however, meeting this minimum score does not guarantee funding.

| Application Component | Maximum points |
|---|---|
| Budget and Budget Narrative | 15 |
| Application Narrative with clear problem statement | 25 |
| Workplan | 35 |
| Project Management/ Institutional Commitment | 15 |
| Overall Project Feasibility | 10 |
| **Total** | **100** |

# Application Submission

## SUBMITTING THE APPLICATION IN NOVA

To submit your application, log in using your existing NOVA account at https://nova.cccco.edu/.

- If you are new to NOVA, review the NOVA walkthrough here.
- If you already have a NOVA account and need to modify your access permissions, submit a NOVA Support Request through the support portal.
- For additional support or technical assistance, visit https://nova.cccco.edu/help to submit a NOVA Support Request ticket.

After logging into NOVA:

- Go to the sidebar menu, select "Programs," then "EEO IBP," and click on "Applications."
- Click the "Create Application" button to begin. You will be prompted to choose your region and institution to start the application.

Working in NOVA

- NOVA saves your work automatically. While multiple team members can work on the application simultaneously, it is not recommended, as it may overwrite your colleague's work.

Roles in NOVA

Applicants should designate representatives for the following roles during the application process and throughout the performance period. Confirm with each contact prior to listing them on the application, ensuring they are willing to perform the corresponding tasks.

The required Project Contacts are:

- Project Lead Contact
- Alternate Project Lead Contact
- Institutional Project Fiscal Reporter

Below is a description of each role, along with a sample of potential institutional roles. Please note that the list of potential roles is not exhaustive. Applicants are encouraged to follow their district's process to identify all project team members.

| Role In NOVA | Responsibilities | Potential Institutional Roles |
|---|---|---|
| Project Lead Contact | <ul><li>Edit and Submit Projects</li><li>Edit and Submit Fiscal Reports</li><li>Edit and Submit Survey</li></ul> | <ul><li>Director, Institutional Grants</li><li>Director of Human Resources</li><li>Director of People and Culture</li><li>Employee Development Grant Manager</li></ul> |
| Alternate Project Lead Contact | <ul><li>Edit Projects</li><li>Edit Fiscal Reports</li><li>Edit Survey</li></ul> | <ul><li>Director, Institutional Grants</li><li>Director of Human Resources</li><li>Director of People and Culture</li><li>Human Resources Analyst</li></ul> |
| Institutional Project Fiscal Reporter | Monitor and Edit Fiscal Reports | <ul><li>Vice President of Administrative Services</li><li>Director of Fiscal Services</li><li>District Manager, Fiscal Affairs</li></ul> |
| Fiscal Report Approver | Edit and Submit Fiscal Reports | <ul><li>Chancellor</li><li>Vice Chancellor of Human Resources</li></ul> |

## REJECTION OF APPLICATION

The Chancellor's Office reserves the right to waive any immaterial defect in any application and/or to reject all applications received. A grant application shall be rejected prior to scoring if:

- It is received at the Chancellor's Office via electronic submittal in NOVA later than 5:00 PM PST on August 1, 2025, or is incorrectly submitted.

- The proposed budget amount exceeds $150,000 for tier 1 or $100,000 for tier 2.

- Any of the required components of the application are incomplete or not submitted.

## PROGRAM USE OF FUNDS

Funds must be used to support activities outlined in the application.

All expenses should align with proposed activities.

## In-State Travel

In-state travel costs are allowable for district employees on official business related to the project's goals. This includes transportation, lodging, subsistence, and other relevant expenses. District travel and reimbursement policies shall apply to all Travel (Object 5000) expenses.

## Out-of-State Travel

- Districts must exhaust other available resources before using grant funds for out-of-state travel.
- Districts shall not use more than 10% of grant funds for out-of-state travel.
- Out-of-state travel must align with approved proposal or modification(s), goals and activities.
- Out-of-state travel costs must adhere to the same rules as those articulated for in-state travel.
- Pursuant to subdivision(f) of Section 318 of the Board of Governors standing order, funds are to be expended in a cost-effective manner, utilize sound fiscal practices, protect against the misuse of public funds, and prevent favoritism, fraud, and corruption.

Districts must submit an out-of-state travel request to the Grant Monitor at eeosubmissions@cccco.edu before committing or using grant funds for out-of-state travel costs. The request must include the following details:

- **Date:** Include the date of the request.
- **Justification:** Provide a justification for the request.
- **Alignment with program goals:** Describe how the out-of-state travel aligns with the project's goals and enhances outcomes.
- **Proposed budget:** Provide the overall budget and demonstrate that no more than 10% of grant funds are being used for out-of-state travel.
- **Out-of-state travel details:** Provide information about the conference, training, or event.

All requests for out-of-state travel are subject to the approval of the Assistant Vice Chancellor of Student Equity and Success or their designee, whose decision shall be final.

## Administrative Indirect Cost Rate

The grantee institution may allocate up to 5% of the total grant award for administrative indirect costs. These costs include business and administrative expenses such as accounting, budgeting, personnel, purchasing, and centralized data processing that can be attributed to the program.

## KEY DATES

| Grant Component | Date |
|---|---|
| RFA Released and NOVA Application Portal Opens | April 28, 2025 |
| NOVA Walk-Through | May 19, 2025 |
| Bidder's Conference | May 19, 2025 |
| Deadline for submitting questions | June 27, 2025 |
| **Application Deadline** | **August 1, 2025** |
| Notification of Intent to Award | October 24, 2025 |
| Protest of Award Deadline | November 7, 2025 |
| Grant Commencement | January 1, 2026 |
| Grantee Kick-Off Meeting | January 12, 2026 |
| Grant Period End | June 30, 2028 |

## NOVA WALK-THROUGH AND BIDDER'S CONFERENCE

The Chancellor's Office staff will host a detailed Nova Walk-through and Bidder's Conference Webinar on May 19, 2025, from 12:00PM to 1:00PM PT. This Webinar will provide a guided tour of the NOVA EEO Innovative Best Practices Grants application submission system, an in-depth walk through of the RFA, detail support resources and tools, and offer potential applicants an opportunity to ask clarifying questions. Failure to attend the webinar will not preclude the submission of an application. The webinar will be recorded for posting on the Chancellor's Office website.

- Date and Time: May 19, 2025, from 12:00PM to 1:00PM PT
- A registration link for the webinar will be emailed prior to the event.

## RFA CLARIFICATION

If any ambiguity, conflict, discrepancy, omission, or error is found in this RFA, notify the Chancellor's Office immediately and request written clarification. Any addendum or clarification will be posted on the Chancellor's Office website. Applicants are responsible for checking the website for updates to the RFA or FAQs, as no other notifications will be provided.

Written questions about the specifications and instructions in this RFA must be emailed to eeosubmissions@cccco.edu. A FAQs document will also be posted on the Chancellor's Office website.

## APPEALS

As described in the Chancellor's Office Contracts and Grants Manual, an appeal of a grant award must be in writing signed by the district chancellor or college president or designee. The appeal must be emailed to the Vice Chancellor of the division responsible for funding the project (as identified in the RFA) within 10 business days after the date the notice of intent to award is posted. The appeal must specify the grounds of appeal and must be based on the process and/or procedures used in the review and recommendation of applications for awards. The Vice Chancellor shall review all the information submitted with the appeal, consult with the Office of the General Counsel, and render a decision within 30 calendar days of the date of receipt of the appeal. The decision of the Chancellor's Office is final.

Appeals shall be limited to the grounds that the Review Committee failed to correctly follow the specified processes for reviewing the application. The applicant must file a full and complete written appeal, including the process(s) in dispute. Incomplete or late appeals will not be considered. The applicant may not supply any new information that was not contained in the original application. Appeals should be submitted to the Vice Chancellor at the following email address: eeosubmissions@cccco.edu.

# Award Administration

## GENERAL

All funds granted by the Chancellor's Office under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable cost principles, Chancellor's Office guidance, and other relevant provisions.

## GENERAL CONDITIONS

*Respondent Inquires.* During the RFA process (from release of this RFA to final award), applicants are not permitted to contact any Chancellor's Office employees unless to fulfill pre-existing contractual or other obligations. No gratuities of any kind will be accepted, including meals, gifts or trips. Violation of these conditions will constitute immediate

disqualification. It is the responsibility of the applicant to inquire about any requirement of this RFA that is not understood. Responses to inquiries will be disseminated via email.  Refer to cover page for applicant inquiry and response deadlines and Chancellor's Office contact.

*Public Records*. Applicants are hereby notified that the Chancellor's Office is a public agency subject to the California Public Records Act (CPRA) and any proposals, or portions thereof, submitted to the Chancellor's Office in response to this RFAs may be subject to disclosure under CPRA.

*Reserved Rights*. The Chancellor's Office reserves the right to select any District or reject any District as determined by the Chancellor's Office; to make such selection without holding interviews or oral presentations; to request additional information; and to negotiate the final terms and conditions of a grant agreement with the selected Districts.

*Oral Statements*. The Chancellor's Office shall not be bound by oral statements or representations contrary to the written specifications.

*Ownership and Use of Documents.* All documents, reports, proposals, submittals, working papers or other materials submitted to the Chancellor's Office from an applicant shall become the sole and exclusive property of the Chancellor's Office, in the public domain, and not the property of the proposer. An applicant shall not copyright, or cause to be copyrighted, any portion of any of said documents submitted as a result of this solicitation.

*Execution of Grant.* A grant shall not be binding on the Chancellor's Office until it has been approved by the Board of Governors, approved as to form by the parties' respective legal counsel, and fully executed by the parties.

*Errors in Proposal.* If applicant discovers an error in its application submitted in response to this RFA, it is the applicant's responsibility to present all corrections during the RFA window (the time following the RFA release and the date the RFA responses are due). Corrections received after the RFA window may result in disqualification from consideration.

## REPORTING

Grantees will be required to report on performance metrics and expenditures. The Chancellor's Office may, at its discretion, institute additional reporting requirements or frequency as needed for the improvement of the grant.

### Preliminary Report

A preliminary report must be submitted in the format prescribed by the Chancellor's Office by April 30, 2027. Grantees will be notified of the submission process prior to the start of the grant cycle.

The preliminary report must outline expenditures, project progress, and include a status report on progress made toward outcomes. The report should also detail the institution's plan or key adjustments needed to ensure all outcomes are achieved. Data must be disaggregated by key demographics such as race, gender, and other relevant categories.

The Chancellor's Office reserves the right to adjust the preliminary report requirements as needed.

If needed, the Grant Monitor or Chancellor's Office staff may invite grant recipients to a technical assistance meeting to address any challenges in meeting the outlined goals, including utilizing resources from the Chancellor's Office Vision 2030 or institution-specific support. Grantees are required to participate in technical assistance meetings and workshops as requested during the performance period. The Point of Contact or a designated team member must attend all required technical assistance activities.

## Final Report

The final report must include a project evaluation, a detailed description of progress made toward each outcome measure, and a full account of all program expenditures. Data must be disaggregated by key demographics such as race, gender, etc. Further details on the final report's contents will be provided later.

## Report Due Dates

| Expenditure End Date | Report Due Date | Annual Expenditure and Reports |
| --- | --- | --- |
| March 31, 2027 | April 30, 2027 | 1st Annual Expenditure (Year 1) and Progress Report due |
| June 30, 2028 | August 31, 2028 | Final Expenditure (Years 1-2) and Final Report including overall Project Evaluation |

## ACCESS AND EQUITY

The recipient will comply with all federal and state laws and regulations relating to nondiscrimination. These include, but are not limited to, Title VI of the Civil Rights Act of 1964 [P.L. 88-352]; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. §§ 1681- 1683 and 1685-1686]; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. § 794]; the Age Discrimination Act of 1975, as amended [42 U.S.C. §§ 6101-6107],; Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 [P.L. 110-233], 29 CFR § 635.10 (c)(1); California Government Code sections 11135-11139.8; the Fair Employment and Housing Act [Cal. Gov. Code §§ 12900-12996]; the Equity in Higher Education Act [Cal. Educ. Code §§ 66250- 66292.4]; and Title 5, California Code of Regulations, sections 59300-59362.