



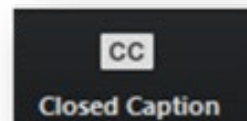
California Community Colleges

Bidder's Conference

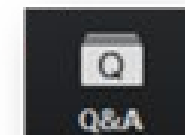
Monday
January 23, 2023
12-1 PM

Equal Employment Opportunity Innovative Best Practices Grants: Bidder's Conference

AI1Y 1/24/23



Click this tab to read live captions.



Click this tab to enter questions for the presenters.

Today's Presenters

- Dr. Abdimalik Buul, Visiting Executive of Educational Excellence and Equal Employment Opportunity Programs
- Dr. Krystal Henderson, Grant Monitor, Culturally Responsive Pedagogy & Practices; Innovative Best Practices Grants & Equal Employment Opportunities Innovative Best Practices Grants

Webinar Agenda

1. Background and Context
2. Overview of the Equal Employment Opportunity Innovative Best Practices Grants
3. Walk-Through of the EEO IBP Grants RFA
4. Review of Support Resources and Tools
5. Q:A Sessions
 - Note: Questions submitted via the Q&A chat will be collected and addressed following the webinar on the EEO Chancellor's Office Webpage
6. Discussion/ Q&A

Background and Context

The 2021 Budget Postsecondary Education Trailer Bill (AB 132) appropriated \$20 million in one-time funding “for allocation to community college districts to support the implementation of best practices for success in promoting equal employment opportunity and faculty and staff diversity at California community colleges, using the Multiple-Methods model identified by the Chancellor of the California Community College’s Equal Employment Opportunity and Diversity Advisory Committee.” These funds were designated for the “EEO Best Practices Fund” of which approximately \$15,500,000 was apportioned to eligible districts during the 2021-2022 academic year through the First Principal Apportionment (P1).

The remaining funds will be deployed to support districts employing particularly innovative best practices in equal employment opportunity and faculty and staff diversity at California community colleges. The budget language expressly mentioned the Multiple-Methods model for use as the criteria for the allocation of these one-time funds. Accordingly, only those districts that have a 2022 Multiple-Methods Certification form on file with the Chancellor’s Office will be eligible for this funding opportunity.

Program Overview

| | |
|-------------------------------------|---|
| Funding Agency: | California Community Colleges Chancellor's Office |
| Sponsoring Division: | Institutional Effectiveness & The Office of the General Counsel |
| Funding Opportunity Title: | EEO Innovative Best Practices Grants |
| Closing Date for Submission: | February 24, 2023 |
| Funding Period: | June 1, 2023 - June 30, 2025 |
| Award Amount: | Tier 1: \$300,000, Tier 2: \$200,000 |
| Total Funds Available: | ~\$4,500,000 |
| Award Announcement Date: | April 7, 2023 |
| Project Start Date: | June 1, 2023 |
| Questions: | khenderson@cccco.edu |

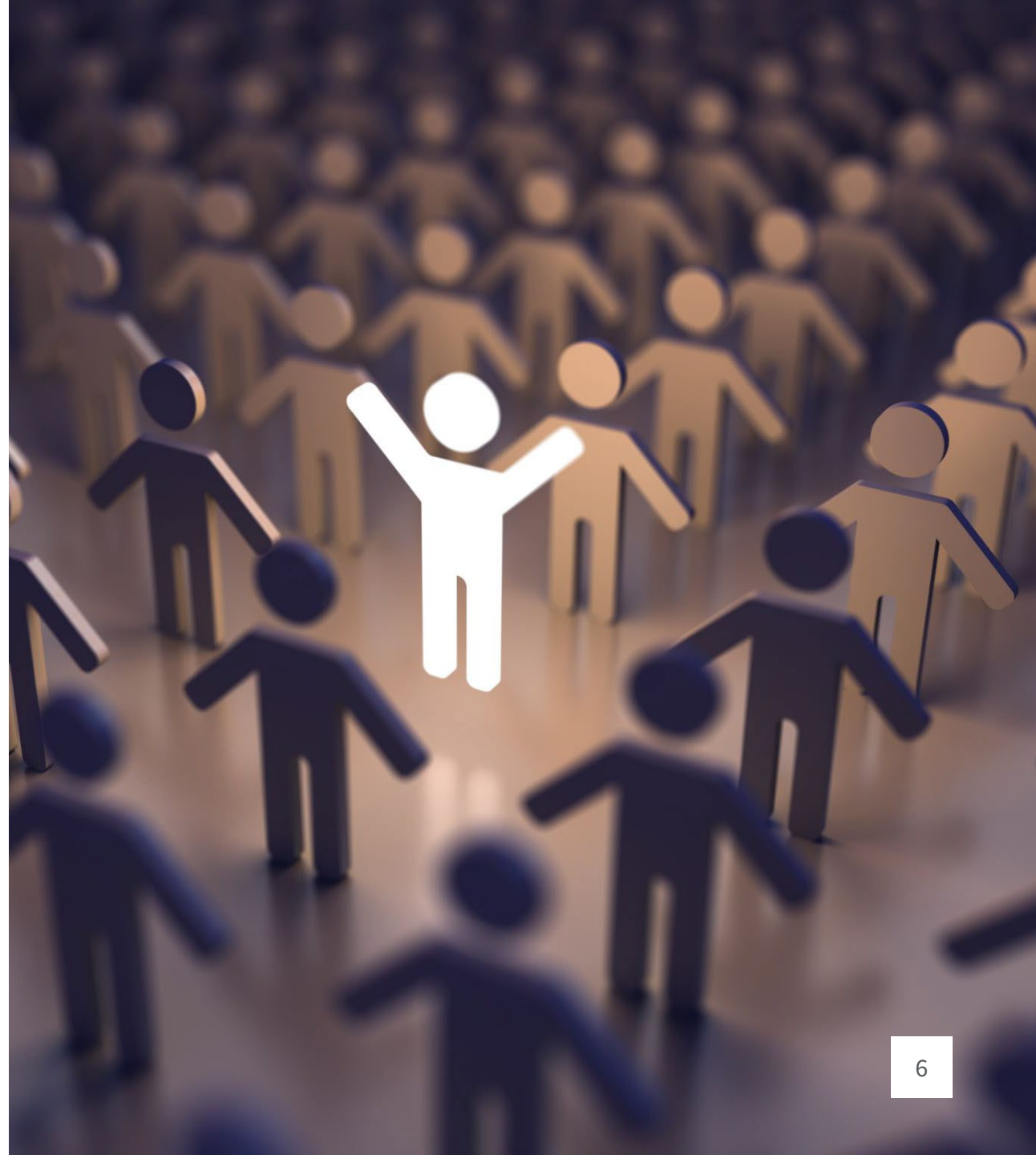
Goals and Purpose

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

1. To incentivize local innovation and support the advancement of innovative Diversity, Equity, Inclusion, and Accessibility (DEIA)-minded practices in the EEO areas of pre-hiring, post-hiring, and diversity promising retention practices.
2. To act as a catalyst to both enhance and expand existing districts' EEO efforts relating to faculty and staff diversity.

Purpose

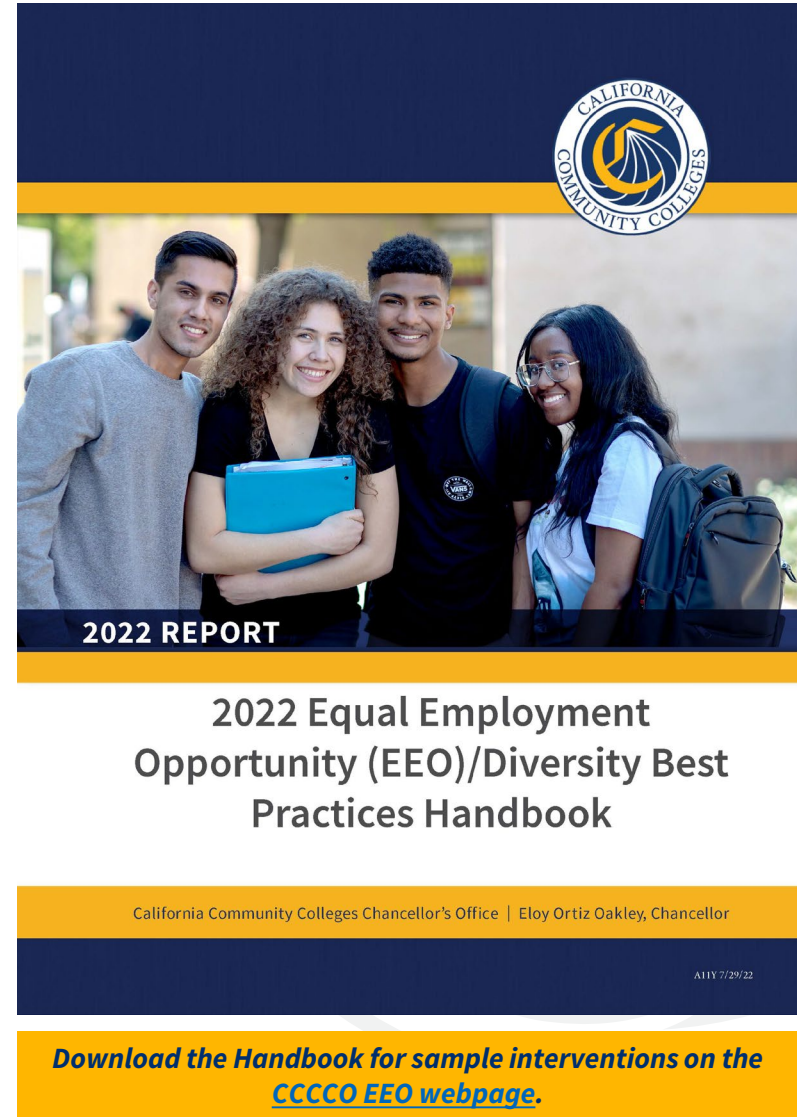
The EEO Innovative Best Practices Grants are competitive, one-time grants to aid institutions that pilot or create innovative DEIA-minded practices related to EEO in the *categories listed on the next slide*. Funding will also be allocated to enhance or expand existing EEO efforts that support faculty and staff diversity. Activities proposed must result in one or more of the following intervention efforts highlighted on the next slide.



Intervention Efforts

Proposed Interventions must address one of three categories:

- 1. Pre-Hiring Interventions:** Strategies that support an equitable and inclusive environment that helps to attract and retain candidates from underrepresented groups and other nontraditional candidates.
- 2. Post-Hiring Interventions:** Strategies that promote development of diverse and qualified candidate pools and/or eliminate bias in hiring decisions.
- 3. Diversity Promising Interventions:** Strategies that gather and utilize hiring and workforce data, support new employees, or manage and respond to EEO complaints.



2022 REPORT

2022 Equal Employment Opportunity (EEO)/Diversity Best Practices Handbook

California Community Colleges Chancellor's Office | Eloy Ortiz Oakley, Chancellor

A11Y 7/29/22

Download the Handbook for sample interventions on the [CCCCCO EEO webpage](#).

Pre-Hiring Interventions

Strategies that support an equitable and inclusive environment that helps to attract and retain candidates from underrepresented groups and other nontraditional candidates.

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.

Mentorship Programs – Formal and informal mentoring programs focused on building and reinforcing DEIA-focused skills and engagement, designed specifically to serve Black, Indigenous, and People of Color, LGBTQIA+, underrepresented individuals with disabilities and communities subjected to discrimination and marginalization in conventional employment policies and practices.

Diverse Hiring Committees – A diverse committee with various perspectives and differences in thought to support faculty and staff diversity in hiring.

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

EEO Representatives– Maintain a diverse pool of individuals training in and eligible to serve as EEO representatives on hiring committees.

Post-Hiring Interventions

Strategies that promote development of diverse and qualified candidate pools and/or eliminate bias in hiring decisions.

On-boarding –

Providing a welcoming experience to new hires and sufficient training.

Campus Climate Surveys –

Conduct Campus Climate surveys and develop interventions based on data.

Professional Development –

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

Leadership

Development –

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

Employee Resource Groups (ERGs) – ERGs, also known as affinity groups, typically are constructed around similarities that employees share such as race, ethnicity, religion, gender, sexual orientation amongst other protected groups. However, there must be a conscious effort not to alienate certain populations that necessarily may not qualify as this may be deemed discriminatory. ERGs can partake in efforts of mentorship, commencement, graduation, professional development, and other activities that impact campus climate.

Diversity Awards and Recognition –

A robust public-facing recognition program which involves the entire community and highlights the value of DEIA.

Diversity Promising Interventions

Strategies that gather and utilize hiring and workforce data, support new employees, or manage and respond to EEO complaints.

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.

Cluster Hiring – Hiring in groups or on a cohort-based model upon specific qualifications needed for specific programs, initiatives and/or disproportionately impacted students.

Availability Data Analysis – Traditional availability analyses focus on identifying the race and gender demographics of individuals that meet the minimum qualifications for a group of similar jobs within a defined geographic region.

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.

Review, edit, and overhaul of faculty evaluation standards to better align with anti-racist, and DEIA goals in order to address historic and systemic trends (related to workplace conditions).

Professional Development– Professional development designed to support teaching and pedagogical practices to center student need/experience and support DEIA outcomes .

Expected Outcomes

Proposed interventions should also be presented with reasonably attainable, yet bold, outcome measures. See below for sample outcome measures. Outlined outcome measures should align with your specific intervention's goals and activities.

- 20% increase for underrepresented groups in hiring and/or promotions
- 20% of new hires participated in institutions mentorship or internship program
- 15% of management-level positions offered to internal candidates who participated in DEIA professional development training
- 50% of participants in XYZ fellowship program received an offer of employment at a community college
- # Of professional development services rendered in alignment with outlined impact measures
- 25% of staff participated in newly updated EEO training
- 35% of classified professionals participated in leadership development programs

Calendar of Key Dates

EEO IBP Grants

| | |
|---|-------------------------|
| RFA Released: | December 5, 2022 |
| Nova Walk-Through | January 30, 2023 |
| Deadline for Submitting Questions: | February 10, 2023 |
| Application Deadline: | February 24, 2023 |
| Notification of Intent to Award: | April 7, 2023 |
| Protest of Award Deadline: | April 21, 2023 |
| Board of Governors Meeting: | May 22, 2023 |
| Grant Commencement: | June 1, 2023 |
| Grant Period End: | June 30, 2025 |

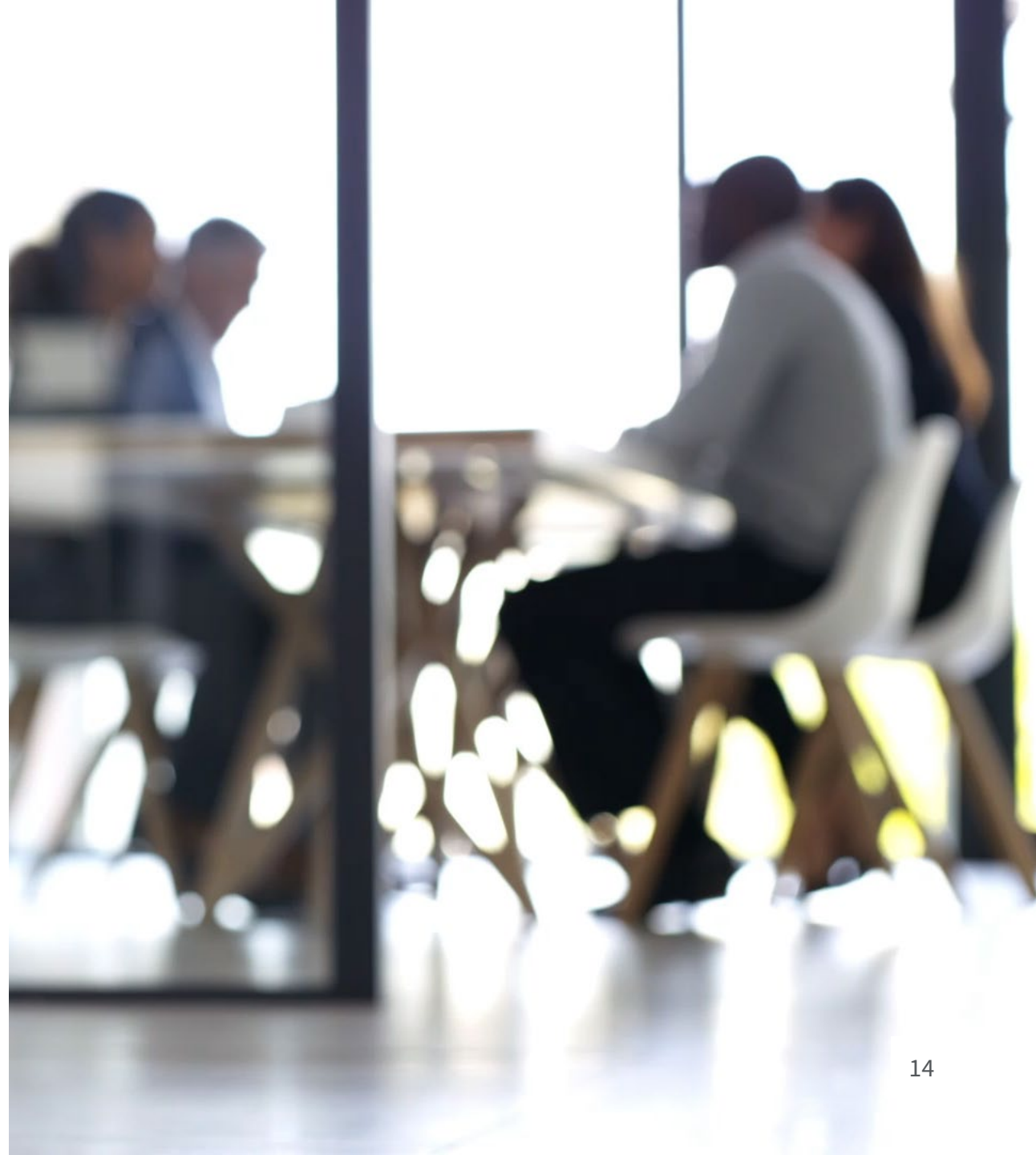
Application Due Date

**Friday, February 24,
2023 by 5:00PM Pacific
Time**

The NOVA application system
will close at that time and **No**
late submissions will be
accepted.

Eligible Applicants

Only those districts that have a 2022 Multiple-Methods Certification form on file with the Chancellor's Office will be eligible to receive an EEO Innovative Best Practices grant award. Only one application per district will be accepted.



Funding Levels and Award Period

There are two funding levels available. Please review the following criteria in order to determine what tier your institution falls under. You will be required to submit documentation to provide justification for your selection.

- **Tier 1:** If your college had an annual credit and non-credit FTES of 9,200 or higher in the 2021-2022 academic year, you are eligible to apply for Tier 1. The maximum award amount for Tier 1 is up to \$300,000.
- **Tier 2:** If your college had an annual credit and non-credit FTES of 9,199 or lower in the 2021-2022 academic year, you are eligible to apply for Tier 2 funds. The maximum award amount for Tier 2 is up to \$200,000.
- Grants will be awarded in two installments, 50% of funds will be awarded in Round 1 prior to the 2023-2024 academic year. Round 2 funding is contingent upon successful performance toward outlined outcome measures and institutionalization of proposed interventions into the new EEO plan and will be issued prior to the 2024-2025 academic year. The total funding period is two academic years (2023-2025).

Indirect Cost Rate

Grantee institution may take a maximum of 5% administrative indirect costs of the total grant awarded.

There is no match requirement.



Incomplete and Late Applications

Incomplete or late applications will not be considered. The Chancellor's Office reserves the right to waive any immaterial defect in any application and/or to reject any and all applications received prior to scoring should any of the following occur:

- i. The application is not submitted through the NOVA system.
- ii. The budget exceeds the maximum amount as specified in the Application instructions.
- iii. The application is incomplete and/or missing any required documents.

RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office, and request a written clarification. Any addendum to the RFA will be posted on the [Chancellor's Office website](#). Applicants are responsible for checking the [Chancellor's Office website](#) for any updates to the RFA or FAQ. Applicants will not be notified via any other manner.

Written questions concerning the specifications and instructions in this RFA must be submitted by email to khenderson@cccco.edu.

Frequently Asked Questions (FAQs) document will be posted on the RFA website at: [Chancellor's Office website](#).

Protest of Grant Award

Applicants who wish to protest a grant award decision must submit a letter of appeal to the Chancellor's office.

The Chancellor's Office must receive the letter of protest, with a signature by the Chancellor or Superintendent President, no later than **ten (10) days after the publication of the awardees**. The **final decision will be provided in writing within two weeks from the date that protests are due**. The Chancellor's Office decision shall be the final administrative action afforded the protest.

Protests 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 protest, including the process(s) in dispute. Incomplete or late protests will not be considered. The applicant may not supply any new information that was not contained in the original application. **Protests should be submitted to the Chancellor's Office at the following email address:**
khenderson@cccco.edu.

Instructions for Preparing to Apply

Creating/Accessing Your NOVA Account

- New Users – [Request Access](#)
- Returning Users – <https://nova.cccco.edu>

NOVA Technical Assistance

- For questions related to the NOVA System, please contact [NOVA Help Desk](#)

Welcome to NOVA

Log In

Email

Password

[Forgot your password?](#)

Log In

[Request access to NOVA](#)

[NOVA Help Desk](#)

Application Format and Instructions

- Only applications submitted via the NOVA system will be accepted.
- Applicants may be required to make adjustments to the budget, work plan, or other aspects of the application prior to distribution of funds.
 - Grant applications are scored based on a 100-point scale
 - A minimum average score of 75 must be obtained during the review process

Rubric Areas and Selection Criteria

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

Application Narrative

Maximum Points: 25 (*Not to exceed 5 pages.*)

Describe your proposed project goal, purpose, and scope. Specifically, clearly explain the following:

- I. Describe the problem or issue regarding the EEO programs and practices at your institution. Describe the demographics and institutional culture to be addressed, including supporting data and evidence of need.
 - II. Describe the innovative intervention that you wish to pilot.
 - a) Describe your proposed project goal, purpose, and scope. How might the proposed interventions improve the outlined issues? Include supporting data and evidence, and justification for proposed intervention.
 - b) Explain how the proposed intervention addresses the EEO faculty and staff diversity needs of your institution.
- OR**
- III. Describe in detail the current innovative EEO practice(s) that you wish to enhance.
 - a) Describe your proposed project goal, purpose, and scope. What are the current challenges and how might proposed interventions improve them? Include supporting data and evidence, and why this program is selected.
 - b) Explain how the proposed intervention addresses the EEO faculty and staff diversity needs of your institution.
 - IV. Describe your program model and methodology, and evidence that supports your proposed approach will result in achieving outlined outcomes.

Workplan

Maximum Points: 35 (*Not to exceed 10 pages.*)

Describe the activities and strategies that will be implemented to address the Problem Statement and to achieve the Project Goals. In building the workplan, which is, essentially a project implementation roadmap, the following must be clearly explained:

- **Project Goals-** What are the major goals to be achieved to reach the expected outcomes for the project?
- **Activities-** Describe the activities that will need to be undertaken to achieve the stated goal.
- **Measurable Outcomes and Deliverables** – Describe measurements that will be used to show if activities are producing the intended results.
- **Timeline** – Describe how much time it will take to complete each activity, and estimated start and end date of the activity, not to go beyond the grant end date of June 30, 2025.
- **Responsible Persons** – Indicate who will be responsible for overseeing and completing each activity listed.

Project Management/ Institutional Commitment

Maximum Points: 15 (*Not to exceed 5 pages.*)

- I. Describe the team of staff and individuals who will be responsible for this project working on the day-to-day activities, including but not limited to designing and executing the activities, outreach, and recruitment, providing interventions as needed, coordinating with partners, and monitoring and tracking program participants and submitting required reports and data to the Chancellor's Office.
- II. Describe what existing institution capacity and resources will be effectively utilized and integrated with this project to ensure project success.
- III. Describe who will be the executive/administration level sponsor for the project, and college resources and personnel that will be available to support the project and ensure success.
- IV. Describe the role of the Human Resources and Institutional Effectiveness offices in providing support for data collection and evaluation. Explain how performance measures are incorporated into the project evaluation of the workplan.
- V. Describe the institution's plan to sustain successful interventions upon completion of the grant funded activities.

Budget

Maximum Points: 15

Applicants must submit a budget for each year of the two-year project (one for the 2023-2024 year, and one for the 2024-2025 academic year) of funding by object code (1000 to 6000) and provide clear narrative of each expenditure line item. The budget narrative must include purpose of any services, materials, salaries, etc. included in the budget.

Budgets and budget narratives for the use of grant funds will be reviewed and scored as part of the application process. Budgets without sufficient details or 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 allocations.

Overall Feasibility of the project

Maximum Points: 10

The following factors will be considered in review of an application:

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.

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 DEIA 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.

2. Quality of the Workplan

- a) The extent to which proposed goals are reasonable and would result in achieving overall DEIA 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.

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.



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

- In year one, a **preliminary report will be due on April 30, 2024, outlining expenditures through March 31, 2024, projected expenditures through June 30, 2024, and a status report (not to exceed 10 pages) on progress made toward outcomes as of March 31, 2024.** The status report shall also include the institution’s plan, or key adjustments needed to ensure achievement of all outlined outcomes.
- **If deemed necessary**, the Grant monitor and/or key team members will **invite grant recipients for a technical assistance meeting**, where the report will be reviewed and any potential challenges to achieving outlined goals will be addressed and triaged through CCCCO Vision for Success and/or institution-specific resources.

Final Report

- The final report must include a project evaluation and a thorough description of the progress made toward each outcome measure and detailed account of all expenditures for the program period. Data shall be disaggregated by key demographics such as race, gender, etc. in both reports. Further detail regarding contents of the final report will be provided at a later date.

| Expenditure End Date | Reporting Due Date | Annual Expenditure and Reports |
|----------------------|--------------------|---|
| March 31, 2024 | April 30, 2024 | 1st Annual Expenditure (Year 1) and Progress Report due |
| June 30, 2025 | August 31, 2025 | Final Expenditure (Years 1-2) and Final Report including overall Project Evaluation |

Application Tools

NOVA

LaunchBoard

MIS Data Mart

Reminder: NOVA Walk-Through

**The Chancellor's Office staff will host a detailed Nova Walk-Through Webinar on
January 30, 2023, from 12:00PM to 1:00PM PST.**

This Webinar will provide a guided tour of the NOVA Equal Employment Opportunity (EEO) Innovative Best Practices Grants application submission system and offer potential applicants an opportunity to ask clarifying questions.

REGISTRATION LINK:

https://cccconfer.zoom.us/webinar/register/WN_cqS4WctGSZOvWUYMETgZ9A

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 EEO website](#).



California Community Colleges

Thank you!

Please email additional questions to
khenderson@cccco.edu

www.cccco.edu