



NOTICE OF STATE FUNDING AVAILABLE

State Agency Name: Office of Higher Education (OHE)
Funding Opportunity Title: 2021 Promoting Academically Successful Students
Announcement Type: Initial Announcement

GRANT TIMELINE

Request for Proposals (RFP) Announced	April 16, 2021
Proposal Submission Deadline	May 14, 2021
Grant Award Notification	May 28, 2021
Grant Award Period	July 1, 2021 – June 30, 2024
Program Year	July 1, 2021 – June 30, 2022

PROGRAM DESCRIPTION

Promoting Academically Successful Students (PASS) is a new initiative of the Minority Advancement Program (MAP) to address those students of color who are placed on academic probation and need additional support to redress their academic standing. A successful student of the PASS program will develop sustainable college acumen skills to remain on track to graduation and be removed from academic probation. Since its creation in state statute in 1983, MAP initiatives, like PASS, have significantly helped Connecticut colleges and universities recruit, enroll, and retain minority students. Currently, the focus has shifted to improving the retention and graduation rates of minority students at Connecticut colleges and universities.

In its continuation, PASS seeks to help college and university undergraduate students of color on academic probation transition off and remain on track to graduate. PASS is an effort to improve retention and graduation rates of Connecticut's students of color. PASS is to be implemented by institutions within the state system of higher education. Awarded institutions will provide individualized academic support offered in the 2021-2022 academic school year, to students of color that have been placed on academic probation. Such academic support must include development workshops emphasizing a growth mindset, peer support, and self-responsibility. In addition, schools will require PASS students to participate student advising, counseling, and career exploration activities.

FUNDING AMOUNTS

The PASS initiative will be funded by the State of Connecticut appropriations to the Office of Higher Education with MAP allocation.

The maximum grant award to an institution is \$100,000, calculating an average cost of \$1,000 per student, capped at 100 students for the 2021-2022 academic year. There is no institutional match required.

GRANT AWARD PERIOD

The grant award period is three years: July 1, 2021 – June 30, 2024. Those grantees chosen in Year 1 will not be required to participate in another competition through Year 3. However, funding is not guaranteed beyond Year 1. Yearly renewal will be subject to program performance and the availability and level of appropriations to fund PASS programs.

PROGRAM YEAR

The PASS program year is July 1 through June 30 to coincide with the state's fiscal year.

ELIGIBLE APPLICANTS

An individual institution or a consortium of institutions of higher education (IHE) in the state of Connecticut is eligible to apply for a grant to conduct PASS programming.

New Applicants

The Office of Higher Education encourages institutions that have never received MAP funding to apply for funding described in this Request for Proposals.

ELIGIBLE PARTICIPANTS

Undergraduate students of any minority racial/ethnic background on academic probation as defined by the school, are eligible to participate in PASS. Successful applicants can add more targeted criteria in addition to those stipulated by PASS. Each PASS program may recruit not more than 100 participants for the 2021-2022 academic year.

REQUIRED ACTIVITIES

Student Success Curriculum: A Student Success curriculum of workshops and activities must be offered to all participants. In order to be considered a PASS student, the student must participate in all workshops and activities as determined by the school as part of the Student Success Curriculum. Workshops could include test-taking, note-taking, time-management, self-advocacy, learning about college resources available, etc. In addition, students will be required to follow through individually with student advising and counseling.

Student Advising, Counseling and Career Exploration Activities: Each student must be assigned a counselor to assist them in their academic and personal needs during the semester. The goal of the counselor is to promote student academic success by identifying barriers preventing the student from getting off of academic probation and working with the student to remove these barriers. Counselors may advise students to the appropriate resources to assist with removing barriers (e.g. financial aid, tutoring centers, study labs, etc.) Through individual sessions, counselors will address areas of concern and map out a path to academic success and graduation.

Additional Activities – The PASS program is a new pilot program. Applicants are encouraged to be innovative in their approach to helping students on academic probation. As such, applicants should be creative in their implementation of the two required PASS program activities as well as including any other activities they deem necessary to help these students get off of academic probation. Activities should be realistic within the budget of the grant, the resources of the school, and the timeframe for implementation of the program.

PROHIBITED ACTIVITIES

- Gift Cards awarded directly to students
- Travel outside of the domestic U. S. (study abroad)
- Scholarship Payments/Tuition Fees or Waivers
- Payment of academic support for books, meals or transportation

PROPOSAL PROCEDURES

Proposals are due to the Office of Higher Education no later than 11:59 pm. on May 14, 2021. All proposals must be submitted electronically to robert.felder@ct.gov. The Office of Higher Education will send an electronic confirmation of submission. Proposals that do not meet submission requirements will not be accepted. Applications submitted via fax are not acceptable.

Applications must adhere to the following format.

- A. **Cover Page** - Complete the Cover Page
- B. **Project Narrative** - The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.
 - a. **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the charge to provide motivation and skills development for underachievers.
 - b. **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
 - c. **Explain how.** Avoid simply stating that the program you describe will address the issue. Explicitly describe how the proposed project will meet the need identified.
 - d. **Don't make assumptions.** Even if you have received funding for a MAP initiative in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your participants. Avoid overuse of acronyms.

- e. **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- f. **Follow the instructions and discuss each criterion in the order they are presented.** Use headings to differentiate narrative sections by criterion.

Provide a clearly-written, jargon-free, description of the proposed project, not to exceed **5 pages**, numbered, double-spaced and using a 12-point type font and one-inch margins organized by the subsections (1) through (3).

1) *Demonstrated Need*

Describe your current academic probation process and what services are available for students on academic probation. Explain how the PASS program will provide additional support to students on academic probation and promote student retention and graduation.

2) *Project Activities*

- a) Describe the plan for identifying, recruiting, and selecting participants to be served by the program.
- b) Describe the systems that will be implemented to ensure effective and efficient administration of the program, including, but not limited to, financial management, student records management, and personnel management.
- c) Outline the curriculum, services and activities that are planned for participants during the 2021-2022 academic year and the planned timelines for accomplishing critical elements of the program.

3) *Measurable Objectives*

OHE has the following three objectives that grantees are expected to measure and achieve. You will explain how your program activities will ensure achieving these objectives:

- i) The average attendance rate across all students for the Student Success curriculum and required counseling sessions are at least 80%.
- ii) Ninety percent (90%) of PASS students will persist through the entire semester long program.
- iii) Ninety percent (90%) of them will come off of academic probation by the end of the academic year.

CRITERIA FOR REVIEWING PROPOSALS

Proposals will be reviewed by staff at OHE.

Review Criteria Categories

- 1. Demonstrated Need (20 points)
- 2. Project Activities (60 points)
- 3. Measurable Objectives (20 points)

A proposal must receive an average of 70 points or greater to be considered for final award approval.

APPLICATION FOR OFFICE OF HIGHER EDUCATION FUNDS COVER PAGE

Promoting Academically Successful Students (PASS) Program



APPLICANT INFORMATION

Institution Name:

NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (*give area code*)

NAME:

ADDRESS (*give street address, city, county, state and zip code*):

TELEPHONE NUMBER:

E-MAIL ADDRESS:

STREET

STREET

CITY/TOWN:

Number of Participants (not to exceed 100 students):

Type of Applicant: (*check letter A or B*)

A. Connecticut Community College

B. Connecticut State University

Total Amount Requested (not to exceed \$1,000 per student):

TYPED NAME OF AUTHORIZED REPRESENTATIVE:

TITLE:

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

DATE SIGNED: