



Notice of Fund Availability

Capacity-Building Grants to County Colleges to Support the Goals of the Community College Opportunity Grant Program

The Appropriations Act for Fiscal Year (FY) 2020 (P.L.2019, C.150) includes funding for capacity-building grants. This second round of funding is intended to be used to build on the lessons and best practices from the Community College Opportunity Grant (CCOG) planning grants that were awarded in FY19.

Grant awards may be used to implement goals and strategies for capacity building, and increasing matriculation, increasing student completion, and reducing financial burdens on students. The grant award will be paid in two installments, the first of which will be paid upon the receipt of the following three documents: 1) signed Memorandum of Understanding, 2) completed appended budget template, and 3) completed budget narrative that follows the guidelines below.

Eligibility Criteria

Each of New Jersey's 18 county colleges is eligible to apply for a capacity-building grant.

Application Criteria

Eligible county colleges may apply for a capacity-building grant by submitting an application as described below. The application must demonstrate the county college's ability to conduct outreach and develop programming to build the institution's capacity to serve CCOG-eligible students.

Budget Template

Please see the appended budget template for Excel titled "OSHE CCOG Proposed Budget Template."

Budget Narrative

The budget narrative should include:

- Name of County College
- Contact information for person or persons implementing capacity-building grant at the institution
- **Outreach/Marketing:** Please describe the institution's plan for local outreach to increase the number of new students that enroll and/or to increase the number of current students who attend less than half-time to increase their course load. Identify any particular student groups or demographics that your institution will be targeting. Please indicate whether your institution has set any goal outreach/marketing goals for the FY20 budget year.

- **Student Success:** Describe how your institution will utilize this grant award to increase student success and completion at your institution. Identify the challenges related to these goals that your institution will use the grant award to address. Indicate if and how the funds be used to reduce financial burdens on students.
- **Data Reporting:** Describe how your institution will measure the success of the initiatives supported by the grant award. Describe how your institution will track and report to the Higher Education Student Assistance Authority (HESAA) any instances where a CCOG is not awarded to a student with calculated need for CCOG based on the student's income, credit hours enrolled, and unmet need for tuition and approved educational fees after first accounting for all other grant aid for which they are eligible, as well as track and report the reasons that a CCOG was not awarded in such instances. Describe how, for any potentially CCOG-eligible students enrolled at your institution who reside in a county that is not within your institution's geographic service area, will your institution track and report to HESAA the outcomes of your institution's requests to these students' home county colleges for approval or denial of participation in CCOG.
- **Sustainability:** Describe how your institution will use of this additional round of funding to build on the FY19 CCOG planning grant. Describe how your institution will use the additional funding to address challenges and build on successes faced during the pilot of CCOG. Describe how your institution will integrate the activities supported by this grant award into the regular operating procedures of the college at the conclusion of this FY20 grant period.
- **Other:** Identify additional topics or areas of professional development that OSHE could facilitate to benefit the county colleges in serving students supported by this funding. Please share any other relevant information that your institution would like to share in regard to your institution's plans for the FY20 capacity-building grants.

OSHE requests that applicants limit the budget narrative to no more than ten (10) single-spaced pages, exclusive of the data requested in this notice.

Process for Submission and Notification

Completed applications are due to OSHE from eligible institutions no later than 5 pm on September 10, 2019. Upon receipt and approval of the application materials by OSHE, the first payment will be processed. Applications should be sent via email in pdf format to Stefani.Thachik@oshe.nj.gov with the subject line "FY20 CCOG Capacity-Building Grant Application" followed by your institution's name.

An interim report for the capacity-building grants will be due to OSHE no later than December 15, 2019. OSHE will provide a template for the interim report by October 1. Upon receipt and approval of the interim report by OSHE the second payment will be processed.

A final report that details all grant expenditures will be due to OSHE no later than August 1, 2020.

Student data should be submitted to HESAA via secure data transfer, and applicants should email CCOG@hesaa.org for instructions to begin the process for securely transferring data files when appropriate.

The application will be reviewed by the Chief Financial Officer and Director of Policy and Outreach at OSHE. Questions about this notice may be directed to: Stefani Thachik, Director of Policy and Outreach for the Office of the Secretary of Higher Education (Stefani.Thachik@oshe.nj.gov or 609-984-2804).