

Connecticut College Access and Success Program

**2013
Request for
Proposals**

**Proposals Due
Friday, April 12, 2013**



State of Connecticut

**Office of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
www.ctohe.org/MAP**

THE CONNECTICUT COLLEGE ACCESS AND SUCCESS PROGRAM
STATE OF CONNECTICUT
OFFICE OF HIGHER EDUCATION

Program This Request for Proposals provides directions for making application for state funds in compliance with the General Statutes of Connecticut, Volume 3, Title 10a, Chapter 185, Section 10a-11. Minority advancement program.

Purpose The Connecticut College Access and Success Program (ConnCAS) is designed to strengthen minority retention and graduation at Connecticut's colleges and universities. Since its creation in state statute in 1983, ConnCAS has significantly helped Connecticut colleges and universities recruit and enroll more minority students. Currently, the focus has turned to student retention and graduation where minorities continue to lag behind. State funding has supported the strategic initiatives that improve the retention and graduation rate of underrepresented college students.

Eligibility A public or an independent non-profit institution of higher education in the state of Connecticut is eligible to apply for a grant to carry out a ConnCAS initiative.

Submission Proposals are due to the Office of Higher Education no later than 11:59 pm. on April 12, 2013. All proposals, including attachments, must be submitted electronically to jjohnson@ctohe.org. Proposals that do not meet submission requirements will not be accepted.

Funding Since the size of a ConnCAS initiative is not fixed, the amount of a grant is dependent upon the planned size of the target population of eligible participants and the scope of proposed program activities. Final awards will be determined during budget negotiations between the applicant and the Office of Higher Education.

Required Match Grantees are required to provide matching funds, fiscal resources and/or in-kind contributions, totaling at least one-half (50 percent) of the OHE funds requested. An applicant demonstrates its commitment to the ConnCAS Program, in part, through its matching funds and their tangible augmentation of program operations. Matching funds are to be itemized in the applicant's proposed budget and are required to be included on the interim and final expenditure reports.

Grant Award Period The grant award period is four years: July 1, 2013 – August 31, 2017. Those grantees chosen in Year 1 will not be required to participate in another competition through Year 4. 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 ConnCAS programs.

Program Year The ConnCAS program year is July 1 through August 31, annually.

THE CONNECTICUT COLLEGE ACCESS AND SUCCESS PROGRAM
STATE OF CONNECTICUT
OFFICE OF HIGHER EDUCATION

TABLE OF CONTENTS

REQUEST FOR PROPOSAL

BACKGROUND3
ELIGIBLE APPLICANTS3
ELIGIBLE PARTICIPANTS3
PROJECT DESIGN.....4
REQUIRED ACTIVITIES4
PROPOSAL PROCEDURES5
CRITERIA FOR REVIEWING PROPOSALS7
GRANT AWARDS & REPORTING REQUIREMENTS7

APPLICATION INSTRUCTIONS

APPLICATION FOR OFFICE OF HIGHER EDUCATION FUNDS COVER PAGE.....8
EXECUTIVE SUMMARY9
BUDGET SUMMARY10
BUDGET NARRATIVE12
STATEMENT OF ASSURANCES.....13
CONDITIONS OF REQUEST FOR PROPOSALS ACCEPTED BY APPLICANTS.....14

GRANT TIMELINE

Request for Proposals (RFP) Announced	March 1, 2013
Proposal Submission Deadline	April 12, 2013
Grant Award Notification	May 1, 2013
Program Funding Period	July 1, 2013 – August 31, 2014

This Request for Proposals and relevant forms are available at www.ctohe.org/MAP. Questions concerning proposals should be directed to Jacqueline Johnson, Office of Higher Education, 860/947-1827 or jjohnson@ctohe.org.

THE CONNECTICUT COLLEGE ACCESS AND SUCCESS PROGRAM
GENERAL STATUTES OF CONNECTICUT, VOLUME 3, TITLE 10a, CHAPTER 185, SEC. 10a-11

STATE OF CONNECTICUT
OFFICE OF HIGHER EDUCATION

BACKGROUND

The Connecticut College Access and Success (ConnCAS) Program seeks to raise college student achievement by strengthening the efforts of student support services which results in increased retention and graduation rates among minority students. ConnCAS programming helps students on the path toward graduation by providing academic, social and financial support services that help them navigate the college experience and assist them in reaching their academic goals.

ConnCAS is a programmatic component of the Minority Advancement Program (MAP). MAP is the principal strategy of the Office of Higher Education to prepare students for successful entry into college, and to support students in their first years of the college experience resulting in an improved retention and graduation rate of minority students. At this time, the Office of Higher Education (OHE) is particularly interested in establishing/continuing ConnCAS initiatives that will assist eligible students to succeed in programs of study at the associate and baccalaureate level.

ConnCAS programs typically provide their students with one-on-one academic advising and planning, tutoring services, peer mentoring, financial aid counseling and financial literacy education, as well as personal counseling where students may receive counseling on issues such as time and stress management.

ConnCAS grantees are overseen by the Office of Education Opportunity (OEO) within the Office of Higher Education. The programs are required to maintain certain records and file periodic reports in response to accountability procedures established by OEO. Additionally, OEO staff will make periodic site visits as a quality control measure to gauge compliance with program guidelines.

ELIGIBLE APPLICANTS

An individual public or an independent non-profit institution of higher education in the state of Connecticut is eligible to apply for a grant to carry out a ConnCAS initiative.

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. New institutions should submit applications with the understanding that the general practice is to award no more than 50 participant slots for new grantees.

ELIGIBLE PARTICIPANTS

Students from all racial and ethnic backgrounds who meet certain socioeconomic criteria are eligible to participate in a ConnCAS Program. In addition, the student must be a permanent resident of Connecticut. The Office of Higher Education remains committed to increasing the racial and ethnic diversity of the students attending and graduating from the state's institutions of higher education. In so doing, a majority of students participating should be members of underrepresented ethnic groups (e.g. Hispanic, American Indian and Black/African American). Since minority students from middle-class families attend college at rates comparable to non-minorities; ConnCAS programs will continue to focus on students from low-income families.

An individual is eligible to be a student participant in a ConnCAS program if that individual demonstrates each of the following (4) personal characteristics:

1. Is a resident of the State of Connecticut
2. Is admitted to the sponsoring institution as a full-time, first-time student for the fall semester.
3. Has demonstrated academic need.
4. Has demonstrated financial need.

PROJECT DESIGN

Cohort Approach

Clarified Text (3/13/2013): Connecticut College Access and Success Programs must provide services to first-time students for the fall semester. Students will be tracked from point of entry to completion. Retention and graduation rates are key factors in assessing performance of ConnCAS grantees. Grantees must provide participants with a sequence of instructional and supplemental activities appropriate for their collegiate level and academic development. The maximum timeframe for expected completion is a period no longer than 150 percent of the published length of the program (e.g. 4-year institution is a 6 year maximum; 2-year institutions is a 3 year maximum).

REQUIRED ACTIVITIES

4-year Institutions

The required programmatic components are:

a. Summer Bridge Program

A Summer Bridge Program prepares participating students for the challenging transition from high school to college, between high school graduation and matriculation at the university for the fall semester. During the transitional summer, to the fullest extent possible, the institution should immerse participating students in a living/learning experience that provides them with a real “taste for college” – providing them with opportunities to become familiar with the campus, academic expectations and campus resources. The duration of the summer program must be at least five weeks, 25 full days - at least five hours daily - of instructional and ancillary activities. Summer bridge programming must include at least one introductory, credit-bearing college course or a viable alternative to improving students’ academic preparation for college. For instance, in lieu of a credit-bearing course, the sponsoring institution may elect to grant elective credits for successful completion of the Summer Bridge Program. This program component should also provide participating students with instruction in such areas as study skills, organizational skills, communication skills, research skills and any other area deemed necessary by the sponsoring institution(s) for success in college. Additionally, the program should teach students; (1) the self-advocacy skills they will need to navigate through their college experience, (2) how to effectively communicate with faculty and staff members, (3) how to build a support network, and (4) how to identify and mitigate personal behaviors and circumstances that might jeopardize their college success. Appropriately qualified personnel must facilitate the various learning and counseling activities.

b. Freshman Year Experience

A Freshman Year Experience component provides participating students with an array of student supportive services that enhance the likelihood that the students will succeed in their coursework and persist in their college enrollment through graduation. To the extent possible, program activities shall not prevent student participants from full involvement with regular academic and extracurricular activities at the sponsoring institution. Of course, universities already provide all of their students with a wide array of student supportive services and these funds cannot be utilized to supplant such services. However, a program might fashion a proactive student advisement service to meet the specific needs of participating students that would; (1) facilitate the students becoming familiar with the university’s academic and support services and (2) ensure/monitor their utilization of these services. Moreover, research has demonstrated that the more integrative and comprehensive an array of student supportive services, the greater its efficacy in promoting student retention and graduation. Thus, funds could be utilized to pilot the integration of select student support services or the addition of a service that would be new to the campus as long as participating students were the main or sole focus of the innovation.

2-year Institutions

Each institution must design a program that will enroll underrepresented students to participate in an ongoing basis in the ConnCAS Program. All of these activities need to specifically provide services to help retain and graduate student participants. The grant must specify the number of students they will be reaching, how the students will be selected and detailed expectations of the student’s participation in the program. The required programmatic components are:

- a. The program must offer intensive support services to eligible students. This can include mentoring, classes, enrichment activities, academic advising, tutoring, etc. The grant must specifically define these activities and include a timeline and budget for implementing all activities.

- b. The program should include ongoing support services in which the enrolled students can drop in on an as needed basis. This can be designed as a volunteer mentoring component, a work study option or an actual staff person hired to the grant. Details of this must be specifically defined in the grant. This should include specific hours of availability, access to virtual tutoring and mentoring, how tutors and students will be recruited and how this service will be promoted.
- c. The program is encouraged to develop a summer component which may include a residential component, special classes in which students can receive course credit. The grant must specifically define these activities and include the number of students participating, a timeline and budget for implementing all activities.
- d. The program must define the specific number of students that will be participating in the program. The level of participation needs to be clearly stated in the grant.
- e. Selection process for accepting students into the program needs to be defined. It should be based on a “selection criteria” which prioritizes previous ConnCAP students and must ensure that the majority of students enrolled are underrepresented students.
- f. You must include how many events, days or sessions each student must attend and at what point a student will be exited from the program for lack of participation.
- g. Define a plan to recruit and retain all of the student slots. You are expected to retain students in the program from enrollment to graduation. You will be asked to report on the retention of students from Year 1 to graduation. Refilling slots is only allowed in the first year of the program. All participants must be enrolled by September 30, 2013.

Effective Activities

Effective programs hire and retain appropriately qualified staff to provide instruction in pipeline courses and supplemental activities.

Effective programs provide staff with quality relevant professional development to identify current issues and trends that impact college success.

Other allowable services include:

- Tutorial services,
- Academic, career and personal counseling,
- Mentoring,
- Community Service,
- Test preparation,
- Experiential learning and career exploration, and
- Financial aid advising

PROPOSAL PROCEDURES

Proposals are due to the Office of Higher Education no later than 11:59 pm. on April 12, 2013. All proposals must be submitted electronically to jjohnson@ctohe.org. The Office of Higher Education will send an electronic confirmation of submissions; applicants are encouraged to verify receipt by phone or email. Proposals that do not meet submission requirements will not be accepted. Applications submitted via fax or hard copies are not acceptable.

Applications received after the deadline will not be considered, except when noted below. The Office of Higher Education reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on the agency’s website.

The Office of Higher Education may, in its discretion, consider an application received after the deadline, but only if the applicant submits a letter to jjohnson@ctohe.org explaining the extenuating circumstance which caused the delay. The letter must be received no later than 5:00 pm Eastern Time on April 13, 2013. The Office of Higher Education determines whether or not to accept a late application for review on a case-by-case basis.

Applications must adhere to the following format.

- A. **Cover Page & Executive Summary** — Complete the Cover Page and provide a concise executive summary of the project. This summary must be one-page or less. Executive Summaries of all compliant applications will be published on the OHE website following grant award notifications.
- B. **Budget Summary & Narrative** — Provide total funding requirements for each budget category as described in the Budget Narrative. The Budget Narrative must contain a detailed explanation on how costs were derived for each budget category, and describe all contributions. There is no page limit for the Budget Narrative, allowing applicants the opportunity to fully articulate how activities will be funded and costs were computed. Note that reviewers give close attention to the Budget Narrative.
- C. **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.
- **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 middle school or high school underachievers.
 - **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
 - **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.
 - **Don't make assumptions.** Even if you have received ConnCAS funding in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your participants. Avoid overuse of acronyms.
 - **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
 - **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 **25 pages**, numbered, double-spaced and using a 12 point type font and one-inch margins organized by the subsections (1) through (6) which follow.

1) *Demonstrated Need*

- Describe the specific need in your priority local and the degree to which your proposed program is particularly well-suited to address the identified concern.

2) *Goals and Measurable Objectives*

- List each specific goal that will be accomplished by the project, accompanied by measurable objectives for each goal. How will you know when you have succeeded? What would count as success after 1 year, 2 years, etc.? The objectives should explain what will be different by the program's end date.

3) *Project Activities*

- Describe the plan for identifying, recruiting, and selecting participants to be served by the program.
- Detail the plan for assessing individual participant needs and for monitoring the academic progress of participants while they are in the ConnCAS program.
- 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.
- Outline the curriculum, services and activities that are planned for participants in both the academic year and summer components and the planned timelines for accomplishing critical elements of the program.

- 4) *Institutional Commitment to Proposed Program & Management*
 - Show how the institution is committed to supplementing the program with resources that will enhance the program such as direct financial support, space, furniture, equipment, supplies, and the time and effort of personnel engaged in program functions other than those employed in the program.
 - Describe the strategy to inform faculty, staff members and students of the program's objectives and strategy to engage faculty, staff members and students in the achievement of the program objectives.
- 5) *Community Involvement and Support of Proposed Program*
 - Discuss any written commitments of support from schools, other educational institutions, community-based organizations and businesses, including the commitment of resources that will enhance the program such as financial support, space, furniture, equipment, supplies, and the time and effort of personnel engaged in program functions.
- 6) *Evaluation Plan*
 - Describe an evaluation plan for the program to include both quantitative and qualitative evaluation measures which examines in specific and measurable ways the success of the program in making progress toward achieving its process and outcomes objectives; and provides feedback to an internal process for program modification and improvement.

CRITERIA FOR REVIEWING PROPOSALS

A review panel comprised of qualified professionals and professional organizations within and outside of the Office of Higher Education who is familiar with effective pre-college access programs will evaluate eligible proposals based on the categories of review below. Reviewer ratings and comments will serve as a significant, but not the only, aspect of final award selection made by the Office of Higher Education.

Review Criteria Categories

1. Demonstrated Need (10 points)
2. Goals and Measurable Objectives (20 points)
3. Project Activities (25 points)
4. Institutional Commitment to Proposed Program & Management (10 points)
5. Community Involvement and Support of Proposed Program (10 points)
6. Evaluation Plan (10 points)
7. Proposed Budget and Budget Adequacy (15 points)

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

GRANT AWARDS & REPORTING REQUIREMENTS

Following final program and budget negotiations, grants will be issued to each successful project after a signed agreement on the terms of the award has been received by the Office of Higher Education. Terms of the award include completion of contract compliance forms. Grantees will receive 50 percent of their awards at the start of the program, 30 percent upon receipt and review of all interim reports and the remaining amount awarded in May 2014.

Successful applicants are required to submit a six-month interim and end-of-year final narrative, data and financial report.

APPLICATION FOR OFFICE OF HIGHER EDUCATION FUNDS COVER PAGE

Connecticut College Access and Success Program (ConnCAS)

APPLICANT INFORMATION

Institution Name:	NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION <i>(give area code)</i>
ADDRESS <i>(give street address, city, county, state and zip code)</i> :	
STREET STREET CITY/TOWN:	
Number of Participants in Cohort:	NAME: TELEPHONE NUMBER: E-MAIL ADDRESS:

Number of Participants in Cohort:	Type of Applicant: <i>(check letter A, B or C)</i> A. Connecticut Community College <input type="checkbox"/> B. Connecticut State University <input type="checkbox"/> C. Independent Non-Profit Institution <input type="checkbox"/>
-----------------------------------	--

DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
--	--

PROPOSED SUMMER INSTRUCTIONAL COMPONENT:
 Start Date:
 Ending Date:

PROPOSED ACADEMIC YEAR COMPONENT:
 Start Date:
 Ending Date:

ESTIMATED FUNDING	
STATE	\$
APPLICANT	
<i>CASH</i>	\$
IN-KIND	\$
TOTAL	\$

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE FUNDING IS AWARDED.

TYPED NAME OF AUTHORIZED REPRESENTATIVE:
TITLE:
SIGNATURE OF AUTHORIZED REPRESENTATIVE:
DATE SIGNED:

EXECUTIVE SUMMARY

Please provide a one-paragraph executive summary of your proposed program. This summary must be one-page or less. Be sure to include the following:

- Proposed Number of Student Participants for the Cohort
- Brief description of Summer Bridge Component and Academic Year Component
- Anticipated Outcome of the Program at the End of the Project

2013 Connecticut College Access and Success Program

BUDGET SUMMARY

(round cents to the nearest dollar)

INSTITUTION _____

BUDGET CATEGORY¹			
A. SALARIES AND WAGES	OHE AMOUNT	GRANTEE CASH	GRANTEE IN-KIND
1. ADMINISTRATIVE			
2. INSTRUCTIONAL			
3. CLERICAL			
SUBTOTAL	0	0	0
B. FRINGE BENEFITS (FULL-TIME STAFF ONLY)	OHE AMOUNT	GRANTEE CASH	GRANTEE IN-KIND
1. ADMINISTRATIVE			
2. INSTRUCTIONAL			
3. CLERICAL			
SUBTOTAL	0	0	0
C. STUDENT TRAVEL (SPECIFY)	OHE AMOUNT	GRANTEE CASH	GRANTEE IN-KIND
SUBTOTAL	0	0	0
D. INSTRUCTIONAL MATERIAL AND SUPPLIES (SPECIFY)	OHE AMOUNT	GRANTEE CASH	GRANTEE IN-KIND
SUBTOTAL	0	0	0

E. STUDENT MEALS (SPECIFY)	OHE AMOUNT	GRANTEE CASH	GRANTEE IN-KIND
SUBTOTAL	0	0	0
F. OTHER COSTS (SPECIFY)	OHE AMOUNT	GRANTEE CASH	GRANTEE IN-KIND
SUBTOTAL	0	0	0
TOTAL DIRECT COSTS	0	0	0
G. INDIRECT COSTS, OPTIONAL²			0
	OHE	GRANTEE³	TOTAL COSTS
TOTAL COSTS	0	0	0
PERCENTAGE⁴			

¹Budget Category. See Budget Narrative information on next page.

²Indirect Costs, Optional. Limit to no more than 8% of the Total Direct Costs.

³Grantee. Grantee amount is calculated by adding the Total Direct Costs of the Grantee Cash amount plus the Total Direct Costs of the Grantee In-Kind amount. (Grantee Cash + Grantee In-Kind = Grantee)

⁴Percentage. Calculate the OHE percentage by dividing the Total Costs of the OHE amount by the sum costs of the OHE amount and the Grantee amount. Calculate the Grantee percentage by dividing the Total Costs of the Grantee amount by the sum costs of the OHE amount and the Grantee amount. $OHE\ Total\ Costs / (OHE\ Total\ Costs + Grantee\ Total\ Costs) = OHE\ Percentage$. $Grantee\ Total\ Costs / (OHE\ Total\ Costs + Grantee\ Total\ Costs) = Grantee\ Percentage$

BUDGET NARRATIVE

A. Salaries and Wages

Please list each staff position title and provide a position description, salary, and percentage of effort devoted to this award. Explain all salary requests by position and how salary requests were calculated. Staff salaries should be prorated for the period/percentage of time committed to the project, and be portrayed **on an hourly rate basis**. Be specific.

B. Fringe Benefits

Fringe Benefits may be applied to full-time staff only. Identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the salaries and wages budget line item. Uncommon or exceptionally high-cost benefits should be itemized.

C. Student Travel

Describe the purpose for which students will travel in-state. Provide a calculation to include costs for transportation, lodging, per diem, and other travel related expenses. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Mileage allowances may not exceed **56.5 cents per mile**.

D. Instructional Material and Supplies

Identify all items necessary during the project such as books, software, instructional tools, laboratory supplies, including equipment that does not fit the definition below.

Equipment: Purchases of equipment are limited to 10% of the total state funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment

E. Student Meals

Include the costs associated with providing student meals. Please itemize by the summer instructional component and the academic year component. Provide a calculation to include costs for meals, per diem, and other related expenses multiplied by the number of proposed students for each component.

F. Other Costs

Enter any other costs essential to the conduct of the proposed program. Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. Allowable costs in this budget category should also include when applicable:

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for project staff, and are not part of the organization's indirect cost/admin cost allocation pool.
- Campus activity fees for participating students during the summer instructional component, if participants have access to all campus facilities.
- Medical insurance and health service fees for participants during the summer instructional component.
- Accident insurance for coverage of participants during a program activity.

G. Indirect Costs

Indirect costs reflect general administration and overhead that cannot easily be charged as direct program costs of the program or activities they benefit, and that are borne as a result of activities it charges as direct costs. You may charge no more than 8% of the Total Direct Costs.

2013 Connecticut College Access and Success Program

STATEMENT OF ASSURANCES

The following (Items A – P) will be made a part of award documents resulting from this Request for Proposals.

- A. The Institution has the necessary legal authority to apply for and receive monies provided by this grant.
- B. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant.
- C. The program will operate in compliance with all applicable Connecticut state laws, regulations, policies and administrative directive provided in the current *Program Guidelines for the Connecticut College Access and Success Program (ConnCAS)*.
- D. Any funds received under this grant will not be used to supplant funds normally budgeted by the agency for programs or services of the same type. Specifically, the applicant will use these funds to provide new or additional services, equipment or materials, not to defray costs to maintain current levels of service. Services or expenses underwritten under this agreement must reflect only allowable costs described in the current *Program Guidelines for the Connecticut College Access and Success Program (ConnCAS)*.
- E. The Institution understands that the ConnCAS program is based on a four year grant (July 1, 2013 through August 31, 2017). Program funding is provided annually, contingent upon the grantee's satisfactory completion of applicable program requirements from prior year(s). Future funding under a four year grant period is subject to proposal review and legislative appropriation. There is no guarantee that the current funding level can be sustained in the future.
- F. Narrative progress reports, data and expenditure reports will be submitted to the Office of Higher Education by the dates and in the formats specified by the Office.
- G. Payments will be made in accordance with instructions from the Office of Higher Education. Monies from this grant must be used only for costs which are committed between July 1, 2013 and August 31, 2014 per approved budgets. All goods and services paid for utilizing grant funds must be received within the program year.
- H. The Institution agrees to provide matching funds equivalent to at least one third (50%) of the OHE Total Costs.
- I. All funds advanced to the Institution that are not expended for activities under this grant by August 31, 2014 shall be returned to the Office of Higher Education no later than 60 days after the Office of Higher Education initiates the refund process.
- J. The Institution must obtain the written approval of the Office of Higher Education prior to any modification of the program budget which deviates by 10 percent or more from an approved, grant-funded, budget category (note that the total grant award cannot be increased). The Office of Higher Education reserves the right not to reimburse the Institution for expenses which have not been approved.
- K. The Institution agrees to maintain program and financial records relating to this grant for a period of three years from the program ending date, and gives the Office of Higher Education or the State Auditors, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
- L. In all publications, press releases and other documents describing this program, the applicant will cite the support of the "Connecticut College Access and Success Program, Office of Higher Education".
- M. The applicant agrees to provide the Office of Higher Education with other reasonable request for information, if necessary.
- N. The Institution agrees that it will not start a summer or academic year component without a participant complement of at least ninety (90) percent of the approved program level. The Office of Higher Education upon written request may grant a single exception to this provision. Such a request must stipulate unavoidable, extenuating circumstances. Violation of this

provision by the Institution will result in forfeiture of the entire grant and its institutional right to seek ConnCAS funding in the near future.

- O. Failure to comply with these assurances or reporting requirements may be cause for termination or non-renewal of this agreement and may result in the return of program funds to the Office of Higher Education.
- P. The Office of Higher Education reserves the right to reduce the agreed amount of the funding under this Agreement at any time in the event that: (1) the funds allocated by the General Assembly for the ConnCAS program are not sufficient to meet the total aggregate funding requirements of the program, or (2) the governor, the General Assembly, or the Office of Policy and Management rescinds, reallocates, or in any way reduces the total amount budgeted for the operation of the ConnCAS Program during the year for which such funds are withheld.

CONDITIONS OF REQUEST FOR PROPOSALS ACCEPTED BY APPLICANTS

1. Acceptance or Rejection by the State

The State reserves the right to accept or reject any or all proposals submitted for consideration.

2. Grant Agreement

Institutions selected for an award will enter into a Grant Agreement with the State to implement the grant project. The Grant Agreement is a standard form developed by the State and is in conformance with the statutory requirements of the State of Connecticut.

3. Ownership of Proposals

All proposals in response to this Request for Proposals are to be the sole property of the State, and subject to the provisions of Section 19 of the Connecticut State Statutes (re: Freedom of Information).

4. Amending or Cancelling Requests

The State reserves the right to amend or cancel this Request for Proposals prior to the due date and time, if it is in the best interest of the agency and the State.

5. State's Clerical Errors in Awards

The State reserves the right to correct inaccurate awards resulting from its clerical errors.

6. Changes to Proposal

No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the agency may be required at the institution's expense.