



RFA: Umoja Program Funds Application Guidelines

Funds Application Title: Umoja Program
Funding Source: Prop 98 Funds
Funding Performance Period: Spring, 2020 through June, 2021
Award Amount:

Allocations will be based on Umoja principles, individual college need, and funding available to be distributed to successful programs. The intent of the funds is to augment the Umoja Program and not to reduce the district funding allocations for Umoja.

The grant application must be submitted electronically in a single PDF via e-mail to the Umoja Office by **5:00 p.m.** on February 14, 2020. Applications will be submitted by Regional Coordinators after they have been reviewed and endorsed. Please consult your Regional Coordinator for their internal submission deadline.

BACKGROUND

Request for Application (RFA) for Umoja Program funding is authorized by California State Budget Act of 2018, SEC. 2.00, 16. (d), No less than \$2,500,000 is for the Umoja program.

RFA: Umoja Program Funds Application Guidelines present specifications that are concerned with the support and expansion of Umoja programs, to increase postsecondary educational success rate for Umoja program students, with an emphasis on African American students.

Statistically students of African-American descent as well as students from low-income families, and other underserved categories, complete associate's degree programs and transfer to four-year degree programs at significantly lower rates than their peers. The intent of the legislation is to facilitate the expansion of Umoja Programs to improve completion rates of certificates, degrees, and transfers to four-year colleges, for students who are part of the Umoja Programs in California Community Colleges. These funds may only be used to support existing and future community college Umoja programs.

Successful applicants should be ready to implement the requirements of the provided specifications as soon as the funds are available. Colleges must assure a long-term commitment to the success of these projects.

One of the outcomes of this grant funding is to expand the number of students participating in Umoja Programs and increase the success rates in completing a post-secondary education for said students. Hence, colleges are requested and expected to expand or maintain prior year enrollment commitments.

Goal of the Projects

The goals of these projects over the grant funding performance period are, at a minimum, to provide direct services to students that increase positive activities that promote student success and student professional development and increase and sustain enrollment of students in the Umoja programs at California community colleges.

Required Uses of the Funds

California State Budget Act of 2018, SEC. 2.00, 16. (d), authorized no less than \$2,500,000 for the Umoja program. The budget provides a new \$2.5 million ongoing state appropriation for the Umoja program, which seeks to close achievement gaps by promoting awareness of African-American culture. Existing Umoja Programs already are expanding their student base, while working with limited funding. These additional funds will help promote Umoja student's educational and leadership development. The intent of the funds is to augment the Umoja Program and not to supplant or reduce the district funding allocations for Umoja.

These funds may be used for direct support services to provide support to students enrolled in Umoja Programs to increase the scholastic retention and degree/certificate completion. Supportive services can include, but are not necessarily limited to, campus acclimation, activities to support increased retention, tutoring and mentoring, and resources to support Umoja student success. In order to qualify for these funds, a community college Umoja program shall commit to expand and foster a comprehensive program to support Umoja enrolled students. **Note: These funds cannot be used for faculty and staff reassigned time, stipend, lodging, registration, etc.**

Category for Which Funding is Available

Specification Number	Specification Title	Number of Grants Available	Funds Available	Term of Grant
19-XXXX	Umoja Affiliated Programs	62	\$1.0 million	
Distribution		62		Distributed as follows: <ul style="list-style-type: none">• February 2020• March 2020• All colleges must submit an RFA to receive funds.

NEED

A. Purpose

The Umoja Program assists in the academic, personal, and professional development of each student introduced to the Umoja community. The programs purpose is to provide navigational, social, cultural and material capital to Umoja students in support of increasing the success, retention, persistence, and transfer rates of Umoja students at every intersection. First generation, reentry, foster and low-income students (etc.) tend to face many barriers that keep them from successfully navigating postsecondary educational systems. Umoja programs serve as a response for addressing California's critical need to increase the scholastic achievements of underserved student populations with an emphasis on African-American students.

B. Completion of Needs Statement

Demonstrate the need for your project by briefly describing your campus needs to increase success for the Umoja student and describe how the funding would enhance student success. The following are provided as guiding questions to formulate your needs.

1. What is the capacity at your school for enrolling candidates for the Umoja Program? In your answer, state the number of students currently in the program, how many additional students you think you can enroll in the first semester/first year of the program.
2. Are you able to market to high school students prior to them registering at the community college?
3. What is needed to market to newly registered African American students, or other underserved students.

RESPONSE TO NEED (*Justification for Funding*)

Umoja Programs provide support and leadership development for the students and staff. The funds provided must be used to increase the Umoja Program capacity and to provide increased support services to improve student persistence, retention, completion, and transfer for students with the emphasis on African American students.

Provide brief responses to the requested information.

1. Describe how the college's Umoja Program supports student success identified in the Need Section above.
2. Describe the college's Umoja Program efforts to improve persistence, retention, completion, and transfer of Umoja students.

WORKPLAN

The Application Workplan and Performance Indicators is a layout form designed to graphically display five critical areas of a project workplan. The five components of this form are:

- Objectives (use one Workplan form per objective)
- Goals
- Measurable Outcomes
- Responsible Person(s)
- Timeline

Objectives

Review the Workplan provided. Your project must fit within at least one category below or be in alignment with the California Community College Chancellor's Office [Vision for Success](#). Objectives and Goals are to be conducted and outcomes achieved during the period of performance of the grant, January 1, 2020, through December 31, 2020.

Write each objective in the column. These program objectives identify the major milestones of the project and what has to be done in order to make the project a success. State objectives in performance terms in a clear and concise manner.

Minimum Required Objectives

Your project must fit within at least one category below or be in alignment with the California Community College Chancellor's Office [Vision for Success](#).

1. Student Leadership and Student Success (e.g., attendance at conferences, symposia, other events).
2. Persistence/Retention (e.g., retreats, personal development workshop, Umoja events to build community, campus engagement workshops, intrusive progress reports).
3. Course Completion (e.g., tutoring, mentoring, study hall, focused supplement workshops/instruction).
4. Transfer (e.g., university tours, scholarship search workshops).
5. Workforce preparation (e.g., resume prep workshops, dress for success, flash drives for file storage, tools, exams/tests, events, transportation).

Goals:

Please cite goals outlined in the Workplan that will be used to accomplish project objectives listed in the Objectives Section. Where indicated in the Workplan, fill in the blank areas with information pertinent to the college's program.

List each major goal/activity associated with an objective. Ideally this column should contain between four to seven (4-7) goals/activities. Write in a decimal

format. The whole number should refer to the number of the objective, the number behind the decimal point should refer to the number of the goal. Goal 2.3 refers to the third goal/activity in objective number two, write in chronological sequence.

For example: **Objective 2:** Workforce Development – Umoja students participate in workforce preparation activities by December 2020:

Goals:

Provide a professional development series for students once per semester that will:

- (2.1) Provide professional development workshops for students
- (2.2) Have students explore personal and professional strengths and career goals
- (2.3) Conduct Mock-Interviews for students
- (2.4) Provide professional attire to students

Measurable Outcomes

Each objective and subsequent goals must have measurable outcomes in order to promote expansive cultural and postsecondary educational development.

List each expected outcome anticipated to be the end result of your stated goals. Also how these outcomes will be used to determine the success or failure of your objectives and stated goals.

For example: **Objective 2:** Workforce Development – Umoja students participate in workforce preparation activities by December 2020:

Measurable Outcomes:

- (2.1a) Track number of students at each workshop using sign-in sheets. Sign in sheets will include student name, contact information, current year and major. Sign-In sheet data will be transferred to an Excel file.
- (2.1b) Conduct at least one focus group, student interviews, student surveys, etc., at the end of the series. Students will express what they have learned and its impact personally, professionally and academically.
- (2.2a) Have students complete “Myers Briggs” and “Strengths Quest” assessments. Track students’ progress and completion with strengths and career assessments. Collect and combine the data.
- (2.2b) Conduct at least one focus group with students at the end of the series. Students will express what they have learned and its impact personally, professionally and academically
- (2.3) Each student will receive a written evaluation of their interview skills along with areas for growth. These evaluations will be combined and stored for future use (data).
- (2.4) Track the number of students provided with professional attire.

The example above is only one way to measure goals as expressed. Outcomes will look different depending on the objective and subsequent goals expressed. Other

outcomes could be as follows:

1. The number of additional Umoja students enrolled in the spring and fall semester of 2020.
2. The number of additional Umoja students to be enrolled in the spring semester of 2020.
3. Current number of Umoja students continuing program to completion.
4. The number of Umoja students currently completing scheduled semester class loads.
5. Number of Umoja students attending conferences and or regional symposiums for leadership development.
6. Number of Umoja students who participated in four-year college tours.
7. Number of campus events that promote activities for Umoja students.
8. Number of Umoja students participating in village team meetings and or porch talks.
9. Number of solutions for transportation problems for Umoja students.
10. Evaluation of the effectiveness of specific pre-entry plans, including instructional and campus support service reviewed and modifications developed is necessary.
11. Number of support services interns of peer mentoring and tutoring are provided to students.
12. Data collected and reported to Chancellor's Office in a timely manner.

Timeline

Identify the start date and the ending date for each activity listed. Example: 12/15/00 to 3/7/01.

Responsible person(s)

Identify by position, the personnel responsible for the completion of each activity listed.

APPLICATION BUDGET DETAIL SHEET

The workplan directly relates to the funds being requested. Use the Application Budget Detail Sheet to outline funds requested to accomplish the stated goals. Use the following format to complete this page.

1. State the Expenditure series of the item (see below for example).
2. Use the reference number from the Workplan that relates to this expenditure. For example: 2.1a
3. Provide a brief Item Description to include actual materials being purchased, contractors being used, travel being booked, etc. This should be in list form and descriptive enough to justify requested amount.
4. Requested Funds should be a sum of costs associated with that item. This is a projection and can be rounded.
5. Provide a summation of all requested funds in the "Total Requested Funds" section. This will be the grant application total.

FORMAT EXAMPLE ONLY

APPLICATION BUDGET DETAIL SHEET

Program Year: _____

Source of Funds: _____

Expenditure Series	Workplan Goal Reference Number	Item Description	Requested Funds
		The following are examples of the types of costs associated with each objective.	
2000	2.1a	Instructional Aides' Salaries (Regular, Full-time) <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
4000	1 .3	Supplies and Materials <i>List type and costs</i> For example: Marketing materials (t-shirts, brochures, food for village, etc).	
5000	4.3	Other Operating Expenses and Services <i>List type and costs, including travel and per diem</i> Subcontractors <i>Name (daily/hourly rate)</i> <i>Identify specific service to be rendered</i> For example: Gas cards, hotel room stipends, book vouchers, cultural relevant workshops and shows, conference attendance, HBCU tours, etc.	
		Total Requested Program Funds:	

Application Budget Summary:

Matching Campus Funds and Other Funding (dollars that are not Umoja provided) are required to be submitted and should be entered into the Application Budget Summary. Additionally, when entering dollar amounts into the Application Budget Summary, round off to the nearest dollar and do not type cents.

1. Enter description of expenditures specifically related to the series.
2. Enter amount received from College Matching Funds or Other Funds as they correspond to each expenditure within the series.
3. Enter the total amount of funds from each funding source.

PROGRAM CAMPUS COORDINATOR RESPONSIBILITY

A. Program Campus Coordinator/Co-Coordinator

Identify an individual(s) who will:

- Implement the everyday work of the project and the grant objectives;
- Develop budget expenditures and allocate resources to the project;
- Serve as the primary contact for disseminating appropriate information and hold final responsibility for all compliance activities related to the grant, including the quality and integrity of the data reported; and
- Serve as the primary contact identified for all correspondence sent from the Umoja Office, Fiscal Agent, or Chancellor's Office.
- Complete and submit program assessments and any other necessary program updates/progress reports.
- Umoja Programs will be required to collect and report data to the Chancellor's Office MIS and the Umoja CRM as required.

REPORTING REQUIREMENTS

Grantees must have the capability to report project and expenditures data to the state in a timely, thorough, and accurate manner. Grantees will report expenditures and provide a progress report to the Umoja Office no later than 30 days after the semester. If there are activities in summer, this information needs to be reported with fall data. A Final Report Narrative and a Final Report of Expenditures will be required each year.

Application Budget Forms

Program funds are for direct services to the students.

The budget considers the entire application in terms of the RFA: Umoja Program Funds Application specifications, its cohesiveness, and its viability. The budget demonstrates that the project is realistically planned and is reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding as long as the request does not exceed the maximum amount allowable or the amount originally

requested. The application must follow the guidelines and procedures for the budget described in the Instructions.

All applicants must complete the Application Budget Summary and the Application Budget Detail Sheet. The district/college Chief Business Officer's signature is required on the Application Budget Summary. To substantiate the Application Budget Summary, submit Application Budget Detail Sheet. Application Budget Detail Sheet lists the cost breakdown of each budget classification amount requested.

Fiscal Year Budgets

For purposes of the Umoja Program, funding for these projects normally starts January 1 and ends December 31. Projects will start January 1, 2020. Funds must be either expended or encumbered (i.e., committed to an account payable) by the end of each annual performance period as specified in the grant agreement. Grantees must notify the Umoja Office if funds cannot be spent or encumbered by the end of the performance period. An amendment to the grant may be required. If the grantee does not notify the Umoja Office, unencumbered funds will be recovered. The performance period and term of the individual grant will be on the grant agreement face sheet signed by all of the parties to the agreement.

If the State Budget process is substantially delayed, performance timelines will be adjusted. Funding for these projects depends on the availability of funds at the state and federal levels. If sufficient funds are not appropriated for the program, the grant shall have no force and effect. In this event, the Umoja Office shall have no liability to pay any funds whatsoever to Grantee or to furnish any consideration under this grant and Grantee shall not be obligated to perform any provisions of the grant.

Travel

District travel and reimbursement policies apply for travel (Object 5000). Only travel necessary to implement the project will be funded under this grant. List the purpose of travel and estimated costs. If out-of-state travel is anticipated, it must be identified as a separate line item in the application budget detail for approval by the project monitor.

Use of Funds

The table below identifies some allowable and not allowable expenditures of grant funds. *Note: this table is not all-inclusive or exclusive of grant expenditures.

Allowable	Not Allowed
Purchase books for lending library, statistics calculators, tablets, and /or computers.	Alcohol
Mentoring and tutoring - supplement (not Supplant) (e.g., supplemental instructors/instructional assistance, academic support coaches)	Instructional Salaries
Travel for Umoja students to participate in "in-state" four-year institution campus	Faculty, staff, or chaperone travel.

visits or tours to HBCU Transfer Partner Schools.	
Development of activities for acclimating new Umoja students to campus life.	Supplanting - such as proportional charges to Umoja Program for required data entries. College/site provided office supplies and materials.
Cover costs for transportation and lodging for Umoja Conferences and Symposiums.	Out-of-country travel.
Gift/Cash cards (no cash grants) for economically disadvantaged Umoja students after exhausting all Financial Aid Services for: Gas Groceries Clothing	No cash disbursements to students and or employees.
Snack bar with healthy foods for Umoja students after exhausting all Financial Aid Services.	
Public transportation assistance for economically disadvantaged Umoja students after exhausting all Financial Aid Services.	
Cultural relevant activities and performances such as Black Graduation.	
Remediation materials or coursework development and implementation.	
Marketing materials to promote Umoja Program for on/off campus activities.	
Program Keynotes (up to \$1,500), Workshop Facilitators, Presenters etc.	

STATEMENTS OF ASSURANCES

Statements of Assurances must be signed by the Chief Executive Officer (or Authorized Designee).

TERMS AND CONDITIONS

The grant agreement for funded projects will include this RFA Specification, grant application, all forms, and the Legal Terms and Conditions contained in Articles I and II. Successful applicants must retain copies of all documents for future reference for at least three years after the project's financial statements have been closed.

RECOMMENDATIONS REGARDING FUNDING ACCOUNT:

Funds can be deposited in foundation account, business account, department account, or any other account supporting the college. We highly recommend that you identify an

account in which the Umoja Coordinator controls the expenditures. We also recommend that you explore the administrative costs associated with any of these accounts to ensure that the funds received from this RFA are provided for direct student services.