

# Connecticut Collegiate Awareness and Preparation 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](http://www.ctohe.org/MAP)**

THE CONNECTICUT COLLEGIATE AWARENESS AND PREPARATION PROGRAM  
**STATE OF CONNECTICUT**  
**OFFICE OF HIGHER EDUCATION**

<b>Program</b>	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-11a: Connecticut collegiate awareness and preparation program (ConnCAP).
<b>Purpose</b>	To support programs implemented by Connecticut institutions of higher education to develop linkages with public school systems for the purpose of providing motivation and skills development for middle school or high school underachievers.
<b>Eligibility</b>	An individual institution or a consortium of institutions of higher education in the state of Connecticut is eligible to apply for a grant to carry out a ConnCAP initiative. Both public and independent non-profit institutions of higher education are eligible.
<b>Submission</b>	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 <a href="mailto:jjohnson@ctohe.org">jjohnson@ctohe.org</a> . Proposals that do not meet submission requirements will not be accepted.
<b>Funding</b>	Since the size of a ConnCAP 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.
<b>Required Match</b>	Grantees are required to provide matching funds, fiscal resources and/or in-kind contributions, totaling at least one-third (33 percent) of the ConnCAP grant. An applicant demonstrates its commitment to the ConnCAP 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.
<b>Grant Award Period</b>	The grant award period is four years: July 1, 2013 – June 30, 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 ConnCAP programs.
<b>Program Year</b>	The ConnCAP program year is July 1 through June 30 to coincide with the state's fiscal year.

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**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 – June 30, 2014

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

THE CONNECTICUT COLLEGIATE AWARENESS AND PREPARATION PROGRAM  
GENERAL STATUTES OF CONNECTICUT, VOLUME 3, TITLE 10a, CHAPTER 185, SEC. 10a-11a  
STATE OF CONNECTICUT  
OFFICE OF HIGHER EDUCATION

**BACKGROUND**

The Connecticut Collegiate Awareness and Preparation Program (ConnCAP) seeks to in eligible student participants the skills and motivation necessary to (1) complete a program of secondary education, and to (2) matriculate and succeed in a program of postsecondary education.

ConnCAP is a programmatic component of the Minority Advancement Program (MAP). It is the principal strategy of the Office of Higher Education to develop linkages with public school systems targeted by the office for the purpose of providing motivation and skills development for middle school or high school underachievers so that they become prepared to successfully acquire a college education. An underachiever is also defined as someone unlikely to achieve his or her academic potential without programmatic intervention due to circumstances other than his or her current level of academic achievement. In addition to being underachievers, eligible ConnCAP students are from low-income families and/or households.

ConnCAP programs provide their students with an intensive six-week summer program which features enrichment instruction in courses within a core curriculum of English, Mathematics, Natural Science, Social Sciences and Foreign Languages. Supplemental activities of summer programming might include study skills, life skills, research skills and cultural activities. During the students' academic school year, ConnCAP programs characteristically provide them with tutorial assistance, counseling, test preparation and career explorations. Special assistance is usually provided to senior students and their parents/guardian regarding the college application and financial aid application procedures.

At this time, the Office of Higher Education (OHE) is especially desirous of establishing/continuing ConnCAP initiatives that will assist eligible students to enter and succeed in programs of study at the baccalaureate level. The OHE is particularly concerned with the lagging high school graduation rates among Hispanic (64.2%), American Indian (72.5%) and Black/African American (71.2%) students versus their White counterparts (89.4%). In addition to providing programmatic services to eligible students, the OHE desires ConnCAP projects that provide additional community-based services to augment students' cognitive and affective preparation for the successful attainment of higher education.

ConnCAP grantees are overseen by the Office of Education Opportunity (OEO) within the Office of Higher Education. ConnCAP 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 institution or a consortium of institutions of higher education in the state of Connecticut is eligible to apply for a grant to carry out a ConnCAP initiative. Both public and private higher education institutions are eligible.

**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 ConnCAP Program. 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. Since, minority students from middle-class families attend college at rates comparable to non-minorities; ConnCAP programs will focus on students from low-income families. Subsequently, the ConnCAP program targets those communities with significant populations of low-income students and places a special emphasis upon the participation of students from Hispanic, American Indian and Black/African American backgrounds.

An individual is eligible to participate in a ConnCAP program if that individual meets each of the following (5) criteria:

1. Is a resident of the state of Connecticut.
2. Attends a public secondary school within a priority school district area upon admission to the program. The priority school districts are deemed as those localities which have at least 33 percent of students eligible for free or reduced-price lunch.

At this time, the thirty-three (33) school districts meeting these criteria are:

Ansonia	New Britain
Bloomfield	New Haven
Bridgeport	New London
Bristol	Norwalk
Danbury	Norwich
Derby	Plainfield
East Hartford	Putnam
East Haven	Sprague
East Windsor	Stamford
Groton	Stratford
Hamden	Torrington
Hartford	Vernon
Killingly	Waterbury
Manchester	West Haven
Meriden	Winchester
Middletown	Windham
Naugatuck	

3. Is enrolled in at least the sixth grade upon admission to the program. Students enrolled in the tenth grade or greater are not eligible.
4. Is judged to be an academic underachiever or unlikely to achieve their full academic potential.
  - a) an underachiever according to test scores, grades and/or teacher assessment, but has demonstrated:
    - the potential to be successful in obtaining a college education, and
    - the need for guidance, encouragement and/or further academic preparation in order to achieve a college education.
  - b) unlikely to achieve his or her academic potential without programmatic intervention due to circumstances other than his or her current level of academic achievement.

5. Is from a low-income family as defined as one with a taxable income that does not exceed 200 percent of the federal poverty level in the calendar year preceding the year in which the student is initially enrolled in a ConnCAP program.

## **PROJECT DESIGN**

### *Cohort Approach*

Connecticut Collegiate Awareness and Preparation programs must provide services to at least one grade level of students, beginning no later than 9th grade, in a participating school district in which at least 33 percent of the students enrolled are eligible for free or reduced-price lunch. Grantees must provide participants with a sequence of instructional and supplemental activities appropriate for their grade level and their cognitive and affective development.

## **REQUIRED ACTIVITIES**

Grantees must provide participants with a summer instructional component designed to enhance the likelihood that the participants will graduate from high school and enter a postsecondary institution adequately prepared to successfully attain a college education. The summer instructional component must be at least six weeks in length. Ordinarily each week must consist of five full days of instructional and supplemental activities.

Grantee must provide participants with an academic year component to coincide with the schedule of the participants' secondary school(s). The grantee must provide participating students with academic and supplemental activities for a minimum of thirty weeks during the school year.

No ConnCAP program shall initiate a summer or academic year component without a participant complement of at least ninety (90) percent of the approved program level. Exceptions to this stipulation are allowed for program start-up. Newly established programs shall have nine months to become fully operational.

### *Effective Activities*

Effective programs provide eligible participants with rigorous developmentally appropriate pipeline courses in the following subject areas: English, Math, Natural Sciences, Social Sciences and Foreign Language. Algebra, geometry, calculus, biology, chemistry and physics are important elements of effective pre-college access programs.

Effective programs provide eligible participants with academic support to aid in mastering pipeline courses. Courses and workshops in study skills and test preparation provide additional opportunities to gain knowledge and strategies necessary to improve performance on achievement tests.

Effective programs provide a wide array of services to develop well rounded eligible participants. These services may provide social and cultural involvement with other shareholders. Mentoring, community service, leadership projects and service learning may be possible options if applicable for the service area.

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 pre-college access programs.

Other allowable services include:

- Tutorial services,
- Academic, career and personal counseling,
- Exposure to cultural activities and events,
- Mentoring,
- Community Service,
- Test preparation,
- Experiential learning and career exploration, and
- Assistance with the college application and financial aid application processes

## PROPOSAL PROCEDURES

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](mailto:jjohnson@ctohe.org). The Office of Higher Education will send an electronic confirmation of submission; 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](mailto: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 ConnCAP 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 ConnCAP 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.
- Provide plan to assist participants and their parent(s)/guardian(s) with the college selection, college application and financial aid application procedures and the relevant decision-making processes.

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. The minimal level of in-kind contributions to program operations is 33% of the ConnCAP grant.
- 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.
- Outline a strategy to work with participants' parent(s)/guardian(s) and others to achieve program objectives.

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 a six-month interim and end-of-year final narrative , data and financial reports.

# APPLICATION FOR OFFICE OF HIGHER EDUCATION FUNDS COVER PAGE

## Connecticut Collegiate Awareness and Preparation Program (ConnCAP)

**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:	
NAME:	TELEPHONE NUMBER:
E-MAIL ADDRESS:	

<p><b>Number of Participants in Cohort:</b></p> <p>Beginning Grade of Cohort: <i>(check box below)</i></p> <p>GRADE 6 <input type="checkbox"/></p> <p>GRADE 7 <input type="checkbox"/></p> <p>GRADE 8 <input type="checkbox"/></p> <p>GRADE 9 <input type="checkbox"/></p>	<p><b>Type of Applicant:</b> <i>(check letter A, B or C)</i></p> <p>A. Connecticut Community College <input type="checkbox"/></p> <p>B. Connecticut State University <input type="checkbox"/></p> <p>C. Independent Non-Profit Institution <input type="checkbox"/></p>
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<b>DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>	<b>TARGETED PRIORITY DISTRICT:</b>
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**PROPOSED SUMMER INSTRUCTIONAL COMPONENT:**

Start Date:

Ending Date:

**PROPOSED ACADEMIC YEAR COMPONENT:**

Start Date:

Ending Date:

<b>ESTIMATED FUNDING</b>	
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
- Priority School District Involved
- Brief Description of the Summer Instructional Component
- Brief Description of the Academic Year Component
- Anticipated Outcome of the Program at the End of the Project

2013 Connecticut Collegiate Awareness and Preparation Program

**BUDGET SUMMARY**

(round cents to the nearest dollar)

INSTITUTION \_\_\_\_\_

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

<b>E. STUDENT MEALS (SPECIFY)</b>	<b>OHE AMOUNT</b>	<b>GRANTEE CASH</b>	<b>GRANTEE IN-KIND</b>
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>F. OTHER COSTS (SPECIFY)</b>	<b>OHE AMOUNT</b>	<b>GRANTEE CASH</b>	<b>GRANTEE IN-KIND</b>
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DIRECT COSTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>G. INDIRECT COSTS, OPTIONAL<sup>2</sup></b>			<b>0</b>
	<b>OHE</b>	<b>GRANTEE<sup>3</sup></b>	<b>TOTAL COSTS</b>
<b>TOTAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PERCENTAGE<sup>4</sup></b>			

<sup>1</sup>Budget Category. See Budget Narrative information on next page.

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

<sup>3</sup>Grantee. 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)

<sup>4</sup>Percentage. 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.

### 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 Collegiate Awareness and Preparation 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 Collegiate Awareness and Preparation Program (ConnCAP)*.
- 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 Collegiate Awareness and Preparation Program (ConnCAP)*.
- E. The Institution understands that the ConnCAP program is based on a four year grant (July 1, 2013 through June 30, 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 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 June 30, 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 (33%) of the OHE Total Costs.
- I. All funds advanced to the Institution that are not expended for activities under this grant by June 30, 2014 shall be returned to the Office of Higher Education no later than 30 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 Collegiate Awareness and Preparation 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 ConnCAP 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 ConnCAP 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 ConnCAP 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.