

Request for Proposals

SUNY Family Empowerment Community College Pilot Program

Background

There are nearly four million undergraduate students who are raising children, representing 22 percent of all students attending U.S. colleges. Yet only about eight percent of single mothers in college will obtain associate's or bachelor's degrees within six years, while half of women without children finish their college programs in the same time frame. ([Booker, 2019](#)).

In 2019, the New York State [Women's Justice Agenda](#) acknowledged that “women in the State of New York continue to be impacted by the gender wage gap especially women of color and single mothers. Public policy efforts have often focused on breaking through the “glass ceiling”—but the majority of working women are “stuck to the floor” in low wage jobs with little opportunity for advancement.

According to the [Institute for Women's Policy Research](#), access to higher education is a tested anti-poverty strategy for single mothers. Research found that just 13 percent of single mothers who hold a bachelor's degree live in poverty compared with 41 percent with only a high school diploma. However, single mothers face unique challenges in college or workforce credential completion, and access to childcare is a major factor. A study of single mothers at Monroe Community College found that student parents who used the campus childcare center had an on-time graduation rate that was more than three times higher than those who did not use campus childcare.

FY20 Funding

Governor Cuomo has provided three years of funding to launch the [Family Empowerment Community College Pilot Program](#), which provides customized supports for single parents attending SUNY and CUNY community colleges. Funding is earmarked to support up to 400 parents a year for three years across New York State. Participants will receive on-campus childcare, intensive personalized advisement, educational supports including tutoring, career counseling and assistance in transitioning to a four-year school. These comprehensive systems of support will ensure that single parents are able to access higher education opportunities, and help to move themselves and their children out of poverty.

The State University of New York will receive \$3M over three years to serve up to 240 parents each year, up-to 720 total, to implement customized supports for single parents attending SUNY community colleges. These supports must include enrollment and free-tuition at the campus children's center, opportunities to participate in SUNYAchieve and/or affiliated support programs such as Strong Start to Finish, Math Pathways/Co-Requisite English, and assistance accessing campus resources such as food pantries and counseling services.

Request for Proposals

The SUNY Office of Community Colleges and the Education Pipeline will make awards based on proposals from SUNY community colleges that present comprehensive projects designed to serve student parents each year for a total of three years beginning in spring 2020. Proposals must include the sections outlined below: Overview; Commitment to the Success of the Project; Goals, Objectives and Strategies; Timeline Planning and Implementation, Tracking and Evaluation Plan; and Budget (Appendix A: Budget Template). Each section of the proposal below will be reviewed based on the points assigned to the section out of a total of 85 points.

Each proposal (maximum 15 pages excluding the budget template and presidential support cover letter) should include the following:

1. Overview : (10 points; max. 1 page)

- Please provide an overview for the project that could be used publically and describe how your project will serve parents with on-campus childcare, intensive personalized advisement, educational supports including tutoring, career counseling and assistance in transitioning to a four-year school.
- Please state how many student parents you expect your program to serve each semester over a three year period beginning in spring 2020.

2. Commitment to the Success of the Project: (15 points; max. 2 pages)

- A letter of commitment from the college President (attach separately as a cover letter to the proposal).
- A list of committed college offices/departments/units with a designated lead department/individual and rationale for this selection. *Note:* Proposals that demonstrate strong cross-functional collaborations across key college units will be given special attention.
- A statement demonstrating commitment to being part of a SUNY-wide community of practice. *Note:* Selected colleges will be asked to meet at least twice each year with SUNY to share best-practices, successful strategies and to consider opportunities for scaling up.

3. Goals, Objectives, and Strategies: (35 points; max. 6 pages)

- Describe the overall goals and objectives of your project.
- Please share your targeted recruitment and student selection strategies; please include a statement about how childcare center capacity issues will be addressed, including how you propose to ensure all participating students will have their childcare needs met.
- Please describe the strategies of how student parents will be supported to realize academic success (i.e.: continuous enrollment, credit accumulation, and timely graduation). *Note:* Proposals that demonstrate strong alignment with your college's academic momentum campaign goals will be given special attention.
- Please describe your proposed comprehensive the services and supports, and how they will be coordinated.

Reminder: Two distinct requirements of the funding stipulate that childcare will be provided to all participants and that colleges will support strategies included in SUNYAchieve strategies.

4. Timeline of Planning and Implementation (5 points; max. 2 pages)

- Projects are expected to begin spring 2020 and conclude in spring 2023, and colleges should provide detailed timelines regarding the recruiting and selection of students, implementation of support services, and qualitative and quantitative metrics for the projects.
- Please describe your proposed sustainability plan for the support services beyond the scope of the state funding.

5. Tracking and Evaluation Plan: (20 points; max. 2 pages)

The proposed plan to collect data and track the success of the targeted student parents must be included in this section. This data must include descriptions of the support received (type, intensity, challenges), collection methods, and approach to analysis. Additionally, the proposal must indicate understanding and agreement that a series of progress reports must be submitted twice each year (template and timeline to be provided).

Data points to be collected in the aggregate for all awarded projects include:

- Number of students projected to be served;
- Number of students enrolled in the project (including what year they are in (first year, first time; second year), if they are full or part-time, and any demographics (race, gender etc.);
- Number of students retained in the project each semester;
- Number of college credits earned in the term and year by students;
- Number of students completing gateway Math and English (if students are in their first year);
- Number of students who persistent from term 1 to term 2;
- Number of students who complete a degree or transfer.

Additional project-based metrics to be tracked relevant to supports provided such as: number of students provided tutoring, mentoring or other one-on-one supports or other project-specific supports. Please detail the type of metrics to be collected in this section.

6. Budget Narrative (15 points; max 2 pages) & Budget Form (Appendix A: Excel template)

Proposals must provide a complete budget for the 2020/21, 2021/22, and 2022/23 academic years and should describe the costs for the associated activities and staff related to each of the three years in section 6 of the proposal.

Please use the provided budget template (Appendix A) to record the anticipated expenses including salaries (professional and support staff); employee benefits; purchased services; equipment; supplies and materials; travel; other direct program costs; indirect cost rate (not to exceed 20 percent); and any matching funds from other sources. Projects may be required to update their budgets due to any unallowable or inappropriate expenditures. Please include all categories even if you are not requesting funding in an excel document and include a brief budget narrative within the proposal document as an Appendix.

Note that resources and services already covered by existing programs/college units that will support students should not be included in the budget. Allowable expenses include childcare costs¹, enhancements to childcare center staffing to target and support participating student parents, targeted student support strategies, reasonable staffing costs to coordinate the project and provide data tracking.

Grant Term

Grants will be paid in an equal value each year over a three-year period based on students served. Projects are expected to launch in spring 2020 and the first funding installment will be paid upon signed agreement in January 2020. The second and third funding installments will be in January 2021 and January 2022 based on an annual project report and budget and expenses review, and the continuation of funding in subsequent year's state budgets.

Funding Ranges

Each college will be eligible for the funding amounts below based on the number of students the college expects to serve annually:

- Up to 20 students, the project is eligible for up to \$150,000 per year;
- 21-49 students, the project is eligible for up to \$300,000 per year;
- More than 50 students, the project is eligible for up to \$500,000 per year.

Process

- Any of SUNY's 30 community colleges may submit a proposal to describe their request for program funds.
 - Proposed programs should be phased over the three academic year period of 2020/2021, 2021/2022, and 2022/2023.
 - A budget (Appendix A) must be included for each academic year.
- Proposals may be reviewed by a committee comprised of representatives from:
 - SUNY System Administration;
 - The Governor's Office;
 - The Division of the Budget (DOB).

Reporting Requirements

Grant recipients will be required to provide progress and annual performance reports that detail success in achieving the stated outcomes and milestones within the reporting period. These milestones will be subject to the approval of SUNY, in consultation with each grantee, established in advance, and reviewed each project year. Failure to meet implementation milestones and reporting requirements may result in the withholding of funds until such milestones have been achieved. Site visits may be conducted.

¹ If relevant, please make note of any additional funding streams that help determine childcare costs at your college and/or how they may be used to determine costs for participating students.

Submission Deadline

- **Proposals Due:** All proposals and supporting documents must be submitted via email to jennifer.miller@suny.edu by 5:00 p.m. on **October 23, 2019**.

Timeline

- **October 7, 2019** – Submit an email due by 5 p.m. from the community college president or designee to jennifer.miller@suny.edu indicating the college will apply for project funding.
- **October 23, 2019** – Full proposal and budget excel template due by 5:00 pm to the SUNY Office of Community Colleges and the Education Pipeline.
- **Week of November 4, 2019** – Award letters and agreements sent to the selected colleges.
- **January 15, 2020** - First round of funds available and distributed upon signed agreement with SUNY. Programs are expected to begin in the spring 2020.

Questions: Please direct questions to Jennifer Miller, Assistant Vice Chancellor for Community College Support in the Office of Community Colleges and the Education Pipeline, SUNY System Administration at 518-320-1276.