



INDIANA COMMISSION *for* HIGHER EDUCATION

Request for Proposal: 23-0005

AY 2023-2024 College Success Program

Overview

Pursuant to House Enrolled Act 1001-2023 (HEA 1001), the Commission is bringing forward its plan for the \$5M appropriated for the College Success Program. HEA 1001 requires the funding be used for, “college success programs including capital investments for minority and first-generation low-income students attending a public or private four-year postsecondary educational institution with a physical presence in Indiana.”

The Commission will provide funding by way of College Success Program grants to create up to 31 full-time, professional college success coaches across Indiana’s four-year college and university campuses. These coaches will support 21st Century Scholars, Frank O’Bannon Grant recipients, minority students and other low-income/first-generation students. The coaches will increase student enrollment, persistence, degree completion, and connection to high-demand career opportunities.

The College Success Program awards up to \$80,000 per college success coach position per academic year of the grant period to an approved postsecondary educational institution. The funding must be used to build and enhance new staffing capacity to support the priority student populations listed above.

Eligibility

Applicants must be public or private, four-year postsecondary educational institutions with a physical presence in Indiana that support priority student populations. Priority student populations are defined as the following: 21st Century Scholars, Frank O’Bannon Grant recipients, non-21st Century Scholar and non-Frank O’Bannon resident Black and Hispanic/Latino students and other resident first-generation students. Applicants should note, although there are no minimum fund matching requirements, additional funds may be needed to effectively operate the coach position. Further, funds awarded through this RFP are intended to supplement and not supplant any pre-existing student support system; however, institutions may apply to use this grant to support any priority populations to whom the institution desires to provide additional support.

Applicants must support their proposal with evidence of their ability to sustain the program with institutional or other resources upon the expiration of the grant period. Institutions must agree to limit the responsibilities of College Success Coaches to activities that directly support the enrollment, persistence, completion and post-graduate retention outcomes of the identified priority population.

Project Period

The initial College Success Program period will run from November 1, 2023, through October 31, 2024. Applicants will be provided with the opportunity to extend their grant from November 1, 2024, through October 31, 2025, pending review of the State Budget Committee.

Deadline

The deadline for submission is October 13, 2023, at 5 pm. Applications will be reviewed upon order received and notification of decisions will be sent by October 20, 2023.

College Success Program
AY 2023-2024 College Success Grant
Grant Request for Proposal

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I. BACKGROUND

The College Success Program offers the opportunity to establish new campus embedded college success coaches at any eligible public or private, four-year institution with a physical presence in Indiana. The full-time, professional college success coach position is designed to support *one* student priority population. Priority student populations are 21st Century Scholars, Frank O'Bannon Grant recipients, non-21st Century Scholar and non-Frank O'Bannon resident Black and Hispanic/Latino students and other resident first-generation students. Neither this position nor the funding provided may supplant college student supports although they can and should supplement supports for the aforementioned populations.

The college success coach will assist with the following initiatives, as applicable, and associated activities at the postsecondary institution:

- pre-admissions: admissions applications, yield, connection to orientation and transition programs
- academic progress: account holds, registration, full-time enrollment, credit completion, continued good standing (for enrollment and financial aid eligibility)
- ScholarTrack accounts: state aid eligibility, Free Application for Federal Student Aid (FAFSA) filing, state aid appeals
- financial aid and bursar: FAFSA, initial course participation / census, scholarships, Satisfactory Academic Progress, financial aid appeals, account holds
- facilitation of College Scholar Success Program and connection to career coaching
- additional activities that increase students' college-going and persistence, college completion, and retention of college graduates in Indiana

II. COLLEGE SUCCESS GRANTS

A. Overview

The College Success Program awards \$80,000 per college success coach position per academic year of the grant period to embed campus coach positions at postsecondary institutions. The Commission will award College Success Program grants based on the criteria outlined below in section C. Applicants must, to the greatest extent possible, fill grant-funded positions no later than December 1, 2023. Grant monies will remain available for reimbursement through January 31, 2025.

Grant recipients must submit an annual report by November 1, 2024. Should a second-year extension be awarded, a second annual report must be submitted by November 1, 2025. Grant recipients must also submit monthly invoices to the Commission for expenditures occurring in the previous month.

B. Use of College Success Program Grant Funds

College Success Program grant funds shall be primarily used for the salary and benefit costs of full-time, professional college success coaches. The funds may also be used to cover administrative and indirect costs to the postsecondary educational institution incurred by implementing the coach position(s). Should grant funds be insufficient to fully operate a College Success Coach Program, the applicant must identify additional funding to supplement the grant program.

C. Evaluation Rubric and Metrics

College Success Program grant proposals will be evaluated based on three criteria: *College Success Partnership Plan*, *Onboarding and Training/Supervision Plan* and *Budget and Sustainability*. Applicants must provide narrative responses for each to substantiate how the current or proposed program addresses the specified criteria.

1. College Success Partnership Plan

The College Success Partnership plan must provide an overview of the current or proposed College Success program. The applicant must identify in detail their selected priority population, outline existing support resources – if any – for the selected priority population, and detail how the college success coach(es) will drive college enrollment, persistence, completion and post-graduate retention in Indiana.

2. Supervision and Reporting

The Supervision and Reporting section must list the following individuals: college success coach(es) direct supervisor, financial contact, and grant agreement signatory. The proposed job description for the

coach(es) must also be provided along with documentation of approval to post and fill the position should funding be awarded.

3. Budget and Sustainability

The Budget and Sustainability section should outline all funding sources and costs of administering the proposed college success coach position(s). The budget should address the following elements: salary, benefits, indirect and training costs. The Budget and Sustainability section should also indicate how the institution intends to maintain the program following the grant expiration.

Each proposal will be scored based on a 100-point scale. The scoring rubric for College Success Program grant proposal is below:

COLLEGE SUCCESS PROGRAM GRANT SCORING	
Criteria	Maximum Points
Partnership Plan	50
Budget	30
Sustainability	20
TOTAL POINTS	100

III. APPROVED POSTSECONDARY EDUCATIONAL INSTITUTIONS

Per House Enrolled Act 1001-2023 (HEA 1001), the Commission will work to embed *“college success programs including capital investments for minority and first-generation low-income students attending a public or private four-year postsecondary educational institution with a physical presence in Indiana.”*

IV. PROPOSAL SUBMISSION AND REVIEW PROCESS

College Success Program grant proposals and questions may be submitted via email or by traditional mail to the Indiana Commission for Higher Education office.

EMAIL SUBMISSION (PREFERRED):

McKalaih Mitchell

Director of Postsecondary Program Implementation

Grants@che.in.gov

TRADITIONAL MAIL SUBMISSION:

Indiana Commission for Higher Education

ATTN: College Success Grant

101 West Ohio Street, Suite 300

Indianapolis, IN 46204

Proposals must not exceed 15 pages and must be in a minimum font of 11, double spaced with 1" margins. All proposals received will be reviewed by the Commission and scored based on the evaluation rubric and metrics. College Success Program grants will be awarded based on the score of each proposal. Notification of award status will be emailed to the point of contact listed in the proposal.

To receive grant award funds, grantees must enter into a grant award agreement with the Commission and have an active vendor ID with the State of Indiana. The agreement outlines the terms and conditions of the award. The Commission will provide an agreement to the grantee for review and execution. Grant payments are made in arrears and must be submitted through monthly invoicing to finance@che.in.gov.