



November 4, 2020

Notice of Fund Availability

Student Success Incentive Funding to County Colleges to Support the Goals of the Community College Opportunity Grant Program

The Appropriations Act for Fiscal Year (FY) 2021 includes funding to provide Student Success Incentive Funding to each of the county colleges in New Jersey to support the goals of the Community College Opportunity Grant (CCOG) Program.

Student Success Incentive Funding may be used to implement student success strategies, including but not limited to outreach and recruitment to promote student degree completion, mentorship programs, efforts to assist families and students in completing financial aid applications, and initiatives to reduce students' financial burdens and material hardships such as lack of access to food, medical care, housing, child care, and transportation.

The grant award will be paid in two installments, the first of which will be paid upon the receipt of the following three documents: 1) signed Memorandum of Understanding, 2) completed budget template, and 3) completed budget narrative that follows the guidelines below. The second installment will be paid upon receipt and review of the interim grant report.

Eligibility Criteria

Each of New Jersey's 18 county colleges is eligible to apply for a Student Success Incentive Funding grant.

Application Criteria

Eligible county colleges may apply for a Student Success Incentive Funding grant by submitting an application as described below. The application must demonstrate the county college's ability to conduct outreach and develop programming to build the institution's capacity to promote the success of CCOG-eligible students.

Budget Template

Please see the Excel budget template titled "[FY21 CCOG Student Success Incentive Funding Budget Template](#)." Institutions should complete the 'Contact Information,' 'Original Budget,' and 'Justification' columns. Please do not modify the budget spreadsheet cells. Each of the 18 county colleges may apply for up to \$265,000 for FY21.

Budget Narrative

The budget narrative should include:

- **Name of County College**
- **Contact information** for person or persons implementing the Student Success Incentive Funding grant at the institution: Name, Title, Email Address, and Phone Number.
- **Outreach/Marketing:** Please describe the institution's plan for local outreach to increase the number of new students that enroll and/or to increase the number of current students who attend less than half-time to increase their course load. Identify any particular student groups or demographics that your institution will be targeting. Please indicate whether your institution has set any outreach/marketing goals related to CCOG for Academic Year 2020-2021.
- **Student Success:** Describe how your institution will utilize this grant award to increase CCOG-eligible student success and degree completion at your institution. Identify the challenges related to these goals that your institution will use the grant award to address. Indicate if and how the funds be used to reduce students' financial burdens and material hardships.
- **Data Reporting:** Describe how your institution will measure the success of the initiatives supported by the grant award. Describe how your institution will track and report to the Higher Education Student Assistance Authority (HESAA) any instances where a student is not ultimately awarded CCOG despite that student's apparent calculated need for CCOG based on the student's income, credit hours enrolled, and unmet need for tuition and approved educational fees after first accounting for all other grant aid for which they are eligible, and describe how your institution will track and report the reasons that students were not awarded CCOG in such instances.
- **Sustainability:** Describe how your institution will use of this round of funding to build on FY19 and FY20 CCOG planning and capacity-building grants. Describe how your institution will integrate the activities supported by this Student Success Incentive Funding grant award into the regular operating procedures of the college at the conclusion of this FY21 grant period.
- **Other:** Please share any other relevant information that your institution would like to share in regard to your institution's plans for the FY21 Student Success Incentive Funding grants.

OSHE requests that applicants limit the budget narrative to no more than ten (10) single-spaced pages, exclusive of the data requested in this notice.

Process for Submission and Notification

Completed applications are due to OSHE from eligible institutions no later than 5 pm on Monday, November 16, 2020. Upon receipt and approval of the application materials by OSHE, the first payment will be processed. Applications should be sent via email to

Stefani.Thachik@oshe.nj.gov with the subject line “Institution Name- FY21 CCOG Student Success Incentive Funding Application.”

An interim report for the Student Success Incentive Funding grants will be due to OSHE no later than February 1, 2021. OSHE will provide a template for the interim report by January 8. Upon receipt and approval of the interim report by OSHE the second payment will be processed.

A final report that details all grant expenditures will be due to OSHE no later than August 1, 2021.

Student data should be submitted to HESAA via secure data transfer, and applicants should email CCOG@hesaa.org for instructions to begin the process for securely transferring data files when appropriate.

The application will be reviewed by the Chief Financial Officer and Director of Policy and Outreach at OSHE. Questions about this notice may be directed to: Stefani Thachik, Director of Policy and Outreach for the Office of the Secretary of Higher Education (Stefani.Thachik@oshe.nj.gov).