**2020-2021 C2C College RFP Application Cover Page**

**Contact Information:**

*Institution*: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Program Supervisor: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title/Department: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Mailing Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
E-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Grants Officer/Fiscal Contact:* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title/Department: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Number of C2C Members (Equitable Pathways Support Specialist) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_

Estimate the number of first year students coming directly from high school in Fall 2020: **\_\_\_\_\_\_\_\_\_\_\_\_**

How many of those are estimated to be students of color or first-generation students: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Understanding**

* Our institution is a member of Campus Compact of Oregon (Campus Compact) or will join Campus Compact pending proposal approval.
* I understand that our institution is responsible for providing a participation fee of:
  + - **$7,000** per C2C member (1700 hours) unless a reduced fee has been negotiated. This fee will increase each year of the grant.
      * Signature signifies that matching funds will not come from Federal sources, or are from Federal programs that have approved their use with CNCS.
    - Campus Compact Membership dues for Community Colleges

|  |  |
| --- | --- |
| **Student FTE Degree Enrolled** | **Annual Membership Dues** |
| 0-500 | $2,279 |
| 501-3000 | $3,284 |
| 3001-7000 | $5,248 |
| 7000-13,000 | $6,298 |
| 13,001+ | $6,917 |

* It is understood that this is a 14-month supervision and partnership commitment (June 1, 2020-August 31, 2021)
* It is understood that our institution will administer the Connect2Complete Grant as detailed in the pending site agreement and guidance of Campus Compact.
* Program supervisor must attend a 2-hour recruitment webinar scheduled for May 4, 2020, a program orientation TBD in September 2020, as well as one day of the December In-Service Training, and periodic supervisor convenings throughout the year (dates TBA)
* Program supervisor must participate in open communication with Campus Compact and be able to assist in providing training to the members.

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| --- | --- |
| Connect2Complete RFP Release | Monday, **March 30**, 2020 |
| Recruitment training for supervisors | Monday, **May 4**, 2020 |
| Recruitment Opens | Monday, **May 4**, 2020 |
| Site Agreements and Invoices Released | Friday, **May 29**, 2020 |
| RFP Due | Monday, **June 1**, 2020 |
| Site Agreement Due | Tuesday, **June 30**, 2020 |
| Cost Share Due | Tuesday, **June 30**, 2020 |
| Recruitment Closes | Friday, **September 4**, 2020  (or when position is filled) |
| Supervisor Training via Zoom Meeting | TBD in September 2020 |
| Member Pre-Service Orientation (PSO) | TBD in September 2020; must be completed before members can start on site |
| Member Start Date on Site | Members can begin the day after PSO |

**Certification**

To the best of my knowledge and belief, all data in this proposal is true and correct, the document has been duly signed by an individual authorized to enter into agreements on behalf of the host site, and the applicant agrees to perform the responsibilities and abide by the requirements of Connect2Complete as outlined in the Request for Proposal, and on the Campus Compact Website.

Program Supervisor, Name/Title:

Signature Date



Authorized Representative, Name/Title:

(e.g. chief academic officer, president, vice president, principal, executive director)

Signature Date



**Connect2Complete Application Checklist**

* C2C Application Cover Page **(**Signed and Dated)
* Completed Project Narrative
* Member Support and Organizational Support Form
* Prohibited Activities Acknowledgement Form (Signed and Dated)

**Completed Applications due no later than Monday, June 4th, 2020**

**Connect2Complete Equitable Pathways Grant**

**Summary and Program Measures**

The Connect2Complete Equitable Pathways program is an initiative by Campus Compact that is entering its second year. You and your site will be a critical part in the programs continued development. For a brief grant summary, Connect2Complete seeks to support Oregon community colleges as they implement the Guided Pathways Model. We do this by directly supporting and engaging college students, particularly students of color, low income students, and first-generation students. There have been increases in the aforementioned populations over the past years and Campus Compact seeks to support educational liberation for all. Due to this, the work should be centered around utilizing an equity lens to tailor the program to the needs of these populations.

The Connect2Complete Equitable Pathways program is designed to increase, interaction, guidance, and a sense of community and belonging to college students. Throughout the academic year, AmeriCorps members will provide current students near-peer support and navigational assistance. Additionally, AmeriCorps members will assist the campus in strengthening their Guided Pathways initiatives and infusing equity within its processes.

AmeriCorps members can connect with students in a multitude of ways and we are open to additional creative options. In the first year of the program, for example, members supported students by connecting students with student organizations, supporting navigation around financial aid and registration, roaming coffee carts to build relationships with students, supporting students they connect with through orientations or college courses designed to orientate students to the school, etc. All of these help students feel a sense of belonging, a deeper connection to the campus, and the confidence to successfully complete their courses.

Below are the listed grant performance measures for the Equitable Pathways program. These numbers refer to the C2C full year program; these are *not* individual numbers individual sites *must* hit. Recommended numbers for individual sites will vary based off of successful recruitment of both AmeriCorps members and community college sites; Campus Compact can provide a revision once recruitment is complete. If 100% full, we would have 17 members spread over 17 sites. Below, the numbers refer to overall collective goals while the indented lowercase letters indicate an even division of numbers if recruitment was 100% full (if not 100% full, the numbers a site is responsible for would obviously slightly increase per site). In any case, I will generate a reporting document for sites and members to work with that makes it clear what the individual ask around reporting is.

**Connect 2Complete outcome and reporting requirements**

1. C2C AmeriCorps members as a whole should offer 10 hours of support and engagement to a total of 285 students.
   1. If fully staffed, each site would need to provide about 17 students with 10 hours of support each
2. Out of the students AmeriCorps members engage with, a total of 155 first year students should complete at least 36 credit hours in their first year of college.
   1. If fully staffed, each site would need about 9 students each.
3. Out of all the students AmeriCorps members support and engage, a total of 71 students should obtain a secondary degree or technical certification
   1. If fully staffed, about 4 students from each site would need to obtain a secondary degree or technical certification within the school year

**Connect2Complete (C2C)**

**Project Narrative**

1. Describe any activities your college has begun to implement related to Guided Pathways. Schools do not have to have begun work to participate. Guided Pathways principles includes clarifying paths to student end goals; helping students choose and enter a pathway; help students stay on path; ensure that students are learning; instill cultural competence.
2. Please describe the community your AmeriCorps member(s) will serve. Include the % of students at that school that are first-generation college students (if known), students of color, and low-income. Describe the assets of this community.
3. Tell us about the limitations, successes, and roadblocks regarding racial equity on your campus. How do you see this program addressing/working with those limitations, successes, and roadblocks?
4. Describe your plan to recruit and select your AmeriCorps member. While Campus Compact does our best to heavily recruit and provide each site with quality candidates, it is always very competitive and only works when there is joint effort between Campus Compact and the host site, especially as the economy has improved and service applications have decreased. Please share your plans for outreach, postings, interview process, and how you’ll assess if the candidate is able to best serve and reflect your community.
5. Please describe your ideal candidate and their qualifications and skills.
6. How will you train and support your C2C member to support guided pathways work (address the following: curriculum of initial training, number of hours of training provided, who else will support the member, what kind of on-going professional development might you provide).
7. Given the increased cost of living in Oregon, especially housing and the housing discrimination that many members of color experience we *strongly* encourage sites to provide additional financial and material support to members.

-Please describe the support you will provide your members including any additional benefits;

-How your member will be coached and supervised in a meaningful and intentional way during their term of service;

-Describe the contingency plan if the supervisor leaves during the member’s term of service;

1. The AmeriCorps grant will need to track and report the number of credits that students supported by your member(s) achieve each term. Describe how this will be possible.
2. Describe any challenges, roadblocks, or barrier you may anticipate while engaging in the Connect2Complete program.
3. How do you see this partnership aiding in the development of sustainable equity practices on your campus? How will these practices be maintained after the conclusion of the AmeriCorps members’ service? To help facilitate thoughts, consider how the work can impact the campus in the following areas: a shift in social norms, strengthened organizational capacity, strengthened alliances, strengthened base of support, improved policies, and changes in impact.
4. Please describe if your college is prepared to support students of color and their communities- who face the most significant institutional barriers to academic success. If this is a growth area what support can Campus Compact provide. This may include describing existing relationships, past success engaging and partnering in these communities, or past efforts to promote culturally responsive practices with your member.
5. (*For 2nd+ year sites only)* What worked well for the program last year? How would you be able to continue down that path for this new program year?
6. *(For 2nd+ year sites only)* What did not work well for the program last year. How do you plan on addressing such concerns for this year? What are you looking to do different?

**Connect2Complete (C2C) Member Support and Organizational Capacity Form and Checklist**

**Overall Site Support**

For satisfactory Member performance and to ensure that each Member has access to the tools necessary to perform their service activities, **Campus Compact *requires* that host sites provide each Member with the following.** *Please acknowledge that the site will provide* ***all*** *of the following amenities by checking the boxes below*:

Designated on-site supervisor

Courtesy faculty/staff appointment (or access to faculty/staff amenities: i.e. office keys, access to organizational vehicles, access to shared computer files, organizational ID with library privileges, etc.)

Individual organization email account

Access to $150 professional development fund per member

Mileage reimbursement for all travel required by host site OR access to company vehicle OR bus pass provided free of charge to member

Organization business cards, identifying the member as an “Campus Compact of Oregon AmeriCorps Member”

Secure office/desk space with office supplies

Daily access to phone and private voicemail

Daily access to computer with Internet

Access to fax, photocopier, and printer

Comprehensive community and host site orientation

  Recognition that an AmeriCorps member serves at the host site as demonstrated by placement of the AmeriCorps AND Campus Compact of Oregon logo on at least program websites but preferably department and agency/university/district main pages

  Formalized weekly meetings between the Site Supervisor and AmeriCorps Member

**Housing, Meal Plan, and other Assistance**

Given the increased cost of living in Oregon, especially housing and the housing discrimination that many members of color experience we *strongly* encourage sites to provide additional financial and material support to members. Though not all host sites have residential living, whenever possible Campus Compact strongly encourages host sites to provide housing or a housing subsidy, a meal plan, and/or subsidy of a personal expense (cell phone, internet, heat, water, etc.) for the AmeriCorps Member. This provision allows Campus Compact to recruit nationally for positions and assimilates the AmeriCorps Member into the daily life of the community. These fringe benefits are not subject to federal income tax withholding:

<http://www.irs.gov/publications/p15b/ar02.html#en_US_2012_publink1000193638>.

The host site is able to (please check all that apply):

Provide housing

Provide a housing subsidy

Offer the Member a meal plan

Pay/Subsidize a personal expense (cell phone, internet, heat, water, etc.)

Offer another benefit (please describe):

The host site is a nonresidential campus and/or is not able to offer housing support to the AmeriCorps Member. Please see the proposal narrative for a description of how we will assist the AmeriCorps Member in locating affordable housing.

**AmeriCorps Member Travel and Transportation Support**

For this position the AmeriCorps Member (please check all that apply):

Should have a valid driver’s license

Should have access to a personal vehicle for service-related travel (Member’s may not transport students)

Should be willing and able to drive a site-owned vehicle for service-related travel (student transportation acceptable)

Will only utilize public transportation for any service-related travel

Other:

It is very important to the Connect2Complete program that our AmeriCorps members have excellent supervision, proper site training and orientation, access to host site resources, and a secure office/desk space with office supplies we are committed to the AmeriCorps member being in the best possible position to succeed and have a positive AmeriCorps experience that is rewarding both personally and professionally.

**Organizational Capacity Explanation**

1. If you cannot supply your C2C member(s) with any of the items above, please explain why.
2. Describe the orientation and ongoing training provided to your C2C member(s) throughout their term of service.
3. If the site supervisor must leave their position earlier than the 4-month AmeriCorps term of service, what is the contingency plan to ensure continually of the AmeriCorps Connect2Complete at your organization?

**Campus Compact of Oregon**

**Connect2Complete AmeriCorps Member Position Description Template**

**Position Title:** Equitable Pathways Specialist

**Hours of Service:** 9am-5pm M-F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)

**Position Duration:** September 14, 2020-July 31, 2021

**Placement Site:**

**Summary of Position:** The primary function of the Equitable Pathways Specialist will be to engage students in academic and social interventions through the roles of mentor and project coordinator to increase student engagement and on-time progress towards a degree.

**Responsibilities and Related Tasks:**

* Assist in promoting activities and practices at the college that help students choose an academic pathway, find the support to stay on that path, and efficiently move towards a degree or credential
* Refer students to resources for barriers that prevent them in engaging with school
* Administer program assessment
* Create at least 2 service opportunities for students and volunteers
* Point students to resources for barriers that prevent them from engaging with school
* Administer program assessment
* Promote program impacts to internal and external stakeholders
* Engage in personal reflection

**Campus Compact of Oregon AmeriCorps Member Responsibilities:**

* Attend all Campus Compact of Oregon required trainings and events, including orientation, monthly webinars, in-service trainings, graduation, regional cohort meetings and others
* Complete and submit all Campus Compact of Oregon required progress reports, timesheets, and other paperwork

**Required Qualifications:**

* 18 years and older
* AA or BA/BS degree preferred
* Intercultural skills which allow the candidate to work effectively across race, class, gender and other dimensions of positional identity
* Strong organization, problem-solving and written and oral communication skills
* Basic office computer skills, including word processing
* Program management (marketing, event planning, training, volunteer management) experience
* Strong initiative; self-starter
* Ability to creatively problem solve
* Enthusiasm for helping others succeed
* Willingness to engage in conversations about racial justice, equity, and racism

**Preferred Qualifications:**

* Academic knowledge of critical theory and race relations in the United States
* Experience applying an equity lens

**Benefits**

* Living stipend of $14,000 (distributed bimonthly over 10.5 months)
* Education Award of $6,095.00 upon successful completion of service
* Loan forbearance or interest accrual on qualified student loans
* Basic health care plan (if not eligible for OHP or alternate insurance)
* Training and professional development opportunities
* Access to an extensive network of AmeriCorps Alums

**List of Prohibited Activities Acknowledgement Form**

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. AmeriCorps members may not perform any services or duties or engage in activities which would otherwise be performed by an employed worker as part of their assigned duties as an employee or which would supplant the hiring of employed workers. This includes (1) Presently employed workers, (2) Employees who recently resigned or were discharged, (3) Employees who are on leave (terminal, temporary, vacation, emergency, or sick), or (4) Employees who are on strike or who are being locked out
2. Attempting to influence legislation;

c.    Organizing or engaging in protests, petitions, boycotts, or strikes;

d.    Assisting, promoting, or deterring union organizing;

e.    Impairing existing contracts for services or collective bargaining agreements;

f.     Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

g.     Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

h.     Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

i.     Providing a direct benefit to—

i.  A business organized for profit;

ii. A labor union;

iii. A partisan political organization;

iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

v. An organization engaged in the religious activities described in paragraph 3.h. above, unless CNCS assistance is not used to support those religious activities;

j.      Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

k.      Providing abortion services or referrals for receipt of such services;

l.     Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.  Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps or Campus Compact logo while doing so.

**By signing below, I acknowledge that I have read and understand the List of Prohibited Activities and assure Campus Compact of Oregon that my AmeriCorps member(s) and supervisory staff will not participate in any prohibited activities, as listed above, during the AmeriCorps member’s term of service hours.**

Program Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_