



**FY 2020**

**Student Support Services  
Program Competition**

Pre-Application

Technical Assistance Workshop

U.S. Department of Education  
Office of Postsecondary Education

Student Service

DRAFT 11/26/19



# AGENDA

- Introductions
- Student Support Services Program Facts
- FY 2020 – Competition Highlights
- Selection Criteria
- Submission Details
- Questions and Answers



# DISCLAIMER

This document is a brief summary of the program regulations and application requirements. Do not rely solely on the information presented in this document. Please refer to the Notice Inviting Applications and the program regulations published in the Federal Register for additional information, as these are the official documents governing the competition.



# Student Support Services Program Facts

- One of Seven Distinct Outreach Support Programs Under the TRIO Umbrella
- Currently 1066 projects at IHEs Nationwide
- Approximately 202,255 Postsecondary Students Served
- Projected for FY 2020
  - \$1.6 Billion Allotment across all TRIO programs (Est.)
  - \$24.1 Million – SSS continuation awards
  - \$313.8 million – Student Support Services new awards
  - 1066 Grants (Est.)
- Maximum Grant - \$253,032 for new applicants



# FY 2020 Student Support Services Competition Highlights

- Competitive Preference Priorities (CPPs)
- Additional Selection Criteria
- Maximum Award Amounts



# FY 2020 SSS

## Competitive Preference Priorities

1. Fostering Flexible and Affordable Paths to Obtaining Knowledge and Skills (up to 3 additional points).
2. Fostering Knowledge and Promoting the Development of Skills That Prepare Students To Be Informed, Thoughtful, and Productive Individuals and Citizens (up to 2 additional points) Organization for Economic Cooperation and Development (OECD)



# FY 2020 SSS New Selection Criterion 34 CFR 75.210

## (H) Demonstrates a rationale

- The extent to which the proposed project demonstrates a rationale (as defined in the notice).



# FY 2020 SSS

## Maximum Award Amounts

(New applicants only)

Types of Project	Minimum Participants	Maximum Award Amounts
Regular	140	\$253,032
Disabled	100	\$253,032
ESL	140	\$253,032
STEM (incl. Health Sciences)	120	\$253,032
Teacher Prep	140	\$253,032
Veterans	120	\$253,032



# FY 2020 SSS

## Maximum Award Amounts Per Participant Cost (cont.)

New applicants desiring to serve less than the minimum number of participants required for the selected project type, must request a per participant cost NTE the following:

Regular	\$1,807
Disabled	\$2,530
ESL	\$1,807
STEM (incl. Health Sciences)	\$2,109
Teacher Prep	\$1,807
Veterans	\$2,109



FY 2020

SSS

# Maximum Award Amounts

(Currently Funded Grantees Only)

- May request your FY 2019 base grant award amount to serve at least the same number of participants currently being served.



# FY 2020 SSS Maximum Award Amounts (Per Participant Cost)

- For any currently funded applicant that proposes to serve fewer students than it served in FY 2019, the maximum award amount that may be requested is the amount that corresponds with the cost per participant previously established for the project in FY 2019.



# SUBPART A - GENERAL

- What is the Student Support Services Program? (§646.1)
- Who is eligible to receive a grant? (§646.2)
- Who is eligible to participate in a Student Support Services project? (§646.3)
- What activities and services does a project provide? (§646.4)



# SUBPART A - GENERAL

## (cont.)

- How long is a project period? (§646.5)
- What regulations apply? (§646.6)
- What definitions apply? (§646.7)
  - General: 2 CFR part 200, subpart A, or 34 CFR 77.1
  - Other



## **SUBPART B- How Does One Apply for an Award?**

- How many applications may an eligible applicant submit and for what different populations may an eligible application be submitted?(§646.10)
- What assurances and other information must an applicant include (§646.11)



# **SUBPART C - How Does the Secretary Make a Grant?**

- How does the Secretary decide which new grants to make? (§ 646.20)
- What selection criteria does the Secretary use to evaluate an application? (§ 646.21)
- How does the Secretary evaluate prior experience? (§ 646.22)
- How does the Secretary set the grant amount? (§ 646.23)
- What is the review process for unsuccessful applicants? (§ 646.24)



# What selection criteria does the Secretary use to evaluate an application? (§646.21 and 34 CFR 75.210)

Need for the project	24 points
Objectives	8 points
Plan of operation	30 points
Institutional commitment	16 points
Quality of personnel	9 points
Budget	5 points
Evaluation plan	8 points
*Demonstrate a rationale	5 points



# How does the Secretary evaluate prior experience? (§646.22)

## Prior Experience Criteria

Number of participants	3 points
Postsecondary retention	4 points
Good academic standing	4 points
Degree completion (4-year)	4 points
or	
Degree completion and transfer (2-year)	4 points



## How does the Secretary set the amount of a grant? (§646.23)

- New Applicant: \$253,032 (maximum)
- Currently Funded Grantees: Up to the FY 2019 base award amount



# What is the review process for unsuccessful applicants? (§646.24)

- Second review.
- Technical or administrative error for applications not reviewed.
- Administrative or scoring error for applications that were reviewed.



# Second Review

- Second Review for Eligible Unsuccessful Applicants
  - Funding Band
  - Written Request
- Second Slate



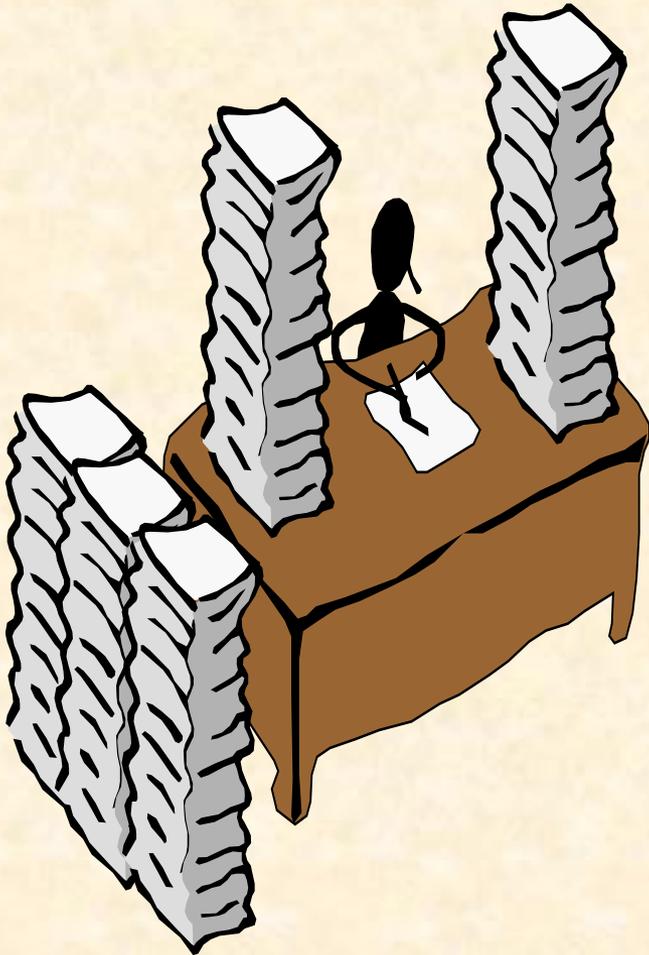
## **SUBPART D - What Conditions Must Be Met by a Grantee?**

- What are allowable costs? (§646.30)
- What are unallowable costs? (§646.31)
- What other requirements must a grantee meet? (§646.32)
- What are the matching requirements for a grantee that uses Student Support Services program funds for student grant aid? (§646.33)

**(402D (c.)(6) Special Rules) Supplement, not Supplant)**



## Part III - Project Narrative



- **Clearly state your goals**
- **Identify the eligible population**
- **Determine the best program design for your institution and your students**



What selection criteria does the Secretary use to evaluate an application? (§646.21 and 34 CFR 75.210 )

Need for the project	24 points
Objectives	8 points
Plan of operation	30 points
Institutional commitment	16 points
Quality of personnel	9 points
Budget	5 points
Evaluation plan	8 points
*Project Design	5 points
<u>Total for Selection Criteria</u>	<u>105 points</u>
Competitive Preference Priorities	5 points
<b>Total Selection Criteria and Competitive Preference Priorities</b>	<b>110 points</b>



# Need for the Project (§646.21(a)(1)) (Total 24 points)

A high number or percentage, or both, of students enrolled or accepted for enrollment at the applicant institution

**(8 points)**

- Show number or percentages of eligible students enrolled by combinations of eligibility criteria (i.e., low-income and first-generation students with academic need);



## Need for the Project (§646.21(a)(2))

The academic and other problems that eligible students encounter at the applicant institution;  
and  
**(8 points)**



## Need for the Project (§646.21(a)(3))

The differences between eligible Student Support Services students compared to an appropriate group, based on:

- Retention and graduation rates
- Grade point averages
- Graduate and professional school enrollment rates (four-year colleges only)
- Transfer rates from two-year to four-year institutions (two-year colleges only)  
**(8 points)**

**Provide data for applicant institution only**



## Need for the Project (§646.21(a)(3)) (cont.)

Appropriate comparison groups may include:

- total enrollment of institution;
- SSS eligible students not served by project; or
- any combination of the above.



# Data Sources

- Financial aid office;
- Institution's research office; and
- Admissions office



# Validity of Data

- List only data concerning students enrolled in the applicant institution;
- Use the best and most recent information available that is **not over three years old**;
- Provide factual and readily verifiable data;
- Do not use estimates;
- Present data so that meaningful comparisons can be made (cohorts); and
- Provide the source and date of the information.



## Validity of Data (cont.)

### Note:

- The data provided in the ***Need*** section of the application will form the baseline that your project will use to determine student outcomes.



## Objectives (§646.21(b)) (Total 8 Points)

- The Department has developed standardized objectives for the SSS Program.
- All standardized objectives **must be included** in the program narrative.
- Each objective must reflect the achievement rate proposed for the project as indicated on the SSS Profile Sheet and throughout the project narrative.
- The standardized objectives **MAY NOT** be changed, altered or rewritten in any way.



# SSS Standardized Objectives (2-year institutions)

**A. PERSISTENCE Rate: \_\_\_\_% of all participants served in the reporting year by the SSS project will persist from one academic year to the beginning of the next academic year or earn an associate's degree or certificate at the grantee institution and/or transfer from a 2-year to a 4-year institution by the fall term of the next academic year.**

**(3 points)**



# SSS Standardized Objectives (2-year institutions)

**B. GOOD ACADEMIC STANDING Rate:  
\_\_\_% of all enrolled SSS participants served  
will meet the performance level required to  
stay in good academic standing at the grantee  
institution.**

**(2 points)**



# SSS Standardized Objectives (2-year institutions)

## **C. GRADUATION/TRANSFER Rates**

**1. \_\_\_% of new participants served each year will graduate from the grantee institution with an associate's degree or certificate within four (4) years; (1 point)**

**AND**

**2. \_\_\_% of new participants served each year will receive an associate's degree or certificate from the grantee institution and transfer to a four-year institution within four (4) years. (2 points)**



<b>Graduation Rate</b>	<b>50%</b>
<b>Graduation and Transfer Rate</b>	<b>25%</b>

## **First Academic Year**

<b>New Participants:</b>	<b>140</b>
<b>Graduation Goal: (140 x 50%)</b> <b>(within 4 years)</b>	<b>70</b>
<b>Graduation and Transfer Goal: (140 x 25%)</b>	<b>35</b>

## **Second Academic Year**

<b>New Participants:</b>	<b>20</b>
<b>Graduation Goal: (20 x 50%)</b> <b>(within 4 years)</b>	<b>10</b>
<b>Graduation and Transfer Goal: (20 x 25%)</b>	<b>5</b>



# SSS Standardized Objectives (4-year institutions)

**A. PERSISTENCE Rate: \_\_\_\_% of all participants served by the SSS project will persist from one academic year to the beginning of the next academic year or will have earned a bachelor's degree at the grantee institution during the academic year.**

**(3 points)**



# SSS Standardized Objectives (4-year institutions)

**B. GOOD ACADEMIC STANDING Rate:  
\_\_\_% of all enrolled SSS participants served  
will meet the performance level required to  
stay in good academic standing at the grantee  
institution.**

**(2 points)**



# SSS Standardized Objectives (4-year institutions)

## **C. Graduation Rate:**

**\_\_\_ % of new participants served each year will graduate from the grantee institution with a bachelor's degree or equivalent within six (6) years. (3 points)**



## Objectives (§646.21(b)) (Continued)

The Objectives Selection Criterion is worth 8 Points.

- All 8 Points will be awarded based on whether the objectives are ambitious **AND** attainable based on the need, resources and project design.
- Applicants must provide comparative data to show why the percentage that is proposed for each standardized objective is ambitious **AND** attainable.



## Plan of Operation (§646.21(c)) (Total 30 points)

- Inform the institutional community  
**(3 points)**
- Identify, select, and retain project participants with academic need  
**(3 points)**
- Assess each eligible student's academic need and monitor academic progress  
**(4 points)**



# Plan of Operation (§646.21(c))

Provides services that address:

- SSS Program purposes
- SSS project goals and objectives
- Project participants' identified needs

**(10 points)**



# Plan of Operation (§646.21(c))

## **Project administration**

- organizational placement of the project
- time commitment of key project staff
- financial management
- student records management
- personnel management
- coordination with other appropriate programs

**(10 points)**



# Institutional Commitment (§646.21(d)) (Total 16 points)

- Facilities, equipment, supplies, personnel, and other resources  
**(6 points)**
- Administrative and academic policies that enhance participants' retention and improve their chances of graduating  
**(6 points)**



## Institutional Commitment (§646.21(d)) (cont.)

- Minimize the dependence on student loans in developing financial aid packages  
**(2 points)**
- Cooperation and support of Admissions, Financial Aid, Registrar and Sponsored Programs of the institution  
**(2 points)**



## Quality of Personnel (§646.21(e)) (Total 9 points)

- Project Director
- Other Key Personnel
- Plan to employ



# Quality of Personnel (§646.21(e)) (cont.)

## Project Director

- Formal education – degree and field requirements
- Training - years of experience and relevant fields
- Experience in designing, managing, or implementing SSS or similar projects

**(3 points)**



# Quality of Personnel (§646.21(e)) (cont.)

## Other Key Personnel

- Formal education – degree and field requirements
- Training - years of experience and relevant fields
- Work experience related to project objectives  
**(3 points)**



# Quality of Personnel (§646.21(e)) (cont.)

## Employment plan

- Employ staff who have succeeded in overcoming barriers similar to those confronting the project's target population

**(3 points)**



## Budget (§646.21(f)) (Total 5 points)

Project budget is:

- Reasonable
- Cost-effective
- Adequate

Provide a detailed budget narrative and a summary for the **first year only**. Budget narrative should clearly show and explain all costs.

**(5 points)**



<b>Personnel</b>		
Employee A		80,000
Employee B		60,000
Employee C		45,000
<b>Total</b>		<b>185,000</b>
<b>Fringe</b>		
Employee A		8,000
Employee B		5,000
Employee C		3,000
<b>Total</b>		<b>16,000</b>
<b>Staff Travel</b>		
Employee A		2,000
Employee B		2,000
<b>Total</b>		<b>4,000</b>
<b>Student Travel</b>		
Trip 1		5,000
Trip 2		5,000
<b>Total</b>		<b>10,000</b>
<b>Rental Fees</b>		<b>2,432</b>
<b>Grant Aid</b>		<b>3,000</b>
<b>Supplies</b>		<b>15,000</b>
<b>Total Direct Costs</b>		<b>235,432</b>
<b>Modified Total Direct Costs</b>		<b>220,000</b>
Indirect Cost (MTDC*8%)		17,600
<b>Total Budget</b>		<b>253,032</b>



# Evaluation Plan (§646.21(g)) (Total 8 points)

- Appropriate and include both quantitative and qualitative evaluation measures  
**(2 points)**
- Examine in specific and measurable ways, using appropriate baseline data, the success of the project in improving academic achievement, retention and graduation of project participants  
**(2 points)**
- Use the results to make programmatic changes based upon the results of project evaluation  
**(4 points)**



# Quality of Project Design (Demonstrating a Rationale) 5 points

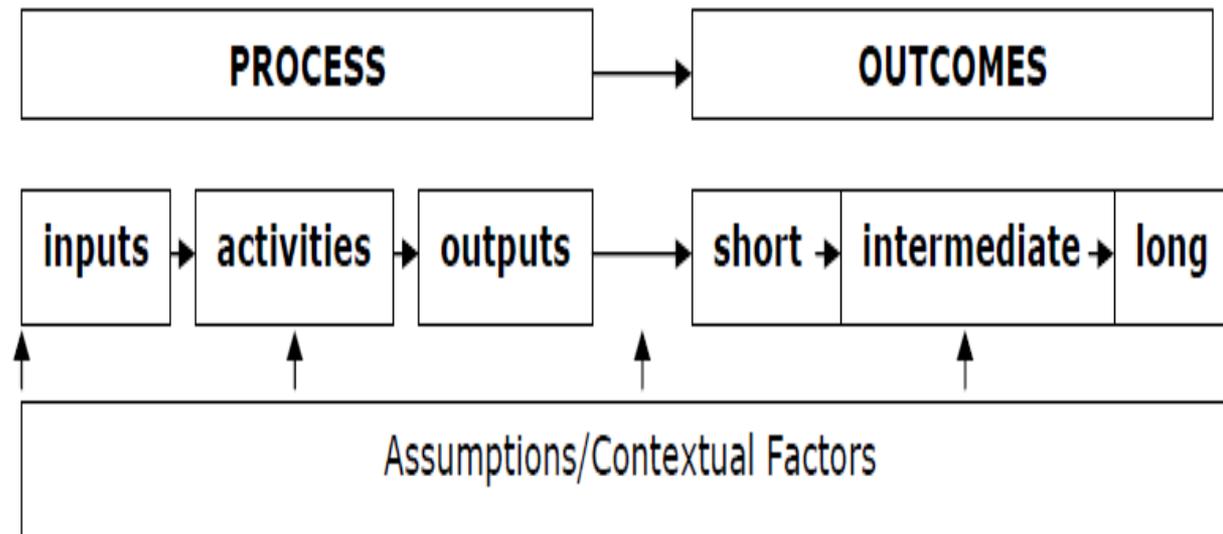
The Secretary will also evaluate applications on the extent to which the components of the proposed project “demonstrates a rationale” (as defined in this notice) based on a logical model/theory of action.

- *Demonstrates a rationale means a key project component included in the project’s logic model is informed by research or evaluation findings that suggest the project component is likely to improve relevant outcomes.*



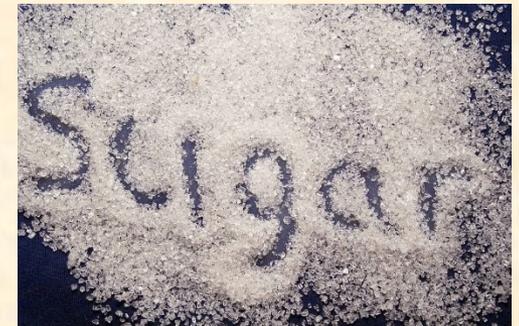
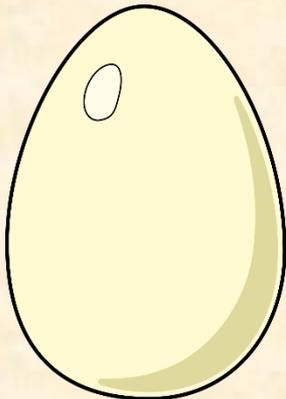
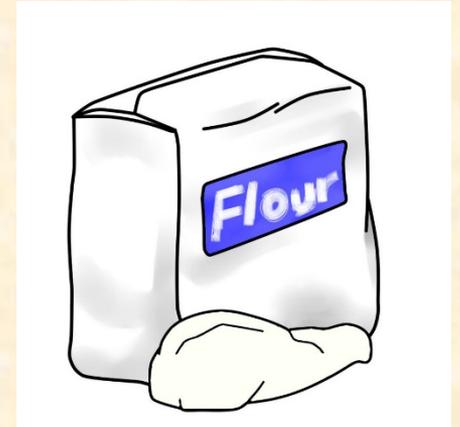
# Logic Model

Figure 1. Layout of a General Logic Model





# Let's bake a cake!





# Completing Your SSS Application

- Application submission through the <http://www.grants.gov>) by 11:59:59 p.m. (Eastern Time) on or before the deadline date.
- Applicants must submit using Grants.gov  
Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](http://www.sam.gov)) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant.

**REGISTER EARLY**



# Completing Your SSS Application

- Applicants may begin working on application while completing registration. BUT, applicants can not submit until all registration steps are complete.
- Save (on your computer) often while working on your application.
- Only PDF or Word files will be accepted.

Grants.gov details are available at:

<http://www.grants.gov/GetStarted>

Grants.gov Customer service:

1-800-518-4726

Note: If your application is late, we will notify you that we will not consider the application.



# APPLICATION FORMATTING TIPS

- Page limit only applicable to CPPs.
- Recommended Narrative Page amount.

**Refer to notice for formatting requirements.**



# Application Checklist

- Application Face Sheet
- SSS Program Profile
- One-page abstract
- Program Narrative (Recommended 65-page limit)
- Budget Narrative, justification, and summary for year one only
- CPP responses (3 pages each: CPP1 and CPP2)
- SSS Assurance form
- Required forms and certifications



# SSS Profile Sheet

## Part III A – SSS Profile Sheet

- All applicants must complete this sheet
- Provides basic applicant information
- Includes SSS standardized objectives based on sector information designated by the applicant
- The SSS Profile sheet may not be altered or revised

<http://nces.ed.gov/collegenavigator/>



# Government Performance and Results Act of 1993 (GPRA) Public Law 103-62

## Concerns

- Government Efficiency
- Shrinking Resources
- Accountability



# Government Performance and Results Act of 1993 (GPRA) Public Law 103-62

## Enactment of GPRA in 1993:

- Improve confidence in government
- Development of strategic plan to measure program performance
- Performance reporting to Congress and public annually



# Exception to Electronic Submission

You may qualify for an electronic submission waiver if:

- You do not have Internet access
- You do not have the capacity to upload large documents to the Grants.gov system



# Exception to Electronic Submission

If you are submitting an exception request, you must:

- Mail or fax a written statement to the Department explaining your need to submit a paper application based on the two grounds for an exception.
  - If mailing, your written statement must be **POSTMARKED** no later than two weeks (14 calendar days) before the application deadline date.
  - If faxing, your written statement must be **RECEIVED** no later than two weeks (14 calendar days) before the application deadline date.



# Exception to Electronic Submission

Submit all Electronic Submission Waivers to:

James Davis

U.S. Department of Education

400 Maryland Avenue, SW

Room 268-02

Washington, DC 20202-4260

Fax Number: 202-453-5780

**Note: Paper applications submitted without an approved waiver will not be considered.**



# Grant Writing Warnings!

Applicants may not use federal grant funds to prepare an application or to seek additional grant funds –

**This includes costs incurred to attend pre-application workshops!**

Applicants who do business with anyone who has been suspended or debarred face the possibility of cost disallowances, termination of grant funding, suspension and debarment from Federal government procurement and non-procurement transactions.



# Further Information

Website for Student Support Services Program:

<https://www2.ed.gov/programs/triostudsupp/index.html>

Program Contacts:

Lavelle Wright

[lavelle.wright@ed.gov](mailto:lavelle.wright@ed.gov)

202-453-7739

or

Tanisha Hamblin-Johnson

[tanisha.johnson@ed.gov](mailto:tanisha.johnson@ed.gov)

202-453-6090

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# Student Support Services Program



**GOOD LUCK!!!**