
The Ohio Higher Education Transforming Campus Climate Program

Program Purpose

A single act of sexual violence is one too many. Ohio seeks to strengthen its ability to better respond to, and ultimately prevent, sexual assault on the state's college campuses. The Ohio Department of Higher Education (ODHE) was charged with developing model best practices for preventing and responding to campus sexual assault. As a result, ODHE released the "Changing Campus Culture: Preventing & Responding to Campus Sexual Violence" report (www.ohiohighered.org/ccc) and recommendations.

Through the Ohio Higher Education Transforming Campus Climate Grant Program, Ohio's Department of Higher Education (ODHE) seeks to (1) Provide support to higher education institutions as they work to implement best practices to address sexual violence on their campuses (2) Develop effective practices with the potential to be expanded across Ohio's campuses.

Specifically, ODHE, through the Ohio Higher Education Transforming Campus Climate grant program, seeks proposals from colleges and universities that demonstrate **effective practices developed in response to climate survey data**. Successful proposals will:

- Demonstrate thoughtful analysis of climate survey results
- Have a clear "theory of change" in terms of how their proposed activity will meet needs identified through the climate survey
- Have an objective way to measure the effectiveness of their proposed activity
- Demonstrate a commitment to sustainability

Projects that link to an institution's comprehensive prevention plan are preferred.

I. Eligible Applicants

Eligible institutions include state institutions of higher education, as defined within the Ohio Revised Code in Section 3345.011, and private nonprofit institutions of higher education:

"State university" means a public institution of higher education that is a body politic and corporate. Each of the following institutions of higher education shall be recognized as a state university: University of Akron, Bowling Green State University, Central State University, University of Cincinnati, Cleveland State University, Kent State University, Miami University, Ohio University, Ohio State University, Shawnee State University, University of Toledo, Wright State University, and Youngstown State University.

"State institution of higher education" means any state university or college as defined in division (A)(1) of section [3345.12](#) of the Revised Code, community college, state



community college, university branch established under Chapter 3355. of the Revised Code, or technical college.

“Private nonprofit institutions of higher education” means a nonprofit institution in this state that has a certificate of authorization under Chapter 1713. of the Revised Code.

State institutions of higher education and private nonprofit institutions may collaborate with other institutions of higher education, either public or private, on Transforming Campus Climate Grant projects.

II. Anticipated Awards

The total of all awards under the Transforming Campus Climate Grant program will not exceed the total funding available. The Chancellor is not obligated to expend all funds set aside for this initiative and may request revisions to proposal budgets.

- 1. Funding Available: up to \$450,000
- 2. ODHE will provide funds for individual campuses and/or consortiums.
 - a. Individual campus awards:
 - 1. Maximum award - \$15,000
 - b. Consortium awards:
 - 1. Two consortium members: \$35,000 maximum
 - 2. Three consortium members: \$50,000 maximum
 - 3. Four or more consortium members: \$65,000 maximum

III. Eligible Expenses and Project Term

Awards under the Transforming Campus Climate Grant program are to be expended on eligible costs. Eligible costs must be expenses directly tied to the implementation of the project and may include personnel, equipment and other costs.

Transforming Campus Climate Grant programs funded through this RFP will be on a 14 month time frame from the time an agreement is executed between the Department of Higher Education and the institution. Projects must commence by November 2016 and conclude January 2018.

A final program and expense report will be due from the institution 90 days after the end of the expenditure period. Regular reporting is anticipated to occur three times a year. All reports should be sent to Kerry Soller, ksoller@highered.ohio.gov.

IV. Proposals Review Process and Timeline

The schedule below may be revised by the Chancellor due to circumstances and any changes will be communicated to applicants.

Request for Proposals Released	July 25, 2016
Online Information Session	August 9 th and 10 th
Proposals Due by 12 p.m.	August 22, 2016
Proposal Review Period	August 23 – September 21, 2016
Notification of Awarded Proposals	October 5, 2016

The Chancellor will provide information to interested parties and provide assistance to potential applicants by responding to questions submitted via e-mail to:

ksoller@highered.ohio.gov

Questions must be submitted by August 15, 2016, to ensure an answer by August 18, 2016. Questions will be answered on a rolling basis and responses will be posted at www.ohiohighered.org/ccs.

The Chancellor's staff will initially screen proposals for completeness. Any deficiencies must be addressed by the applicant within a time period set by the Chancellor's staff. While all proposals will receive consideration, submission of a complete proposal does not guarantee funding.

Accepted proposals will be evaluated using a scoring rubric (see section VI, *Proposal Requirements*) approved by the Chancellor. The Chancellor will make final decisions based on the quality of the proposal.

Upon applicant approval, the Chancellor will provide an award notification letter to the institution, which will include the total awarded amount. ODHE will then draft a more formal agreement to be sent after the award notification letter is received.

V. **Proposal Submission**

Applicants are responsible for submissions of proposals within the time period set by the Chancellor. Proposals must be received no later than 12 p.m. August 22, 2016 and must be submitted in the following manner:

One electronic PDF file emailed to Kerry Soller, ksoller@highered.ohio.gov

Proposals become property of the Chancellor and are subject to public record laws of the state.

VI. Proposal Requirements

A. Format

Proposals must be submitted in Arial Font, 10 points or larger and double-spaced; there is an exception for tables and images, where the font may be single spaced. Please see below for page allocations and directions for each section of the proposal.

- a. **Cover Letter (one page):** Title of project; identify the primary contact by name, title, address, phone and email address.
- b. **Executive Summary (one page maximum):** Describe: a) the proposed initiative; b) how climate survey data supports this initiative; and c) the expected changes to the campus culture.
- c. **Project Narrative (12 pages maximum):** should address the Proposal Criteria in order (see Section C).
- d. **Budget & Budget Narrative (three pages maximum):** In a narrative and summarized in the Excel spreadsheet, the budget & budget narrative will document:
 - i. Itemized costs
 - ii. The underlying assumption for each cost (i.e. base cost of item or service, number served, number of times per year, etc.)
 - iii. Any matching funds that will be leveraged, clearly labeled
- e. **Attachments (5 pages maximum):** Proof of commitment from all parties responsible for the implementation of this project is required.

B. Scoring Rubric

Each proposal will be assessed according to the proposal criteria

- Project Design 30 points
- Project Rationale 25 points
- Project Plan 20 points
- Project Evaluation 15 points
- Budget & Narrative 10 points

C. Proposal Criteria

Project Narratives are required to address the following:

1. *Project Design:* Broad description of the proposed project. This section should address what the project plans to accomplish and the proposed outcomes.
 - a. In addition to a narrative description of the proposed project, include a logic model. At minimum, the logic model should address the inputs (resources) and outputs (activities) and the specific outcomes they will

lead to. An example may be found at

<https://ccip.ode.state.oh.us/documentlibrary/ViewDocument.aspx?DocumentKey=78762>

- b. Explain how/why the project is critical to changing campus culture and may catalyze change at other institutions facing similar challenges.
 - c. If the project is a continuance of current programmatic offerings, explain how it improves the existing model.
2. *Project Rationale:* This section will explain why this project is important and likely to succeed. This section should address, but is not limited to, the items detailed below:
 - a. Describe the process used to understand the climate survey results and explain how the climate survey results informed the proposed project.
 - b. Describe the best practices evidence (research/data/ literature/theory research basis and/or prior experiences with relevant data) that support this project. If the project draws upon best practices laid out in the Changing Campus Culture recommendations, describe how it does so.
 - c. Detail the expected number of students to be impacted by this project.
 - d. Demonstrate commitment to project success and discuss synergy with other initiatives on campus. Note: attachments may provide evidence of commitment, where appropriate.
 - e. Demonstrate how this project will be sustained beyond the grant period and continue to provide substantial value and lasting impact. Provide evidence of a commitment to project sustainability beyond the grant period.
3. *Project Plan:* This section will provide a clear description and timeline for activities to be undertaken.
 - a. Outline the roles and responsibilities of key staff members.
 - b. Provide a brief biography of the administrative lead for the project.
 - c. Provide a timeline with proposed activities and estimated completion milestone for each activity. Include a GANNT chart showing milestones and the necessary steps for a successful outcome for the proposed project.
 - d. Describe the stakeholder engagement. Identify: 1) the audiences that will be communicated with, both on and off campus, 2) key communication touchpoints.
4. *Project Evaluation:* Explain how project success will be measured. The evaluation plan should be tied to specific outcomes related to the recommendations in the Changing Campus Culture report. It is recommended campuses consider climate surveys as a source of measurement.

- a. Describe the evaluation design. Clearly explain outcomes will be defined and measured.
- b. Describe the ongoing evaluation process, including (a) collecting data (b) analyzing data (c) responding to data (i.e. developing improvement plans) and (d) reporting data to the ODHE.
- c. Provide a timeline for the evaluation process,
- d. Identify the individuals who will lead the evaluation process & describe their credentials.
- e. ODHE will collect data related to the project for two years after the end of the agreement.

5. *Budget Narrative*

- a. The amounts for each budget line activity requested must be documented and justified in the budget narrative and summarized within the Excel workbook.
- b. Describe the timing of expenditures in relation to the schedule
- c. Costs should fall within comparative industry standards

VII. Legal Notices

The applicant understands that if its application is accepted by the State, the applicant shall enter into an agreement with the State governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state and local laws and regulations in the conduct of the work hereunder.

The State reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to reissue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the State to making any awards. The State reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The State reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of an application shall be borne by the applicant. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions are final. Applicants will be notified of the outcome of their application(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the State's knowledge, the information provided is accurate. However, the State does not

warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The State retains the right to modify or withdraw this solicitation at any time. By submitting an application, applicants expressly agree to these terms.

VIII. Trade Secrets

All Lead Applicants are strongly discouraged from including in a proposal any information that the Lead Applicant considers to be a “trade secret,” as that term is defined in Section 1333.61(D) of the Ohio Revised Code. All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

If any information in the proposal is to be treated as a trade secret, the proposal must:

- a. Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself;
- b. Identify that the proposal contains trade secret information in the cover letter; and
- c. Include a summary page immediately after the cover letter that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
- d. To determine what qualifies as trade secret information, refer to the definition of “trade secret” in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

“(D) ‘Trade Secret’ means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers that satisfies both of the following:

- (1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
- (2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

- e. The Ohio Department of Higher Education requires non-disclosure agreements from all non-Department of Higher Education persons who may have access to proposals containing trade secret information, including evaluators.
- f. If the Applicant claims that a record is not subject to disclosure under the Ohio Public Records law based on trade secret, it will bear costs of defending this claim.