

From: Tebbetts, Diane [DTebbetts@midsouthcc.edu]  
Sent: Friday, August 01, 2008 6:52 PM  
To: FN-OMB-OIRA-Submission  
Subject: Comment on SSS Draft Guidelines

The published draft guidelines for the U.S. Department of Education's Student Support Services grant program state that all content must be double-spaced, including tables, charts, and headings. Last week, however, Maureen Hoyler, Executive Vice President of the Council on Opportunity in Education, indicated in a public forum that in conversations with ED officials she had determined that this requirement would not be enforced, except for single-spaced narrative text placed in a box. When contacted about this conflicting information, ED personnel either have not responded or have indicated that no decision has yet been made.

Final guidelines need to clarify the requirement. As Mid-South Community College prepares its proposal, we would prefer to be able to use single-spacing in true tables, charts, and section headings so that we can provide more detail in responding to required criteria. If, however, the language about double-spacing stays in place, we request that the Department of Education issue a clarification indicating that non-conforming proposals, that is, those containing single-spaced tables, not be read. The application process cannot be a fair one if some institutions double-space and others single-space tables because the latter will have more room for details in the proposal narrative. Our experiments with both types of formatting indicate that proposals using single-spacing for tables would gain up to 10 pages for additional narrative content.

Thank you for your consideration.

Dr. Diane Tebbetts  
Planning

From: Finnegan Charlotte A [FinnegaCharlotA@JCCMI.EDU]  
Sent: Saturday, August 02, 2008 4:37 PM  
To: FN-OMB-OIRA-Submission  
Cc: wendy.lawrence@ed.gov  
Subject: Comments on the SSS Draft Guidelines

Good Day

We are in the process of preparing our TRIO Student Support Services project and just have this one major concern about the year's guidelines. While we appreciate the reduction in the number of pages, we are concerned that the requirement to double-space tables, charts and headings will limit our ability to explain our situation, project goals, and evaluation plans.

- Double-spacing which results in tables and charts running onto additional pages makes it more difficult to read and compare data.
- Because tables and charts have rows of numbers with fewer words, the result of double-spacing will be to add to the white space on the pages.
- Using excessive page space for tables and charts leaves much less room for the narrative that helps make sense of the data and explains our project.

There seems to be some confusion about this requirement. The Council for Opportunity in Education says that single-spacing for tables and charts is acceptable for SSS proposals, but we have not heard a final decision from the U.S. Department of Education.

We at Jackson Community College hope that you reconsider the double-spaced requirement for tables, charts and headings and allow for single-spacing.

Thank you for your consideration of this request.

Charlotte Finnegan  
Dean, Student Services & Foundation Studies  
Jackson Community College  
517-796-8409  
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finnegacharlota@jccmi.edu  
From: LA NORMAN [grantresources@cox.net]  
Sent: Sunday, August 03, 2008 2:33 PM  
To: FN-OMB-OIRA-Submission  
Subject: comments for the TRIO SSS application

Draft guidelines instruct the applicant to double-space all proposal content, including tables, charts and headings while the Council for Opportunity in Education advised member organizations that tables can be single-spaced.

A. Our clear preference would be to have final guidelines permit single-spacing in tables, charts, and headings for a requirement to single-space all tables, charts and graphs would severely limit the content of the application.

IMPORTANT CONSIDERATION:

B. The Dept. of Education must issue a clarification to all potential applicants indicating any applications submitted with single-spaced charts and graphs will not be returned unread. If this does not occur, those applicants who adhere to the guidelines and double space everything will be at a severe disadvantage because of the limited amount of information included in the proposal.

Dr. Norman

From: Michael V. Wade [MWade@uwyo.edu]  
Sent: Monday, August 04, 2008 12:35 PM  
To: FN-OMB-OIRA-Submission  
Subject: Comment: 1840-0117, Student Support Services Grant Application

To whom it may concern,

I'm writing to comment on the draft SSS grant application for fiscal year 2009. I suggest that the application be revised as follows:

1) Section IV: Application & Submission Information, 2.  
Content & Form of Application Submission reads:

a.. Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings,

footnotes, quotations, references, captions and all text in charts, tables, and graphs.

Comment: The requirement to double space all text within the document is reasonable in regards to the narrative with the exception of footnotes and all text in charts, tables, & graphs. To require that all footnotes & charts/tables/graphs be double spaced is unreasonable because:

- It is inconsistent w/normal formatting for documents in which text in graphs, tables, charts, & footnotes is single spaced. To require double spacing of footnotes & tables will make the narrative harder to read for reviewers. In a practical sense, double spacing tables will result in long, unreadable tables that may span multiple pages, making it quite difficult for readers to read, understand, & compare data within and between tables.

2) In the SSS Profile, the standardized program objectives include a persistence rate objective that reads:

1. 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 graduate and/or transfer from a 2-year to a 4-year institution during the academic year.

Comment: Allowing only 2-year institutions to count transfer from a 2-year to a 4-year institution toward persistence while not allowing 4-year institutions to count transfer from a 4-year to a 4-year institution toward persistence is unreasonable. In many instances, students participating in a SSS program at a 4-year institution transfer to another 4-year institution b/c it fits their major/career needs better, has more appropriate academic offerings, or is more affordable. As the objective currently reads, the impact of that student's participation in SSS at her/his original 4-year institution is lost once the student transfers to another 4-year institution when, often, participation in SSS at one 4-year institution positively affects the student's persistence and graduation at another 4-year institution. This persistence could easily be tracked by the original SSS program by querying student data using the National Student Clearinghouse. Persistence should include continuation at ANY 4-year institution, not just the institution at which the student's original SSS project is located. Should the student participate in another SSS project at their transfer 4-year institution, the SSS project at their original institution would no longer track and report on their persistence.

Michael Wade  
Associate Director  
Student Educational Opportunity  
University of Wyoming  
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From: Gina Stec [gstec@berkshirecc.edu]  
Sent: Monday, August 04, 2008 12:31 PM  
To: FN-OMB-OIRA-Submission  
Subject: Comment: OMB No.1840-0117

Attachments: OMB Letter.doc

Please see attached letter of comment regarding: OMB No.1840-0117, Student Support Services Program.  
Thank you,  
Gina Stec

Gina A. Stec  
Grant Writer  
Office of Institutional Research & Grants Development Berkshire Community  
College 413-236-2110 (office - direct dial) 413-499-4660 (college main #)

August 4, 2008

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Office of Management and Budget  
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[oir\\_submission@omb.eop.gov](mailto:oir_submission@omb.eop.gov)  
Fax: (202) 395-6974.

Comment: [OMB No.1840-0117], [Student Support Services Program].

Dear Sir or Madam:

Berkshire Community College has reviewed the draft application guidelines for the Student Support Services program grant and has noted that the requirements stipulate that all data in the narrative including charts, tables, and headings must be double spaced. However, the Council for Opportunity in Education has recently advised member organizations that tables and charts could be single-spaced.

Because of the new restrictions on page limits, we feel strongly that single spacing of charts and tables will allow us to provide grant reviewers with more information about our program and services offered to students. If double-spacing is required, this will severely affect the content and quality of our application.

We urge the Department of Education to modify the application guidelines to allow for single spacing of charts and tables and to issue a clarification regarding this issue to all potential grant applicants.

Thank you for your consideration.

Gina A. Stec  
Grant Writer  
Office of Institutional Research, Planning & Grants Development

From: Marie Wilson-Enriquez [mwilson-enriquez@frc.edu]  
Sent: Monday, August 04, 2008 4:19 PM  
To: FN-OMB-OIRA-Submission  
Subject: SSS Guidelines

To Whom It May Concern:

Feather River College is in the process of developing our SSS Trio grant proposal for renewal and submission for the October 2008 deadline. Our application has within it a number of charts, and in order to address statistics for comparison of eligible vs. non-eligible student populations, demographic data, retention/persistence, graduation/transfer and GPA we must include a significant amount of data.

Currently, we are stalemated trying to decide if we are to follow the draft guidelines that state "all content...must be double-spaced", or should we follow the guidance from the Council for Opportunity in Education that advises member organizations to single-space tables and charts.

As can be expected we would rather single-space our charts, tables and headings since we have a rigid 65 page limit. If we can get clarification from the Department of Education as to the required formatting it would prove most helpful and allow us to make informed editing decisions.

Thanks you,

Marie Wilson-Enriquez  
Director Trio/SSS  
Feather River College  
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Quincy, CA 95971-9124

(530) 283-0202 ext. 316

From: Rita Nell Diffie [rndiffie@midland.edu]  
Sent: Tuesday, August 05, 2008 10:48 AM  
To: FN-OMB-OIRA-Submission  
Subject: SSS Proposal/edit

I am writing to ask for a clarification for the preparation of Midland College's application of the TRiO Student Support Services (SSS) project. The draft guidelines state that all proposal content, including tables, charts, graphs and headings, must be double-spaced. There has been some discussion in the TRiO community that tables, charts and graphs may be single-spaced, despite the language in the draft.

If the final guidelines permit single-space tables and charts, we could better present data for Midland College. If the final guidelines cannot be modified to allow for single spaced tables, charts and graphs, then we urge the Department of Education to issue a clarification and consequences of not following the guidelines to all applicants. This would prevent inequalities in the reading of the proposals.

We will also be sending this via fax.

Thank you,  
Rita Nell Diffie  
Vice President of Student Services



From: Gavarra-Oh, Mary Anne [Gavarrm@wlaac.edu]  
Sent: Tuesday, August 05, 2008 11:05 AM  
To: Hamilton, Josephine; FN-OMB-OIRA-Submission; linda.byrd-johnson@ed.gov  
Subject: SSS Proposal Clarification

We are in the midst of preparing our renewal grant application for the West Los Angeles College TRiO Student Support Services project and are a bit confused on the guidelines for the proposal format regarding tables, charts and headings. The draft guidelines state that all proposal content, including tables, charts and headings, must be double-spaced, while the Council for Opportunity in Education has advised member organizations that tables can be single-spaced.

Due to the reduced 65 page proposal limit that would severely impact our grant application, our preference is to have the final guidelines permit single-spacing in tables, charts, and headings in the Trio SSS proposal application.

If the final guidelines cannot be modified to allow for single-spaced tables, charts, and graphs, then we are requesting that the Dept. of Education issue a clarification to all potential applicants indicating any applications submitted with single-spaced charts and graphs will not be returned unread. If this does not occur, applicants who adhere to the guidelines and double space everything will be at a severe disadvantage because of the limited amount of information included in the proposal.

Thank you for your consideration.

Mary Anne Gavarra-Oh  
Director, Trio Student Support Services  
West Los Angeles College  
9000 Overland Avenue  
Culver City, CA 90230  
(310) 287-4421  
(310) 287-4565 (fax)

From: Javane John Strong [jaststrong@berkeley.edu]  
Sent: Tuesday, August 05, 2008 2:54 PM  
To: FN-OMB-OIRA-Submission  
Cc: hcampbel@berkeley.edu; sgrettenberg@berkeley.edu; jfem@berkeley.edu

Subject: Student Support Services Grant

Good morning Colleagues

I am writing to comment that the Student Support Services grant page limit of 65 pages is appropriate given the complexity of programming for low-income and first-generation students to graduate in good academic standing.

I also would like to comment that charts be single spaced in accordance with most style convention guide manuals (e.g. MLA, APA and Chicago/Turabian).

Cordially,

--

Javane John Strong  
Assistant Director  
Student Support Services Program  
Academic Achievement Programs  
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From: Sandra Lanier [Sandra.Lanier@snow.edu]  
Sent: Tuesday, August 05, 2008 7:09 PM  
To: FN-OMB-OIRA-Submission  
Subject: Comment: OMB No. 1840-0117, Student Support Services GrantApplication. As mentioned on pages 22 an

Comment: OMB No. 1840-0117, Student Support Services Grant Application. As mentioned on pages 22 and 63 regarding the use of double spacing of all captions

and texts in charts, tables, and graphs, I would request that captions, charts, tables and graphs be single spaced for the benefit of the reader. Effective charts give valuable information in a succinct way that does not mimic, but clarifies text. Double spaced charts are simply hard to read. Thank you for your consideration of this.

From: Frank Torres [fjtorres@csupomona.edu]  
Sent: Tuesday, August 05, 2008 7:32 PM  
To: FN-OMB-OIRA-Submission; fjtorres@csupomona.edu;  
lemunoz@csupomona.edu  
Subject: SSS Comments

Dear Colleagues:

I would like to make two comments regarding the Student Support Services grant competition. First of all, I believe that the SSS \*grant page limit of 65 is appropriate,\* especially in light of the universe of factors to retain and

graduate qualified students who are low-income, first-generation, and persons with disabilities. I support this page limit.

Secondly, I would like to comment that charts in the SSS grant proposal follow the MLA and APA style guide manuals. Charts in these standardized guide manuals are \*single spaced\*, and I believe that charts in SSS grant proposals should also be \*single spaced\*.

\*Sincerely,

Frank J. Torres, Ph.D.  
Supervisor, TRIO Programs  
Cal Poly Pomona University\*

From: Kathleen V. Greene, Ph.D. [kgreene@ksu.edu]  
Sent: Tuesday, August 05, 2008 7:46 PM  
To: FN-OMB-OIRA-Submission  
Subject: Comments on the SSS Grant Application

To OMB:

I have two comments regarding the Student Support Services grant application. First, I would urge reconsideration of the format for tables and charts. According to standard writing guidelines, such as MLA and APA, tables and charts should be singled-space. To me, this makes for easier reading. Secondly, I am pleased to see the 65 page limit instead of 50 pages given the provision of services needed to graduate SSS students.

Thank you for the opportunity to provide comments.

Respectully,

Kathleen V. Greene, Ph.D.  
Director  
Educational Supportive Services/McNair Scholars Program  
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Kansas State University  
Manhattan, Kansas 66502  
785-532-5642/785-532-6137

From: Paulette Watanabe [watanap@pdx.edu]  
Sent: Tuesday, August 05, 2008 7:54 PM  
To: FN-OMB-OIRA-Submission  
Subject: Comment on SSS Proposal Guidelines

I support a page limit of 65 pages for the Student Support Services grant, because of the complexity of programming for low-income and first-generation students to graduate in good academic standing.

Also, I would like to request that charts be single spaced in accordance with most style convention guide manuals (e.g. MLA, APA and Chicago/Turabian), but especially for ease of reading.

Thank you,

Paulette Watanabe  
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Paulette Watanabe

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