# Hartnell College - Office of Institutional Advancement
# Grant Concept Form

March 2020

## 1. New/Renewal Grant Project - What do you want to do?

**Title:** DOL Grant with Reedley/Imperial Valley/Yuba Colleges

**Website:** https://www.dol.gov/agencies/eta/skills-training-grants

**Abstract:**

The grant is in response to the COVID-19 pandemic. Training programs are primarily short-term, vocational, and not for credit. Western Growers is the largest high-value commodity advocacy group in the Western United States. Their members are requesting California Community Colleges to have aligned, not for credit curriculum that is founded on industry need so they can meet their 2021 skill gap needs. As such, the major agriculture colleges in their farming regions are planning to have a joint Department of Labor grant focused on food safety, farmworker education and mechatronics.

## 2. Alignment with the College Strategic Plan and Feasibility

Link to Hartnell College Strategic Plan

0
____ % **Goal 1** - Increase Student Completion

0
____ % **Goal 2** - Increase Student Completion Efficiency

0
____ % **Goal 3** - Increase Student Transfer to 4 Year Institute

100
____ % **Goal 4** - Improve Student Employment Subsequent to Training or Completion

100
_____% **Total (should equal 100)**

**Please provide a list of the Hartnell values that this grant fulfills:**     Hartnell College's Values

Students First; Diversity, Equity, and Inclusion; Alliances; Innovation; Stewardship of Resources; and Health, Safety, and Security

Be prepared to provide data to support scoring below such as Labor Market Data.
**\* Scoring Criteria (1-5 WEAK to STRONG)**
| | |
|---|---|
| 1) Staff expertise/experience in similar projects | 5 |
| 2) Compelling need in college or community | 5 |
| 3) Strong business/community/education partnerships | 5 |
| 4) Aligns with new funding formula | 1 |
| 5) Low demand on resources (space, equipment, etc.) | 4 |
| 6) Capable of sustaining project after grant ends | 3 |

**Total:** 23 _____ **(Total should not exceed 30)**

**List Accreditation Standards (i.e.; II.A.):**     Link to Accreditation Standards
I.A.; II.A.

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| **3. If the project is for broad institutional capacity building, what are the plans for institution-wide development & implementation of proposed activities?** |
|---|
| N/A |

| **4. Does the project align with or overlap with current activities or events? If yes, please provide information about activities and how current directors and program staff are involved in developing this new project/grant proposal.** |
|---|
| This would be leveraging of the current Farmworker Education program, the Western Food Safety Summit and the potential Mechatronics program that is associated with the Taylor funds.  With these not for credit classes, we will be able to use existing advisory committees to create multiple short term, not for credit programs and sequences. After "test driving" these not for credit programs we can determine which programs should be moved into credit, non credit or discontinued after grant funding. |

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| 5. Grant Type | Due Date |
|---|---|
| x    New | 10/08/2020 |
|     Continuation | |

| Funding Source | Agency/Organization |
|---|---|
| **Public:**    State   x  Federal | Department of Labor |
| **Private:**    Foundation    Corporation<br><br>    Individual | |

## 6. Fiscal Information - Fiscal Agent

x College    Foundation    Indirect Cost Rate: 0    Grant Amount: 700,000

## 7. Does the proposed project require matching funds or in-kind contributions?

x No    Yes    If yes, explain: Hartnell College will not be the lead fiscal agent, it is a $5 million grant, thus our portion will be approximately $700,000. We will need to see if any of the indirect funds will flow down.

## 8. Intellectual Property
*Will the proposed project include the development of intellectual property?*

x No    Yes    If yes, explain: N/A

## 9. Grant Timeline

Grant Start Date: 01/01/2021    Grant Ending Date: 01/01/2024

## 10. Proposal Lead

- Proposal Lead: Clint Cowden
- Title: Dean of Academic Affairs
- College Department: CTE
- Phone: 5598169465
- Email: ccowden@hartnell.edu

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## 11. Additional Partners
*Will this project include other agencies?*

No    x  Yes        If yes, explain: Reedley College (lead), Yuba College, Imperial Valley College, Western Growers, Grower-Shipper Association, Stone Fruit Association, Workforce Development Boards (Monterey, Fresno, Yuba, and Imperial Counties)

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## 12a. Human Resources - Staffing Positions to Support the Grant
*What new/continuing positions will be created to meet the proposed project objectives?*
*Please list the proposed titles and one-sentence job description below; include cost detail and a source of funding.*

New
Program Assistant II, Program, administrative and outreach services for not for credit programs, $45,000 per year grant funding, not a full-time position

Account Tech, work with Reedley College on proper forms and fiscal procedures for the grant, $13,500 per year grant funding, not a full-time position

Food Safety Contract Trainers, provide not for credit food safety short courses, $22,500 per year grant funding

Farmworker Education Contract Trainers, provide not for credit farmworker education short courses, $36,600 per year grant funding

Mechatronics Contract Trainers, provide not for credit mechatronics short courses, $16,000 per year grant funding

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## 12b. Will the proposed project require HCCD to eventually absorb the cost of staffing for the project?

x  No        Yes        If yes, explain below and complete 16a and 16b:

N/A

## 13a. Facilities, Furniture and Equipment Resources to Support the Grant
*What new and/or remodeled space will be needed? (e.g. offices, lab and activity space, etc.)*
*What furniture will be needed? (e.g. workstations for staff, tables, and chairs, etc.)*
*What equipment will be needed? (e.g. computers/laptops for staff, phones, etc.)*
Please describe below and include estimated cost and source of funding:

```
No new or remodeled space will be needed.
No new furniture will be needed.
Equipment needed: $81,000 of new equipment will be purchased with grant funds
```

## 13b.  Will proposed facilities, furniture and equipment needs continue after grant?

x  No        Yes        If yes, explain below and complete 16a and 16b:

N/A

## 14a. Impact on Student Affairs and its resources?
*What current resources will be used to implement this grant?*
*What new resources will be needed?*

```
No impact on student affairs, as students will be not for credit
```

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### 14b. Impact on Institutional Resource and Information Technology resources?
*What new institutional research will be needed? (e.g. evaluation, new data sets, new reports.)*
*What new informational technology will be needed? (e.g. new or additional software.)*

Institutional research needs
1. Development of a not for credit application for tracking student cohorts to meet DOL reporting guidelines
2. Perform quarterly and annual data reporting requests to meet DOL reporting guidelines

### 14c. Will proposed institutional research and IT needs continue after grant?

x  No        Yes        If yes, explain below and complete 16a and 16b:

N/A

### 15. Budget Plan – over the term of the grant

|                              | Grant   | HCCD Match | Match Other |
|------------------------------|---------|------------|-------------|
| Personnel Instructional      | 0       |            |             |
| Personnel Non-Instructional  | 536,000 |            |             |
| Operating                    | 82,571  |            |             |
| Equipment                    | 81,429  |            |             |
| Indirect                     | 0       |            |             |
| Total                        | 700,000 |            |             |

**Budget Notes:**
N/A

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### 16a. If proposed activities will continue after grant funding ends, what are the plans for sustainability?
*Indicate years and activities that will be included in Program Planning and Assessment (PPA) and Resource Requests.*

N/A

### 16b. Budget Plan – HCCD institutional commitment – after grant term ends

| Fiscal Year: | | | |
|---|---|---|---|
| Personnel Instructional | | | |
| Personnel Non-Instructional | | | |
| Operating | | | |
| Other | | | |
| **Total** | | | |

**Budget Notes:**

### 17. Academic Senate - New Programs, Curriculum and/or Faculty
*Does the proposal include new programs, curriculum, or faculty?*

x   No        Yes        Proposed date to present to the Academic Senate: _____

**List faculty members involved in development:**
N/A

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### 18. The proposed project supports the goals and objectives of Hartnell College
*The following signatures are the responsibility of the Proposal Lead:*

| Support | Do Not Support | | |
|---|---|---|---|
| X | | DocuSigned by: *Clint Cowden* — 6E57723A4A76474 **Proposal Lead** | 08/31/2020 **Date** |
| Support | Do Not Support | DocuSigned by: *N/A* — 05E3B95A6C4F480... **Dean** | 09/01/2020 **Date** |
| Support X | Do Not Support | DocuSigned by: *Cathryn Wilkinson* — 8F9552DDC3964E1... **VP** | 09/01/2020 **Date** |

### 19. The proposed project supports the goals and objectives of Hartnell College
*The following signatures are the responsibility of the Office of Institutional Advancement:*

| Support | Do Not Support | | |
|---|---|---|---|
| Support | Do Not Support X | DocuSigned by: *Cheryl O'Donnell* — E80E80D7B7AA498... **Academic Senate** | 09/01/2020 **Date** |
| Support | Do Not Support | DocuSigned by: *Jackie Cruz* — 8DADC543DB574EE... **Vice President of Advancement and Development** | 09/01/2020 **Date** |
| Support X | Do Not Support | DocuSigned by: *David Teehaira* — 33EC38DA7C054E0... **Accounting Manager** | 09/02/2020 **Date** |
| Support X | Do Not Support | DocuSigned by: *[signature]* — EB5ED6340A7C4DC... **Vice President of Administrative Services** | 09/02/2020 **Date** |
| Support | Do Not Support | DocuSigned by: *N/A* — 05E3B95A6C4F480... **Director/Vice President (as required)** | 09/03/2020 **Date** |

### 20 . Approval
*The proposed project is approved and supports the goals and objectives of Hartnell College.*

| Support | Do Not Support | | |
|---|---|---|---|
| | | *[signature]* **Superintendent/President** | 9/8/20 **Date** |