



Hartnell College - Office of Institutional Advancement

Grant Concept Form

November 2020

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

Title: Hispanic Serving Institutions Title III Part F STEM and Articulation Grant

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

Abstract: Fill in Abstract below:

The HSI Title III Part F grant will support the college's goals by increasing the numbers of Hispanic and other low-income students attain degrees in the fields of science, technology, engineering, and math by supporting the development and strengthening of academic pathways, transfer and articulation, and student support services. Proposed activities may include strategic capacity-building initiatives, proven evidence-based practices, and sustainable efforts that support the college's strategic plans.

2. Alignment with the College Strategic Plan and Feasibility

30 _____ % **Goal 1** - Increase Student Completion

[Link to Hartnell College Strategic Plan](#)

20 _____ % **Goal 2** - Increase Student Completion Efficiency

30 _____ % **Goal 3** - Increase Student Transfer to 4 Year Institute

20 _____ % **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, Academic and Service Excellence, Diversity Equity & Inclusion, Alliances, Leadership and Empowerment, and Innovation.

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 | 5 _____ |
| 5) Low demand on resources (space, equipment, etc.) | 5 _____ |
| 6) Capable of sustaining project after grant ends | 5 _____ |

Total: ³ _____ (Total should not exceed 30)

List Accreditation Standards (i.e.; II.A.):

[Link to Accreditation Standards](#)

I.B., II.A., II.B., II.C., III.B., III.C.,



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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?

All of the activities outlined in the proposal are currently in existence and supported through various funding sources including HSI grants, state categorical funds, general funds, and other grant programs. This grant proposal will support the continued strengthening and capacity building of strategies and activities such as but not limited to the designing of guided pathways, building of an academic support structure for meta-majors, creating a culture of research and data decision-making, implementing a structured professional development program, and supporting the fiscal stability of the college through a long-term endowment. The activities outlined in the proposal will immediately be ingrained through their respective departments and divisions with a 5-year planned institutionalization through the college's Program, Planning, and Assessment process.

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.

The activities outlined in this proposal are directly aligned with, and in most cases were designed through the current HSI Title III GPS grant. This proposal will support the sustainability of those activities for an additional 5 years and integrate other HSI supported activities such as the Teacher Education program currently funded through a CSUMB Title V grant. Current Directors and staff such as academic support, STEM internships, counselors, and other impacted staff are integrated into the proposal design and planning.



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| 5. Grant Type | | Due Date |
|--|---|--|
| <input checked="" type="checkbox"/> New | | 06/14/2021 |
| <input type="checkbox"/> Continuation | | 10/01/2021 |
| Funding Source | | Agency/Organization |
| Public: State <input checked="" type="checkbox"/> Federal | | United States Department of Education Hispanic Serving Institutions Program |
| Private: Foundation Corporation Individual | | |
| 6. Fiscal Information - Fiscal Agent | | |
| <input checked="" type="checkbox"/> College | <input type="checkbox"/> Foundation | Indirect Cost Rate: 0 Grant Amount: 5,000,000 |
| 7. Does the proposed project require matching funds or in-kind contributions? | | |
| <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | If yes, explain: The endowment portion of the proposal requires a \$1 for \$1 match. |
| 8. Intellectual Property | | |
| <i>Will the proposed project include the development of intellectual property?</i> | | |
| <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | If yes, explain: No intellectual property proposed. |
| 9. Grant Timeline | | |
| Grant Start Date: <u>10/01/2021</u> | Grant Ending Date: <u>09/30/2026</u> | |
| 10. Proposal Lead | | |
| • Proposal Lead: | <u>Moises Almendariz</u> | |
| • Title: | <u>Director HSI Initiatives</u> | |
| • College Department: | <u>Hispanic Serving Institutions</u> | |
| • Phone: | <u>8317707018</u> | |
| • Email: | <u>malmendariz@hartnell.edu</u> | |


11. Additional Partners

Will this project include other agencies?

No Yes If yes, explain: No additional partners

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.

Moises Almandariz - Director HSI - 90% HSI / 10% General Funds.
 Leda Polio - Program Assistant HSI - 100% HSI
 Jainesh Singh - Director Academic Support - 50% HSI / 50% other sources including GF and SEAP.
 Lisa Fischler - Coordinator Academic Support - 50% HSI / 50% other sources.
 Brooksley Foley - STEM Counselor - 100% HSI
 Anely Meneses - Program Assistant STEM - 50% HSI
 Jihan Ejan - Director Teacher Pathways (STEM) - Absorbed incrementally off of Title V Maestros.
 Jesus Clemente - Coordinator Teacher Pathways (STEM) - Absorbed incrementally off of Maestros.
 Sergio Diaz - Counselor Teacher Pathways (STEM) - Absorbed from First 5 grant
 Vacant (previously wade Grant) - Data Analyst - 100% HSI
 Tutoring and Supplemental Instructors - \$150,000 annually
 Student Internship Stipends - \$100,000 annually

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

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

The proposal is not proposing any new positions, but rather sustaining or absorbing existing positions that are currently funded fully or partially with HSI grants, state categorical funds, and other grant programs. In some cases, staff on general funds may be considered to move partially to this grant to support the design of new activities. The position of Data Analyst mentioned above has been vacant for the past year. This proposal will support the reengagement of that position to the college. The original position was created with a past HSI grant. Every effort will be made during the 5-year project period to institutionalize positions through the college's PPA process or sustain with future HSI grants, and/or other grant and categorical funding sources.



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13a. Facilities, Furniture and Equipment Resources to Support the Grant

Will new/remodeled space be needed? (e.g. offices, lab and activity space, etc.)?

If so, please confer with Facilities to review the underutilized space map and describe plans below.

Will furniture and equipment be needed (e.g. workstations for staff, computers, phones, chairs, etc.)?

If so, include the estimated cost and source of the funding below.

New spaces and/or furniture and technology for offices, labs, or classrooms are likely not to be needed for this project. However, minimal funding for such will be proposed in case it is needed throughout the project. With existing staff already in place, there will be no need to move them out of their current areas.

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

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

Any proposed facilities, furniture, technology, and equipment (if needed) are likely to continue after grant. However, efforts will be made to support or absorb those items through future HSI funding.

14a. Impact on Student Affairs and its resources?

What current resources will be used to implement this grant?

What new resources will be needed?

Collaborations with HSI grants and Student Affairs are active with ongoing plans to supplement existing activities and staffing. Numerous staff in Student Affairs are currently funded fully or partially with HSI grants and will continue the process to support their sustainability. Student Affairs Deans have actively utilized their PPA's to absorb positions or have leveraged categorical and other funds to support the sustainability of HSI staff.



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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.)

As usual, the HSI grant proposal will have needs for data collection for reporting outcomes to the Department of Education. However, the new project is proposing to refill a past research analyst position to help increase the capacity of the existing research office.

We do not anticipate any significant technology needs, but will propose funding annually in case those needs change.

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

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

Research and IT needs proposed in the grant will likely continue after the grant but may be sustained with future HSI funding.

15. Budget Plan – over the term of the grant

| | Grant | HCCD Match | Match Other |
|-----------------------------|-----------|------------|-------------|
| Personnel Instructional | 0 | | |
| Personnel Non-Instructional | 3,000,000 | | |
| Operating | 2,000,000 | 250,000 | |
| Equipment | 0 | | |
| Indirect | 0 | | |
| Total | 5,000,000 | | |

Budget Notes:

The above are estimates only. The proposed budget draft anticipates between \$2.7 to \$3.2 million in non-instructional personnel over the 5-year period with the remaining for but not limited to operating, supplies, professional development, student stipends and endowment. Indirect funds are not anticipated in this proposal. The HCCD Match is the anticipated \$1 for \$1 match of a proposed endowment; the match comes from the Foundation.



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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.

Each year of the 5-year grant, respective budget managers will be requested to sustain personnel through the use of the college's PPA process with requested incremental amounts annually. For example, a 100% funded grant staff should be incrementally institutionalized 20% annually. However, those amounts differ for staffing that are partially funded or categorized as part-time employees.

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

| Fiscal Year: | 10/01/2025 | 10/01/2026 | 10/01/2027 |
|-----------------------------|------------|------------|------------|
| Personnel Instructional | | | |
| Personnel Non-Instructional | 500,000 | 589,000 | 700,000 |
| Operating | 100,000 | 100,000 | 100,000 |
| Other | | | |
| Total | 600,000 | 689,000 | 800,000 |

Budget Notes:

The fiscal years above are reflective of the proposal's 4th year, 5th year, and eventually the year following the grant's end. Therefore, the projected amounts the college would potentially absorb in those years are reflected in the listed categories. As described previously, the larger plan is to institutionalize positions over the grant's 5-year period through PPA's, future HSI funding, and other categorical funding sources. Listed amounts are solely projections.

17. Academic Senate - New Programs, Curriculum and/or Faculty

Does the proposal include new programs, curriculum, or faculty?

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

List faculty members involved in development:

No new academic programs, curriculum, or faculty are being proposed in this grant.




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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 | DocuSigned by:  <small>765C1013A7C14BB...</small> Proposal Lead | 05/12/2021 |
| Support | Do Not Support | _____ | Date |
| | | Dean | |
| Support | Do Not Support | _____ | Date |
| | | VP | |

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 |  <small>Cheryl O'Donnell (May 18, 2021 07:33 PDT)</small> Academic Senate | May 18, 2021 |
| <input checked="" type="radio"/> | <input type="radio"/> | | Date |
| Support | Do Not Support |  <small>Jackie Cruz (May 18, 2021 08:05 PDT)</small> Vice President of Advancement and Development | May 18, 2021 |
| <input type="radio"/> | <input type="radio"/> | | Date |
| Support | Do Not Support |  <small>Alicia Gregory (May 18, 2021 08:28 PDT)</small> Accounting Manager | May 18, 2021 |
| <input checked="" type="radio"/> | <input type="radio"/> | | Date |
| Support | Do Not Support |  <small>Steven Crow (May 18, 2021 09:44 PDT)</small> Vice President of Administrative Services | May 18, 2021 |
| <input type="radio"/> | <input type="radio"/> | | Date |
| Support | Do Not Support | _____ | Date |
| | | Vice President of Information Technology | |
| Support | Do Not Support | _____ | Date |
| | | Vice President of Human Resources | |
| Support | Do Not Support | _____ | Date |
| | | Director/Vice President (as required) | |



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20 . Approval

The proposed project is approved and supports the goals and objectives of Hartnell College.

Support Do Not Support

Superintendent/President

Date

Signature: 
Moises Almendariz (May 14, 2021 12:56 PDT)

Email: malmendariz@hartnell.edu