Hartnell College - Office of Institutional Advancement
Grant Concept Form

March 2020

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

Title: USDA Distance Education and Telemedicine grant

Website: https://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants

Abstract:

The grant will allow Hartnell College the opportunity to increase our ability to deliver distance education courses synchronously through main hub sites at Salinas main campus and Alisal Campus to end user sites of King City, Soledad and Castroville education center sites. We will equip classrooms with he necessary equipment, for new installation and to complement existing equipment for seamless integration.

2. Alignment with the College Strategic Plan and Feasibility

Link to Hartnell College Strategic Plan

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

25
_____ % **Goal 2 -** Increase Student Completion Efficiency

25
_____ % **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 principle
- Innovation
- Academic and Service Excellence
- Stewardship of Resources

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	4
2) Compelling need in college or community	5
3) Strong business/community/education partnerships	4
4) Aligns with new funding formula	4
5) Low demand on resources (space, equipment, etc.)	3
6) Capable of sustaining project after grant ends	4

24
Total: _____ (Total should not exceed 30)

List Accreditation Standards (i.e.; II.A.):   Link to Accreditation Standards
Goals 1, 2 & 3

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

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Two-fold approach:

1)Technical needs of the project will need to be supported initially by outside source to initiate
  installation and maintenance of the equipment. Vendor would work with existing staff to train on
usage of equipment as needed and within scope of their duties and skills. Grant includes
maintenance costs, site licenses and extended warranties (up to 3 years).

2)Faculty and IT staff will need training on usage of the equipment in order to support distance
education delivery to students
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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.

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Alignment per the need to offer distance education courses in light of Covid-19.

The Dean of South County has interest in supporting synchronous distance learning between King
City, and Soledad centers as well as main campus. Castroville poses another opportunity for
synchronous distance learning facility- Director/Dean of this facility is TBD.

Facilities and IT also willing to support as much as possible. With support from this grant, IT
will work with vendor to initiate project and then will need to train staff on usage given current
 bandwidth and this may require some additional support from the Foundation office.
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5. Grant Type		Due Date
x New		07/13/2020
Continuation		
Funding Source		**Agency/Organization**
Public: State x Federal		United States Department of Agriculture
Private: Foundation Corporation Individual		

6. Fiscal Information - Fiscal Agent		
x College Foundation	Indirect Cost Rate: 0	Grant Amount: 0

7. Does the proposed project require matching funds or in-kind contributions?
No   x   Yes   If yes, explain: yes, min of 15% match (we expect 15-16%) potential match

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: 09/23/2020 _____   Grant Ending Date: 09/22/2023 _____

10. Proposal Lead
● Proposal Lead: ROSIE ARMSTRONG ● Title: DIRECTOR, WORKFORCE DEVELOPMENT ● College Department: ADVANCEMENT ● Phone: 8317596050 ● Email: RARMSTRONG@HARTNELL.EDU

11. Additional Partners
Will this project include other agencies?

x No   Yes   If yes, explain: Not as a partner to the grant but we will be reliant on vendor to provide technical expertise in installation of equipment, maintenance, etc.

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.

N/A

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

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

It may. During the course of the 3-year project, maintenance, licensing and warranties contracts are included but after that period the equipment will likely need ongoing maintenance unless it becomes eventually replaced for a more robust system. The College or Foundation will need to absorb this cost. The Foundation will continue to fundraise to support distance education capital and operation needs. At the same time in a 3 year period there may be more support for distance education infrastructure.

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:

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The grant allow for hub site broadcasting to end user sites. Due to the rurality aspect of the
grant, the hub would have to be located in Salinas (eithercampus), while the end user sites would
be located in King City, Soledad and Castroville.

8 classrooms total:

Hubs: 4 on main campus (Bldgs D & E) & 1 at Alisal possible (since Alisal is considered an
extension of the main campus, the hub sites within the two campus allow for flexibility).

End Users: 1 at King City, 1 at Soledad and 1 at Castroville

N/A- already planned for
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13b. Will proposed facilities, furniture and equipment needs continue after grant?

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

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Yes, in order to carry out sustainability of the equipment's use, the facilities will need space
and furniture for equipment (no new furniture needed).
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14a. Impact on Student Affairs and its resources?
What current resources will be used to implement this grant?
What new resources will be needed?

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None known at this time
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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.)

N/A- included in grant

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

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

IT will need to continue to maintain the equipment and the Foundation will work to support IT's
needs to support project after the 3 year period however there are possibilities that we will
receive additional distance education support allowing us to upgrade or replace.

15. Budget Plan – over the term of the grant

	Grant	HCCD Match	Match Other
Personnel Instructional	0	0	0
Personnel Non-Instructional	0	0	0
Operating	0	0	0
Equipment	244,358	43,154	0
Indirect	0	0	0
Total	244,358	43,154	0

Budget Notes:
total project is $287,692

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.

The grant would end in 2023 and ongoing fundraising efforts by the Foundation to support distance education will need to be initiated during term of grant so the activities can be sustained in the years after grant term end.

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

Fiscal Year:	2024	2025	2026
Personnel Instructional			
Personnel Non-Instructional			
Operating			
Other	200,000	200,000	200,000
Total			

Budget Notes:
Estimates only, based on full usage of 8 classrooms at $25K each. There is a distinct possibility that technology will likely be modified prior or during this period and we will continue to seek opportunities to support distance education technology.

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: _____

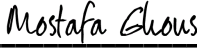**List faculty members involved in development:**
N/A

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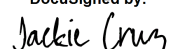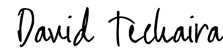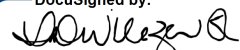## Grant Concept Form

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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: *Rosie Armstrong* — FCE3CECE0F20496... **Proposal Lead**	07/13/2020 **Date**
X		DocuSigned by: *Mostafa Ghous* — 070228CBBD884E6... **Dean**	07/16/2020 **Date**
		DocuSigned by: *Dave Phillips* — 8C47DD6F3EE3496... **VP**	07/29/2020 **Date**

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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		
		DocuSigned by: *Cheryl O'Donnell* — E80E80D7B7AA498... **Academic Senate**	07/29/2020 **Date**
X		DocuSigned by: *Jackie Cruz* — 8DADC543DB574EE... **Vice President of Advancement and Development**	07/30/2020 **Date**
X		DocuSigned by: *David Tichaira* — 33EC38DA7C054E0... **Accounting Manager**	08/04/2020 **Date**
X		DocuSigned by: — EB5ED6340A7C4DC... **Vice President of Administrative Services**	08/06/2020 **Date**
		DocuSigned by: *N/a* — 05E3B95A6C4F480... **Director/Vice President (as required)**	08/06/2020 **Date**

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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**