Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

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

Title: Basic Needs for Postsecondary Students Program

Website: www.federalregister.gov/documents/2021/11/05/2021-24362/applications-for-new-awards-b

Abstract: Fill in Abstract below:

The project will develop and enhance systemic coordination of, and integration with, existing services and improve collaboration among service providers to better connect students with available support and to more efficiently utilize the capacity of the services and support available in the communities where students live. The project will create one-stop resource centers enabling students to access both on- and off-campus resources across a wide array of documented need areas, including housing and food. The project will also create an online resource portal; provide dedicated basic needs and case management; develop an extensive public/non-profit partnership network; and conduct outreach and professional development.

2. Alignment with the College Strategic Plan and Feasibility

[Link to Hartnell College Strategic Plan](#)

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

30
____ % **Goal 2 -** Increase Student Completion Efficiency

20
____ % **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, DEI, Alliances, Stewardship of Resources, 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   4
2) Compelling need in college or community   5
3) Strong business/community/education partnerships   5
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

Total: ____25____ **(Total should not exceed 30)**

List Accreditation Standards (i.e.; II.A.):   [Link to Accreditation Standards](#)

IIB

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

A Basic Needs Task Force, which includes cross-campus and community representatives, has been assembled to design the proposed project. While Student Services will take the lead on this project, representation from Hartnell has also included academic affairs (i.e. faculty), administrative services, and advancement. Once funded, a Director of Basic Needs will work to centralize services by conferring and collaborating with other departments.

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.

Hartnell currently offers several basic needs services, but they are decentralized. This project will centralize these services into one "hub" and serve as a one-stop shop for students. Current directors and staff that are involved in offering basic needs assistance, such as housing and food support or mental health counseling, are members of the Basic Needs Task Force and provided input for this proposal. They will continue to participate in the Task Force as well as collaborate with the future Director of Basic Needs.

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

5. Grant Type	Due Date
x New	12/06/2021
Continuation	12/06/2021

Funding Source	Agency/Organization
Public: State x Federal	US Department of Education
Private: Foundation Corporation Individual	

6. Fiscal Information - Fiscal Agent		
x College Foundation Indirect Cost Rate: 8		Grant Amount: 990,000

7. Does the proposed project require matching funds or in-kind contributions?
x   No   Yes   If yes, explain: N/A

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: _12/31/2021_   Grant Ending Date: _12/31/2024_

10. Proposal Lead
- Proposal Lead: - Title: - College Department: - Phone: - Email: Augustine Nevarez   Director of Student Affairs (Student Life)   Student Affairs   8317556825   anevarez@hartnell.edu

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

No   x Yes   If yes, explain: External partners include multiple social services agencies. Examples include United Way, the Food Bank, Foundation for California Community Colleges, Catholic Charities, the County Department of Social Services, and Community Homeless Solutions, among others.

| **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.* |

```
The project proposes two new positions:
1) A Director of the Basic Needs Resource Center(s), to oversee all operations and build
partnerships with external organizations. Annual cost = approximately $150k (including
benefits).This will be funded by current HEERF funding, followed by a pending state categorical
grant.
2) A Case Manager, who will triage student needs, manage the intake and referral system, and
track and monitor services. Annual cost = approximately $133k (including benefits). This will be
funded by this grant.
```

| **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:

The Case Manager position will need to be sustained, depending on demand.

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.

```
Facilities is aware of the request to find space for this project. Currently, the plan is to
convert the "gaming room" in the Student Life Center into a Basic Needs Center while other
suitable options are explored. Typical workstation equipment will be needed, in addition to
furniture that will create a welcoming environment, such as sofas. Approximately $15,000 has been
 budgeted for this in the current proposal.
```

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

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

```
Yes, but they should be one-time up front costs.
```

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

```
This project is centralized under Student Affairs and will thus require ongoing time and effort by
 the VP and initial time and effort by the Director of Student Life and Director of Equity
Programs. Staff may support efforts to centralize services.
```

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

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.)

The project will need case management software, to be covered by the grant funding. Institutional Research may be asked to help evaluate services and track their effectiveness, including developing reports about the success of students that seek services.

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

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

Yes to research needs. The software will only require a maintenance fee.

15. Budget Plan – over the term of the grant

	Grant	HCCD Match	Match Other
Personnel Instructional	0		
Personnel Non-Instructional	448,000		
Operating	457,000		
Equipment	15,000		
Indirect	70,000		
Total	990,000		

Budget Notes:
Personnel includes the case manager and stipends for mental health counselors/grad students; operating includes contracts for mental health services, professional development/training for staff, marketing and outreach, and software. Indirect is capped at 8% by the Department of Education.

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 Basic Needs Director will be funded by a state categorical grant. The case manager will need to be sustained, but external sources of funding will continue to be sought to support that position.

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

Fiscal Year:	07/01/2025	07/01/2026	07/01/2027
Personnel Instructional			
Personnel Non-Instructional	150,000	157,500	181,125
Operating	15,000	15,000	15,000
Other			
Total	165,000	172,500	196,125

Budget Notes:
Case Manager costs will persist, but additional sources of funding will be sought to cover this. Operating needs will include student stipends, software and marketing/outreach.

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: _____01/03/2022_____

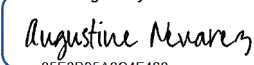**List faculty members involved in development:**
N/A

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

---

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:* Augustine Nevarez — 05E3B95A6C4F480...	01/03/2022
		Proposal Lead	**Date**

Support	Do Not Support		
		Dean	**Date**

Support	Do Not Support		
		VP	**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		
		N/A Cheryl O'Donnell	1/6/22
		Academic Senate	**Date**

Support	Do Not Support		
		Vice President of Advancement and Development	**Date**

Support	Do Not Support		
		Alicia Gregory	1/7/22
		Accounting Manager	**Date**

Support	Do Not Support		
		Vice President of Administrative Services	**Date**

Support	Do Not Support		
		Vice President of Information Technology	**Date**

Support	Do Not Support		
		Linda Beam	1-7-21
		Vice President of Human Resources	**Date**

Support	Do Not Support		
		Director/Vice President (as required)	**Date**

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

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

Support	Do Not Support	
		_____
		Superintendent/President **Date**

Signature: *Romero Jalomo (Jan 5, 2022 11:57 PST)*

Email: rjalomo@hartnell.edu

Signature: *Cheryl O'Donnell (Jan 6, 2022 19:09 PST)*

Email: codonnell@hartnell.edu

Signature: *Michele S. Perago*

Email: mperegrin@hartnell.edu

Signature: *Alicia Gregory (Jan 7, 2022 08:09 PST)*

Email: agregory@hartnell.edu

Signature: *Steven Crow (Jan 7, 2022 08:41 PST)*

Email: scrow@hartnell.edu

Signature: *Linda Beam*

Email: lbeam@hartnell.edu

Signature: *Raul Rodriguez (Jan 7, 2022 10:24 PST)*

Email: rrodriguez@hartnell.edu

GCF-DOE-BasicNeeds

Final Audit Report   2022-01-07

Created:	2022-01-04
By:	Michele Peregrin (mperegrin@hartnell.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAF9ePwC4GBkSUu9D5n2MmnlgFy-n8uzUz

"GCF-DOE-BasicNeeds" History

Document created by Michele Peregrin (mperegrin@hartnell.edu)
2022-01-04 - 8:53:47 PM GMT- IP address: 198.189.134.111

Document emailed to Romero Jalomo (rjalomo@hartnell.edu) for signature
2022-01-04 - 9:00:11 PM GMT

Email viewed by Romero Jalomo (rjalomo@hartnell.edu)
2022-01-05 - 1:28:54 AM GMT- IP address: 104.28.116.66

Document e-signed by Romero Jalomo (rjalomo@hartnell.edu)
Signature Date: 2022-01-05 - 7:57:17 PM GMT - Time Source: server- IP address: 99.132.156.38

Document emailed to Cheryl O'Donnell (codonnell@hartnell.edu) for signature
2022-01-05 - 7:57:19 PM GMT

Email viewed by Cheryl O'Donnell (codonnell@hartnell.edu)
2022-01-07 - 3:08:10 AM GMT- IP address: 66.249.84.193

Document e-signed by Cheryl O'Donnell (codonnell@hartnell.edu)
Signature Date: 2022-01-07 - 3:09:44 AM GMT - Time Source: server- IP address: 73.231.81.251

Document emailed to Michele Peregrin (mperegrin@hartnell.edu) for signature
2022-01-07 - 3:09:46 AM GMT

Email viewed by Michele Peregrin (mperegrin@hartnell.edu)
2022-01-07 - 3:21:43 AM GMT- IP address: 66.249.84.203

Document e-signed by Michele Peregrin (mperegrin@hartnell.edu)
Signature Date: 2022-01-07 - 4:43:43 AM GMT - Time Source: server- IP address: 98.210.237.113

Document emailed to Alicia Gregory (agregory@hartnell.edu) for signature
2022-01-07 - 4:43:45 AM GMT

Email viewed by Alicia Gregory (agregory@hartnell.edu)

2022-01-07 - 4:08:12 PM GMT- IP address: 66.249.84.193

Document e-signed by Alicia Gregory (agregory@hartnell.edu)

Signature Date: 2022-01-07 - 4:09:16 PM GMT - Time Source: server- IP address: 198.189.134.66

Document emailed to Steven Crow (scrow@hartnell.edu) for signature

2022-01-07 - 4:09:18 PM GMT

Email viewed by Steven Crow (scrow@hartnell.edu)

2022-01-07 - 4:09:26 PM GMT- IP address: 66.249.84.193

Document e-signed by Steven Crow (scrow@hartnell.edu)

Signature Date: 2022-01-07 - 4:41:53 PM GMT - Time Source: server- IP address: 198.189.134.66

Document emailed to Linda Beam (lbeam@hartnell.edu) for signature

2022-01-07 - 4:41:55 PM GMT

Email viewed by Linda Beam (lbeam@hartnell.edu)

2022-01-07 - 5:28:18 PM GMT- IP address: 66.249.84.195

Document e-signed by Linda Beam (lbeam@hartnell.edu)

Signature Date: 2022-01-07 - 5:29:04 PM GMT - Time Source: server- IP address: 198.189.134.66

Document emailed to Raul Rodriguez (rrodriguez@hartnell.edu) for signature

2022-01-07 - 5:29:06 PM GMT

Email viewed by Raul Rodriguez (rrodriguez@hartnell.edu)

2022-01-07 - 6:23:57 PM GMT- IP address: 172.225.89.71

Document e-signed by Raul Rodriguez (rrodriguez@hartnell.edu)

Signature Date: 2022-01-07 - 6:24:08 PM GMT - Time Source: server- IP address: 99.17.4.235

Agreement completed.

2022-01-07 - 6:24:08 PM GMT