

Roles and Responsibilities for Grants Management

Loyanne Flinn de Guaracha
Director of Public Grant Development and Operations

David Techaira
Interim Grants Accounting Manager Administrative Services

Spring 2016




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VISION AND MISSION STATEMENTS 

Vision

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Mission

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

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PRE-AWARD – OFFICE OF ADVANCEMENT 

Grants Support ...



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PRE-AWARD – OFFICE OF ADVANCEMENT 

- Work with faculty and staff to seek funding opportunities that align with the strategic priorities and goals of the college, and help sustain the college's main programs and services
- Apply for public and private grants:
 - Grant Concept Forms - must be approved by President/Superintendent before application process begins
 - Prepare and complete funding opportunity applications by working with grant writers, project directors, and Administrative Services
 - Coordinate letters of support from internal and external partners with project directors
 - Review all sections of funding proposal prior to submission
 - Complete Board of Trustees and Foundation Board documents
 - Support budget preparation and finalization by District Grants Accounting Manager
- Administer private grants coordination with District Grants Office
 - Long Term Funding Plan
 - Partnership Agreements HCCD and HCF

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PRE-AWARD – FINDING GRANTS 

 <http://infoedglobal.com/>
 Hartnell College Foundation website – News & Events
 From a Hartnell College computer automatically logged in
 Training Videos
 Shared Searches

US Department of Education
<http://www2.ed.gov/fund/grant/find/edlite-forecast.html>
 US Health and Human Services
<http://www.acf.hhs.gov/hhsgrantsforecast/>
 Grants.gov
<http://www.grants.gov/web/grants/home.html>
 CCCC
<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx>
 CA Department of Education
<http://www.cde.ca.gov/tg/fo/>



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PRE-AWARD – FINDING GRANTS 



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PRE-AWARD - POLICY AND PROCEDURE 

BP 3280 Grant Concept and Approval (Development)

The Governing Board will be informed of and ratify all grant applications made by the college and authorize all grants received by the College.

The superintendent/president shall establish procedures necessary to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the district.

AP 3280 Grant Concept and Approval (Development)

- ✓ Private Grants vs. Public Grants
- ✓ Roles and Responsibilities
- ✓ Approval
- ✓ Report to the Board of Trustees
- ✓ Typical Steps in the Process

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PRE-AWARD - GRANT CONCEPT FORM 

Hartnell College - Office of Institutional Advancement
Grant Concept Form
November 2015

1. New/Renewal Grant Project - What do you want to do?
 Title: Hispanic Serving Institutions Title III STEM Individual Grant
 Website: <http://www2.ed.gov/programs/hisstem/index.html>
 Abstract: Briefly describe the proposed project and how it will directly benefit Hartnell College. The HSI STEM Individual grant will increase the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, and math by developing or strengthening model transfer and articulation agreements between Hartnell and universities. Activities may include strategic capacity-building initiatives, proven evidence based practices, and sustainable systematic efforts that support the campus strategic plan.

2. Alignment with College Strategic Plan and Feasibility

15% Priority 1 - Student Access	Be prepared to provide data to support scoring below such as Labor Market Data.	Scoring Criteria (1-5, WEAK to STRONG)
20% Priority 2 - Student Success		
15% Priority 3 - Employee Diversity and Development		
10% Priority 4 - Effective Utilization of Resources	1) Staff expertise/experience in similar projects	5
20% Priority 5 - Innovation and Relevance for Programs & Services	2) Compelling need in college or community	5
20% Priority 6 - Partnerships with Industry, Business, Agencies & Education	3) Strong business/community/education partnerships	5
	4) Reasonable regulations for managing grants	5
	5) Low demand on resources (space, equipment, etc.)	5
	6) Capable of sustaining project after grant ends	5
	TOTAL (30 possible)	37

List Strategic Goals (i.e. 2A, 2B, 5A)
 Link to Hartnell College Strategic Plan 1A, 2A, 2B, 3A, 4B, 4C, 5A, 6A

List Accreditation Standards (i.e. IIA.)
 Link to Accreditation Standards 1.B, 2.A, 2.B, 2.C, 3.A, 3.B, 3.C.

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PRE-AWARD - GRANT CONCEPT FORM 

New Questions about Institutionalization and Sustainability

3. Plans for institution-wide development & implementation of proposed activities.
 A planning committee will be formed in early Spring 2016 consisting of representatives from Academics, Student Services, Research, IT, Advancement and Development, and an external writer/developer. That committee will be charged with identifying main activities for the proposal that will increase institutional capacity and be strategically aligned with Hartnell goals. The committee will be recommended to consider systematic and sustainable approaches to proposed activities. Strengthening current student success and access initiatives should be considered as well as new and innovative best practices.

4. 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 Impacts: Complete 3B, Budget Plan.
 The entire grant proposal will demonstrate a clear sustainable plan that integrates staffing and activities through the 5-year period. The narrative portion of the proposal will identify the detailed responsibilities of the funded personnel as well as clear descriptions of how activities will integrate into the general fund over the 5-year period. The budget section of the proposal will provide a numeric plan of how salaries and activities will incrementally phase into the general fund over the 5-year period and beyond.

15. Budget Plan - HCCD institutional commitment - after grant term ends

	FY	2021/2022	2022/2023	20xx/20xx
Personal Instructional	\$	\$	\$	\$
Personal Non-instructional	\$388,000	\$	\$100,000	\$
Operating	\$	\$	\$	\$
Other	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

Budget Notes: Column 1 is estimate of FT staffing annual cost after grant. Column 2 is estimate of PT staffing annual cost after grant.

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PRE-AWARD - GRANT CONCEPT FORM 

5. Grant Type
 New
 Continuation

6. Fiscal Information - Fiscal Agent
 College
 Foundation

Funding Source
 Public
 State
 Federal
 Private
 Corporation
 Individual

7. Does proposed project require matching funds or in-kind contributions?
 No
 Yes, please complete 14. Budget Plan

8. Intellectual Property Will proposed project result in the development of an intellectual property?
 No
 Yes, please explain below.

9. Grant Timeline
 Grant Start Date: Grant Ending Date:

10. PI/Proposal Lead
 Proposal Lead: Moises Almandariz
 Title: Director, HSI Initiatives
 College Department: HSI
 Phone: ext. /018
 Email: molmenda

11. Additional Partners Will this project include other agencies?
 No
 Yes, please explain below.
 This grant will be developed as an individual grant.

14. Budget Plan - over term of grant

	Grant	HCCD Match	Match Other
Personal Instructional	\$	\$	\$
Personal Non-instructional	\$2,712,750	\$776,000	\$
Operating	\$500,000	\$0	\$
Equipment	\$787,250	\$0	\$
Indirect	\$	\$	\$
TOTAL	\$4,000,000	\$776,000	\$

Budget Notes: Estimate for 5-year period of grant. Non-instructional includes continuing positions, new positions, and part-time positions. HCCD match includes new FT positions only.

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PRE-AWARD - GRANT CONCEPT FORM 

12. Staffing Positions
 What new/continuing positions will be created to meet the proposed project objectives? Please list proposed titles and one sentence job description below:
 Until the grant application is developed, the exact positions will be undetermined. The following current/continuing positions will be included on the grant proposal:
 1. Director, HSI Initiatives - Grant Project Director
 2. Administrative Assistant II - Grant Administrative Assistant
 The following new positions could potentially be included in the new proposal:
 1. Director, Career and Transfer (Grant Activity Director)
 2. Counselor, Career and Transfer
 3. Academic Follow-up Services Specialist
 4. Research Analyst
 5. Various part-time instructional support staff

13. Will proposed project require HCCD to eventually absorb the cost of staffing for the project?
 No
 Yes, please explain below and complete 15. Budget Plan.
 The proposed budget plan will incrementally absorb the cost for new FT staff over the 5-year period. New positions will be phased in to college budget as follows: 0% in year 1, 20% in year 2, 40% in year 3, 60% in year 4, 80% in year 5, and fully integrated after. The PPA process will be used to integrate the new positions annually over the 5-year period. Current or continuing positions will be 100% grant funded for the 5-year period.

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Budget Estimates - One More Time

PRE-AWARD - GRANT CONCEPT FORM

16. New Programs, Curriculum and/or Faculty - Does the proposal include new programs, curriculum, or faculty?
 No Yes, proposed date to present to Academic Senate: 2/11/16; please list faculty members involved in development below:

17. Impact to College Facilities, Technology, Research resources?
 Facilities No Yes, please explain: Offices or work areas for staff
 Technology No Yes, please explain:
 Research No Yes, please explain:

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 _____ Date: 1-14-16
 Proposal Lead: _____
 Support Do Not Support _____ Date: 1/25/16
 Dean: _____
 Support Do Not Support _____ Date: 1-27-16
 VP: _____

Proposal Lead updates Dean/Director and VP and secures their support (signature)

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PRE-AWARD - GRANT CONCEPT FORM

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 _____ Date: 1/26/16
 Academic Senate: _____
 Support Do Not Support _____ Date: _____
 Grants Accounting Manager: _____
 Support Do Not Support _____ Date: _____
 VP Administrative Services: _____
 Support Do Not Support _____ Date: _____
 Director/VP (as required): _____
 Support Do Not Support _____ Date: 1/26/16
 Director/VP (as required): _____
 Support Do Not Support _____ Date: 1/26/16
 Director/VP (as required): _____

20. Approval The proposed project is approved and supports the goals and objectives of Hartnell College.
 Approved Not Approved
 Superintendent/President: _____ Date: _____

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PRIVATE GRANTS - FOUNDATION

Long Term Plan for Hartnell College 2012-2017
 Projects from faculty, staff and administrators
 President's Task Force
 Regular updates to the HC Foundation Board of Directors
<http://hartnellfoundation.org/about-us/fundraising-priorities/>

College Priorities and Goals

Hartnell College Foundation and Office of Institutional Advancement Board of Directors - Strategic Plan 11 North Street	FINANCING PLAN May 2012 - June 2012				
	Total Foundation PLAN (\$100)	Public Funding College (\$100)	Public Funding Foundation (\$100)	Private Funding Individual (\$100)	2012 Public or Private Raised to date
II. Employee Diversity and Development	\$9,774,500	\$0	\$4,741,184	\$4,948,615	\$9,499,799
III. Workforce Education and Development	\$1,000,000	\$0	\$0	\$0	\$0
IV. Research and Innovation	\$1,500,000	\$0	\$527,811	\$1,800,122	\$4,329,007
V. Innovation and Reference for Programs and Services	\$300,000	\$0	\$0	\$370,000	\$370,000
VI. Partnerships with Industry, Business, Government	\$1,500,000	\$0	\$492,413	\$2,258,414	\$2,730,282
VII. International Engagement for Non-Semester Building	\$1,000,000	\$0	\$400,000	\$300,000	\$370,000
VIII. Planning and Allied Health Care Professional Ed Center	\$1,000,000	\$0	\$0	\$0	\$0
IX. International Engagement for Non-Semester Building	\$1,000,000	\$0	\$0	\$0	\$0
X. Support for International Programs	\$1,000,000	\$0	\$1,113,500	\$17,100	\$1,228,410
XI. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XII. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XIII. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XIV. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XV. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XVI. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XVII. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XVIII. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XIX. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XX. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXI. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXII. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXIII. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXIV. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXV. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXVI. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXVII. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXVIII. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXIX. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0
XXX. Support for International Programs	\$1,000,000	\$0	\$0	\$0	\$0

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PRIVATE GRANTS - COORDINATION

**PARTNERSHIP AGREEMENT
 BETWEEN HARTNELL COMMUNITY COLLEGE DISTRICT and
 HARTNELL COLLEGE FOUNDATION**

This Partnership Agreement is entered into by and between HARTNELL COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "College" and HARTNELL COLLEGE FOUNDATION, hereinafter referred to as "Foundation."

WHEREAS: The Foundation receives donations and is awarded grants to support College activities and

WHEREAS: Expenditures such as, but not limited to, employee compensation and equipment, are only paid by the College; and

WHEREAS: The Foundation provided a copy of this Agreement to the college area representative, Rebeka Funtke, on this date 8-14-15.

NOW, THEREFORE, in witness whereof, the parties have caused this Agreement to be signed as follows:

Hartnell Community College District
 Attention: Sharon Alheit
 Email: salheit@hartnell.edu

Hartnell College Foundation
 Attention: Jacqueline Cruz
 Email: jfcr@hartnell.edu

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

By: Marty Parsons
 Printed Name: Marty Parsons
 Title: Vice President
 Date: 8-14-15

By: Jacqueline Cruz
 Printed Name: Jacqueline Cruz
 Title: Executive Director, Institutional Advancement/Foundation
 Date: _____

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2015-16 GRANT LIST

Federal Grants:	State Grants:	Local Grants:
<ul style="list-style-type: none"> CTE Transitions FSEOG Foster & Kinship Care Ed. (FKCE) ACCESS/NH Child Development Training Consortium (CDTC) NASA SEMAA NASA MAA Student Support Services (TRIO) High School Equivalency Program (HEP) CCAMPS HEP NSF CSIT-In-3 TANF Title V Gavilan Subaward Federal Work Study NSF S-STEM National Service Award Scholarships DSES (Title IV-E) College-to-University Success Program (CUSP) Strengthening the Pipeline to Baccalaureate and Graduate STEM Programs (STP) USDA-HEC USDA-NLCA Perkins 1-C NSF ATE COINS PELL 	<ul style="list-style-type: none"> CTE Enhancement Student Success and Support Program (SSSP) Student Equity Plan (SEP) EDPS Student Fin. Aid Admin. (SFAA) CARE DISPS Foster & Kinship Care Ed. (FKCE) FKCE-CSEC First & ECE Counselors MESA OSHPD Song Brown Nursing Assessment and Remediation Nursing Enrollment Growth Deputy Sector Navigator Innovation Award CalWORKS AB-86 AB-104 YES-HELP TAFY Health & Wellness Equal Employment Opportunity Block Grant Basic Skills Initiative 21st Century Soft Skills Full-time Student Success Grant Cal Grants State Preschool Contract Solidad Institutional Transition Program 	<ul style="list-style-type: none"> Independent Living Program MBUAPCD K-12 STEM K-12 STEM - MCOE NASA SEMAA Foundation CARE SVMHCS Grant Hayward Foundation College Pathways Initiative Cal Endow AgTech Foundation Foundation - Art Fund Foundation - Athletics Fund Foundation - SALAD Project Foundation - Jewelry Fund Foundation - Music Fund Creativity at the Core Promoting Access to Literacy (PAL)

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POST AWARD

GRANTS OFFICE RESPONSIBILITIES

The Grants Office is responsible for the following areas:

- Grants and contracts revenue streams from federal, state, and local funding sources. We are the office of record for all grant agreements, subaward agreements, and service contracts.
- Post-award administration:
 - Budgeting** - establish budget codes in the Colleague system; provide salary and benefit information; monthly budget reports; mid-year budget review templates; process budget transfers/revisions
 - Accounting** - payroll; accounts payable; procurement; travel; accounts receivable; financial controls; process expenditure transfers; process service contracts (before work is performed); equipment inventory
 - Reporting** - financial reporting on program expenditures and cost share compliance as required by awarding agency
 - Record Retention** - maintain grant files for up to three years after final reports have been submitted

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POST AWARD 

GRANTS OFFICE RESPONSIBILITIES (CONTINUED)

- Provide grants and administrative procedures training
- Provide the tools necessary to effectively manage the post award financial functions of the grant award(s)
- Provide examples of agenda items required by the Board.
- Set up budget codes for the grant award.
- Maintain contracts/agreements.
- Process expenditure and budget transfers.
- Approve personnel paperwork to ensure available funds and appropriate account number use.

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POST-AWARD 

We received the award!
Now what?

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POST-AWARD PHASE 

PROJECT DIRECTORS AND PROGRAM SUPPORT STAFF RESPONSIBILITIES

- Read award document carefully and pay close attention to terms and conditions of the award (ex: project period, allowable expenditures, reporting deadlines).
- Submit award agreements, Grant Award Notices (GANs), or contracts to Administrative Services.
- Submit Budget Augmentation/Budget Revision Forms to the Grants Office (signed/approved) in order to load the award into Colleague.

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FEDERAL GAN 

P01C110068 - 15

**US Department of Education
Washington, D.C. 20202
GRANT AWARD NOTIFICATION**

<p>1 RECIPIENT NAME Hartnell Community College District -- Science and Math Department Academic Affairs Science and Math Department Academic Affairs 411 Central Avenue Salinas, CA 95001 - 1697</p>	<p>2 AWARD INFORMATION PR:AWARD NUMBER P01C110068 - 15 ACTION NUMBER 10 ACTION TYPE Administrative AWARD TYPE Discretionary</p>						
<p>3 PROJECT STAFF RECIPIENT PROJECT DIRECTOR: Moses Almoradiz (831) 770-7018 malmoradiz@hartnell.edu EDUCATION PROGRAM CONTACT Sarah T Boston (202) 502-7621 sarah.boston@ed.gov EDUCATION PAYMENT HOTLINE 888-336-6930 G5 PAYEE HELPDESK edops.support@ed.gov</p>	<p>4 PROJECT TITLE 84 031C STEM Regional Community College-to-University Success Program</p>						
<p>5 KEY PERSONNEL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NAME</th> <th>TITLE</th> <th>LEVEL OF EFFORT</th> </tr> </thead> <tbody> <tr> <td>Moses Almoradiz</td> <td>Project Director</td> <td>45 %</td> </tr> </tbody> </table>		NAME	TITLE	LEVEL OF EFFORT	Moses Almoradiz	Project Director	45 %
NAME	TITLE	LEVEL OF EFFORT					
Moses Almoradiz	Project Director	45 %					

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FEDERAL GAN (CONTINUED) 

6	AWARD PERIODS	BUDGET PERIOD 10/01/2015 - 09/30/2016 PERFORMANCE PERIOD 10/01/2011 - 09/30/2016 FUTURE BUDGET PERIODS N/A
7	AUTHORIZED FUNDING	THIS ACTION N/A BUDGET PERIOD \$1,133,400.00 PERFORMANCE PERIOD \$5,865,441.00
8	ADMINISTRATIVE INFORMATION	DUNS/SSN 087016606 REGULATIONS EDGAR AS APPLICABLE 2 CFR AS APPLICABLE ATTACHMENTS N/A
9	LEGISLATIVE AND FISCAL DATA	AUTHORITY PL 110-315 IV THE HIGHER EDUCATION OPPORTUNITY ACT PROGRAM TITLE HIGHER EDUCATION - INSTITUTIONAL AID CFDA/SUBPROGRAM NO. 84.031C

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STATE GRANT AGREEMENT 

**THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

<p>BOG, California Community Colleges Chancellor's Office - 6870</p> <p>Grant Agreement</p> <p>Academic Affairs</p> <p>MESA</p> <p>RFA # 12 - 109</p>	<p style="text-align: center;">DISTRICT USE ONLY</p> <p>District (Grantee): Hartnell CCD College: Hartnell College</p> <hr/> <p style="text-align: center;">BOG-CCCCO USE ONLY</p> <p>Grant Agreement No.: 15 - 109 - 015</p> <p>Funding Fiscal Year 2015-16 Total Amount Encumbered : \$ 50,500</p>
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This grant is made and entered into, by and between the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 10/10 and II, Rev. 4/08), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from July 1, 2015 to June 30, 2016. The Final Report must be submitted within 30 days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

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SAMPLE TIME AND EFFORT FORM

HARTNELL COLLEGE

CERTIFICATION FORM
 Monthly Time and Effort Reporting for Grant-Funded Employees

Name: [Administrative Services, Employee ID: 403310871] Department: HSD
 Time Period: January 11, 2016 through February 10, 2016 Fiscal Year: 2015-2016
 Type: [Actual Time or Cost Share/Match?] Hours = 176

Funding Type/Source	Program/Grant Name	Documented Effort (by %)	Documented Effort (by hours)	Initials	Date
Federal Grant / POSHC110068	STEM Title III HSI / CLASP	65%	114.4		
<i>Task/Description: (This is a required section that must be completed)</i> Serve as Project Director for STEM Title III Cooperative grant. Manage the daily operations of the grant including budget monitoring, supervision of staff, planning meetings, and working toward meeting grant objectives. Work closely with college administration, staff, and faculty to strategically implement and plan activities, annual goals, and outcomes.					
Federal Grant / POSHC110168	STEM Title III HSI / STP	45%	79.2		
<i>Task/Description:</i> Serve as Project Director for STEM Title III Individual grant. Manage the daily operations of the grant including budget monitoring, supervision of staff, planning meetings, and working toward meeting grant objectives. Work closely with college administration, staff, and faculty to strategically implement and plan activities, annual goals, and outcomes related to grant project.					
Institution	HSD Initiatives	10%	17.6		
<i>Task/Description:</i> Work parallel with all Hartnell College departments to seek, identify, and implement new or existing HSD initiatives, either externally funded or not. These initiatives will be aligned closely with the college's Mission, Strategic Plan, and other strategic development plans. The intent is to increase awareness both internally, and to the external community of Hartnell's ongoing learning institution designation by providing quality evidence.					
		100%	176		

I certify that to the best of my knowledge, the above effort as stated in the "Actual Effort" column with any changes indicated, reasonably reflects actual effort during the grant time period. I understand that any changes are obtained upon the approval and is signed and submitted to the Grants Accounting Manager.

Declaration: I declare that no portion of the effort reported on this statement is to be reported on any other statement. Any variation greater than 5% will be considered on the annual reports.

Cost Sharing Effort: Reflects the effort allocated to a sponsored project contributed by another account.

Actual Effort: Reasonably reflects effort allocated to each area. Changes to "Documented Effort" activities must be indicated and dated in the narrative. Any variation greater than 5% will be considered on the annual reports.

Employee's signature: [Signature] Date: 2/8/2016
 Department/Supervisor's signature: [Signature] Date: 8/16/2016

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EQUIPMENT INVENTORY INFO. SHEET

HARTNELL COLLEGE

Hartnell College
 Equipment Inventory Information Sheet

Description of the property: _____
 Vendor Name: _____
 Serial Number or Other ID Number: _____
 Source of Funding (Grant Name): _____
 Award Number: _____
 Make/Model Year: _____
 Invoice Number/Purchase Order No.: _____
 Invoice Number: _____
 Fiscal Year Purchased: _____
 Acquisition Date: _____
 Cost of the property: _____
 Purpose for the purchase: _____

Location of Equipment: Room # _____
 Campus: Main _____ Other _____ King Of _____
 Condition of the Property: _____
 Date of Disposal of the Property: _____

Has additional information entered: _____
 Contact phone number: _____
 Business Office use: HSD Asset # _____ Contact: _____

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GRANT CLOSE OUT

HARTNELL COLLEGE

PROJECT DIRECTORS AND PROGRAM SUPPORT STAFF RESPONSIBILITIES (CONTINUED)

- Prepare and submit all financial, performance, and other reports required within 90 days of completion of the grant
- Dispose of or return government-furnished equipment/supplies if necessary
- Submit final paperwork for grant closeout to Administrative Services (final progress and financial reports; review expenditures to resolve any outstanding items or compliance issues prior to closeout)
- Retain grant records for at least three years after final report has been submitted
- Assist in providing the necessary information/data requested during audits

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SUMMARY OF ROLES AND RESPONSIBILITIES

HARTNELL COLLEGE

PRE-AWARD PHASE						
Task	Grant Project Director	Grants Accounting Manager	Dean	Vice President	President	Advancement and Development/ Foundation
Seek Funding Opportunities	Work with Office of Advancement					Align with strategic priorities and goals of college
Grant Concept Form	Initiate form	Review for budget, indirect, salary and benefits	Review and sign	Review and sign	Review and sign	Route, review and sign
Hire Grant Writer	With Dean and Advancement Office		With Project Director and Advancement Office		Review and sign	With Dean and Advancement Office
Prepare and Complete Funding Opportunity Applications	Work with Office of Advancement, Grant Writers, Admin. Svs.	Provide salary and benefit projections; audit budget; submit application(s)	Review and sign	Review and sign	Review and sign	Finalize by working with Project Directors, Grant Writers, Admin. Svs.
Complete Board of Trustees and Foundation Board Documents	Prepare for submission including tracking sheet	Review and sign	Review and approve tracking sheet	Review and approve tracking sheet	Review and sign	Route, review and sign

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SUMMARY OF ROLES AND RESPONSIBILITIES

HARTNELL COLLEGE

POST-AWARD PHASE						
Task	Grant Project Director	Grants Accounting Manager	Dean	Vice President	President	Advancement and Development/ Foundation
Obtain Grant Agreement	Review and provide contract to Admin. Svs.	E-file agreement, Review	Review	Review	Review	Review; Provide partnership agreements if necessary
Budget Augmentation Form: New and Continuing budgets	Prepare for submission; Provide Supporting Docs	Review and process into Colleague	Review and sign	Review and sign		Provide partnership agreements if necessary
Personnel Paperwork: New Hires, Special Project Agreements, Budget/position changes,	Work with HR, complete necessary HR forms, Prepare for submission, monitor deliverables, track submission of final	Verify funding; Review and Sign	Review and Sign	Review and Sign	Review and Sign (as necessary)	
Project Implementation	Implement project as detailed in terms and conditions of award	Review budget and assist in administrative tasks as needed	Monitor and meet with program staff as needed	Monitor and meet with program staff as needed		
Monitor Program Activities and Expenditures	Review budget reports (GLS/GLIN) monthly; monitor subrecipients; assess progress	Provide monthly and mid-year expense reports. Provide Excel/Cognos reports as needed	Review	Review		

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SUMMARY OF ROLES AND RESPONSIBILITIES

HARTNELL COLLEGE

POST-AWARD PHASE						
Task	Grant Project Director	Grants Accounting Manager	Dean	Vice President	President	Advancement and Development/ Foundation
Budget Revisions and Transfers	Prepare for submission	Audit and process into Colleague	Review and sign	Review and sign		
Expenditure Transfers	Prepare for submission	Audit and delegate input; Provide backup for salary related transfers	Review and sign			
Time and Effort	Submit to Dean/VP	Copy only - inventory pre-audit	inventory	inventory		
Reports (Program/Progress) - Periodic (Quarterly, Annual)	Gather data and prepare for submission prior to deadline.		Review all report data prior to submission to funding agency	See Dean		
Reports (Fiscal) - Periodic (Quarterly, Annual)	Gather data and prepare for submission prior to deadline. Input data by funding category	Audit and troubleshoot. Download to Cognos/Excel. Submit/Certify Reports as necessary	Review all report data prior to submission to funding agency	See Dean		

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SUMMARY OF ROLES AND RESPONSIBILITIES						
CLOSE OUT PHASE						
Task	Grant Project Director	Grants Accounting Manager	Dean	Vice President	President	Advancement and Development/ Foundation
Final Reports	Prepare for submission within 90 days of completion. Provide supporting documentation for review	Audit; Submit/Certify Reports at necessary	Review all report data prior to submission to funding agency	See Dean		
Dispose of or return equipment	Prepare for disposal of Program equipment. Maintain inventory records	Work with Project Director to appropriately dispose of equipment	Review	Review		
Record Retention	Maintain necessary program records for annual audits, and retain for at least 3 years after final reports have been submitted	Maintain financial records for annual audits, and retain for at least 3 years after final reports have been submitted				

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GRANTS TEAM

FOUNDATION OFFICE:

Office Location:
Building E, Room 103

Staff:
Loyanne Flinn de Guaracha, Director of Public Grant Development and Operations
(831) 755-6810
lflinn@hartnell.edu

Website:
<http://hartnellfoundation.org/about-us/grants/>

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GRANTS TEAM

ADMINISTRATIVE SERVICES (GRANTS MANAGEMENT OFFICE):

Office Location:
Building E, Room 105

Staff:
David Techaira, Interim Grants Accounting Manager
(831) 755-6835
dtechair@hartnell.edu
Kayla Dolan, Accounting Assistant
(831) 755-6996
kdolan@hartnell.edu
Adriana Magallanes, Program Assistant I
(831) 755-6125
amagallanes@hartnell.edu

Website:
<http://www.hartnell.edu/grants-management>
<http://www.hartnell.edu/forms-and-training>

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GRANTS TEAM

Thank you!

Q & A

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