

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





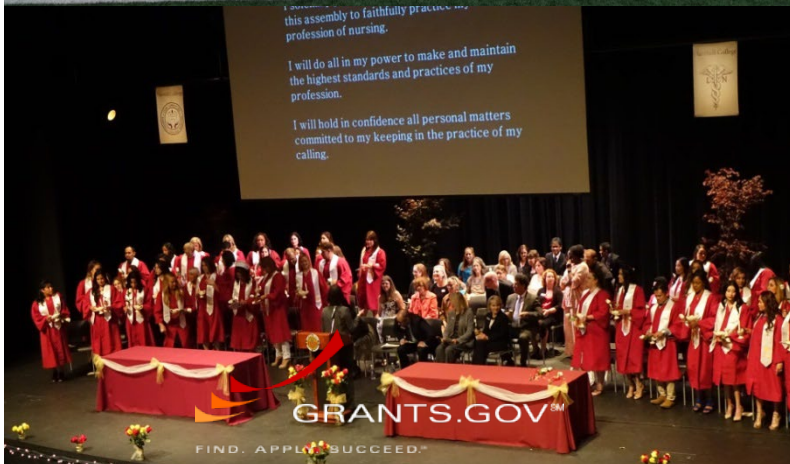
Vision

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.

Grants Support ...





- ❑ 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



<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>

CCCCO

<http://extranet.ccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx>

CA Department of Education

<http://www.cde.ca.gov/fg/fo/>



PREAWARD – FINDING GRANTS





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





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/hsistem/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

| <p>15% Priority 1 – Student Access</p> <p>20% Priority 2 – Student Success</p> <p>15% Priority 3 – Employee Diversity and Development</p> <p>10% Priority 4 – Effective Utilization of Resources</p> <p>20% Priority 5 – Innovation and Relevance for Programs & Services</p> <p>20% Priority 6 – Partnerships with Industry, Business, Agencies & Education</p> <p>List Strategic Goals (i.e. 2A, 2B, 5A) Link to Hartnell College Strategic Plan 1A, 2A, 2B, 3A, 4B, 4C, 5A, 6A </p> | <p>Be prepared to provide data to support scoring below such as Labor Market Data.</p> <table border="1"> <thead> <tr> <th>Scoring Criteria (1-5, WEAK to STRONG)</th> <th></th> </tr> </thead> <tbody> <tr> <td>1) Staff expertise/experience in similar projects</td> <td style="background-color: yellow;">5</td> </tr> <tr> <td>2) Compelling need in college or community</td> <td style="background-color: yellow;">5</td> </tr> <tr> <td>3) Strong business/community/education partnerships</td> <td style="background-color: yellow;">5</td> </tr> <tr> <td>4) Reasonable regulations for managing grants</td> <td style="background-color: yellow;">5</td> </tr> <tr> <td>5) Low demand on resources (space, equipment, etc.)</td> <td style="background-color: yellow;">3</td> </tr> <tr> <td>6) Capable of sustaining project after grant ends</td> <td style="background-color: yellow;">4</td> </tr> <tr> <td>TOTAL (30 possible)</td> <td style="background-color: yellow;">27</td> </tr> </tbody> </table> | 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) Reasonable regulations for managing grants | 5 | 5) Low demand on resources (space, equipment, etc.) | 3 | 6) Capable of sustaining project after grant ends | 4 | TOTAL (30 possible) | 27 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--|---------------------------------------------------|---|--------------------------------------------|---|-----------------------------------------------------|---|-----------------------------------------------|---|-----------------------------------------------------|---|---------------------------------------------------|---|----------------------------|-----------|
| 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) Reasonable regulations for managing grants | 5 | | | | | | | | | | | | | | | | |
| 5) Low demand on resources (space, equipment, etc.) | 3 | | | | | | | | | | | | | | | | |
| 6) Capable of sustaining project after grant ends | 4 | | | | | | | | | | | | | | | | |
| TOTAL (30 possible) | 27 | | | | | | | | | | | | | | | | |

List Accreditation Standards (i.e. II.A.) 
[Link to Accreditation Standards](#) 1.B, 2.A, 2.B, 2.C, 3.A, 3.B, 3.C,

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 Requests. Complete 15. 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

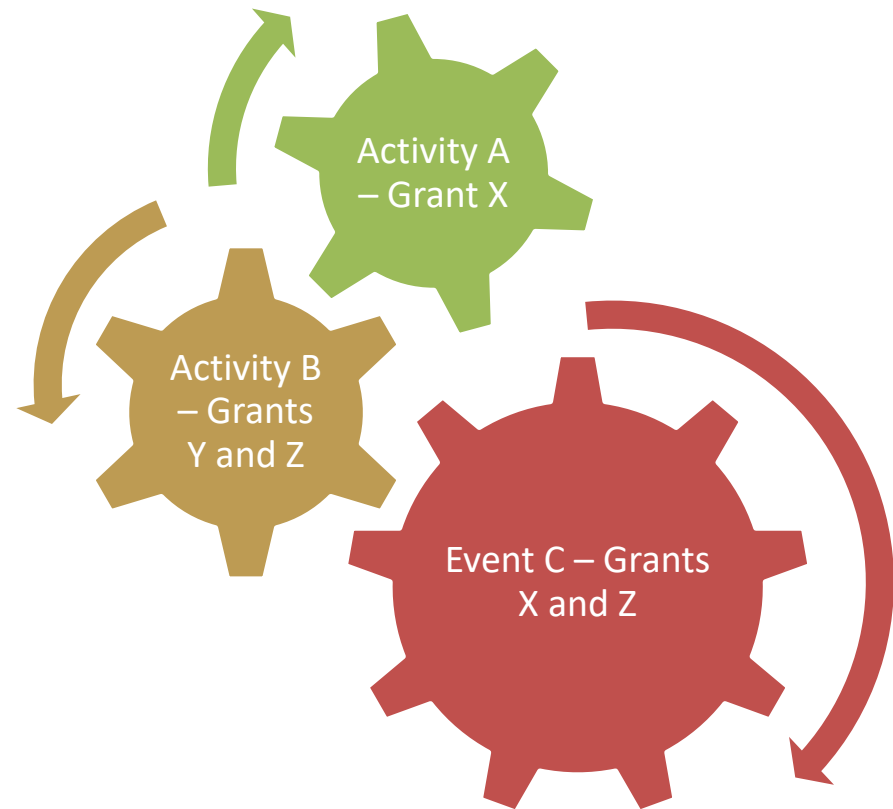
| FY | 2021/2022 | 2022/2023 | 20xx/20xx |
|------------------------------------|------------------|------------------|-----------|
| Personnel Instructional | \$ | \$ | \$ |
| Personnel Non-instructional | \$388,000 | \$100,000 | \$ |
| Operating | \$ | \$ | \$ |
| Other | \$ | \$ | \$ |
| TOTAL | \$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

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

New Question to be Added

Does this grant align with or overlap with activities or events funded by another current grant?

Please provide information about the activities and events and how current grant directors and program staff are involved in this new concept.



PREAWARD – GRANT CONCEPT FORM



| | | | | |
|----------------------------------------------------------------------------|--|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--|
| 5. Grant Type | | Due Date | 6. Fiscal Information - Fiscal Agent | |
| <input checked="" type="checkbox"/> New | | Estimated May of 2016 | <input checked="" type="checkbox"/> College <input type="checkbox"/> Foundation | |
| <input type="checkbox"/> Continuation | | | Indirect Cost Rate: None | |
| Funding Source | | Agency/Org | Amount of Funds Available | |
| Public | | United States Department of Education Hispanic Serving Institutions Program. | Estimated \$4 million over 5-year period | |
| <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal | | | 7. Does proposed project require matching funds or in-kind contributions? | |
| Private | | | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please complete 14. Budget Plan | |
| <input type="checkbox"/> Foundation | | | 8. Intellectual Property <i>Will proposed project result in the development of an intellectual property?</i> | |
| <input type="checkbox"/> Corporation | | | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please explain below: | |
| <input type="checkbox"/> Individual | | | | |
| 9. Grant Timeline | | | | |
| Grant Start Date: | | Grant Ending Date: | | |
| | | | | |
| 10. PI/Proposal Lead | | | 11. Additional Partners | |
| Proposal Lead: Moises Almendariz | | | <i>Will this project include other agencies?</i> | |
| Title: Director, HSI Initiatives | | | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please explain below: | |
| College Department: HSI | | | This grant will be developed as an individual grant. | |
| Phone: ext. 7018 | | | | |
| Email: malmenda | | | | |

| 14. Budget Plan – over term of grant | | | |
|---------------------------------------------|--------------------|------------------|-------------|
| | Grant | HCCD Match | Match Other |
| Personnel Instructional | \$ | \$ | \$ |
| Personnel 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.

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.

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

| FY | 2021/2022 | 2022/2023 | 20xx/20xx |
|-----------------------------|-----------|-----------|-----------|
| Personnel Instructional | \$ | \$ | \$ |
| Personnel 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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| Personnel Instructional | \$ | \$ | \$ |
| Personnel 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.

Budget Estimates – One More Time

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:

TBD



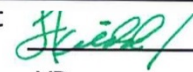
17. Impact to College Facilities, Technology, Research resources?

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 <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> |  | <u>1-14-16</u> |
| Support <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> | Proposal Lead | Date |
| Support <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> |  | <u>1/25/16</u> |
| Support <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> | Dean | Date |
| Support <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> |  | <u>1-25-16</u> |
| Support <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> | VP | Date |

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

PREAWARD – 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 <input type="checkbox"/> | Do Not Support <input type="checkbox"/> | _____ | _____ |
| <i>emailed 1/26/16</i> | | Academic Senate | Date |
| Support <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> | <i>David Ichin</i> | <i>1/26/16</i> |
| | | Grants Accounting Manager | Date |
| Support <input type="checkbox"/> | Do Not Support <input type="checkbox"/> | _____ | _____ |
| | | VP Administrative Services | Date |
| Support <input type="checkbox"/> | Do Not Support <input type="checkbox"/> | _____ | _____ |
| | | Director/VP (as required) | Date |
| Support <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> | <i>Konnie Jelano</i> | <i>1/26/15</i> |
| | | Director/VP (as required) | Date |
| Support <input checked="" type="checkbox"/> | Do Not Support <input type="checkbox"/> | <i>[Signature]</i> | <i>1/26/2015</i> |
| | | Executive Director of Advancement | Date |

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

| | | | |
|--------------------------------------|------------------------------------------|--------------------------|-------|
| Approved <input type="checkbox"/> | Not Approved <input type="checkbox"/> | _____ | _____ |
| | | Superintendent/President | Date |





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/>

| Hartnell College Foundation and Office of Advancement | | | | | | | | | | As of February 28, 2016 | | | | |
|----------------------------------------------------------------|--|--|--|--|--|--|--|--|--|-----------------------------|------------|--------------------|--------------------|--------------------|
| Board of Trustees - Strategic Priorities and Goals | | | | | | | | | | Advancement and Development | | | | |
| College Priorities and Goals | | | | | | | | | | FUNDING PLAN | | | | |
| 1. Student Access | | | | | | | | | | July 2012 - June 2017 | | | | |
| 2. Student Success | | | | | | | | | | TOTAL | | | | |
| 3. Employee Diversity and Development | | | | | | | | | | Public | | | | |
| 4. Effective Utilization of Resources | | | | | | | | | | Private | | | | |
| 5. Innovation and Relevance for Programs and Services | | | | | | | | | | TOTAL | | | | |
| 6. Partnerships with Industry, Business, Agencies & Education | | | | | | | | | | Public & Private | | | | |
| TOTAL FUNDING PLAN | | | | | | | | | | RAISED TO DATE | | | | |
| I. Fund for Major Facilities and Innovative Programming | | | | | | | | | | \$9,774,500 | \$0 | \$4,741,144 | \$4,668,615 | \$9,409,759 |
| i. Agriculture Business & Technology Endowment | | | | | | | | | | \$5,000,000 | \$0 | \$0 | \$0 | \$0 |
| ii. Agriculture Business & Technology | | | | | | | | | | \$1,500,000 | \$0 | \$527,631 | \$1,602,172 | \$2,129,803 |
| iii. Instructional Equipment for New Science Building | | | | | | | | | | \$900,000 | \$0 | \$0 | \$270,000 | \$270,000 |
| iv. Nursing and Allied Health Inter-Professional Ed Center | | | | | | | | | | \$350,000 | \$0 | \$452,413 | \$2,258,474 | \$2,710,887 |
| v. Sustainable Regional Infrastructure Program | | | | | | | | | | \$399,500 | \$0 | \$50,000 | \$520,651 | \$570,651 |
| vi. CSIT-In-3 Computer Science B.S. in three years CSUMB | | | | | | | | | | \$1,000,000 | \$0 | \$3,711,100 | \$17,318 | \$3,728,418 |
| vii. Center for university collaborations at Hartnell College | | | | | | | | | | \$625,000 | \$0 | \$0 | \$0 | \$0 |
| II. Fund for Student Success | | | | | | | | | | \$900,000 | \$0 | \$0 | \$1,968,020 | \$1,968,020 |
| i. Merit Scholarships low income/high achievement students | | | | | | | | | | \$200,000 | \$0 | \$0 | \$588,425 | \$588,425 |
| ii. First Generation Legacy Scholarships Endowment | | | | | | | | | | \$200,000 | \$0 | \$0 | \$272,583 | \$272,583 |
| iii. Women's Education Leadership Initiative Scholarships | | | | | | | | | | \$250,000 | \$0 | \$0 | \$304,013 | \$304,013 |
| iv. School to College Bridge programs for K-16 success | | | | | | | | | | \$250,000 | \$0 | \$0 | \$802,999 | \$802,999 |
| III. Fund for Salinas Valley STEM Harvest | | | | | | | | | | \$1,035,000 | \$0 | \$771,000 | \$1,405,979 | \$2,176,979 |
| i. Science & Math Institute | | | | | | | | | | \$250,000 | \$0 | \$101,000 | \$162,438 | \$263,438 |
| ii. K-12 STEM NASA Coder Dojo | | | | | | | | | | \$475,000 | \$0 | \$670,000 | \$870,541 | \$1,540,541 |
| iii. Planetarium fund for technology and student access | | | | | | | | | | \$60,000 | \$0 | \$0 | \$3,500 | \$3,500 |
| iv. STEM Research Internships | | | | | | | | | | \$250,000 | \$0 | \$0 | \$369,500 | \$369,500 |
| IV. Fund for Excellence in Athletics | | | | | | | | | | \$1,300,000 | \$0 | \$0 | \$355,388 | \$355,388 |
| i. Track and Field program equipment | | | | | | | | | | \$50,000 | \$0 | \$0 | \$0 | \$0 |



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

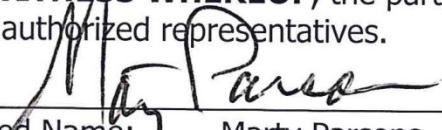
NOW, THEREFORE, in consideration of the mutual benefits to be derived, the parties agree as follow:

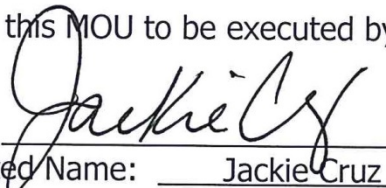
5. NOTIFICATION. The Foundation provided a copy of this Agreement to the college area representative Renata Funke on this date 8-14-15.

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

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

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

By: 
Printed Name: Marty Parsons
Title: Vice President
Administrative Services
Date: 8/14/15

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



Federal Grants:

- CTE Transitions
- FSEOG
- Foster & Kinship Care Ed. (FKCE)
- ACCESS/NIH
- Child Development Training Consortium (CDTC)
- NASA SEMAA
- NASA MAA
- Student Support Services (TRiO)
- High School Equivalency Program (HEP)
- CCAMPIS 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-NLGCA
- Perkins 1-C
- NSF ATE COINS
- PELL

State Grants:

- CTE Enhancement
- Student Success and Support Program (SSSP)
- Student Equity Plan (SEP)
- EOPS
- Student Fin. Aid Admin. (SFAA)
- CARE
- DSPS
- Foster & Kinship Care Ed. (FKCE)
- FKCE-CSEC
- First 5 ECE Counselors
- MESA
- OSHPD Song Brown
- Nursing Assessment and Remediation
- Nursing Enrollment Growth
- Deputy Sector Navigator
- Innovation Award
- CalWORKs
- AB-86
- AB-104
- YESS-ILP
- 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
- Soledad Institutional Transition Program

Local Grants:

- Independent Living Program
- MBUAPCD
- K-12 STEM
- K-12 STEM - MCOE
- NASA SEMAA Foundation
- Giannini Fund
- 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)



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



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.



We received the award!
Now what?



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.



US Department of Education Washington, D.C. 20202

P031C110068 - 15

GRANT AWARD NOTIFICATION

| <p>1 RECIPIENT NAME</p> <p>Hartnell Community College District -- Science and Math Department Academic Affairs Science and Math Department Academic Affairs 411 Central Avenue Salinas, CA 93901 - 1697</p> | <p>2 AWARD INFORMATION</p> <table border="0"> <tr> <td>PR/AWARD NUMBER</td> <td>P031C110068 - 15</td> </tr> <tr> <td>ACTION NUMBER</td> <td>10</td> </tr> <tr> <td>ACTION TYPE</td> <td>Administrative</td> </tr> <tr> <td>AWARD TYPE</td> <td>Discretionary</td> </tr> </table> | PR/AWARD NUMBER | P031C110068 - 15 | ACTION NUMBER | 10 | ACTION TYPE | Administrative | AWARD TYPE | Discretionary |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|------------------------|-------------------|------------------|----------------|------------|---------------|
| PR/AWARD NUMBER | P031C110068 - 15 | | | | | | | | |
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| ACTION TYPE | Administrative | | | | | | | | |
| AWARD TYPE | Discretionary | | | | | | | | |
| <p>3 PROJECT STAFF</p> <p>RECIPIENT PROJECT DIRECTOR Moises Almandariz (831) 770-7018 malmendariz@hartnell.edu</p> <p>EDUCATION PROGRAM CONTACT Sarah T Beaton (202) 502-7621 sarah.beaton@ed.gov</p> <p>EDUCATION PAYMENT HOTLINE G5 PAYEE 888-336-8930 HELPDESK edcaps.user@ed.gov</p> | <p>4 PROJECT TITLE</p> <p>84.031C STEM Regional Community College-to-University Success Program</p> | | | | | | | | |
| <p>5 KEY PERSONNEL</p> <table border="0"> <thead> <tr> <th><u>NAME</u></th> <th><u>TITLE</u></th> <th><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Moises Almandariz</td> <td>Project Director</td> <td>45 %</td> </tr> </tbody> </table> | | <u>NAME</u> | <u>TITLE</u> | <u>LEVEL OF EFFORT</u> | Moises Almandariz | Project Director | 45 % | | |
| <u>NAME</u> | <u>TITLE</u> | <u>LEVEL OF EFFORT</u> | | | | | | | |
| Moises Almandariz | Project Director | 45 % | | | | | | | |



| | | |
|----------|------------------------------------|----------------------------------------------------|
| 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 |



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

| | |
|---------------------------------------------------------------|-----------------------------------------------------------|
| BOG, California Community Colleges Chancellor's Office - 6870 | DISTRICT USE ONLY |
| | District (Grantee): <u>Hartnell CCD</u> |
| | College: <u>Hartnell College</u> |
| Grant Agreement | BOG-CCCCO USE ONLY |
| Academic Affairs | Grant Agreement No.: 15 - 109 - 015 |
| MESA | Funding Fiscal Year |
| RFA # 12 - 109 | <u>2015-16</u> Total Amount Encumbered : \$ <u>50,500</u> |

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.

SAMPLE BUDGET AUGMENTATION



HARTNELL COLLEGE

**HARTNELL COMMUNITY COLLEGE DISTRICT
Budget Augmentation Form**

Please Attach Board Item and/or Award Documentation to Form

| | | | |
|-----------------------|-----------------------------|--------------|-----------------|
| Name of Preparer: | Moises Almandariz | Fiscal Year: | 2015-16 |
| Grant/Program Name: | STP Title III HSI Grant | Date: | 08/12/15 |
| Area/Department Code: | 330 Math & Science | | <drop down menu |
| TOP Code: | 709603 Title V STP - Year 4 | | <drop down menu |
| Source of Funding: | Federal | | <drop down menu |

| Object Code of Expenditure | FY 15-16 Tentative Budget | Notes |
|---------------------------------------------------|---------------------------|-----------------------------------------|
| 51411 Academic Nonteaching PT | \$3,000.00 | |
| 51412 Acad Nonteach Special Projects | \$20,000.00 | |
| 52105 Classified CSEA | \$35,000.00 | |
| 52130 Classified Management | \$21,000.00 | |
| 52300 Classified Overtime Non-IA PT | \$1,000.00 | |
| 52350 Classified Student Dist Non-IA PT | \$15,000.00 | |
| 52360 Class Nonstu NonIA PT Prof Exp | \$15,000.00 | |
| 52400 Classified Nonstudent Instructional Aides | \$15,000.00 | |
| 53000 Employee Benefits | \$25,000.00 | |
| 54210 Purchases - Food | \$1,000.00 | |
| 54300 Supplies & Materials | \$5,000.00 | |
| 55100 Personal Service Contracts | \$500.00 | |
| 55105 Contract Services | \$5,000.00 | |
| 55200 Travel & Conference | \$9,000.00 | |
| 55240 Field Trips | \$1,000.00 | |
| 55635 Printing Services - Vendor 55630 | \$400.00 | Insert 55630 here for in house printing |
| 55635 Printing Services - Vendor | \$200.00 | |
| 56300 Capital Books & Software | \$10,000.00 | |
| 56341 On-line Database Services | \$5,000.00 | |
| 56400 Cap Equip - \$200 to \$4,999 | \$35,415.53 | |
| 56405 Cap Equip - \$5,000 and Over | \$10,000.00 | |
| 57500 Student Financial Aid, Stipends, and Intern | \$45,000.00 | |
| TOTALS | \$ 277,515.53 | < Tentative Award Amount |

| | |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Description of Augmentation Request: Please provide a comprehensive explanation of why this transaction is being requested | Grant budget carryforward for July-September. 5th year award amount will be distributed on October 1, 2015. |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

| | | |
|---------------------------------------|--|---------|
| Signature of Grant/Project Director | | 8-24-15 |
| Approval of Dean/Vice President | | 8/24/15 |
| Approval of Grants Accounting Manager | | 8/25/15 |



PROJECT DIRECTORS AND PROGRAM SUPPORT STAFF RESPONSIBILITIES

- Review work-plan, deliverables, objectives, and budget needed to implement grant activities.
- Implement project and conduct program activities as detailed in the award terms and conditions, or GAN.
- Ensure no conflict of interest is involved in the project
- Be informed of local, state, and federal laws - Be good stewards of grant funds!



Chancellor's Office
California Community Colleges

District: Hartnell Community College District

College: Hartnell College

RFA Specification Number: 15-068

APPLICATION ANNUAL WORKPLAN

(BASED ON RFA SPECIFICATION, ONLY ONE OBJECTIVE PER PAGE. DUPLICATE FORM AS NEEDED.)

OBJECTIVE 1: Implement a *Basic Skills and Student Outcomes Transformation Program* resulting in expanding evidence-based basic skills services and support; scaling up acceleration; increasing the proportion of basic skills students served; and increasing student placement directly into college-level English and mathematics. (Supports Minimum Required Objectives 1-5 and 7)

| Activities | Measurable Outcomes | Timeline Month/Year | Responsible Person(s) |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1.1 Appoint the Director of Student Academic Support as Program Director. | 1 (all): • Redesigned, contextualized basic skills English curriculum; 75% success rates; • Redesigned, contextualized Math basic skills curriculum; 75% success rates; • Contextualized non-credit curriculum that integrates CTE content; 75% success rates; • Scaling up basic skills services by supporting 2,984 students in 2016-17; 3,044 in 2017-18; and 3,104 in 2018-19; • Increasing the proportion of basic skills students served to 75% vs. 25% currently; | 1.1 Completed | 1.1 Vice President, Academic Affairs; Dean, Language and Learning Support Resources |
| 1.2 Appoint/designate staff to support BSSOT, including Tutorial Coordinator; other Academic Learning Center Staff. | | 1.2 JUL 2016 | |
| 1.3 Hire Students Academic Support Specialists, SI facilitators, tutors, as needed. | | 1.3 AUG 2016 | 1.2 Associate Vice President (Assoc VP) Human Resources.; Dean, Instructional Support and Student Success; Program Director. |
| 1.4 Appoint Faculty Team in Mathematics. | | 1.4 JUL 2016 | |
| 1.5 Appoint Faculty Team in English/ESL. | | 1.5 JUL 2016 | |
| | | 1.6 JUL-OCT 2016 | 1.3 Program Director. |
| | | 1.7 JUL-SEP 2016 | |



DISTRICT: Hartnell CCD

COLLEGE: Hartnell College

RFA NUMBER: 14-179

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

| Object of Expenditure | Classification | Line | TOTAL PROGRAM FUNDS REQUESTED | |
|-----------------------------------------------------------------|---------------------------------------|------|-------------------------------|---------|
| | | | \$ | |
| | | | \$ | 129,587 |
| 1000 | INSTRUCTIONAL SALARIES | 1 | \$ | 37,800 |
| 2000 | NONINSTRUCTIONAL SALARIES | 2 | \$ | 47,009 |
| 3000 | EMPLOYEE BENEFITS | 3 | \$ | 17,671 |
| 4000 | SUPPLIES AND MATERIALS | 4 | \$ | 0 |
| 5000 | OTHER OPERATING EXPENSES AND SERVICES | 5 | \$ | 22,123 |
| 6000 | CAPITAL OUTLAY | 6 | \$ | 0 |
| 7000 | OTHER OUTGO | 7 | \$ | 0 |
| TOTAL DIRECT COSTS: | | 8 | \$ | 124,603 |
| TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs): | | 9 | \$ | 4,984 |
| TOTAL COSTS: | | 10 | \$ | 129,587 |

PROJECT DIRECTORS AND PROGRAM SUPPORT STAFF RESPONSIBILITIES - CONTINUED

- Monitor all budget expenditures to ensure fiscal compliance and alignment with approved budget, funding agency requirements, and district policies.

- Program expenditures must be allowable, allocable, and reasonable

- Submit Expenditure Transfers and/or Budget Transfers/Revisions Forms as necessary. Attach appropriate supporting documentation.

*Note: changes in project scope, objectives, key personnel, or major budget reallocations (ten percent of budget line items) need prior agency approval.



BIDDING PROCEDURES MATRIX HARTNELL COMMUNITY COLLEGE DISTRICT

| CONSTRUCTION PROJECTS (per UPCCAA) | Min Quotes | Board Action | Prevailing Wage *5 | Bid Bond *2 | Payment Bond *1 | Liability Insur. Cert. | Auto Insur. Cert. | Remarks |
|-----------------------------------------------------------------|---------------|-----------------|--------------------------|-------------------|-----------------------|------------------------------|-------------------------|-------------------------------------------------------------------|
| Projects under \$1,000 | 1 | CA | N | N | N | Y | Y | PO, RFP, or proposal |
| Projects \$1,000 to \$14,999 *5 | 2 | CA | Y | N | N | Y | Y | PO, RFP, or proposal |
| Projects \$15,000 to \$24,999 *2 *3 | 2 | CA | Y | N | N | Y | Y | PO, RFP, or proposal |
| Projects \$25,000 to \$45,000 *1 *3 | 2 | CA | Y | Y | Y | Y | Y | PO, RFP, or proposal |
| Projects \$45,001 to \$175,000 *4 *6 *9 | Bids | CA | Y | Y | Y | Y | Y | Informal bidding per UPCCAA |
| Projects \$175,001 and larger *8 | Bids | BPA | Y | Y | Y | Y | Y | Formal bidding w/advertisement per UPCCAA |
| | | | | | | | | |
| NON-CONSTRUCTION Equipment, Materials, Services, etc. | | | | | | | | |
| Purchases of \$0 to \$5,000 *10 *11 *12 | 1 | N/A | N | N | N | | | 1 quote required, 2 recommended |
| Purchases of \$5,001 to \$20,000 *10 *11 *12 *13 | 2 | N/A | N | N | N | | | 2 written quotes (catalog/internet OK) |
| Purchases of \$20,001 to \$87,800 *6 *10 *11 *12* 13 | 3 | N/A | N | N | N | | | Informal RFQ w/3 written quotes |
| Purchases of \$87,801 or more *6 *7 *10 *11 *12 *13 | Bids | BPA | N | N | N | Y- Contractor | Y- Contractor | Formal RFP, specs, advertisement, Bid bond 5% optional by the CEO |

SAMPLE DETAIL (GLBS) REPORT



HARTNELL COLLEGE

04/06/16
 Fiscal Year: 2016
 Hartnell Community College District
 Detail Budget Status Report
 For Period 07/01/2015 Thru 06/30/2016

FUND: 12 - Restrict

| GL Account | Allocated Budget | Revenue/Expenses | Unexpended Balance | Encumbrances |
|----------------------------|--------------------------------------------------------------|------------------|--------------------|--------------|
| Date Sc Ref.No Description | | | | |
| 12-200-00-720000-56400 | Block Grant - Funds Available : Cap Equip - \$200 to \$4,999 | | | |
| | Opening Balances --> | | | |
| | 309,299.00 | | | |
| 11/09 BU B011375 | 225,000.00- | | | |
| | reallocate Block for CTE | | | |
| 02/04 BU B011455 | 15,375.00- | | | |
| | TO: 54300 | | | |
| 02/04 BU B011457 | 5.00- | | | |
| | TO: 54300 | | | |
| 03/03 BU B011522 | 147,997.00 | | | |
| | FR: 55105 | | | |
| 03/16 BU B011552 | 56,083.43- | | | |
| | TO: 56405 | | | |
| 02/04 JE J022073 | | 5.00- | | |
| | TO: 54300 | | | |
| 02/04 JE J022074 | | 5.00 | | |
| | reverse J022073 | | | |
| 02/09 PJ V0364332 | | 375.00 | | |
| | Full Compass Systems LTD | | | |
| 02/09 PJ V0364338 | | 2,111.00 | | |
| | Laerdal Medical Corporation | | | |
| 02/10 PJ V0364378 | | 470.37 | | |
| | Napa Auto Parts | | | |
| 02/22 PJ V0365617 | | 11,179.94 | | |
| | Airgas NCN | | | |
| 02/22 PJ V0365618 | | 3,245.02 | | |
| | Airgas NCN | | | |
| 03/01 PJ V0368094 | | 4,100.91 | | |
| | Apple Computer Inc | | | |
| 03/01 PJ V0368112 | | 2,842.22 | | |
| | CDW Government Inc | | | |
| 03/01 PJ V0368140 | | 1,500.38 | | |
| | Green's Camera World | | | |
| 03/01 PJ V0368152 | | 4,238.80 | | |
| | Torchmate Inc | | | |
| 03/01 PJ V0368203 | | 220.04 | | |
| | Praxair Distribution Inc | | | |
| 03/01 PJ V0368237 | | 1,368.95 | | |
| | Sweetwater | | | |
| 03/02 PJ V0368152 | | 4,238.80- | | |
| | Torchmate Inc | | | |
| 03/03 JE J022303 | | 147,997.00 | | |
| | From 55105 | | | |
| 03/03 JE J022305 | | 147,997.00- | | |
| | Reverse J022303 | | | |
| 03/09 PJ V0368454 | | 924.36 | | |
| | B&H Photo-Video Inc | | | |
| 03/15 PJ V0368743 | | 1,275.00 | | |
| | American Fitness | | | |
| 03/15 PJ V0368806 | | 1,660.06 | | |
| | Laerdal Medical Corporation | | | |
| 03/16 PJ V0368820 | | 5,873.11 | | |
| | Musician's Friend Inc | | | |
| 03/16 PJ V0368821 | | 649.29 | | |
| | Musician's Friend Inc | | | |
| 03/17 JE J022338 | | 124.91 | | |
| | VO 368237 SweetWatr PO 30634 | | | |
| 03/18 PJ V0368993 | | 6,542.04 | | |
| | Airgas NCN | | | |
| 03/18 PJ V0368994 | | 1,244.71 | | |
| | Airgas NCN | | | |
| 03/23 PJ V0369213 | | 425.00 | | |
| | Demco Inc | | | |
| 03/25 PJ V0369436 | | 1,290.82 | | |
| | Sport & Cycle Inc | | | |
| 12/11 EP P5010509 | | | 470.39 | |
| | Napa Auto Parts | | | |
| 12/11 EP P5010543 | | | 21,890.79 | |
| | Airgas NCN | | | |
| 12/11 EP P5010552 | | | 240.11 | |
| | Praxair Distribution Inc | | | |
| 01/04 EP P5010590 | | | 2,111.00 | |
| | Laerdal Medical Corporation | | | |
| 12/11 EP P5010612 | | | 5,590.11 | |
| | Torchmate Inc | | | |

SAMPLE DETAIL (GLBS) REPORT



HARTNELL COLLEGE

| GL Account | Date | Sc | Ref.No | Description | Allocated Budget | Revenue/ Expenses | Unexpended Balance | Encumbrances | Unencumbered Balance/Pcnt |
|------------------------|------|----------|--------|--------------------------------------------------------------|------------------|-------------------|--------------------|--------------|---------------------------|
| 12-200-00-720000-56400 | | | | Block Grant - Funds Available : Cap Equip - \$200 to \$4,999 | | | | | |
| 02/17 | EP | P0030635 | | B&H Photo-Video Inc | | | | 1,008.71 | |
| 02/17 | EP | P0030636 | | Laerdal Medical Corporation | | | | 1,648.84 | |
| 02/17 | EP | P0030637 | | Green's Camera World | | | | 1,500.38 | |
| 02/22 | EP | P5010543 | | Airgas NCN | | | | 12,655.16- | |
| 02/01 | EP | P5010729 | | Central Coast Sign & Design | | | | 309.38 | |
| 02/26 | EP | P0030638 | | American Fitness | | | | 1,391.34 | |
| 02/26 | EP | P0030639 | | Sport & Cycle Inc | | | | 1,302.96 | |
| 02/26 | EP | P0030640 | | Polar Service Co Inc | | | | 2,384.69 | |
| 03/01 | EP | P0030631 | | Apple Computer Inc | | | | 4,100.91- | |
| 03/01 | EP | P0030632 | | CDW Government Inc | | | | 2,842.22- | |
| 03/01 | EP | P0030637 | | Green's Camera World | | | | 1,500.38- | |
| 03/01 | EP | P5010612 | | Torchmate Inc | | | | 4,291.02- | |
| 02/18 | EP | P5010776 | | Demco Inc | | | | 311.01 | |
| 03/01 | EP | P5010552 | | Praxair Distribution Inc | | | | 240.11- | |
| 03/01 | EP | P0030634 | | Sweetwater | | | | 1,368.95- | |
| 03/02 | EP | P5010612 | | Torchmate Inc | | | | 4,291.02 | |
| 03/04 | EP | B0013449 | | Riddell All American | | | | 10,000.00 | |
| 03/03 | EP | P5010808 | | CSC of Salinas | | | | 521.93 | |
| 02/21 | EP | P5010811 | | GovConnection Inc | | | | 392.03 | |
| 02/22 | EP | P5010815 | | KIS Computer Center | | | | 2,045.92 | |
| 02/11 | EP | P5010833 | | Alameda Electrical Distribut | | | | 2,646.44 | |
| 03/09 | EP | P0030635 | | B&H Photo-Video Inc | | | | 924.36- | |
| 03/09 | EP | B0013460 | | Foundation Fitness LLC | | | | 9,995.00 | |
| 03/10 | EP | B0013460 | | Foundation Fitness LLC | | | | 9,995.00- | |
| 03/10 | EP | B0013460 | | Foundation Fitness LLC | | | | 4,293.00 | |
| 03/15 | EP | P0030638 | | American Fitness | | | | 1,275.00- | |
| 03/15 | EP | P0030636 | | Laerdal Medical Corporation | | | | 1,648.84- | |
| 03/16 | EP | P0030630 | | Musician's Friend Inc | | | | 5,927.40- | |
| 03/16 | EP | P0030630 | | Musician's Friend Inc | | | | 595.00- | |
| 03/16 | EP | B0013471 | | Kimberly A. De Lima | | | | 460.00 | |
| 03/18 | EP | P5010543 | | Airgas NCN | | | | 5,995.00- | |
| 03/18 | EP | P5010543 | | Airgas NCN | | | | 1,140.63- | |
| 03/15 | EP | P5010882 | | Tableau Software Inc | | | | 1,636.95 | |
| 03/23 | EP | P5010776 | | Demco Inc | | | | 311.01- | |
| 03/25 | EP | P0030639 | | Sport & Cycle Inc | | | | 1,302.96- | |
| 03/28 | EP | P5010939 | | Praxair Distribution Inc | | | | 10,867.95 | |
| | | | | Current Period Totals --> | 148,466.43- | 47,423.13 | | 46,737.42 | |
| | | | | To Date Totals --> | 160,832.57 | 47,423.13 | 113,409.44 | 46,737.42 | 66,672.02 |
| | | | | Future Totals --> | | | | | 41.45 % |
| | | | | Fiscal Totals --> | 160,832.57 | 47,423.13 | 113,409.44 | 46,737.42 | 66,672.02 |
| | | | | | | | | | 41.45 % |

SAMPLE BUDGET REVISION FORM



**HARTNELL COMMUNITY COLLEGE DISTRICT
BUDGET ENTRY**

Period Ending: 3/31/2016

REQUEST FOR: Budget Revision = Changes between major object classifications, i.e. 51000 to 52000, 54000 to 55000, etc. (Requires Board Approval)
 (Check One) Budget Transfer = Changes within major object classifications, i.e. 51000 to 51000, 54000 to 54000, etc.

| FUND (2) | AREA (3) | LOC (2) | TOPS (6) | OBJECT (5) | DEBIT (Transfers In to Account Below) | CREDIT (Transfers Out of Account Below) | DESCRIPTION (28) |
|--------------|-------------|------------|-------------|---------------|---------------------------------------------|-----------------------------------------------|----------------------------------------------------------|
| 12 | 140 | 00 | 760014 | 56400 | 16,000.00 | | Fr: 54300 Supplies |
| 12 | 140 | 00 | 760014 | 54300 | | 16,000.00 | To: 56400 Equipment |
| TOTAL | | | | | \$ 16,000.00 | \$ 16,000.00 | \$ - TOTAL OF DEBITS AND CREDITS MUST EQUAL ZERO. |

Explanation of Transfer Request: To reallocate budget from supplies to purchase program equipment.

Prepared By: David Techaira Date: 3/11/2016 Approved By: _____ Date: _____

Business Office Use Only

Grants Manager: _____ Date: _____ Controller: _____ Date: _____
 Budget Entry (BE) No.: _____ BE Post Date: _____ Posted By: _____ Date: _____



**HARTNELL COMMUNITY COLLEGE DISTRICT
EXPENDITURE TRANSFER REQUEST
Period Ending: 6/30/2015**

REQUEST FOR: Expenditure Transfer (Journal Entry) = Adjustment/Transfer of actual expenditure(s).

| FUND (2) | AREA (3) | LOC (2) | TOPS (6) | OBJECT (5) | DEBIT (Transfers In to Account Below) | CREDIT (Transfers Out of Account Below) | DESCRIPTION (28) |
|--------------|-------------|------------|-------------|---------------|---------------------------------------------|-----------------------------------------------|---------------------|
| 12 | 420 | 00 | 700600 | 55800 | | 500.00 | Ellucian to: 55800 |
| 12 | 420 | 00 | 700600 | 54300 | 500.00 | | Ellucian V0324568 |
| Total | | | | | \$ 500.00 | \$ 500.00 | |

**Explanation of
Transfer
Request:**

To reclassify expense for Ellucian from Other Costs (55800) to Supplies (54300).

| | | | | | | | |
|---------------------------------|----------------|---------------|--|--------------|--------------------------------|-------|--|
| Prepared By: | David Techaira | Date: | | Approved By: | Project Director/Administrator | Date: | |
| <i>Business Office Use Only</i> | | | | | | | |
| Grants Manager: | | Date: | | Controller: | | Date: | |
| Journal Entry (JE) No.: | | JE Post Date: | | Posted By: | | Date: | |



PROJECT DIRECTORS AND PROGRAM SUPPORT STAFF RESPONSIBILITIES - CONTINUED

- Meet regularly with program personnel to assess and report on progress of the program.

- Notify Administrative Services of **ALL** reporting deadlines.

- Complete quarterly and annual performance/progress reports as required by funding agency. Reports must be approved by component administrator(s), and allow ample time for review before submission.

- Complete quarterly and annual financial reports as required by funding agency. Reports must be audited by Administrative Services, approved by component administrator(s), and submitted on time.



PROJECT DIRECTORS AND PROGRAM SUPPORT STAFF RESPONSIBILITIES (CONTINUED)

- Maintain detailed and accurate records of all program activities (progress/performance, finances, participant information, inventory of equipment, and any other relevant information)
- Grant employees **MUST** complete Time & Effort Certification Forms monthly and account for 100% of their salary. Send copies to the Grants Office (E-105).

SAMPLE TIME AND EFFORT FORM



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

| | |
|--------------------|----------------------------------------------|
| Name | Almendariz, Moises Employee ID #0316871 |
| Time Period | January 11, 2016 through February 10, 2016 |
| Type | Actual Time or Cost Share/Match? Hours = 176 |

| | |
|--------------------|-----------|
| Department | HSI |
| Fiscal Year | 2015-2016 |



ESTIMATED DISTRIBUTION OF EFFORT

| Funding Type/Source | Program/Grant Name | Documented Effort (by %) | Documented Effort (by hours) | Initials | Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|------------------------------|----------|------|
| Federal Grant / P031C110068 | STEM Title III HSI / CUSP | 45% | 79.2 | | |
| Tasks/Deliverables: (This is a required section that must be completed.) | | | | | |
| 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, and cooperative partners CSUMB and UCSC to strategically implement and plan activities, annual goals, and outcomes. | | | | | |
| Federal Grant / P031C110168 | STEM Title III HSI / STP | 45% | 79.2 | | |
| Tasks/Deliverables: | | | | | |
| 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 | HSI Initiatives | 10% | 17.6 | | |
| Tasks/Deliverables: | | | | | |
| Work parallel with all Hartnell College departments to seek, identify, and implement new or existing HSI initiatives, either externally funded or not. These initiatives will be aligned directly with the campus Mission, Strategic Plan, and other campus developed plans. The intent is to increase awareness both internally, and to the external community of Hartnell's Hispanic Serving Institution designation by provided 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 initialed, reasonably reflects actual effort during the given time period. I understand that no changes are allowed once this statement is signed and submitted to the Grants Accounting Manager.

Definitions:

- Documented Effort: Represents payroll charges expressed as a PERCENTAGE of effort during the given time period.
- Cost Sharing Effort: Reflects the effort devoted to a sponsored project contributed (or paid) by another account.
- Actual Effort: Reasonably reflects effort devoted to each area. Changes to "Documented Effort" amounts must be initialed and dated by the certifier. Any variance greater than 5% will be corrected on the payroll records.

Employee's signature 
 Supervisor's signature 

Date 2-8-16
 Date 8 Feb 2016

Dean/VP's signature _____ Date _____

For Grants Management Office



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 _____
(Federal or State Award Number)

Who Holds Title: _____

Invoice Number/Purchase Order No. _____

Voucher Number _____
(Assigned by the Business Office)

Fiscal Year Purchased _____

Acquisition Date _____

Cost of the property _____
(If multiple units, price per unit)

Purpose for the purchase _____

Location of Equipment Room # _____

Campus Main _____ Alisal _____ King City _____

Condition of the Property _____

Date of Disposal of the Property _____

*****Please attach a copy of the invoice.**

For additional information contact _____

Contact phone number _____

| Business Office use | Contact |
|---------------------|---------|
| HCCD Asset # _____ | _____ |



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

SUMMARY OF ROLES AND RESPONSIBILITIES



| 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 |

SUMMARY OF ROLES AND RESPONSIBILITIES



| 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 (GLBS/GLBR) monthly; monitor subrecipients; assess progress | Provide monthly and mid-year expense reports. Provide Excel/Cognos reports as needed | Review | Review | | |

SUMMARY OF ROLES AND RESPONSIBILITIES



| 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 | | |

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 | | | | |



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/>



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>



Thank you!

Q & A