



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

**Title:** USDA Grant Application -- Strategic Planning for South County Programming

**Website:** <https://content.govdelivery.com/accounts/USDARD/bulletins/270fcdc>

**Abstract:** South County Education and Training Strategic Plan Development

USDA is accepting Rural Business Development Grant (RBDG) applications, due March 13, 2020. RBDG projects are extremely flexible and support a wide variety of economic development projects including strategic planning to support economic development in rural communities.  
 If funded, this grant will support the development of a noncredit strategic plan to address the education and training needs of nontraditional adults in Hartnell College's South County region. The plan will analyze and synthesize relevant data from community meetings, needs assessments, Workforce Development Board, and other relevant information and present findings to various stakeholders.

**2. Alignment with College Strategic Plan and Feasibility**

50 % **Goal 1** – Increase Student Completion  
 25 % **Goal 2** – Increase Student Completion Efficiency  
 % **Goal 3** – Increase Student Transfer to 4- Year Institute  
 25 % **Goal 4** – Improve Student Employment Subsequent to Training or Completion

**List Strategic Goals**  
[Link to Hartnell College Strategic Plan](#)  
 The mission, service excellence and diversity, equity and inclusion.

Be prepared to provide data to support scoring below such as Labor Market Data.  
 Scoring Criteria (1-5, WEAK to STRONG)

1) Staff expertise/experience in similar projects	5
2) Compelling need in college or community	5
3) Strong business/community/education partnerships	5
4) Aligns with new funding formula	4
5) Low demand on resources (space, equipment, etc.)	5
6) Capable of sustaining project after grant ends	5
TOTAL (30 possible)	

**List Accreditation Standards (i.e. II.A.)**  
[Link to Accreditation Standards](#)  
 IIA

**3. If the project is for broad institutional capacity building, what are the plans for institution-wide development & implementation of proposed activities?**  
 (Please include additional information, as needed, as an attachment.)

A strategic plan for noncredit courses will help inform the education and training needs of South County and will serve as a guide to what courses should be offered by Hartnell College. It will also include identification of target audiences and the most effective way to market and promote programs to those audiences. The plan will be developed and shared with various stakeholders inside and outside of the college.

**4. Does the project align with or overlap current activities or events? If yes, please provide information about activities and how current directors and program staff are involved in developing this new project/grant proposal.**  
 (Please include additional information, as needed, as an attachment.)

Various sources of information are available regarding South County, including: summaries of community meetings, a community needs assessment survey, county employment data, and industry input. However, there is need for a comprehensive analysis and review of this data and compilation into one document to help guide noncredit programming and decision making for South County.



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<b>5. Grant Type</b>		<b>Due Date</b>	<b>6. Fiscal Information - Fiscal Agent</b>	
<input checked="" type="radio"/> New		03/13/20	College <input checked="" type="radio"/>	Foundation <input type="radio"/>
<input type="radio"/> Continuation			Indirect Cost Rate: 30% (although this is less competitive)	
<b>Funding Source</b>		<b>Agency/Org</b>	<b>Amount of Funds Available</b>	
Public		USDA	Typical awards range from \$50,000-\$200,000, but can be up to \$500,000.	
<input type="radio"/> State <input checked="" type="radio"/> Federal			<b>7. Does proposed project require matching funds or in-kind contributions?</b>	
Private			<input checked="" type="radio"/> No <input type="radio"/> Yes (Add justification below and complete 15. Budget Plan)	
<input type="radio"/> Foundation				
<input type="radio"/> Corporation				
<input type="radio"/> Individual				
<b>9. Grant Timeline</b>			<b>8. Intellectual Property</b>	
Grant Start Date:		Grant Ending Date:	<i>Will the proposed project in the development of an intellectual property?</i>	
09/01/20		06/30/20	<input checked="" type="radio"/> No <input type="radio"/> Yes, please explain below:	
<b>10. P I/Proposal Lead</b>				
Proposal Lead: Mostafa Ghous & Ana Gonzalez			<b>11. Additional Partners</b>	
Title: Dean and Director of Academic Affairs			<i>Will this project include other agencies?</i>	
College Department: Academic Affairs			<input type="radio"/> No <input checked="" type="radio"/> Yes, please explain below:	
Phone: 831.755.6719			Community partners will provide input and will receive results from the Strategic Plan.	
Email: mghous@hartnell.edu / agonzalez@hartnell.edu				

**12 a. Human Resources - Staffing Positions to Support the Grant**  
*What new/continuing positions will be created to meet the proposed project objectives?*  
 Please list proposed titles and one sentence job description below; include estimated cost detail and source of funding:

One reassigned faculty member (50% of full-time faculty for 5 months from January to May of 2021) to help create strategic plan (finite project)

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

No  Yes, please explain below and complete 16a and 16 b. Sustainability and Budget Plan

No, this is a one-time project.

**13a. Facilities, Furniture and Equipment Resources to Support the Grant**  
*What new and/or remodeled space will be needed (e.g. offices, lab and activity space, etc.)?*  
*What furniture will be needed (e.g. workstations for staff, tables and chairs, etc.)?*  
*What equipment will be needed (e.g. computers/laptops for staff, phones, etc.)?*  
 Please describe below and include estimated cost and source of funding:

N/A



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

**No**  **Yes, please explain below and complete 16a and 16b. Sustainability and Budget Plan**

N/A

**14a. Impact to Student Affairs and its resources?**

*What current resources will be used to implement this grant?  
 What new resources will be needed?*

None

**14b. Impact to Institutional Research and Information Technology resources?**

*What new institutional research will be needed (e.g. evaluation, new data sets, new reports)?  
 What new informational technology will be needed (e.g. new or additional software)?*

Information request for any relevant data.

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

**No**  **Yes, please explain below and complete 16a and 16b. Sustainability and Budget Plan**

**15. Budget Plan – over term of grant**

	Grant	HCCD Match <i>(in-kind)</i>	Match Other
Personnel Instructional			
Personnel Non-instructional	\$ 33,088	\$ 21,852	
Operating	\$ 5,000	\$ 3,500	
Equipment			
Indirect	\$ 11,426		
<b>TOTAL</b>	<b>\$ 49,514</b>	<b>\$ 25,352</b>	<b>\$ 0</b>

**Budget Notes:** Funds will cover the cost of a reassigned faculty member (50% of full-time for 5 months) to support development of the plan, along with some supplies. Match is in-kind.

**16a. If proposed activities will continue after grant funding ends, what are the plans for sustainability?** Indicate years and activities that will be included in Program Planning and Assessment (PPA) and Resource Requests. Complete **16b. Budget Plan-after grant term ends**

N/A

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

FY	20 /20	20 /20	20 /20
Personnel Instructional			
Personnel Non-instructional			
Operating			
Other			
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Budget Notes:**



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17. Academic Senate - New Programs, Curriculum and/or Faculty - *Does the proposal include new programs, curriculum, or faculty?*

No  Yes, proposed date to present to Academic Senate: 03/16/20; please list faculty members involved in development below:

Recommendations in the Strategic Plan will include recommendations for noncredit courses that fit the needs of South County.

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="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u> / Ana González	<u>2.25.20</u>
		Proposal Lead	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u> / Mostafa Ghossein	<u>2/27/2020</u>
		Dean	Date
Support <input type="radio"/>	Do Not Support <input type="radio"/>	_____	_____
		VP	Date

19. The proposed project supports the goals and objectives of Hartnell College.  
*The following signatures are the responsibility of the Office of Institutional Advancement:*

Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u> Lisa Storm	<u>3/11/20</u>
		Academic Senate	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u>	<u>Feb 24 2020</u>
		Vice President of Advancement and Development	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u> Paul Encarnacion	<u>3/5/2020</u>
		Accounting Manager	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u>	<u>3/5/20</u>
		VP Administrative Services	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u>	<u>3-5-20</u>
		Director/VP (as required)	Date
Support <input type="radio"/>	Do Not Support <input type="radio"/>	_____	_____
		Director/VP (as required)	Date

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

Approved <input checked="" type="radio"/>	Not Approved <input type="radio"/>	<u>[Signature]</u>	<u>3/13/20</u>
		Superintendent/President	Date