



# Hartnell College - Office of Institutional Advancement

## Grant Concept Form

November 2020

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

**Title:** Department of Justice, Second Chance Act Grant Application

**Website:** <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>

**Abstract:** Fill in Abstract below:

The Department of Justice is seeking applications to expand/improve education and employment programs that reduce recidivism, promote recovery and enhance employment prospects for incarcerated adults reentering the workforce. This project will enhance Hartnell College's existing Rising Scholars program by increasing student completion and improving completion efficiency. Faculty will receive ongoing support and professional development tailored to incarceration services. A mentor program will be developed to foster future faculty members (current Hartnell students). Student participants will receive courses tailored to their facility, and services will be enhanced to support more efficient and successful completion.

### 2. Alignment with the College Strategic Plan and Feasibility

40 \_\_\_\_\_ % **Goal 1** - Increase Student Completion

[Link to Hartnell College Strategic Plan](#)

50 \_\_\_\_\_ % **Goal 2** - Increase Student Completion Efficiency

1 \_\_\_\_\_ % **Goal 3** - Increase Student Transfer to 4 Year Institute

9 \_\_\_\_\_ % **Goal 4** - Improve Student Employment Subsequent to Training or Completion

100 \_\_\_\_\_ % **Total (should equal 100)**

**Please provide a list of the Hartnell values that this grant fulfills:**

[Hartnell College's Values](#)

Student's First -- this project focuses on student's needs

Equity and Inclusion -- project serves incarcerated students who are mostly first-generation, low-income, Black and Latinx males who live in our community and otherwise have little access to higher education and reside in our Salinas Valley

~~Promotes generational change -- socioeconomic impact on the student and their family member~~

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

**Total:** 29 \_\_\_\_\_ (Total should not exceed 30)

**List Accreditation Standards (i.e.; II.A.):**

[Link to Accreditation Standards](#)

I.A.1 and B.1; II.A.1.1a,2b,2c,6; II.B.1 and 4; IV.A.1

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

The project is not institution-wide.

**4. Does the project align with or overlap with current activities or events? If yes, please provide information about activities and how current directors and program staff are involved in developing this new project/grant proposal.**

Hartnell College has been providing educational services at the two local prisons for about five years through the Rising Scholars Program. About 600 students are participating in the program and, this fall, we had our first graduate. This grant will help increase the number of graduating students to at least 60 per year by addressing the program's main challenges: 1. limited student support services, 2. a limited number of interested faculty, and 3. limited resources. The grant would provide academic counseling and early support services through a program assistant and counselor. These roles are critical to support student enrollment, course selection, and academic completion and success-- increasing the number of graduates per year. The grant will help grow our own faculty by pairing participating faculty members with students interested in teaching currently incarcerated students. Mentors and mentees will be supported and receive professional development including in the area of trauma-informed practices that support students and their own emotional well-being. Teaching in prison facilities is taxing and intentional support is needed to avoid burnout. Also, an expanded faculty pool will help us provide critical courses needed for graduation. Furthermore, the grant will support the creation of a strategic advisory committee that will help guide the program and will work on developing a long-term sustainability plan to ensure that students and faculty in the Rising Scholars program are supported through the three years of the grant, and beyond.

The Rising Scholars Program is fully aligned with the new student funding formula and the goal of serving the underrepresented students - incarcerated males.



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|  |  |   |  |
|--|--|---|--|
| <b>5. Grant Type</b>   |  | <b>Due Date</b>   |  |
| x New  |  | 07/06/2021  |  |
| Continuation   |  | 07/06/2021  |  |
| <b>Funding Source</b>  |  | <b>Agency/Organization</b>  |  |
| Public: State x Federal  |  | Department of Justice: Office of Justice Programs, Bureau of Justice Assistance |  |
| Private: Foundation Corporation  |  |   |  |
| Individual   |  |   |  |
| <b>6. Fiscal Information - Fiscal Agent</b>  |  |   |  |
| College x Foundation   |  | Indirect Cost Rate: 10% Grant Amount: 900,000                                   |  |
| <b>7. Does the proposed project require matching funds or in-kind contributions?</b> |  |   |  |
| x No Yes If yes, explain: n/a  |  |   |  |
| <b>8. Intellectual Property</b>  |  |   |  |
| <i>Will the proposed project include the development of intellectual property?</i>   |  |   |  |
| x No Yes If yes, explain: n/a  |  |   |  |
| <b>9. Grant Timeline</b>   |  |   |  |
| Grant Start Date: 10/01/2021   |  | Grant Ending Date: 09/30/2024   |  |
| <b>10. Proposal Lead</b>   |  |   |  |
| • Proposal Lead:   |  | Ana Gonzalez  |  |
| • Title:   |  | Director, South County Education Services                                       |  |
| • College Department:  |  | Academic Affairs  |  |
| • Phone:   |  | 8317556719  |  |
| • Email:   |  | agonzalez@hartnell.edu  |  |



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### 11. Additional Partners

*Will this project include other agencies?*

No

 Yes

If yes, explain: Hartnell College Foundation would serve as the fiscal lead; correctional facilities; community-based organizations

### 12a. Human Resources - Staffing Positions to Support the Grant

*What new/continuing positions will be created to meet the proposed project objectives?*

*Please list the proposed titles and one-sentence job description below; include cost detail and a source of funding.*

Existing Positions Include:

Jackie Cruz, Executive Director of the Hartnell College Foundation and Vice President of Advancement at Hartnell College- will provide overarching management and oversight of the project. (College funded). Michele Peregrin, Director of Grants Development & Innovation- will oversee the grant management, including project progression and the timely submission of reports.

(college funded) Kira Bona, Accounting Manager, will manage the fiscal responsibilities of the grant, including financial reporting. (foundation-funded from private sources)

The latter two will work closely with the college Office of Administrative Services, namely the Grants and Accounting Manager, to ensure compliance and reporting requirements are met.

Mostafa Ghous, Dean of South County Education Services will provide guidance and general oversight of faculty and courses offered. Ana Gonzalez, Director of South County Education Services will oversee implementation of the project and manage day-to-day operations and staff. Brenda Jones serves as the College Pathways Coordinator for currently incarcerated students and supports student orientation, onboarding and academic support. Dina Uribe provides program support on a 40% basis.

New Positions: 1 Full-time Program Assistant

Hourly Services: Counseling, Faculty Special Project Agreements, Consultant, Scholarships for mentees

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

No

 Yes

If yes, explain below and complete 16a and 16b:

The program currently supports 600 students with limited staffing. Student support services are limited to the onboarding process. With additional resources, students will receive academic support services that support successful completion such as workshops on study skills, time-management, ongoing academic evaluation and early alert services, tracking of student completion and management toward graduation.

With the improvements attained through this grant, the Rising Scholars program will serve approximately 700 students per year generating substantial general funds for the college.



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### 13a. Facilities, Furniture and Equipment Resources to Support the Grant

*Will new/remodeled space be needed? (e.g. offices, lab and activity space, etc.)?*

*If so, please confer with Facilities to review the underutilized space map and describe plans below.*

*Will furniture and equipment be needed (e.g. workstations for staff, computers, phones, chairs, etc.)?*

*If so, include the estimated cost and source of the funding below.*

The Rising Scholars Program is housed out of the Soledad Education Center. The additional Program Assistant could work in conjunction with the current staff. An additional laptop would be needed. The prison facilities are prepared to offer office space to support the program.

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

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

The sustainability plan would focus on securing continued funding.

### 14a. Impact on Student Affairs and its resources?

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

*What new resources will be needed?*

Student Affairs currently provides processing support for admissions, registration, and financial aid forms. The additional resources would support students to more accurately complete these forms and lessen the impact on the Office of Admissions and Records.



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### 14b. Impact on Institutional Resource and Information Technology resources?

*What new institutional research will be needed? (e.g. evaluation, new data sets, new reports.)*

*What new informational technology will be needed? (e.g. new or additional software.)*

No changes

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

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

No changes

### 15. Budget Plan – over the term of the grant

|                             | Grant            | HCCD Match | Match Other |
|-----------------------------|------------------|------------|-------------|
| Personnel Instructional     | \$354,675        |            |             |
| Personnel Non-Instructional | \$234,666        |            |             |
| Operating                   | \$241,659        |            |             |
| Equipment                   | 0                |            |             |
| Indirect                    | \$69,000         |            |             |
| <b>Total</b>                | <b>\$900,000</b> |            |             |

#### Budget Notes:

Grant Award is \$300,000 per year for 3 years.



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### 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.

A core objective for the project is to create an advisory committee. One of the key tasks will be the development of a long-term sustainability plan.

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

| Fiscal Year:                | 24-25   | 25-26   | 26-27   |
|-----------------------------|---------|---------|---------|
| Personnel Instructional     | 118,225 | 120,590 | 123,002 |
| Personnel Non-Instructional | 78,222  | 79,786  | 81,382  |
| Operating                   |         |         |         |
| Other                       |         |         |         |
| <b>Total</b>                | 196,447 | 200,376 | 204,384 |

#### Budget Notes:

Personnel Instructional goals include continuation of counseling services, stipends for faculty professional development and mentorship.

Personnel Non-instructional plans include continued support from a program assistant.

### 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 the Academic Senate: \_\_\_\_\_

#### List faculty members involved in development:

n/a

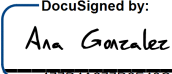




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### 18. The proposed project supports the goals and objectives of Hartnell College

The following signatures are the responsibility of the Proposal Lead:

|                                  |                       |  |              |
|----------------------------------|-----------------------|--|--------------|
| <b>Support</b>                   | <b>Do Not Support</b> | DocuSigned by:<br><br>Ana Gonzalez<br><small>477D4A677DBE40C...</small> | 06/21/2021   |
|                                  |                       | <b>Proposal Lead</b>   | <b>Date</b>  |
| <b>Support</b>                   | <b>Do Not Support</b> | <br>Mostafa Yass  | Jun 30, 2021 |
| <input checked="" type="radio"/> | <input type="radio"/> | <b>Dean</b>  | <b>Date</b>  |
| <b>Support</b>                   | <b>Do Not Support</b> | <br>Cathryn Wilkinson-Thompson (Jul 7, 2021 18:34 PDT)                  | Jul 7, 2021  |
| <input checked="" type="radio"/> | <input type="radio"/> | <b>VP</b>  | <b>Date</b>  |

### 19. The proposed project supports the goals and objectives of Hartnell College

The following signatures are the responsibility of the Office of Institutional Advancement:

|                                  |                       |   |              |
|----------------------------------|-----------------------|---|--------------|
| <b>Support</b>                   | <b>Do Not Support</b> | <br>Cheryl O'Donnell<br><small>Cheryl O'Donnell (Jul 15, 2021 13:38 PDT)</small> | Jul 15, 2021 |
| <input checked="" type="radio"/> | <input type="radio"/> | <b>Academic Senate</b>  | <b>Date</b>  |
| <b>Support</b>                   | <b>Do Not Support</b> | <br>Jackie Cruz<br><small>Jackie Cruz (Jul 15, 2021 13:01 AKDT)</small>        | Jul 15, 2021 |
| <input checked="" type="radio"/> | <input type="radio"/> | <b>Vice President of Advancement and Development</b>  | <b>Date</b>  |
| <b>Support</b>                   | <b>Do Not Support</b> | <br>Alicia Gregory<br><small>Alicia Gregory (Jul 15, 2021 14:03 PDT)</small>   | Jul 15, 2021 |
| <input checked="" type="radio"/> | <input type="radio"/> | <b>Accounting Manager</b>   | <b>Date</b>  |
| <b>Support</b>                   | <b>Do Not Support</b> | <br>Steven Crow<br><small>Steven Crow (Jul 15, 2021 14:05 PDT)</small>         | Jul 15, 2021 |
| <input checked="" type="radio"/> | <input type="radio"/> | <b>Vice President of Administrative Services</b>  | <b>Date</b>  |
| <b>Support</b>                   | <b>Do Not Support</b> | <br>David Phillips<br><small>David Phillips (Jul 20, 2021 14:50 PDT)</small>   | Jul 20, 2021 |
| <input type="radio"/>            | <input type="radio"/> | <b>Vice President of Information Technology</b>   | <b>Date</b>  |
| <b>Support</b>                   | <b>Do Not Support</b> | _____   | _____        |
|                                  |                       | <b>Vice President of Human Resources</b>  | <b>Date</b>  |
| <b>Support</b>                   | <b>Do Not Support</b> | _____   | _____        |
|                                  |                       | <b>Director/Vice President (as required)</b>  | <b>Date</b>  |





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## 20 . Approval

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

**Support**

**Do Not Support**

Raul Rodriguez

[Raul Rodriguez \(Jul 20, 2021 16:46 PDT\)](#)












Jul 20, 2021


**Superintendent/President**

**Date**

|                 |  |
|-----------------|--|
| Created:        | 2021-06-28                                   |
| By:             | Michele Peregrin (mperegrin@hartnell.edu)    |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAzmXHon-xVmL-EjG4x8CBv82hv_IsJ3R2 |

## "GCF-DOJ" History

-  Document created by Michele Peregrin (mperegrin@hartnell.edu)  
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-  Document emailed to Mostafa Ghous (mghous@hartnell.edu) for signature  
2021-06-28 - 11:46:51 PM GMT
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Signature Date: 2021-07-20 - 11:46:53 PM GMT - Time Source: server- IP address: 192.124.166.2

 Agreement completed.

2021-07-20 - 11:46:53 PM GMT