



# Hartnell College - Office of Institutional Advancement

## Grant Concept Form

March 2020

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

**Title:** Department of Labor 16 College Collaborative

**Website:** <https://www.dol.gov/agencies/eta/skills-training-grants>

**Abstract:**

We will be working to offset the devastating economic impact that Coronavirus has had on causing widespread unemployment. Our collaborative is about 16 colleges across California. Our goal is to develop one or more short-term training from 6 weeks to 9 months. We want to develop a workforce needed by local employers who require specific skill sets. Our role is to work with an industry employer to identify missing worker skills and design new curriculum to meet that need. We can utilize noncredit classes and/or modify our existing courses to meet the local employer needs.

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

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

[Link to Hartnell College Strategic Plan](#)

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

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

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

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

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

[Hartnell College's Values](#)

Students First; Diversity, Equity, and Inclusion; Alliances; and Innovation

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   | <u>5</u> |
| 2) Compelling need in college or community          | <u>5</u> |
| 3) Strong business/community/education partnerships | <u>5</u> |
| 4) Aligns with new funding formula                  | <u>1</u> |
| 5) Low demand on resources (space, equipment, etc.) | <u>5</u> |
| 6) Capable of sustaining project after grant ends   | <u>3</u> |

**Total:** <sup>23</sup> \_\_\_\_\_ (Total should not exceed 30)

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

[Link to Accreditation Standards](#)

I.A, II.A



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

N/A

**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.**

This program aligns with the current farmworker education and not for credit contract education programs. We have reached out to Taylor Farms and they are writing a letter of commitment, if the grant is received, they will place their employees in the training.



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<b>5. Grant Type</b>		<b>Due Date</b>	
<input checked="" type="checkbox"/> New		10/08/2020	
Continuation			
<b>Funding Source</b>		<b>Agency/Organization</b>	
<b>Public:</b> State <input checked="" type="checkbox"/> Federal		Department of Labor	
<b>Private:</b> Foundation Corporation			
Individual			
<b>6. Fiscal Information - Fiscal Agent</b>			
<input checked="" type="checkbox"/> College		Foundation	Indirect Cost Rate: <sup>0</sup> Grant Amount: 194,444
<b>7. Does the proposed project require matching funds or in-kind contributions?</b>			
<input checked="" type="checkbox"/> No		Yes If yes, explain: Hartnell College will not be the lead institution. We may be able to negotiate indirect from Canada College as a passthrough.	
<b>8. Intellectual Property</b>			
<i>Will the proposed project include the development of intellectual property?</i>			
<input checked="" type="checkbox"/> No		Yes If yes, explain: N/A	
<b>9. Grant Timeline</b>			
Grant Start Date: 01/01/2021		Grant Ending Date: 01/01/2024	
<b>10. Proposal Lead</b>			
● Proposal Lead:		Clint Cowden	
● Title:		Dean of Academic Affairs	
● College Department:		CTE	
● Phone:		5598169465	
● Email:		ccowden@hartnell.edu	



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## 11. Additional Partners

*Will this project include other agencies?*

No  Yes

If yes, explain: Canada College (lead), 15 other colleges, Taylor Farms, Monterey County Workforce Development Board

## 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.*

New  
Program Assistant II, administrative duties and outreach for not for credit program, \$15,333 per year of grant funding, not a full-time position  
  
Mechatronics/Incumbent Worker Not for Credit Trainer, provide mechatronics not for credit training for incumbent workers, \$13,300 per year of grant funding

## 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:

N/A



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### 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:

No new or remodeled space will be required.  
No new furniture will be required.  
Equipment will be purchased with \$66,500 of grant funding.

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

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

N/A

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

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

*What new resources will be needed?*

No impact on student affairs as these are not for credit courses.



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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.)*

Institutional Research Office

1. Development of a Not for Credit Application to meet Department of Labor reporting requirements
2. Quarterly and annual report data requirements to meet Department of Labor reporting

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

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

N/A

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

	Grant	HCCD Match	Match Other
Personnel Instructional	0		
Personnel Non-Instructional	114,577		
Operating	13,311		
Equipment	66,556		
Indirect	0		
<b>Total</b>	194,444		

#### Budget Notes:

N/A


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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.

N/A

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

Fiscal Year:			
Personnel Instructional			
Personnel Non-Instructional			
Operating			
Other			
<b>Total</b>			

**Budget Notes:**
**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> X	<b>Do Not Support</b>	DocuSigned by: <i>Clint Cowden</i> 8E57723A4A76474 <b>Proposal Lead</b>	08/31/2020 <b>Date</b>
<b>Support</b>	<b>Do Not Support</b>	DocuSigned by: <i>N/A</i> 05E3B95A6C4F480... <b>Dean</b>	09/01/2020 <b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Catheryn Wilkinson</i> 8F9552DDC3964E1... <b>VP</b>	09/01/2020 <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>	DocuSigned by: <i>Cheryl O'Donnell</i> F80E80D7B7AA498... <b>Academic Senate</b>	09/01/2020 <b>Date</b>
<b>Support</b>	<b>Do Not Support</b>	DocuSigned by: <i>Jackie Cruz</i> 8DADC543DB574EE... <b>Vice President of Advancement and Development</b>	09/01/2020 <b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>David Techara</i> 33EC38DA7C054E0... <b>Accounting Manager</b>	09/02/2020 <b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>D. Wilkerson</i> EB5ED6340A7C4DC... <b>Vice President of Administrative Services</b>	09/02/2020 <b>Date</b>
<b>Support</b>	<b>Do Not Support</b>	DocuSigned by: <i>N/A</i> 05E3B95A6C4F480... <b>Director/Vice President (as required)</b>	09/03/2020 <b>Date</b>

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

<b>Support</b>	<b>Do Not Support</b>	<i>[Signature]</i> <b>Superintendent/President</b>	<i>9/8/20</i> <b>Date</b>
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