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

Title: Developing Hispanic Serving Institutions Title V Individual Grant

Website: https://www2.ed.gov/programs/idueshsi/index.html

Abstract:

The Developing Hispanic Serving Institutions Program provides grants to assist HSI's to expand educational opportunities for, and improve the attainment of, Hispanic students. The suggested proposal for Spring 2019 will focus on increasing the range and capacity of transfer, career, and job placement services to Hartnell students. The proposal will consider expanding the current Career and Transfer Center to reach students at Alisal, King City, future Soledad and North Monterey County satellite campuses, through increases in personnel and innovative technology.

2. Alignment with College Strategic Plan and Feasibility

___ % **Goal 1 –** Increase Student Completion

___ % **Goal 2 –** Increase Student Completion Efficiency

50 % **Goal 3 –** Increase Student Transfer to 4- Year Institute

50 % **Goal 4 –** Improve Student Employment Subsequent to Training or Completion

List Strategic Goals
Link to Hartnell College Strategic Plan

Hartnell Values: Students First, Service Excellence, Alliances.

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 — 5
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
1B, 2B

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.)

The Developing Hispanic Serving Institutions Program provides grants to assist HSI's to expand educational opportunities for, and improve the attainment of, Hispanic students. The suggested proposal for Spring 2019 will focus on increasing the range and capacity of transfer, career, and job placement services to Hartnell students. The proposal will consider expanding the current Career and Transfer Center to reach students at Alisal, King City, future Soledad and North Monterey County satellite campuses, through increases in personnel and innovative technology.

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

The proposed project expects to take the current capacity of career, transfer, and job placement services and develop a systemized plan of offering comparable services at all Hartnell campus locations. The current Career and Transfer staff along with other staff offering similar services will be beneficial in identifying needs and potential structure to this project.

5. Grant Type	Due Date	6. Fiscal Information - Fiscal Agent	
◉ New	02/10/20	College ◉	Foundation ◯
◯ Continuation		Indirect Cost Rate:	Not allowed
Funding Source	**Agency/Org**	Amount of Funds Available	
Public	Department of Education, Hispanic-Serving Institutions	$3,000,000 ($600,000 annually for 5 years)	
◯ State ◉ Federal		7. Does proposed project require matching funds or in-kind contributions?	
Private			
◯ Foundation		◉ No ◯ Yes (Add justification below and complete 15. Budget Plan)	
◯ Corporation			
◯ Individual			
9. Grant Timeline		8. Intellectual Property *Will the proposed project in the development of an intellectual property?*	
Grant Start Date:	Grant Ending Date:	◉ No ◯ Yes, please explain below:	
10/01/20	09/30/25		
10. P I/Proposal Lead			
Proposal Lead: Moises Alemndariz		**11. Additional Partners** *Will this project include other agencies?*	
Title: Director, HSI Initiatives			
College Department: HSI		◉ No ◯ Yes, please explain below:	
Phone: ext. 7018			
Email: malmendariz@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:

Director of Career and Transfer Services (or similar position) - Leads the overall HSI project including the Career and Transfer Center and all associated services.
Counselor - Provides career, transfer and related services.
Program Assistant - Provides coordination of programs and special events associated with career and transfer services.

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

Director of Career and Transfer Services (or similar position) - Leads the overall HSI project including the Career and Transfer Center and all associated services.
Counselor - Provides career, transfer and related services.
Program Assistant - Provides coordination of programs and special events associated with career and transfer services.

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:

The project proposal will request additional space at Main Campus, Alisal, King City, and possibly Soledad and North County. The projected space may include additional office space at the different locations or minimal space for conference technology equipment. Source of funding will be covered by the grant funding with an estimated cost of $100,000 over the 5-year grant period.

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**

Facilities, furniture, and equipment purchased with this grant will likely continue to be supported by the college after the 5-year period.

14a. Impact to Student Affairs and its resources?
What current resources will be used to implement this grant?
What new resources will be needed?

The proposal will leverage funds currently used for transfer and career services to help expand the services offered across the district.

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)?

Increased capacities for both Institutional Research and Information Technology will likely be necessary. New data, reports, and technology equipment will be necessary for project to implement successfully.

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**

Yes, it's highly likely the increased capacities for research and IT will continue after the grant. The increased services will require increased data gathering and record-keeping.

15. Budget Plan – over term of grant

	Grant	HCCD Match	Match Other
Personnel Instructional			
Personnel Non-instructional	$ 1,780,000		
Operating	$ 845,000		
Equipment	$ 375,000		
Indirect			
TOTAL	$ 3,000,000		

Budget Notes:

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

Proposed activities will be phased into the college using the PPA process and future HSI grants.

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

FY	20 25 / 20 26	20 26 / 20 27	20 27 / 20 28
Personnel Instructional			
Personnel Non-instructional	$ 356,000	$ 356,000	$ 356,000
Operating			
Other	$ 5,000	$ 5,000	$ 5,000
TOTAL	$ 361,000	$ 361,000	$ 361,000

Budget Notes: This is an estimate of the funds that would have to be recommitted from the college.

Hartnell College - Office of Institutional Advancement
Grant Concept Form
December 2019

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: _____ ; please list faculty members involved in development below:

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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:

Support	Do Not Support		
(○)	(○)	_Notley _____ Proposal Lead	1-15-2020 Date
(○)	(○)	_____ Dean	Date
(◉)	(○)	_Romero Jalomo_ VP	1/16/20 Date

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

Support	Do Not Support		
(○)	(○)	_____ Academic Senate	Date
(◉)	(○)	_____ Vice President of Advancement and Development	1/16/20 Date
(✓)	(○)	_Paul Luciano_ Accounting Manager	1/23/2020 Date
(⊗)	(○)	_____ VP Administrative Services	1/23/2020 Date
(⊗)	(○)	_____ Director/VP (as required)	1/27/20 Date
(○)	(○)	_____ Director/VP (as required)	Date

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

Approved	Not Approved		
(⊗)	(○)	_____ Superintendent/President	2/4/20 Date