



Hartnell College - Office of Institutional Advancement

Grant Concept Form

November 2019

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

Title: Student Support Services/TRIO Grant (Regular SSS)

Website: <https://www2.ed.gov/programs/triostudsupp/index.html>

Abstract: Briefly describe the proposed project & how it will directly benefit Hartnell College

Student Support Services/TRIO Project (Regular). The Project will provide an array of required and permissible services to two hundred fifty students who have demonstrated an academic need as part of the Project's application process. The project staff will include a full-time Project Director, Advising & Coaching Specialist, Administrative Assistant 1 and hourly tutors. The staff will work in conjunction with the college faculty and staff to effectively deliver the project services to the SSS students throughout the academic year and summer. The project services include:

- Summer Orientation and First Year Experience including, Academic Advising/Coaching MetaMajors/Guided Pathways (includes course selection)
- Tutoring
- Financial Aid Workshops (includes FASFA completion and Financial Aid Process Completion assistance)
- Economic and Financial Literacy (includes management of personal finances)
- Graduation and Transfer Advising
- Monitoring Academic Progress to Degree Completion to reduce time to degree
- Academic Support and Personal Life Skills coaching
- Individual Non-Cognitive Development
- Transitional Activities (includes closing equity and academic achievement gaps)

2. Alignment with College Strategic Plan and Feasibility

- 30 % **Goal 1** – Increase Student Completion
- 30 % **Goal 2** – Increase Student Completion Efficiency
- 30 % **Goal 3** – Increase Student Transfer to 4- Year Institute
- 10 % **Goal 4** – Improve Student Employment Subsequent to Training or Completion

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 | 3 |

TOTAL (30 possible)

List Strategic Goals

[Link to Hartnell College Strategic Plan](#)

List Accreditation Standards (i.e. II.A.)

[Link to Accreditation Standards](#)

I.A,II.B

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 SSS/TRIO REGULAR Grant is a full service support program for low income, first generation, disabled, foster care/homeless students who are underrepresented in higher education. The program's federal objectives are the same as the College's strategic plan, course completion, course efficiency, graduation and transfer. The program provides wrap around services to 250 students. The program's summer orientation and first year experience (FYE) has become an effective demonstration model for Hartnell College. The SSS/TRIO grant offers the first year students the best first year foundation possible to retain the students through their tenure at Hartnell College until they graduate and/or transfer. The SSS/TRIO grant also implements a parent curriculum model for institution-wide development and the grant is the model for the development of an effective parent curriculum all entering new students.

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.)

Yes, the federal funded SSS/TRIO REGULAR grant is designed to assist low income PELL grant eligible, first generation, disabled, foster care/homeless students to be retained at the community college until graduation and/or transfer to universities. During the orientation and through out the first year experience, the program acts as a clearinghouse to assist our students to learn about and join these other support programs such as the Salinas Valley Promise Program, Guardian Scholars, MESA, Teacher Pathway Program, EOPS, Special Projects (WELI/MILE), Panther Learning Labs, UMOJA and MICASA programs.



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November 2019

5. Grant Type		Due Date	6. Fiscal Information - Fiscal Agent	
<input type="radio"/> New			College <input checked="" type="radio"/>	Foundation <input type="radio"/>
<input checked="" type="radio"/> Continuation		01/27/20	Indirect Cost Rate: 8%	
Funding Source		Agency/Org	Amount of Funds Available	
Public			1,265,160	
<input type="radio"/> State <input checked="" type="radio"/> Federal			7. Does proposed project require matching funds or in-kind contributions?	
Private			<input checked="" type="radio"/> No <input type="radio"/> Yes (Add justification below and complete 15. Budget Plan)	
<input type="radio"/> Foundation			SSS/TRIO REGULAR Grant Application	
<input type="radio"/> Corporation				
<input type="radio"/> Individual				
9. Grant Timeline			8. Intellectual Property	
Grant Start Date:	Grant Ending Date:		<i>Will the proposed project in the development of an intellectual property?</i>	
09/01/20	08/31/25		<input type="radio"/> No <input checked="" type="radio"/> Yes, please explain below:	
10. P I/Proposal Lead			SSS/TRIO REGULAR Grant Application	
Proposal Lead: Manuel Bersamin			11. Additional Partners	
Title: Director, SSS/TRIO Program			<i>Will this project include other agencies?</i>	
College Department: Student Affairs			<input type="radio"/> No <input checked="" type="radio"/> Yes, please explain below:	
Phone: 831-759-6013			US Department of Education, Office of Post-Secondary Education, TRIO Programs Office	
Email: mbersami@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:

Grant Project Director, provides leadership of the grant and provides administrative oversight.
 Adjunct Academic Counselors (Two), who provide academic course selection advisement, FAFSA assistance, coaching to 250 students.
 Part-time Administrative Assistant 1, provides administrative support to SSS/TRIO staff and students.
 Student Peer Mentor/Tutors, provide peer mentoring and tutoring to students.

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

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:

None required for the existing SSS/TRIO Program (REGULAR)



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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

Yes, when the SSS/TRIO REGULAR grant is renewed for 2025-2030 in the next grant competition.

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, this SSS/TRIO REGULAR is a continuation grant for 2020-2025. SSS/TRIO REGULAR grant has been hosted at the College since 2005. It was renewed for 2010-2015 and 2015-2020. This application is to renew the SSS/TRIO REGULAR Grant for 2020-2025.

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)?

The SSS/TRIO program will require research on student progress, course efficiency, course completion, graduation rates and transfer rates.

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, when the SSS/TRIO REGULAR grant is renewed for 2025-2030 in the next grant competition.

15. Budget Plan – over term of grant

	Grant	HCCD Match	Match Other
Personnel Instructional	\$ 310,827		
Personnel Non-instructional	\$ 814,512		
Operating	\$ 46,321	\$ 150,000	
Equipment	\$ 0		
Indirect	\$ 93,500		
TOTAL	\$ 1,265,160		

Budget Notes: The SSS/TRIO grant plan of operation has one part-time adjunct counselor to serve 250 students. After salary and benefits and indirect costs are subtracted only 46321 is left for operating costs over the five years of the grant or 9264 each year. As salary and benefits increase over the five years as well as unforeseen costs this reduces operating budget even more. I am requesting a 150,000 (30,000 over 5 years) match from Hartnell College so the program can pay for student programming including SUMMER ORIENTATION, FIRST YEAR EXPERIENCE, THE PARENT CURRICULUM, TUTORING, STAFF TRAINING and DEVELOPMENT.

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

Possible adoption of SSS/TRIO Summer Orientation and First Year Experience model by Salinas Valley Promise Program, EOPS, TPP, ect.

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

	FY	20 /20	20 /20	20 /20
Personnel Instructional				
Personnel Non-instructional				
Operating				
Other				
TOTAL				

Budget Notes: NONE



Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 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:

The grant is a continuation grant for a SSS/TRIO REGULAR Program which the Hartnell College campus has hosted at Hartnell College since 2005. If awarded this grant will extend the SSS/TRIO REGULAR Program for an additional five years, 2020-2025.

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 Manuel Benjamin 1/21/2020
 Proposal Lead Date

Support Do Not Support _____
 Dean Date

Support Do Not Support James Glono 1/21/20
 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 Do Not Support _____
 Academic Senate Date

Support Do Not Support [Signature] 1/21/2020
 Vice President of Advancement and Development Date

Support Do Not Support Paul Arcuate 1/21/2020
 Accounting Manager Date

Support Do Not Support Neil Tubaine 1/21/2020
 VP Administrative Services Date

Support Do Not Support _____
 Director/VP (as required) Date

Support Do Not Support _____
 Director/VP (as required) Date

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

Approved Not Approved [Signature] 1/26/2020
 Superintendent/President Date



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

Title: Student Support Services/TRIO Grant (STEM SSS/TRIO)

Website: <https://www2.ed.gov/programs/triostudsupp/index.html>

Abstract: Briefly describe the proposed project & how it will directly benefit Hartnell College

Student Support Services/TRIO Project (STEM). The Project will provide an array of required and permissible services to 120 students who have selected a Science, Technology, Engineering and Mathematics major who have demonstrated an academic need as part of the Project's application process. The project staff will include a full-time Project Director, Advising & Coaching Specialist, Administrative Assistant and hourly tutors. The staff will work in conjunction with the college faculty and staff to effectively deliver the project services to the SSS (STEM) students throughout the academic year and summer. The project services include:

- Summer Orientation and First Year Experience including, Academic Advising/Coaching MetaMajors/Guided Pathways in STEM majors (includes course selection)
- Tutoring in STEM majors, including close collaboration with the Mathematics Engineering Science Achievement (MESA) Program, Internship and Micro-Internship Programs
- Financial Aid Workshops (includes FASFA completion and Financial Aid Process Completion assistance)
- Economic and Financial Literacy (includes management of personal finances)
- Graduation and Transfer Advising
- Monitoring Academic Progress to Degree Completion to reduce time to degree
- Academic Support and Personal Life Skills coaching
- Individual Non-Cognitive Development and the Parents as Allies Curriculum
- Transitional Activities (includes closing equity and academic achievement gaps), Connecting to UC/CSU STEM Support Programs

RECEIVED
 HARTNELL COLLEGE
 SUPERINTENDENT
 2020 JAN

2. Alignment with College Strategic Plan and Feasibility

- 30 % **Goal 1** – Increase Student Completion
- 30 % **Goal 2** – Increase Student Completion Efficiency
- 30 % **Goal 3** – Increase Student Transfer to 4- Year Institute
- 10 % **Goal 4** – Improve Student Employment Subsequent to Training or Completion

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	3
TOTAL (30 possible)	

List Strategic Goals
[Link to Hartnell College Strategic Plan](#)

List Accreditation Standards (i.e. I.I.A.)
[Link to Accreditation Standards](#)
I.A, II.B

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 SSS/TRIO STEM Grant is a full service support program for low income, first generation, disabled, foster care/homeless students who have selected a STEM major and who are underrepresented in higher education. The program's federal objectives are the same as the College's strategic plan, course completion, course efficiency, graduation and transfer. The program provides wrap around services to 120 students. The SSS/TRIO STEM Program will work closely with the MESA Program and with the Internship and Micro-Internship Programs. The program's summer orientation and first year experience (FYE) WILL become an effective demonstration model for Hartnell College. The SSS/TRIO STEM grant offers the first year students the best first year foundation possible to retain the students through their tenure at Hartnell College until they graduate and/or transfer. The SSS/TRIO STEM grant WILL also implement a parent curriculum model for institution-wide development and the grant WILL become the model for the development of an effective parent curriculum all entering new students.

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.)

Yes, the federal funded SSS/TRIO STEM grant will collaborate closely with the MESA and the Internship and Micro-Internship Programs. The SSS/TRIO STEM Grant is designed to assist low income PELL grant eligible, first generation, disabled, foster care/homeless students who have selected a STEM major to be retained at the community college until graduation and/or transfer as STEM majors to STEM programs at universities. During the orientation and through out the first year experience, the program WILL act as a clearinghouse to assist our STEM students to learn about and join these other STEM support programs such as the Panther Lab/ Supplemental Instruction, MESA Program and MESA Tutoring, Internships at the Naval Post Graduate School and UCSC, the new Micro-Internship Program and also the Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS), Society of Hispanic Engineers (SHPE), Society of Asian Scientists and Engineers (SASE), National Society of Black Engineers (NSBE) and other supportive Pre-Professional STEM programs and internships for community college students under-represented in STEM undergraduate programs. The SSS/TRIO STEM Program will also work very closely with programs such as UC Davis Leadership in Engineering Advancement, Diversity and Retention Program and (LEADR) and the Cal Poly Multicultural Engineering Program (MEP).



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5. Grant Type		Due Date		6. Fiscal Information - Fiscal Agent	
<input checked="" type="radio"/> New <input type="radio"/> Continuation		01/27/20		College <input checked="" type="radio"/> Foundation <input type="radio"/>	
Funding Source		Agency/Org:		Indirect Cost Rate: 8%	
Public				Amount of Funds Available	
<input type="radio"/> State <input checked="" type="radio"/> Federal <input type="radio"/> Private <input type="radio"/> Foundation <input type="radio"/> Corporation <input type="radio"/> Individual				1,265,160	
				7. Does proposed project require matching funds or in-kind contributions?	
				<input checked="" type="radio"/> No <input type="radio"/> Yes (Add justification below and complete 15. Budget Plan)	
9. Grant Timeline				8. Intellectual Property	
Grant Start Date:		Grant Ending Date:		<i>Will the proposed project in the development of an intellectual property?</i>	
09/01/20		08/31/25		<input type="radio"/> No <input checked="" type="radio"/> Yes, please explain below:	
10. PI/Proposal Lead					
Proposal Lead: Manuel Bersamin				11. Additional Partners	
Title: Director, SSS/TRIO Program				<i>Will this project include other agencies?</i>	
College Department: Student Affairs				<input type="radio"/> No <input checked="" type="radio"/> Yes, please explain below:	
Phone: 831-759-6013				US Department of Education, Office of Post-Secondary Education, TRIO Programs Office	
Email: mbersami@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:

Grant Project Director, provides leadership of the grant and provides administrative oversight.
 Adjunct Academic Counselors (Two), who provide academic course selection advisement, FAFSA assistance, coaching to 250 students.
 Part-time Administrative Assistant, provides administrative support to SSS/TRIO staff and students.
 Student Peer Mentor/Tutors, provide peer mentoring and tutoring to students.

12 b. 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

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:

If awarded, the SSS/TRIO STEM grant will share space with the existing SSS/TRIO Program (Regular) Grant. The SSS/TRIO Grant STEM will provide services to both North and South Monterey County (If two SSS/TRIO Grants are awarded).



Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2019

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

Yes, if the SSS/TRIO STEM grant is renewed for 2025-2030 in the next grant competition.

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, if awarded, the SSS/TRIO STEM grant will be housed within the existing SSS/TRIO REGULAR grant facilities.

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)?

The SSS/TRIO STEM program will require research on student progress, course efficiency, course completion, graduation rates and transfer rates.

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, when the SSS/TRIO STEM grant is renewed for 2025-2030 in the next grant competition.

15. Budget Plan – over term of grant

	Grant	HCCD Match	Match Other
Personnel Instructional	\$ 310,827		
Personnel Non-instructional	\$ 814,512		
Operating	\$ 46,321	\$ 150,000	
Equipment	\$ 0		
Indirect	\$ 93,500		
TOTAL	\$ 1,265,160		

Budget Notes: The SSS/TRIO grant plan of operation has one part-time adjunct counselor to serve 120 students. After salary and benefits and indirect costs are subtracted only 46321 is left for operating costs over the five years of the grant or 9264 each year. As salary and benefits increase over the five years as well as increase in costs this reduces operating budget over time. I am requesting a 150,000 (\$30,000 over 5 years) match from Hartnell College so the program can pay for student programming including SUMMER ORIENTATION, FIRST YEAR EXPERIENCE, THE PARENT CURRICULUM, STEM TUTORING, STAFF TRAINING and DEVELOPMENT.

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.

Possible adoption of SSS/TRIO STEM Summer Orientation, First Year Experience, Parent Curriculum model by Salinas Valley Promise Program, EOPS, TPP etc.

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

FY	20 /20	20 /20	20 /20
Personnel Instructional			
Personnel Non-instructional			
Operating			
Other			
TOTAL			

Budget Notes: NONE



Hartnell College - Office of Institutional Advancement

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November 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:

The grant is a NEW grant for a SSS/TRIO STEM Program which will better prepare the Hartnell College campus to retain, graduate and transfer student who are underrepresented in STEM majors in the state's STEM undergraduate UC/GSU campuses. If awarded this grant will assist the College's STEM students to complete the College's strategic plan objectives and to complete the requirements to graduate from Hartnell College as STEM majors and to successfully transfer as STEM majors. If awarded the SSS/TRIO STEM Program will be funded for five years, 2020-2025 and greatly assist STEM students to complete the rigorous STEM transfer curriculum and complete their academic goals of graduation and/or transfer as STEM majors.

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 Manuel Benjamin 1/21/2020
Proposal Lead Date

Support Do Not Support _____
Dean Date

Support Do Not Support Louise Juliano 1/21/20
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 Do Not Support _____
Academic Senate Date

Support Do Not Support _____ 1/21/20
Vice President of Advancement and Development Date

Support Do Not Support Paul [Signature] 1/21/2020
Accounting Manager Date

Support Do Not Support Neil Tubin 1/21/2020
VP Administrative Services Date

Support Do Not Support _____
Director/VP (as required) Date

Support Do Not Support _____
Director/VP (as required) Date

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

Approved Not Approved [Signature] 1/26/2020
Superintendent/President Date



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

Title: Student Support Services/TRIO Grant (ESL SSS/TRIO)

Website: <https://www2.ed.gov/programs/triostudsupp/index.html>

Abstract: Briefly describe the proposed project & how it will directly benefit Hartnell College

Student Support Services/TRIO Project (ESL). The Project will provide an array of required and permissible services to 140 students whose primary language is other than English who have demonstrated an academic need as part of the Project's application process. The project staff will include a full-time Project Director, Advising & Coaching Specialist, Administrative Assistant and hourly tutors. The staff will work in conjunction with the college faculty and staff to effectively deliver the project services to the SSS (ESL) students throughout the academic year and summer. The project services include:

- Summer Orientation and First Year Experience including: Academic Advising/Coaching MetaMajors/Guided Pathways (includes course selection)
- Tutoring in ESL
- Financial Aid Workshops (includes FAFSA completion and Financial Aid Process Completion assistance)
- Economic and Financial Literacy (includes management of personal finances)
- Graduation and Transfer Advising
- Monitoring Academic Progress to Degree Completion to reduce time to degree
- Academic Support and Personal Life Skills coaching
- Individual Non-Cognitive Development
- Transitional Activities (includes closing equity and academic achievement gaps)

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 HARTNELL COLLEGE
 OFFICE OF THE PRESIDENT
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2. Alignment with College Strategic Plan and Feasibility

- 30 % **Goal 1** – Increase Student Completion
- 30 % **Goal 2** – Increase Student Completion Efficiency
- 30 % **Goal 3** – Increase Student Transfer to 4- Year Institute
- 10 % **Goal 4** – Improve Student Employment Subsequent to Training or Completion

List Strategic Goals

[Link to Hartnell College Strategic Plan](#)

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	3
TOTAL (30 possible)	

List Accreditation Standards (i.e. I.I.A.)

[Link to Accreditation Standards](#)

I.A,II.B

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 SSS/TRIO ESL Grant is a full service support program for low income, first generation, disabled, foster care/homeless students whose language is other than English and who are underrepresented in higher education. The program's federal objectives are the same as the College's strategic plan, course completion, course efficiency, graduation and transfer. The program provides wrap-around services to 140 students. The program's summer orientation and first year experience (FYE) WILL become an effective demonstration model for Hartnell College. The SSS/TRIO ESL grant offers the first year students the best first year foundation possible to retain the students through their tenure at Hartnell College until they graduate and/or transfer. The SSS/TRIO ESL grant WILL also implement a parent curriculum model for institution-wide development and the grant WILL become the model for the development of an effective parent curriculum all entering new students.

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.)

Yes, the federal funded SSS/TRIO ESL grant is designed to assist low income PELL grant eligible, first generation, disabled, foster care/homeless students whose primary language is other than English to be retained at the community college until graduation and/or transfer to universities. During the orientation and through out the first year experience, the program WILL act as a clearinghouse to assist our ESL students to learn about and join these other support programs such as the Panther Lab, Salinas Valley Promise, Guardian Scholars, MESA, Teacher Pathway, EOPS, Special Projects (WELI/MILE), UMOJA and MICASA programs.



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November 2019

5. Grant Type		Due Date	6. Fiscal Information - Fiscal Agent	
<input checked="" type="radio"/> New		01/27/20	College <input checked="" type="radio"/>	Foundation <input type="radio"/>
<input type="radio"/> Continuation			Indirect Cost Rate: 8%	
Funding Source		Agency/Org	Amount of Funds Available	
Public			1,265,160	
<input type="radio"/> State <input checked="" type="radio"/> Federal			7. Does proposed project require matching funds or in-kind contributions?	
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				
9. Grant Timeline			8. Intellectual Property	
Grant Start Date:	Grant Ending Date:	Will the proposed project in the development of an intellectual property?		
09/01/20	08/31/25	<input type="radio"/> No <input checked="" type="radio"/> Yes, please explain below:		
10. P I/Proposal Lead				
Proposal Lead: Manuel Bersamin			11. Additional Partners	
Title: Director, SSS/TRIO Program			Will this project include other agencies?	
College Department: Student Affairs			<input type="radio"/> No <input checked="" type="radio"/> Yes, please explain below:	
Phone: 831-759-6013			US Department of Education, Office of Post-Secondary Education, TRIO Programs Office	
Email: mbersami@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.

Grant Project Director, provides leadership of the grant and provides administrative oversight.
 Adjunct Academic Counselors (Two), who provide academic course selection advisement, FAFSA assistance, coaching to 250 students.
 Part-time Administrative Assistant, provides administrative support to SSS/TRIO staff and students.
 Student Peer Mentor/Tutors, provide peer mentoring and tutoring to students.

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

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.

If awarded, the SSS/TRIO ESL grant will share space with the existing SSS/TRIO Program (Regular) Grant. The SSS/TRIO Grant ESL will provide services to both North and South Monterey County (If two SSS/TRIO Grants are awarded).



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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

Yes, if the SSS/TRIO ESL grant is renewed for 2025-2030 in the next grant competition.

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, if awarded, the SSS/TRIO ESL grant will be housed within the existing SSS/TRIO REGULAR grant facilities.

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)?*

The SSS/TRIO ESL program will require research on student progress, course efficiency, course completion, graduation rates and transfer rates.

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, when the SSS/TRIO ESL grant is renewed for 2025-2030 in the next grant competition.

15. Budget Plan— over term of grant

	Grant	HCCD Match	Match Other
Personnel Instructional	\$ 310,827		
Personnel Non-instructional	\$ 814,512		
Operating	\$ 46,321	\$ 150,000	
Equipment	\$ 0		
Indirect	\$ 93,500		
TOTAL	\$ 1,265,160		

Budget Notes: The SSS/TRIO grant plan of operation has one part-time adjunct counselor to serve 250 students. After salary and benefits and indirect costs are subtracted only 46321 is left for operating costs over the five years of the grant or 9264 each year. As salary and benefits increase over the five years as well as unforeseen costs this reduces operating budget even more. I am requesting a 150,000 (20,000 over 5 years) match from Hartnell College so the program can pay for student programming including SUMMER ORIENTATION, FIRST YEAR EXPERIENCE, THE PARENT CURRICULUM, ESL TUTORING, STAFF TRAINING and DEVELOPMENT.

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.

Possible adoption of SSS/TRIO ESL Summer Orientation, First Year Experience, Parent Curriculum model by Salinas Valley Promise Program, EOPS, TPP etc.

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

	FY	20 /20	20 /20	20 /20
Personnel Instructional				
Personnel Non-instructional				
Operating				
Other				
TOTAL				

Budget Notes: NONE



Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 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:

The grant is a NEW grant for a SSS/TRIO ESL Program which the Hartnell College campus needs to better serve the campus ESL population. If awarded this grant will assist ESL students to complete the College's strategic plan objectives. If awarded the SSS/TRIO ESL Program will be funded for five years, 2020-2025 and greatly assist ESL students to reach their linguistic and academic goals of graduation and/or transfer.

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>Manuel Ruzaman</u>	<u>1/21/2020</u>
		Proposal Lead	Date
Support <input type="radio"/>	Do Not Support <input type="radio"/>	_____	_____
		Dean	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>Lorenzo Jilano</u>	<u>1/21/20</u>
		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 type="radio"/>	Do Not Support <input type="radio"/>	_____	_____
		Academic Senate	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u>	<u>1/21/20</u>
		Vice President of Advancement and Development	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u>	<u>1/21/2020</u>
		Accounting Manager	Date
Support <input checked="" type="radio"/>	Do Not Support <input type="radio"/>	<u>[Signature]</u>	<u>1/21/2020</u>
		VP Administrative Services	Date
Support <input type="radio"/>	Do Not Support <input type="radio"/>	_____	_____
		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 Not Approved

[Signature] 1/20/2020

Superintendent/President Date