



2019-2020

Non-Instructional  
Department Review  
GRANTS

Peter Lawson – Director of Resource Development

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## 1. SUPPORT OF THE COLLEGE MISSION

### 1A. SUMMARIZE DEPARTMENT IN TERMS OF KEY FUNCTIONS AND RESPONSIBILITIES.

The KCC Resource Development (Grants) office is responsible for developing strategies to obtain public and private funding in support of innovative programs, projects, and initiatives for Klamath Community College and the KCC Foundation. The department provides oversight for researching and identifying grant opportunities, directing activities in support of submitting grants, managing implementation, and coordinating ongoing reporting, fiscal process, and compliance.

### 1B. DESCRIBE HOW THE DEPARTMENT SUPPORTS THE OVERALL MISSION OF THE COLLEGE AS ADOPTED BY THE BOARD OF EDUCATION.

#### **PROSPERITY**

- Increases overall resource acquisition for KCC and the KCC Foundation.

#### **ACCESS**

- Perpetuates institutional retention, graduation, and transfer goals through pursuit of grant opportunities that ensure student success via access (facilities), learning (instructional funding), and student supports (scholarships, needs based, etc.)
- Supports programming and infrastructure that creates pathways to student work in the field of study and living wage attainment.

#### **EXCELLENCE**

- Fosters relationships with grantors and manages awards by complying with reporting requirements.
- Encourages advanced planning and annual targeting as well as the implementation of “lessons learned” from both awards and declinations.
- Increases institutional communication and collaboration in developing and actively managing grant funded projects/programming.

#### **COMMUNITY**

- Enhances external community engagement through development of new and allied partnership/relationships (e.g. DHS, School Districts, Fire Districts, trades industry, et al).

#### **PLANNING**

- Enhances institutional and community stakeholder understanding of grant impacts as a “Bridge Spanner” between strategic needs, resources and opportunities.
- The department is informed by its own short term and long-term goals, as well as those of cross departmental peers and allied efforts (i.e. KCC Foundation).
- The Resource Development Team also continues to develop and implement processes for transparent information sharing, timely submission of proposals/reporting, and clarity around progress, metrics, and outcomes relating to grant funding.

### 1C. DESCRIBE THE POPULATION SERVED BY THE DEPARTMENT

The Resource Development department supports the institutional infrastructure (capital campaigns), institutional colleagues (through specific state, federal, and privately supported program grants), and a wide array of KCC’s student population who are impacted by access to pathways to success, facilities access, supports (scholarships), and quality instruction as a result of grants activity.

### 1D. DESCRIBE DEPARTMENT RESOURCES INCLUDING USAGE METRICS.

The Department is currently in the process of creating and refining applicable metrics beyond the usual parameters of # of applications submitted/# funded. These include, but may not be limited to:

- A “Score Card” tool (in development) utilized by the Supervisor, Director, Grants Office Team, and External Programs Division to identify opportunities and rate effectiveness
- # of applications/\$ secured for efforts within each Core Theme/Institutional Initiative (e.g. Total \$ that Meet The Mission)
- Grants Revenue as ROI based on Departmental Budget

**Example:**

Expended Budget for 2018/19=\$100,000.

Total estimated Grant Revenue for 2018/19 estimated @ \$4.2 Million

Total Department Budget= 2.4% of Generated Revenue

- Grant Programming through a lens of
  - Hired Employee(s)
  - Leveraged Employee Time
  - Student Impacts/Outcomes (especially underserved populations)
  - Supplemental administrative support (Grants pursued/developed with “Self Sufficiency” in mind)

## 2. DEPARTMENT MISSION/GOALS AND LINK TO STRATEGIC PLAN

### 2A. DESCRIBE PROGRESS TOWARD GOALS SET IN PREVIOUS REVIEW, ANNUAL BUDGET PRESENTATIONS, AND/OR STRATEGIC BUDGET PLANNING.

1. Increase resource acquisitions for the College and the KCC Foundation to support KCC’s strategic initiatives
  - a. Supported Application and Award of Federal High School Equivalency Program (\$2,072,029) to provide GED in Spanish (ACCESS)
  - b. Supported Application and Award of Federal Title III/Strengthening Institutions grant (\$2,032,324) to provide career exploration, job readiness, and job placement services to all KCC students. (EXCELLENCE)
  - c. Supported and submitted various proposals for KCC Apprenticeship Center (\$85,000 in secured, committed, and “in kind” contributions) (PROSPERITY and COMMUNITY)
2. Foster relationships with grantors.
  - a. Completed Reviews of “declined” Proposals to ensure “Lessons Learned” for future efforts
    - i. Conversation with Oregon Community Foundation to gain context on declinations of support for proposals related to KCC Apprenticeship Center (heavy competition and questions around sustainability beyond grant funding) and OCF Latino Partnership grant (impact scope was too limited).
  - b. Manage awards by complying with reporting and “close-out” requirements.
    - i. Work(ed) closely with Business Office and Grant Managers to monitor and complete monthly, quarterly, and annual invoicing/reporting requirements for 20+ actively managed grants.

- ii. Worked with institutional colleagues on final reporting and wrap up for KCC NSF ATE Grant, HECC First Generation Student Success Grant, Oregon Department of Veteran's Affairs Grant, and AY 18.19 Career Pathways Grant.
3. Encourage and improve the use of advanced planning and annual grants targeting.
  - a. Peter met with Executive Director of External Programs/KCC Foundation Chip Massie over the course of 3 targeted long-range planning meetings in this period.
    - i. Conducted SCOT (Strength/Challenge/Opportunity/Threat) of current Grants department status
    - ii. Identified informational and process gaps
    - iii. Discussed development of tools (i.e. a "match matrix" to identify when staff and administration time may be over leveraged in terms of grants that require an institutional match, recently completed grants submission form, and additional use of SharePoint technology as a platform for collaboration and oversight)
    - iv. Developed outline for a Grants steering committee to inform Grants Team efforts and provide direction
    - v. Discussed systems to improve communication between Resource Development, Business Office, and Grants Managers
    - vi. Identified future training needs/opportunities
    - vii. Reviewed staffing needs and capacity
  - b. Current grant process includes preliminary meetings with stakeholders, Director, and Grants Accountant in a preliminary phase, then a subsequent meeting in the award phase to being implementation
4. Increase communication and collaboration with college departments in developing and actively managing grant funded projects.
  - A. To improve retention, we will take the following actions: Seek funding to support KCC's retention goals (such as HECC Student Success, SNAP, Early Learning Professional Development, Student Scholarships) and document student outcomes as required by grantor(s)
    - SNAP/STEP grant renewed for current cycle
    - HECC First Generation Success Grant "bridged" for current cycle (renewal pending)
    - ELPD Reporting and Renewal Budget submitted
    - Other activity documented via individual program managers
  - B. Work in the field of study and income attainment (EXAMPLES):
    - Supported grants efforts in Work Force, Career Pathways, and the ultimate success of the KCC Apprenticeship Center project, (impacting student opportunities for direct placement by partner employers).
    - Strengthening Institutions grant to provide improved career advising resource for entire student body

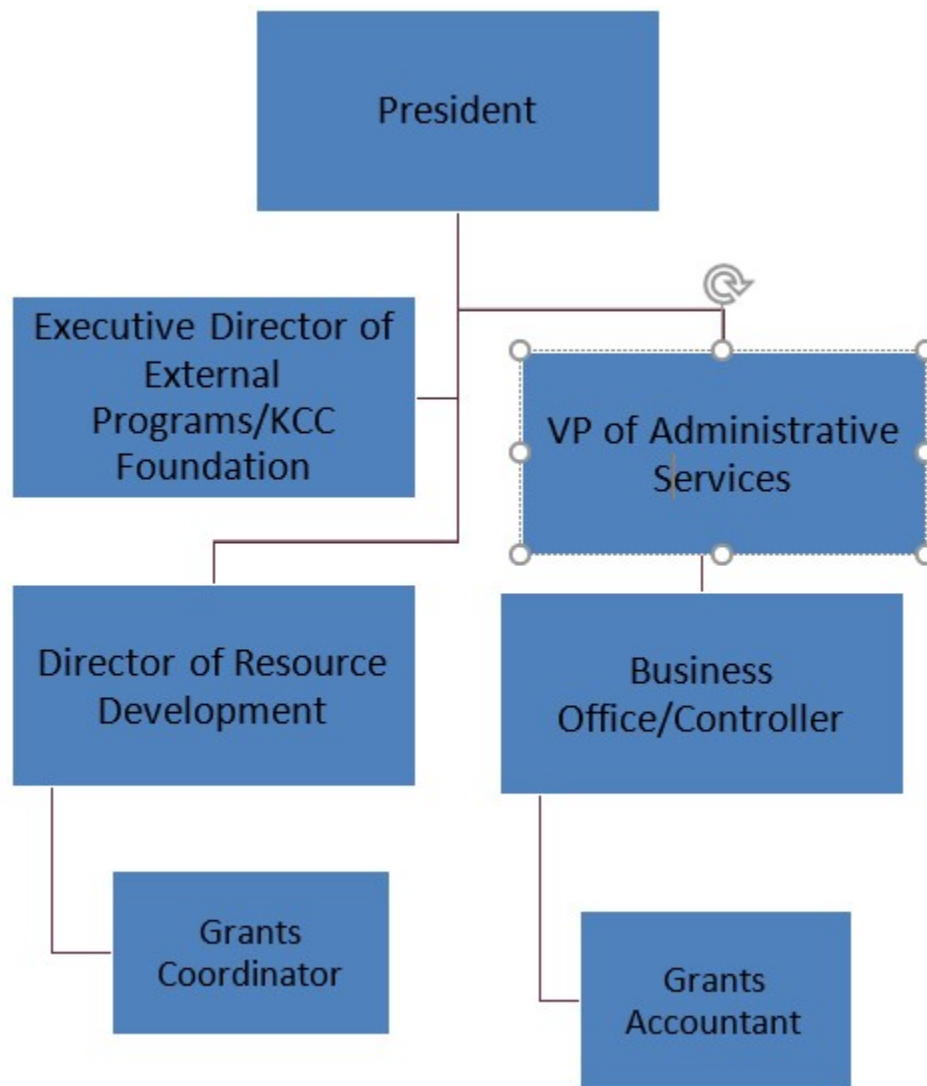
2B. HAVE YOU MET YOUR PREVIOUSLY SET GOALS? IF NOT, HOW DO YOU PLAN TO MEET THEM?

☒ Yes

☐ No

### 3. PERSONNEL SUMMARY

3A. PROVIDE AN ORGANIZATIONAL CHART OF THE DEPARTMENT.



**3B. ARE CURRENT MANAGEMENT AND STAFF ADEQUATE TO PERFORM FUNCTIONS AND RESPONSIBILITIES SATISFACTORILY TO ACHIEVE DEPARTMENT GOALS? EXPLAIN THE JOB FUNCTIONS OF EACH POSITION.**

- ☐ Yes  
☐ No  
☒ Mostly

**CURRENT**

**Director:** The Director of Resource Development is responsible for developing strategies to obtain public and private funding in support of innovative programs, projects and initiatives for Klamath Community College and the Klamath Community College Foundation. The Director provides overall oversight for researching and identifying grant opportunities, directing resources and activities in support of submitting well-written and conceptualized grants, and managing grant implementation to ensure program compliance and achievement of targeted grant outcomes. The Director of Resource Development establishes and maintains strong collaborations with KCC and KCC Foundation leadership in support of grant projects.

**FUTURE**

**+ Grants Coordinator**

Please see the description in Section 3c.

**3C. DESCRIBE ORGANIZATIONAL CHANGES THAT WILL IMPROVE DEPARTMENT PERFORMANCE, PROVIDE TIMELINESS FOR THE ACHIEVEMENT OF SUCH CHANGES, AND DESCRIBE MEASURES THAT WILL ASSESS THE EFFECTIVENESS OF SUCH CHANGES.**

KCC has added back a Grants Accountant position in the Business Office which adds significant bandwidth to the overall department's Fiscal Management Processes.

A Grants Coordinator Assistant Position is currently in the final stages of development and posting. This individual will support the department in the additional vetting of new grants opportunities, ensure narrative reporting components of existing grants are submitted in a timely fashion, serve in an administrative capacity for grants related planning/development meetings, and act as a supplemental reviewer for outgoing proposals/correspondence from the Resource Development/Grants Office.

The ultimate goal for the institutional grants/development process is one that utilizes a multiphase approach of prospecting/proposal/procurement ("intake") and requisite reporting, fiscal process (e.g. invoicing/federal program "draw down"), and record keeping (maintenance).

The Resource Development Department has suggested the formation of a Campus Advisory Committee to inform the identification, development, prioritization, and pursuit of future Grant projects.



#### 4. STAFF DEVELOPMENT

##### 4A. DESCRIBE SPECIFIC PROFESSIONAL DEVELOPMENT ACTIVITIES IN WHICH DEPARTMENT MEMBERS PARTICIPATE, AND EXPLAIN HOW SUCH ACTIVITIES BENEFIT OR ENHANCE THE DEPARTMENT.

- Grant specific training, including focus areas in Federal and State programs (NSF, TRiO, STEP/SNAP):
  - NSF S-STEM Grant Writing Training (Reno, June 2019),
  - TRIO-SSS Grant Writing Training (NYC, July 2019),
  - Webinars (EXAMPLES):
    - KCET Grants Process/Program Review hosted by Oregon HECC, 12/9/2019
    - SNAP Grant Impacts: Federal Changes to SNAP qualification requirements for students (9/25/2019)
    - NSF S-STEM: Introduction, 4/3/2019; Requirements 4/19/2019; Narrowing down focus, 5/3/2019
    - TRIO SSS: Overview, 12/11/2019; CPP Review 1/7/2020; Demonstrate Rationale 1/8/2020)
    - Federal Grants Revenue Management, 12/12/2019
- Attendance at the CASE National Conference for Community College Grant Professionals
  - 11/5-11/7 2019 (Washington DC)
- Participated in Organizational Membership Associations
  - Grant Professional Association of Oregon (quarterly meetings)
  - Oregon Community College Grant Professionals Association (monthly meetings)
- Organized “Feed Back” conversations with Funders where proposals were declined
  - Example: Debrief with Oregon Community Foundation Field Representative Amy Drake (12/6/2019)
- Initial conversations with Funders or Federal Program Officers upon grant award
  - EXAMPLE: HEP Discussion with Federal Program Manager Carla Kirksey (10/2/2019)

##### 4B. DESCRIBE AREAS OF UNMET PROFESSIONAL DEVELOPMENT NEEDS AMONG PERSONNEL IN THIS DEPARTMENT AND OUTLINE PLANS TO ADDRESS THOSE NEEDS.

While there are no “proscribed” Continuing Education parameters, there are a variety of professional designations and certifications for individuals who have generally been “in the field” for 3 or more years that may be incorporated into Professional Development goals at a future point.

Interim Professional Development Activities include:

- Continuing familiarization with state and federal requirements/regulations/review process as an ongoing learning focus (above).

- Identifying and attending trainings and conferences that provide information and instruction on all aspects of grants resource development.

**Identified For 2020:**

-*Western Grants Forum-April 7, 8-Portland, OR*

- Uniform Guidance Changes

-*CASE Conference for Community College Grants Professionals (November 2020)-Washington DC*

- Presentations from Federal Funders
- Technical Skills Building workshops (i.e. navigating grants.gov\_
- Networking with other Oregon and Nationwide Professionals

Participating in Statewide association gatherings made up of peers in the grants resource field (TBD)

## 5. FACILITIES AND EQUIPMENT

5A. ARE CURRENT FACILITIES, SUCH AS CLASSROOMS, OFFICES AND EQUIPMENT, ADEQUATE TO SUPPORT THE DEPARTMENT? EXPLAIN.

- ☐ Yes  
☐ No  
☒ Mostly

Seeking lap top computer to improve efficiency/effectiveness off site (i.e. @ trainings/conferences)

5B. IS AVAILABLE EQUIPMENT ADEQUATE TO SUPPORT THE DEPARTMENT? EXPLAIN.

- ☐ Yes  
☐ No  
☒ Mostly (See above)

5C. DESCRIBE PLANS FOR FUTURE CHANGES IN SUPPORT FACILITIES OR EQUIPMENT.

Purchase of laptop computer for Resource Development Director

Office space, desk, computer for Grants Coordinator as hired.

## 6. BUDGET

6A. PROVIDE A FINANCIAL REPORT. EXPLAIN DEVIATIONS FROM BUDGET EXCEEDING 10% OF ANY LINE ITEM.

**Please see Appendix Section 8E**

6B. DESCRIBE BUDGETARY CHALLENGES.

Director and Supervisor regularly discuss anticipated expenses (i.e. for conferences/subscriptions in advance and review budget in context of External Programs and Foundation budget as well).  
Department maintains a reserve for supplemental consulting support (i.e. with Title III)

## 7. CONCLUSION

### 7A. DESCRIBE DEPARTMENT STRENGTHS.

- **Prior Institutional success in securing Grant Resources (EXAMPLES):**
  - \$3,000,000 EDA Grant secured in support of Work Skills Technology Center construction & equipment
  - \$ 85,000 supporting Campus Veteran's Programming FY18
  - Supporting underserved student populations
    - HECC First Generation Success
      - \$10,000 in Scholarships in FY18,
      - \$5000 in FY19,
    - Supplemental Nutrition Assistance Program Training and Employment Program (STEP)

KCC SNAP GRANT HISTORICAL BUDGET	
October 1, 2016 - September 30, 2017	\$108,699
October 1, 2017 - September 30, 2018	\$108,696
October 1, 2018 - September 30, 2019	\$239,332
<b>October 1, 2019- September 30, 2020</b>	<b>\$353,614</b>

- TRiO SSS Currently in the final year of a 5 year, **\$2.2 Million** grant meeting the needs of 140 low income students per year  
*NOTE: For additional information, including financials, narratives, reporting, and impacts, please refer to the "Awards" section of the Resource Development Department SharePoint site (links in Reference doc included in appendices p17 of this document)*
- Institution has a positive regional and statewide reputation, dynamic local community partnerships (i.e. w/employers), a strong outcome-oriented sense of identity born of effective leadership and strategic planning process, and a robust Institutional Research department (critical to successful grant proposals).
- Current Individual Program Managers are highly qualified/skilled in the day to day implementation and monitoring of grant outcomes once awarded as primarily demonstrated by on time submission of required reporting, anecdotal student impacts, and ongoing funder relationships.
  - KCC Resource Development attempts to directly include the program managers, Deans, and Leads in the grant application process from ideation/RFP Notifications to award implementation in order to ensure appropriate understanding of individual grant

objectives, primary outcomes, reporting/invoicing requirements and timelines-as well as identifying supplemental grant specific trainings and meetings (i.e. with funders).

- NOTE: KCC Grant Program Managers broadly represent the campus across multiple divisions, supervisors, and Deans/VP's. Individual effectiveness beyond grant outcomes/activity is an HR process outside of Resource Development Dept.

Scope/Purview

- Department has become adept at utilizing web-based resources for shared file grant development (via SharePoint and Grants.gov "Workspace", and monitoring/reporting (via SharePoint Calendar, and "award management" file system (reference p 17 in appendices).
- The departmental grants procurement process is, by necessity, collaborative and presents many opportunities to create "synergy" among departments and projects-as well as broader community (i.e. with Capital Campaign efforts)
- Director has a background in fund/resource development for a 501c3 Non-profit, and is experienced in organizational systems development as well as external relationship building (i.e. w/funders & stakeholders).
- Director is familiar with rural Community College dynamics, challenges, and opportunities through a combined 17 years of board of education and foundation board service @ Treasure Valley Community College (in Ontario, OR)

#### 7B. DESCRIBE DEPARTMENT WEAKNESSES.

- Staffing transitions in External Programs (new Executive Director in AY 18.19), Resource Development (New Director of Resource Development in AY 18.19, transition of Grants Assistant Role in AY 18.19), Business Office (New Grants Accountant in AY 19.20), and VP of Administrative Services (New VP in AY 19.20) have led to a variety of challenges around capacity/function but are in the process of being resolved
- Work to address campus community confusion about the roles and responsibilities of the Resource Development Department staff, Business Office staff, Program Management staff, and those submitting proposals independently of the Resource Development Department is ongoing.
- Opportunity to more clearly establish processes to identify and prioritize new grant funder prospects (beyond key activities already in progress and renewals of existing grants)
- Opportunity to more clearly establish holistic measurements and metrics for success/growth
  - Not all KCC grants originate through Resource Director/department or through a formal application/award process (periodically creates complications in tracking/impact reporting)
  - Individual Program Managers are highly qualified/skilled in the day to day implementation and monitoring of grant outcomes once awarded (which is an identified strength, but can also mean a level of separation from the Grants Office and requirement for strong communication between colleagues.

- Director came to the role with nominal state and federal grant experience, and an institutional learning curve in terms of process logistics for current managed grants (e.g. draw downs, invoicing, reporting timelines).
- Evolving grants landscape with additional funder focus on equity, diversity, and inclusion work at an institutional policy and practice level demands examination and expansion of program work beyond providing student demographic information-even for capital campaigns.

#### **7C. DESCRIBE SUPPORT NEEDED.**

Implementation of a Grants Advisory Committee to help identify, inform, and prioritize departmental activities.

#### **7D. OUTLINE NEW GOALS INCLUDING TIMELINESS FOR COMPLETION, MEASURES FOR EVALUATING ACHIEVEMENT OF SUCH GOALS, AND A PROCESS FOR IMPLEMENTING IMPROVEMENTS.**

##### **PROSPERITY**

- Support KCC Foundation in successful completion of KCC Apprenticeship Center Capital Campaign
- Successfully complete final procurement of Economic Development Administration (EDA) Grant Award in 2020 (\$3 Million)

##### **IMPROVE ACCESS**

- Successfully support submission (and resulting award) of key Federal Grants
  - Department of Labor Job Corps Youth : \$1.1 M (Jan. 2020) IN PROGRESS
  - College Assistance to Migrant Populations:\$2.2 M (Jan. 2020) SUBMITTED
  - TRiO Student Support Services: \$1.1 M (Jan. 2020) SUBMITTED
  - First Generation Success: \$100,0000 (March 2020)
  - NSF S-STEM: \$650,0000 (March 2020)
  - NSF NOYCE: \$ (Aug. 2020)
- Successfully support development, submission and award of \$1,000,000 additional revenue for program/infrastructure support (by Dec. 2020)
  - Various as identified by KCC Leadership (Dr. Gutierrez), Supervisor, Campus Community, and Advisory Committee as instituted.

##### **ENHANCE REPUTATION FOR EXCELLENCE**

- Successful support development, submission, and award of all pending renewals via Oregon HECC (by June 2020)
- Attend Annual CASE Conference for Community College Grant Professionals (November 2020)

##### **INCREASE COMMUNITY PARTNERSHIPS**

- Successfully support, development, submission, and award of \$250,000 in additional grants for KCC Apprenticeship Center

##### **IMPROVE USE OF THOUGHTFUL PLANNING**

- Successfully Implement Grants Advisory Committee (by March 2020)
- Hiring of Grants Assistant (by June 2020)

CONCLUSION:

The Resource Development/Grants Team will continue to strive to be an informed, collaborative, integrated, and value- added component of the KCC Campus Community.

We believe that a key role for the Director, Team and the work itself, is to continue to involve students, stakeholders (e.g. KCC Faculty/Staff, Community Partners, et al), and a myriad of funders (State, Federal, Regional/Local, Private/Public) in a narrative that is less about how “remote” or “poor” the communities and students we serve are, and more about how resilient they can be when we invest the right kinds of infrastructure, time, talent, and resources in their success.

## 8. APPENDICES

## 8A. NON-INSTRUCTIONAL DEPARTMENT REVIEW RUBRIC

	Highly Developed	Developed	Emerging	Initial
<b>1—Support of the College Mission</b>	Exhibits ongoing and systematic evidence of mission achievement.	Exhibits evidence that planning guides program and services selection that supports the College's mission.	Evidence that planning intermittently informs some selection of services to support the College's mission.	Minimal evidence that plans inform selection the of services to support the College's mission.
<b>2—Accomplishments in Achieving Goals</b>	Exhibits ongoing and systematic evidence of goal achievement.	Exhibits evidence that planning guides services selection that supports goal achievement.	Evidence that planning intermittently informs some selection of services to support the goal achievement.	Minimal evidence that plans inform selection of services to support goal achievement.
<b>3—Personnel Summary</b>	Employs a sufficient number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect duties, responsibilities and authority of the position.	Employs an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position.	Has a plan to employ an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position.	Staffing is insufficient to meet needs.
<b>4—Staff Development</b>	Exhibits ongoing and systematic support of professional development opportunities.	Exhibits support of regular professional development opportunities.	Evidence of intermittent professional development opportunities.	Minimal evidence of professional development opportunities.
<b>5—Facilities and Equipment</b>	Facilities and resources meet current and future needs of the College.	Facilities and resources meet current needs of the College	Evidence of a plan to have facilities and resources meet current and future needs of the College.	Minimal evidence that facilities and resources meet current and future needs of the College.
<b>6—Budget</b>	Financial resources meet current needs and are projected to meet future needs.	Financial resources meet current needs.	Evidence of a plan to acquire financial resources to meet current needs.	Minimal evidence that financial resources meet current needs.

<b>7—Strengths and Weaknesses</b>	Strengths and weaknesses are described accurately and thoroughly.	Most strengths and weaknesses are described accurately and thoroughly.	Some strengths and weaknesses are described accurately and thoroughly.	Minimal evidence that strengths and weaknesses are described accurately and thoroughly.
<b>8—New Goals and Plan</b>	Multiyear planning process with evidence of use of assessment data in planning.	Multiyear planning process with some assessment data.	Short-term planning process recently implemented.	Minimal evidence of planning process.
<b>9—Overall Evaluation</b>	Evidence of ongoing systematic use of planning in selection of programs and services.	Exhibits evidence that planning guides program and services selection that supports the College.	There is evidence that planning intermittently informs some selection of services to support the College.	Minimal evidence that plans inform selection the of services to support the College.
	<b>Highly Developed</b>	<b>Developed</b>	<b>Emerging</b>	<b>Initial</b>



**Award Management:**

<https://info.klamathcc.edu/GP/Award%20Management/Forms/AllItems.aspx>

(link to information on active grants, related proposal materials, award contracts, invoicing, reporting)

**Work In Progress:**

<https://info.klamathcc.edu/GP/Work%20Folder/Forms/AllItems.aspx>

(link to applications/proposals as they progress, reference to related RFP's, supporting documents, letters of support, budgets in development)

**Grants Calendar:**

<https://info.klamathcc.edu/GP/Lists/Grant%20Calendar/calendar.aspx>

(link to reporting and invoicing due dates as well as timelines for upcoming grant proposals/submissions)

**New Grants Proposal:**

<https://info.klamathcc.edu/GP/Lists/Grant%20Submission%20Worksheet/NewForm.aspx>

(run across a grant opportunity you'd like us to pursue? Let us know more about it using this online form!)

**Additional Information/Support:**

<https://info.klamathcc.edu/GP/Lists/Grant%20Submission%20Worksheet/NewForm.aspx>

(Code of Federal Regulations, Title 2-Grants and Agreements-context for allowable spending)

**Campus Grants/Resource Contacts:**

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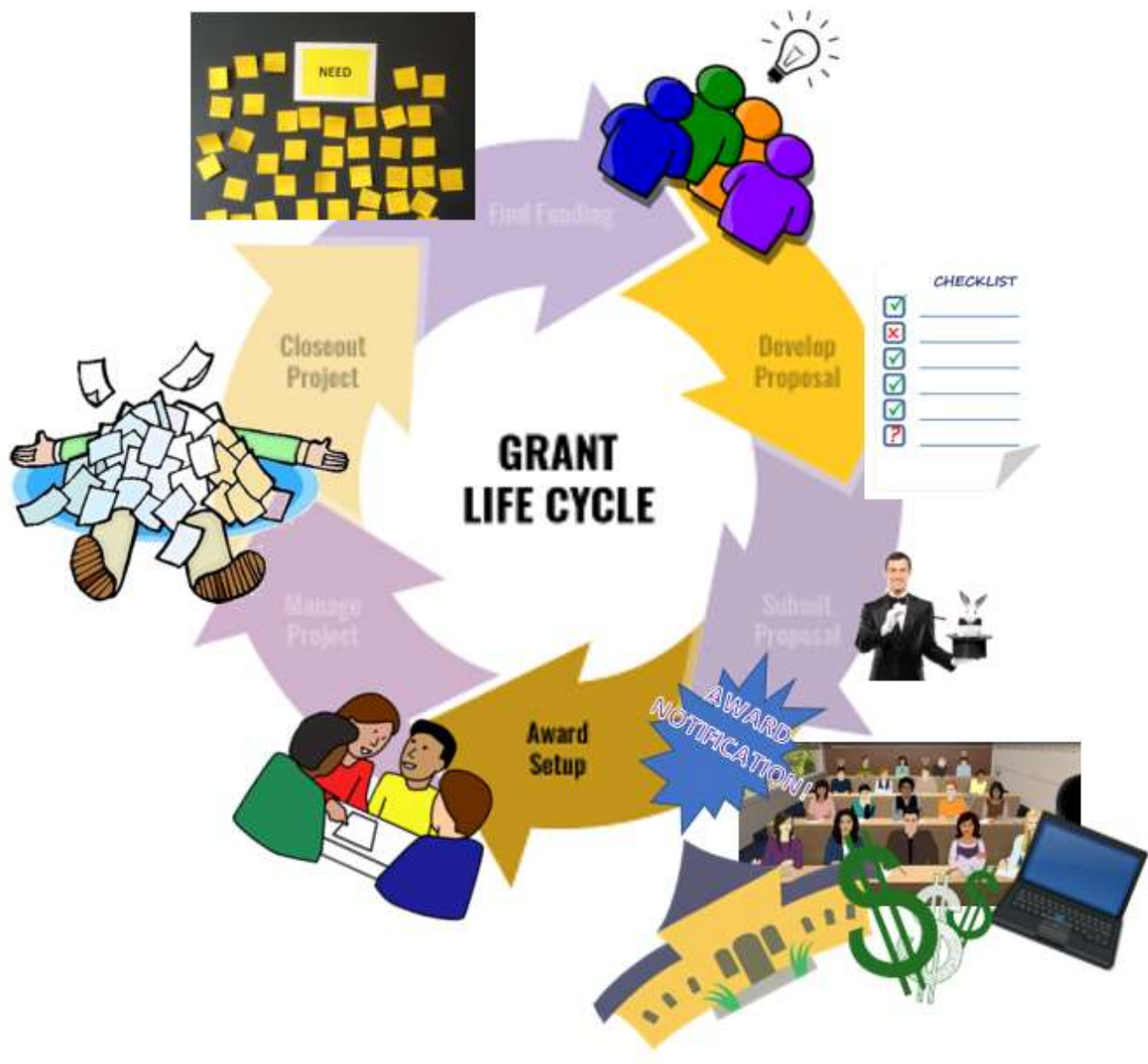
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8C. GRANT LIFE CYCLE



8D1. RESOURCE DEVELOPMENT ACTIVITY FOR CALENDAR YEAR 2019  
APPLIED AWARD IN PROGRESS

APPLIED	TYPE	STATUS	Amount	Core Theme	Institutional Initiative	Estimated student impacts?
DOE: HEP Grant (Support of GED Program for Migrant and Seasonal Farmworkers and Families)	Federal	Awarded	\$ 2,072,000.00	1 (Accessible Education), 2 (Provide Quality Education), 3 (Meet Diverse Student Need)	2 (Access)	45/year
DOE: Strengthening Institutions (Campus Career Center Infrastructure)	Federal	Awarded	\$ 2,250,000.00	4 (Support student success in workforce training)	3 (Excellence)	
AGC Foundation (Support of KCC Apprenticeship Center)	Foundation	Awarded	\$ 10,000.00	4 (Support student success in workforce training)	1 (Prosperity)	
Gordon Elwood Foundation (Support of KCC Apprenticeship Center)	Foundation	Awarded	\$ 5,000.00	4 (Support student success in workforce training)	1 (Prosperity)	
KMSB (support of KCC Apprenticeship Center)	Foundation	Awarded	\$ 25,000.00	4 (Support student success in workforce training)	1 (Prosperity)	
Leightman Maxey Foundation (support of KCC Apprenticeship Center)	Foundation	Awarded	\$ 15,000.00	4 (Support student success in workforce training)	1 (Prosperity)	
OCF Advised Fund (support of KCC Apprenticeship Center)	Foundation	Awarded	\$ 5,000.00	4 (Support student success in workforce training)	1 (Prosperity)	
NSF S-STEM (Technical Training)		Awarded	\$ 5,000.00	1 (Provide Accessible Education)	3 (Excellence)	
HECC First Generation Success (Bridge Renewal)	State	Awarded	\$ 5,000.00	1 (Provide Accessible Education)	2 (Access)	10/Year
TANF	State	Awarded		1 (Provide Accessible Education)	2 (Access)	
SNAP 50.50	State	Awarded		1 (Provide Accessible Education)	2 (Access)	90/Year
RCC/TFF ELPD	Foundation/Other	Awarded		1 (Provide Accessible Education)	2 (Access)	
EDA	Federal	In Progress	\$ 3,000,000.00	4 (Support student success in workforce training)	1 (Prosperity)	
Lumina Foundation (STEM Programming)	Foundation	In Progress	\$ 5,000.00	1 (Provide Accessible Education)	2 (Access)	
SkyLakes Foundation (KCC Wellness Program)	Foundation	In Progress	\$ 5,000.00		3 (Excellence)	
PGE (support of KCC Apprenticeship Center)	Foundation	In Progress	\$ 5,000.00	4 (Support student success in workforce training)	1 (Prosperity)	
Wendt Family Foundation	Foundation	In Progress	TBD	4 (Support student success in workforce training)	1 (Prosperity)	

## 8D2. RESOURCE DEVELOPMENT ACTIVITY FOR CALENDAR YEAR 2019

## DECLINED OR NOT PURSUED

DECLINATIONS			
SOURCE	TYPE	STATUS	Reason
ECMC Foundation	Foundation	Declined	Outside of Funder Priorities
OCF Latino Partnership	Foundation	Declined	Proposal was too limited in potential student impact
Oregon Community Foundation (support Apprenticeship Center)	Foundation	Declined	Increased number of competitors from prior cycle (up to 11 from 3). Submitted Proposal needed more about creating sustainability from
Steelcase Furniture		Declined	Substantial Competition
Sunderland Foundation	Foundation	Declined	Outside of Funder Priorities
The Standard	Foundation	Declined	Outside of Funder Priorities
OHSU Community Health Worker Certification (in partnership)	Foundation	Declined	Unknown (no feedback)
REVIEWED/NOT PURSUED			
SOURCE	Originated	Purpose	Rationale
American Association of Community Colleges Apprenticeship program funding	Campus (Email)	Program	Timeline determined to be too tight (Mar 22), need better definitions of "Apprenticeship"
Campus Safety App Grant	Campus (Email)	Program	Would require substantial overhaul of current effective IS process/system
DOL Ex Offender Opportunities	KCC (Erica)	Program	Not likely to pursue given tight turn around a number of other factors.
Financial Aid Help Desk	Campus (Email)	Infrastructure and Tech	Insufficient information from funder about expectations, reporting, timelines, future commitment
HECC Barriers To Success	KCC (President's Office)	Program	Scope and scale of grant changed upon further investigation.
JP MORGAN	RD (Peter)	Capital Campaign	Limited info on how to apply
Meyer Memorial Trust (Equitable Education Support)	RD (Peter)	Program	No Program identified
Reser Family Foundation	RD (Peter)	Capital	Didn't meet match threshold
US Dept of Ed. Perkins CTE Innovation and Modernization	RDD (Peter)	Program	No Program identified after discussion w/ Dean Stickles. KCC may seek to be involved via regional CTE Consortium
USDA Distance Learning	KCC (Edis, Paul, Chip) +RD (Peter)	Infrastructure and Tech	Affected KCC Workforce and IS teams will conduct a current inventory and assessment of "in use" equipment to determine needs/gaps and future funding opportunities

## 8E. COMPARATIVE INCOME STATEMENT

**Comparative Income Statement**  
**For Period Ending June 30, 2019**  
**Resource Development/Grant Management**

Act	Description	Current Month	Prior YTD	Budget	YTD	Variance
Personnel						
6600	Administrative Salaries	4,958.34	64,280.40	60,690.00	74,373.32	(13,683.32)
6601	F I C A	376.43	4,781.98	4,643.00	5,652.69	(1,009.69)
6602	Worker's Compensation	2.11	27.42	30.00	26.50	3.50
6603	Unemployment	29.52	447.28	607.00	422.43	184.57
6604	P E R S	604.00	14,696.05	22,611.00	10,926.10	11,684.90
6605	Life Insurance	12.97	188.74	110.00	156.53	(46.53)
6606	Accident/Disability Insurance	22.00	274.47	54.00	253.94	(199.94)
6607	Health Insurance	1,350.00	9,389.65	16,800.00	13,780.30	3,019.70
6700	Full Time Support Staff	1,728.99	35,457.36	42,326.00	14,282.61	28,043.39
6701	F I C A	131.76	2,652.50	3,238.00	1,093.83	2,144.17
6702	Worker's Compensation	0.90	22.79	30.00	9.20	20.80
6703	Unemployment	10.33	249.09	423.00	91.69	331.31
6704	P E R S	286.53	8,071.60	11,585.00	3,150.87	8,434.13
6705	Life Insurance	4.51	103.63	-	33.83	(33.83)
6706	Accident/Disability Insurance	2.24	176.11	54.00	47.98	6.02
6707	Health Insurance	672.63	8,608.10	16,800.00	3,536.76	13,263.24
6800	Part Time Support Staff	-	-	-	3,570.21	(3,570.21)
6801	FICA	-	-	-	272.54	(272.54)
6802	Worker's Compensation	-	-	-	2.00	(2.00)

Klamath Community College Non-Instructional Department Review: Resource Development

6803	Unemployment	-	-	-	21.36	(21.36)
6804	P E R S	-	-	-	393.17	(393.17)
6805	Life Insurance	-	-	-	9.27	(9.27)
6806	Accident/Disability Insurance	-	-	-	4.61	(4.61)
6807	Health Insurance	-	-	-	1,384.02	(1,384.02)
<b>Total Personnel Expense</b>		<b>10,193.26</b>	<b>149,427.17</b>	<b>180,001.00</b>	<b>133,495.76</b>	<b>46,505.24</b>

Materials & Services

7050	Supplies	-	402.85	300.00	159.62	140.38
7100	Printing	-	-	-	52.00	(52.00)
7240	Travel	-	-	75.00	-	75.00
7250	Training & Continuing Education	1,169.56	5,951.05	6,000.00	2,459.56	3,540.44
7350	Dues / Memberships	-	-	-	220.00	(220.00)
7360	Subscriptions	-	3,497.50	4,495.00	5,618.75	(1,123.75)
7400	Contracted Services	184.00	-	43,000.00	552.00	42,448.00
<b>Total Materials &amp; Services</b>		<b>1,353.56</b>	<b>9,851.40</b>	<b>53,870.00</b>	<b>9,061.93</b>	<b>44,808.07</b>

Capital Outlay

Total Capital Outlay	-	-	-	-	-	-
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Transfers Out

Total Transfers Out	-	-	-	-	-	-
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<b>Total Expenses</b>	<b>11,546.82</b>	<b>159,278.57</b>	<b>233,871.00</b>	<b>142,557.69</b>	<b>91,313.31</b>
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Director Notes:

Primary differences in Personnel had to do with overlap of prior Director and current Director, and transition of Coordinator position.

“Savings” in Material and Services has to do with timing in Contracted Services payment(s) for a consultant hired to write and submit KCC Title III Narrative. A subsequent payment will be due in 2020/21 as well according to the terms of that individual’s contract with the institution.