# KLAMATH
## Community College

## 2023-24

# Non-Instructional Department Review

## Grants Resource Development

Peter Lawson

# CONTENTS

## 1. SUPPORT OF THE COLLEGE MISSION

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

**Procurement:** Klamath Community College's Grants Resource Team identifies, analyzes, and prioritizes grant opportunities to develop competitive applications in pursuit of securing funding for four primary needs:

1) student supports,
2) capital construction/campus infrastructure,
3) program development, and
4) staffing capacity.

These are informed and prioritized by KCC's President's Office, Mission and Strategic Initiatives, and broader institutional needs (i.e., by division and department), as well as innovative potential for impact.

**Post-Award Management:** The Grant Resource Team supports award implementation through collaborative project compliance monitoring, reporting, and spend-out requirements in coordination with grantors, and campus stakeholder peers that include the KCC Business Office, divisional leadership, and individual project managers.

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**KCC Foundation Integration**: Grants Resource also maintains a critical cross-functional and coordinated relationship with the KCC Foundation that includes the strategic authorized leverage of that entity's 501(c)(3) nonprofit status. This relationship allows Grants Resource to secure student support and capital project funding from charitable foundations; funds which are unavailable for KCC to pursue as an institution of higher education (Example: Oregon Community Foundation's Betty Gray ECE Scholarship)

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

Starting with student success in mind, and with ongoing inputs through relationships developed with campus and community stakeholders, Grants Resource procures funding, supports the effective implementation of grant projects, appropriate and timely utilization of funds, and compliance with reporting requirements. This, in turn, helps to determine quality outcomes, and supports the critical institutional infrastructure necessary to support KCC's mission.

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

While student success is a central pillar to the outcomes associated with our work, the department is predominantly responsive to the needs of _institutional stakeholders_ inclusive of KCC leadership (president and cabinet), faculty and staff. This impacts students through campus physical infrastructure, technology, grant supported faculty and staff, and direct cost of attendance resources that supplement traditional financial aid or self-pay options for education and training.

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

Beyond funding resources – supporting student needs, education and training programs, faculty and staff, capital construction, and equipment acquisition – work product from Grants Resource includes, but is not limited to, the following:

- Through supporting grant implementation and impacted participant tracking, Grants Resource contributes to the effectiveness of the KCC Institutional Research and Marketing departments in their respective abilities to paint a holistic picture of student engagement, as well as employer placement data (e.g., via a U.S. Department of Transportation grant assisting student veterans in securing CDL licensure and sector employment).
- The Grant Resources Team creates incoming opportunity reviews and analyses to determine KCC eligibility, potential award and impacts, application requirements (e.g., letters of commitment from KCC, community and government entity partners, resumes, and verifications of status and compliance), that inform institutional capacity, determination to pursue, and next steps in the associated effort.
- Develops "Grant Snapshot" overviews of funding contracts to provide at-a-glance reference for grant managers regarding award amount, allowable activities, timelines (e.g., for reporting and spend out), associated key contacts, and funder information.
- Established and maintains a SharePoint library of current and archived awards organized by division (i.e., Academic Affairs) with folders for individual grants that contain allied information such as the Grant Snapshot, approved contract, application materials, budget documents, reporting, and communications.
- Maintains *Work in Progress* files in both SharePoint and Microsoft Teams for essential application documents, collective reference, and transparent progression towards submission.
- Provides notifications of pending reporting requirements that are both shared generally to participating grant managers as emails, as well as via Microsoft Teams.
- The Grants Resource Team executes comprehensive creation and review of grant proposal documents. Examples include:
  - Narrative and summary writing and editing, including formatting to individual funder request for proposal (RFP) specifications
  - Budget development, justification, and review
  - Letter of commitment templates (to engage partners)
  - Review of position descriptions and resumes (as applicable) for grant-related staffing
  - References for institutional language around cultural competency
  - Reference to language regarding program evaluation processes (based on prior awarded submissions)
  - Review and edit of supplemental materials that describe elements such as facilities, data management, and capacity for management
- Grant-specific post-award orientation to review programming, account codes, forms, and allied processes for effective implementation with grant project managers and KCC's Business Office

to review project goals and deadlines, reporting requirements, and budget parameters for effective implementation.

- Supportive review of reporting narratives, and invoicing elements in coordination with project managers and KCC's Business Office.

- General information "Lunch and Learn" presentations, with the anticipated reboot of the 2022-23 series slated for the 2024-25 academic year.

- Development of special print and KCC website publications. For example, the 2023 Apprenticeship Center Construction Report was produced to inform and thank individuals, foundations, local, state, and federal government entities who contributed to the capital project.

- CURRENTLY UNDER DEVELOPMENT: By January 2025, Grants Resource, in direct collaboration with KCC Business Office, will work to provide quarterly budget updates as part of continuing support of grant project managers and allied leadership. This is a commitment to a regular "truing up" of grant budgets, spending category management, and KCC fiscal year operations aligned with funder parameters (e.g., federal, state, municipal, and private foundations).

## 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.

**Progress toward previously identified goals guided by KCC Strategic Initiatives from Grants Resource 2020 CIIC Review:**

**PROSPERITY:**
- ✓ Support KCC Foundation in completion of KCC Apprenticeship Center Capital Campaign.
- ✓ Successfully complete final procurement of Economic Development Administration (EDA) grant award in 2020 ($3 million).
  - Grants Resource, in partnership with the KCC Foundation's combined and leveraged resource development activities, contributed a total of $9.56 million (of an $11.1 million project budget) from 2019 to 2023 for the construction of KCC's Apprenticeship Center and equipment.
  - An EDA grant of $3 million was procured by Grants Resource in 2020, as well as a supplemental grant application award of $900,000 in 2023.

**IMPROVE ACCESS (2019-2024):**
Successfully support submission (and resulting award) of key state and federal grants.
- ✓ Secure U.S. Department of Education TRIO Student Support Services renewal for 2020-2025 performance period
- ✓ Secure U.S. Department of Education High school Equivalency Program (HEP) for 2019-2024 performance period
- ✓ Secure Oregon Higher Education Coordinating Commission (HECC) First Generation Success Grant for 2023-25 performance period
- ✓ Support allied development, submission, and awards for programming
- ☐ Secure National Science Foundation S-STEM grant

☐ Secure U.S. Department of Education College Assistance to Migrant Program (CAMP)
*NOTE: While the NSF S-STEM and U.S. Department of Education CAMP proposals were not awarded in the associated time frames, updated proposals have been submitted for 2024 (results pending).*

**ENHANCE REPUTATION FOR EXCELLENCE (2019 -2024):**
- ✓ Staff attend professional development and writing conferences:
    - Both Peter and Holly have attended the national Council for Advancement and Support of Education (CASE) Conference for Community College Professionals in Washington, D.C. (Peter attended in 2019 and 2022, Holly in 2022).
    - Peter attended a 2019 TRiO SSS writing conference in New York City prior to that grant's successful renewal.
    - In August 2023, Peter and Holly attended the Oregon Grant Professionals Conference at Central Oregon Community College in Bend. The conference helped foster relationships for potential consortium grant project proposals and share grant application development strategies.
    - In October 2024, Peter and Holly attended the National HEP Association conference in San Diego with sessions pertaining to the grant writing efforts for program renewal.
    - In April 2024, Peter attended the Oregon TRiO Association conference and training at Gleneden Beach as a precursor to a proposal to be submitted for the next 5-year TRiO SSS program cycle (2025-2030).
- ✓ Staff establish connection to statewide peer networks to enhance learning and communities of practice:
    - Peter, Holly, and now Shaun are regular attendees of the Oregon Grant Professionals Group's monthly online meeting that engages the experiences, insights, and counsel of grant peers throughout the statewide network of community colleges. This began as a result of connections made at Peter's first CASE Conference in 2019.

**INCREASE COMMUNITY PARTNERSHIPS IN SUPPORT OF FUNDING ACTIVITY (2019-2024)**: Staff establish relationships with entities such as the City of Klamath Falls, Klamath County, South Central Oregon Economic Development District (SCOEDD), Klamath County Economic Development Association (KCEDA), East Cascade Works workforce development board, and Oregon Child Development Coalition (OCDC), all of which have resulted in leveraged funding support for KCC.
- Klamath County has contributed to both KCC Apprenticeship and Childcare Center capital construction efforts in 2022 and 2023, as well as continuing Badger Venture program support.
- The City of Klamath Falls contributed $100,000 to the Apprenticeship Center in 2023, and $2,500 to 2024's Badger Venture event.
- East Cascades Works Executive Director Heather Ficht is an ongoing advocate for KCC activities across the region and has supported various proposals with allocated funding, and letters of commitment to support KCC grant applications.
- Inclusion in SCOEDD's Comprehensive Economic Development Strategy (CEDS) planning document was instrumental in KCC's award of EDA grants in 2020 and 2023 for Apprenticeship Center construction.
- The relationship with KCEDA helped leverage nearly $300,000 for the Apprenticeship Center construction project in 2023.

- The relationship with OCDC leveraged $500,000 in grant support in 2023 toward the KCC-OCDC Early Learning Center (childcare) construction project. Additional grant applications are currently pending and anticipated.

**IMPROVE USE OF THOUGHTFUL PLANNING (2019-2024):**
- ✓ Hire Supportive Staffing
  - Grants Assistant Holly Owens hired April 2020.
  - Grants Post-Award Coordinator Shaun Carter hired September 2024.
- ☐ Establish Grants Advisory Group
  *NOTE: The initial concept of a formalized campus-wide Grants Advisory Group has evolved over time, and in its current form involves regular engagement with college leadership and grant-specific campus stakeholders (vice presidents, deans, KCC Foundation, Financial Aid, Business, and Human Resources offices, and so on).*

**SUMMARY: Progress towards prior 2020 CIIC Action Plan Items**
- ✓ **Add personnel capacity** (grants assistant)
- ✓ Review/update Strategic Plan (for clarity and tracking)
- ✓ Identify further opportunities to engage campus stakeholders
  - This has manifested through individual conversations, presentations at convocation and all-staff meetings, through the department's Lunch and Learn presentations, Board of Education showcases, representation at KCC Foundation meetings, and on KCC Governance Councils/Committees (CIIC, Workforce, IS), support of various grant activities and meetings around implementation, and regular communication with the KCC Business Office.

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

☒Yes*

☐No

*While we recognize there are a few boxes left unchecked from the prior goal setting, we feel that we have substantially met the stated intent and principal outcomes of these initial benchmarks.*

## 3. PERSONNEL SUMMARY

## 3A. PROVIDE AN ORGANIZATIONAL CHART OF THE DEPARTMENT.
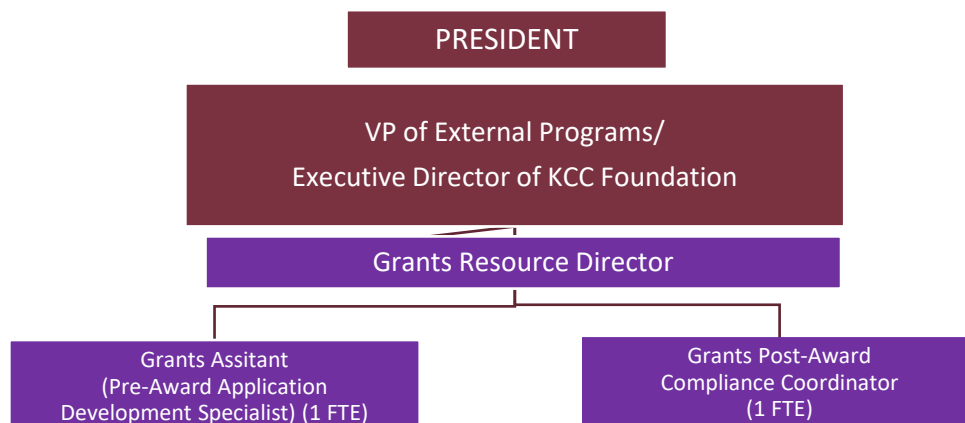
PRESIDENT

VP of External Programs/
Executive Director of KCC Foundation

Grants Resource Director

Grants Assitant
(Pre-Award Application
Development Specialist) (1 FTE)

Grants Post-Award
Compliance Coordinator
(1 FTE)

☒Yes
☐No
☐Somewhat

**Peter Lawson, Director**
- Oversees primary departmental activity and determines priority and direction based on institutional inputs and capacity for implementation (i.e., from leadership, campus stakeholders)
- Primary editor, writer, and submitter – especially for proposals in excess of $50,000
- Represents KCC interests in broader institutional advocacy and community/stakeholder dialogue as appropriate and assigned

**Holly Owens, Grants Assistant**
- Assists in compilation of component materials and required data
- Reviews all department originated proposals and external facing communications for accuracy, grammar, completeness, and adherence to grant application guidelines
- Seeks out potential grant opportunities (informed by institutional priority and capacity for response and implementation)
- Creates comprehensive opportunity analyses for review by director and stakeholders
- Supports special assignments from the president's office, and Marketing and Communications Department (materials editing)
- Designs and develops content for special Resource Development publications

**Shaun Carter, Post-Award Coordinator**
- Facilitates grant award contracting process
- Compiles grant project and contract information for new grant managers and initiates project "kick-off" and implementation activities
- Tracks reporting requirements and reviews submitted materials for accuracy and completeness
- Works with KCC Business Office to regularly review grant spend outs against budgets and timelines
- Provides informational and logistics support (i.e., on existing awards) for campus departments and campus peers
- Contributes to statewide "Community of Practice" peer conversations centered in effective post-award management activity.

As referenced in other sections (goals, challenges, etc.) throughout this document, the following areas of focus and resulting outcomes are intended to take place in the context of KCC's current Strategic Initiatives implementation and will be subject to regular review for effectiveness and resulting impact through June 30,2026.

- The Grant Resources Team will continue to closely coordinate with the KCC Business Office, Financial Aid Department, and others for assistance with associated systems development as previously referenced, and as "training" partners in helping to ensure awareness and comprehension by those actively engaged in grant implementation activity.
- Grants Resource will also be continually assessing the additive value of the (NEW) Grants Post-Award Coordinator role, along with its supportive potential, and lessons to be learned from similarly titled positions/allied activities across the state.
- Beyond this, it is the team's anticipation to continue a strong intentional alliance and alignment with the KCC Foundation (some institutions view this as an ancillary connection rather than intertwined and mutually beneficial); as well as more direct strategic involvement in the campus Master Plan and early-stage programming and development analysis to identify potential for grants resource support early enough to be aware of and responsive to applicable opportunities and requirements.

## 4. STAFF DEVELOPMENT

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

| Training/Opportunity | Frequency | Team Member | Benefit |
|---|---|---|---|
| KCC annual Vector/Safe College trainings | Annual | ALL | Annual refresher of KCC policy and practice that guides peer interaction, student and participant impacts. |
| Statewide Community College Grant Professionals Meetings (community of practice) | Monthly | ALL | Regular meeting of peers from across the state includes discussions of best-practices, shared challenges, and mutual project supports with the spirit of friendly competition. |
| Funder-required community of practice meetings (by grant) | Quarterly | Peter, Shaun | For FY 2023-24, these will include ongoing input from funder program managers in the Urban Institute, HECC Workforce Ready (Round II) and OHA HOWTO grants, respectively. These |

| | | | meetings provide key updates, implementation guidance, and funder direction. |
|---|---|---|---|
| Grant-specific writing component webinars and in-person trainings (e.g., NSF, HEP, TRiO) | As Applicable (historically at least 12 to 14 per year) | Peter, Holly (prospecting and procurement responsibilities) | These are often related to RFP elements, "do's and don'ts" guidance, and regularly entail the shared experiences of content originators (agency representatives), prior program implementation practices, and review of specific proposal requirements. |
| General knowledge trainings by subject (i.e., Microsoft Teams, federal budget process) through Linked-In Learning, in-person attendance, and in coordination with KCC tuition remission program/faculty peers. | As applicable/ identified by supervisor and peers (historically at least one per year) | ALL (based on topic) | Historically, this content has included topics such as applicable work skills review (i.e., in Excel), or free topic area trainings from Grants.gov and other online resources that are directly applicable to grants procurement and management. |
| Participation in KCC governance councils/advisory panels | Monthly | Peter: IS, CIIC, Workforce Holly: CIIC Shaun: TBD | Participation ensures broader understanding of KCC program needs and impacts, and informs team knowledge regarding the interests, talents, and specialized activities of peers that may have relevance to our efforts. |
| Service to funder advisory and proposal review panels | As applicable | Peter | Peter is serving in this capacity for the Roundhouse Foundation during the 2024 calendar year. |

- The Grant Resources Team has identified a need for broader understanding of how AI tools (i.e., Microsoft Copilot) will impact the future of our work (pros and cons) and will be seeking out trainings relevant to that topic to be completed by all team members by Sept. 30, 2024.
- Additionally, the Grant Resources Team will continue to identify learning resources to identify and refine opportunities in use of Microsoft Office suite (i.e., PowerPoint, Word, Excel) and

exploring other tools (software) to refine grants resource management. Identified modules will be confirmed by the director and assigned to staff for completion by Dec. 31, 2024.

- All department staff will complete KCC's annually mandated training on FERPA, Titles VI and IX, Cybersecurity, and so on.
- Director and staff will identify and attend one relevant national conference and one regional in-person training/community of practice activity by June 30, 2025, and provide a team report-out regarding the takeaways of their experiences.
- Director will work with staff to identify opportunities to serve as "panel reviewers" for grant programs, agencies, and funders where KCC would not have a conflicting interest (encouraging annual participation in associated efforts).
- Director has identified and will be exploring the value in Grant Professionals Certification (GPC) as it relates to demonstrated understanding of the craft and value for the institution.

## 5. FACILITIES AND EQUIPMENT

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

☒Yes
☐No
☐Somewhat

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

☒Yes
☐No
☐Somewhat

Each staff member is provided with office space, furniture, and access to technology (as well as systems permissions) to effectively accomplish their respective tasks and fulfill their obligations. Thus far, this has been sufficient for our purposes.

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

We anticipate KCC IS Department driven hardware and software updates in regular cycles and will follow appropriate channels if we identify software and technology to enhance the work.

A future "moonshot" goal for work efficiencies would be to re-consolidate the Grant Resources Team AND co-locate with our KCC Foundation colleagues into one centralized "hub" of strategic fundraising activity (staff offices in a dedicated space in the same building). Currently, Grant Resources Team members Shaun and Holly are working in Building 3, and Peter is located near VP Massie and KCC Foundation staff working in Building 8.

## 6. BUDGET

**FY 2023.2024 Resource Development Departmental Budget and expenditures (excluding salaries and fringe) as of Q3 (March 31, 2024)**

| Account Number | Description | Posted Balance | Total Annual Budget | (Over)/Under Budget |
|---|---|---|---|---|
| 1 001 50 5011 7050 1 | Supplies - Grant Management | $275.98 | $200.00 | $ (75.98) |
| 1 001 50 5011 7100 1 | Printing - Grant Mgmt. | $ | $ | $ |
| 1 001 50 5011 7240 1 | Travel - Grant Management | $4,080.06 | $4,000.00 | $ (80.06) |
| 1 001 50 5011 7244 1 | Non-Employee Travel - Grant Mgmt. | $ | $ | $ |
| 1 001 50 5011 7250 1 | Training & Continuing Ed - Grant Management | $750.00 | $2,000.00 | $1,250.00 |
| 1 001 50 5011 7350 1 | Dues / Memberships - Grant Management | $ | $220.00 | $220.00 |
| 1 001 50 5011 7360 1 | Subscriptions - Grant Management | $ | $250.00 | $250.00 |
| 1 001 50 5011 7400 1 | Contracted Services - Grant Management | $1,055.00 | $10,000.00 | $8,945.00 |
| 1 001 50 5011 7925 1 | Tools & Equipment < $5,000 | $ | $3,000.00 | $3,000.00 |
| | **Totals:** | **$ 6,161.04** | **$19,670.00** | **$13,508.96** |

Grants Resource has proposed additions to the travel and training budget for Fiscal Year 2024-2025 to encompass opportunities to include Shaun, our post-award compliance coordinator and newest team member.

## 7. CONCLUSION

- Current team capacity allows for focus on active identification and pursuit of new and evolving opportunities while ensuring funder reporting and response requirements continue to be met.
- Collective work and life experiences across the Grant Resources Team and closely aligned peers (i.e., in External Programs Division, KCC Business Office, KCC Foundation) provide context and benefit applicable to both proposal and award implementation processes.

- Historic successes across a diversified range of application activities (EDA, HECC Workforce Ready Rounds 1&2, HECC First Generation Student Success) build on understanding through learned experiences for future application strategies.
- Demonstrated impacts and outcomes for grant supported program development, students, KCC staffing, and institutional infrastructure (buildings and equipment).
- Established network of funder relationships and allied grant peers.
- Continuing opportunities evolving around priority projects and community needs (e.g., childcare, student housing, etc.)
- Potential to implement utilization of innovative technology (AI) which has the following identifiable benefits:
  - Meet funders' expectations of utilization and adaptation to AI technology in grant projects (as referenced by industry trends articles in the CC Daily publications, via input from the Oregon TRiO Association, and others)
  - Increase departmental capacity (specifically in time management and reducing repetitive tasks)
  - Increase connectivity to campus peers
  - Provide additional efficiencies (e.g., review for technical requirements/formatting)

## 7B. DESCRIBE DEPARTMENT WEAKNESSES/CHALLENGE/OPPORTUNITIES

- Grant Resources Team limitations in KCC program and course expertise. By its nature, the grant application process often necessitates a collaborative process. Collectively we (Peter, Holly, Shaun) are always seeking opportunities to be advocates for our peers and associated programs, but are NOT the content area experts, and are collectively newer to academia— meaning we may not always possess the in-depth working knowledge and expertise which KCC administration, faculty and staff have in their individual program processes and priorities. This may sometimes limit our ability to identify and pursue potential opportunities, as many proposals and award implementation efforts depend on being able to reference the "work on the ground" as originated by those with specific training and experience.
- Evolving comprehension of grant-associated budget complexity and management (accounting practices, employee compensation protocols, financial aid guidelines). While each member of the team has some background in general budget development and management (i.e., in tracking spend-out), none of us come from accounting experience, and so rely heavily on peer colleagues with understanding and expertise of applicable practices and requirements. Additionally, there are variances across funder categories and protocols that must be closely monitored in both RFP and implementation (Example: One funder may allow that a multi-year resource be budgeted across the entirety of a pre-determined span, while a different funder may impose "cap" limitations with quarterly or annual deadlines).
  - Timely spend-out has also been a historical barrier that Grants Resource will continue to work to address. Timing and logistics are influencing factors, however returning money to the funder due to inactivity or inability to identify and act on a qualifying purchase or expense is never good practice for the institution.

- Balancing development of large-scale project proposals against the immediacy of funder deadlines and requirements. Big ideas by their nature take time to design, refine, and implement; these are not always in sync with proposal deadlines that are just several weeks away.
    - A related challenge is the level of rigor required by the types of funders who traditionally support large-scale projects. These can include detailed budget requirements, reference to fully developed program plans, specific reference to detailed and technical project elements (e.g., kilowatt generation estimates for an anticipated solar array), policy and practice documentation, letters of commitment from external stakeholder partners, institutional match requirement, and so on.
    - Another associated challenge related to scale is in identifying institutional interests and capacity to serve in a lead role for a consortium; taking on the responsibility to support multiple sub-awardees for large-scale multi-year projects.
- Most grants pursued and secured originate with a notice of competitive application or RFP. The larger the potential funding amount, the more competition there will be — sometimes into the thousands of entities (if a nationwide competition), and competitors are likely to have specialized, multi-person staff, and decades of writing and/or program-specific experience. KCC has had its share of successes, but also its declines. In every instance of decline we request feedback to ensure we learn and apply lessons towards future opportunities and funding cycles.
    - NOTE: In at least one example of the unpredictability of competitive challenges, KCC was not awarded a grant based on an individual reviewer's unique caustic views of the application's documented needs description, and associated workplan. The result was this "fail" against the "pass" reviews of two other reviewers, effectively sinking the proposal. The Grants Resources Team assessed reviewer feedback to guide future applications.
- Institutional and peer capacity for grant project Implementation and management. Sometimes the practicalities of implementation and reporting requirements, stacked on top of current obligations, are just too much to ask of our institutional peers to administer (one individual or department implementing and managing multiple grants in addition to existing responsibilities).
    - Developing a grant culture: KCC's Grant Resources Team is dedicated to broadening the field of effective grant managers: bringing more KCC peers into impactful grant projects, developing their skills and enabling KCC to level up to more challenging institutional projects for greater results. The grants department is working through this challenge through development and delivery of additional "Lunch and Learn" sessions, continuing stakeholder dialogues, and the post-award communities of practice.
- Rapidly evolving systems infrastructure. This is the collective work of the Grant Resources Team and peer colleagues in departments such as KCC Business Office, Financial Aid, Human Resources, and so on working together to assure practices and processes are applied equitably and consistently across the spectrum of grant resource distribution. Categorizing the distinctions in types of disbursement to students (e.g., tuition, fees, scholarships, stipends, learn to earn, credit and non-credit, purchased material supports) and staff (grant covered salaries and

benefits, stipends, release time) factoring in elements such as tax liability, wage and hour laws, and fairness in work that involves more than just the mechanics of fund distribution.

## 7C. DESCRIBE SUPPORT NEEDED.

- Continued "buy-in" from institutional leadership. KCC Cabinet should continue to include and involve the Grants Resource Team at appropriate junctures relative to the institutional Master (infrastructure) Plan and Strategic Initiatives implementation. Cabinet involvement and understanding of peer and program capacity and opportunity remains critical to effective management and realization of a campus-wide grants culture.
- Attendance at invited trainings. Grants Resource Team and Business Office peers will continue to develop and deliver informative content and associated best practice references across a series of platforms over the next three years. This effort will only be effective as there is a combination of peer attendance and response to the respective offerings.
- (Moonshot) Dedicated space to establish a central "hub" of resource development activity (Grants Resource Team and KCC Foundation). As previously referenced, there is already dynamic and expanding synergy between these teams. Co-locating this activity simply enhances overall impacts.

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

***Grants Resource will target an average benchmark of 4 submitted proposals per month and $5,000,000 in total awards each year through June 30, 2027.***

**Student Success and Future Focused Education**: Secure resources for capital construction, equipment, and both program and student participant supports (ongoing). Improve student access (i.e., to individual and institutional infrastructure resources) via grant renewals and *new* grant awards based on emerging priorities, needs, and opportunities (e.g., virtual reality and drone technology; additional equipment for KCC Wildland Fire and Surgical Tech programs). See sample of identified opportunities below.

Fiscal Year 2023-24
Submit successful NEW and renewal proposals for:
- U.S. Department of Education: continue funding for KCC Highschool Equivalency Program support (**awarded**)
- U.S. Department of Education: College Assistance Migrant Program to support and provide services for first-year student success (declined)
- National Science Foundation: S-STEM program to support computer science student completion and transfer (submitted)
- Congressionally Directed Spending request for KCC CDL program equipment (submitted)
- HECC: GED Wraparound grant renewal to support KCET Assistant Director (**awarded**)

- FY 2024-25 Portland Community College (PCC) Consortia/Department of Human Services SNAP Training and Education Program (STEP) annual renewal (submitted)
- Business Oregon support of Klamath SBDC expanded focus on LatinX engagement (awarded)
- AGC Workforce Development CTE program equipment (pending)
- OEA Choice Trust Wellness capacity building grant to support health campus activity (awarded)
- HECC Strategic Innovations grant to expand KCC Inside Electrical Pre-Apprenticeship training (submitted and declined)
- U.S. Department of Transportation Commercial Motor Vehicle Operator Safety Training grant renewal, continuing support of KCC student veterans in procurement of CDL and job placement (submitted)
- Business Oregon support of capital childcare infrastructure (spring 2024)
- Oregon Community Foundation renewals for Betty Gray Scholarship (spring 2024) and Latino Partnership Program (spring 2024) programs providing direct student assistance
- Roundhouse Foundation: renewal proposal for CTE student supports (spring 2024)
- HECC: Workforce Ready Round 3 with potential funding opportunities focused on healthcare, manufacturing, or technology (Spring 2024)

Fiscal Year 2024-25

Submit successful NEW and renewal proposals for:

- U.S. Department of Education TRiO Student Support Services program (summer 2024)
- Pursuit of Federal, State, and Regional/local grant opportunities which support KCC/OCDC capital childcare infrastructure with estimated total project costs of $12 Million (fall 2024)
- 2025-26 PCC Consortia/DHS STEP annual renewal (winter 2025)
- Oregon Community Foundation: Submitted renewals for Betty Gray Scholarship (spring, 2025) and Latino Partnership Program (spring 2025) programs providing direct student assistance
- Roundhouse Foundation: Submitted renewal proposal for CTE student supports (spring 2025)
- Oregon Department of Early Learning and Care Consortia Early Childhood Education Professional Development (spring 2025)

**Increase Organizational Viability**: Review, revise, and create practice and policy that contributes to effective grant management and compliance.

- Continue to enhance and improve acquisition processes using available technology, applicable tools (templates), and mechanisms for peer input
- Continue to expand KCC grant culture through continuing peer outreach, responsive and transparent informational processes, and ongoing awareness building through appropriate venues and forums
- Establish institutional best practices recommendations for management of grant-funded student supports and personnel by fall 2024 (through partnership with KCC Business Office, Human Resources, and division vice presidents)
  - Recommendations will be reviewed at intervals in 2025 and 2026 (through the current KCC Strategic Initiatives performance period)

**Community Engagement:**

- Peter will serve on an advisory and review panel for the Central Oregon-based Roundhouse Foundation in calendar year 2024 that will result in a broader understanding of statewide efforts, while expanding his professional network and enhancing the strength of the funder relationship
- Grants Resource will continue a series of monthly meetings with leadership and development peers associated Oregon Child Development Coalition, the core partner in construction and regular operation of the KCC/OCDC Childcare & Early Learning Center as realized (targeting a fall 2026 opening)
- The Grant Resources Team will support requests for funding presentations to a minimum of two community partners per year through 2027

**Advanced Planning**: Grants Resource is actively involved in master facilities, and program planning as appropriate. While the timelines and specific logistics of this activity are to be determined, the director meets monthly with KCC's president to discuss, review, and establish objectives. In tandem with this effort, the director and Grant Resources Team will meet regularly to identify professional development opportunities and planning priorities.

**Evaluation:** Grants Resource will develop and conduct a semi-annual effectiveness review using formative and summative data points that includes the following metrics/inquiries:
- General: Total of awards against submitted proposals and targets
- Training effectiveness: Total number of peer trainings provided (as measured by post-delivery participant survey)
- Systems infrastructure: Learn through anecdotal inputs if recommended campus systems/guidance are being well implemented for effectiveness and efficiency (i.e., modeling for disbursement of student supports)
- Efficiencies: Review and analysis of any unspent or inadvertently overspent funds. In the ideal, the department never wants to leave more than 5% of grant revenues unspent for any given fiscal period without good understanding for context, circumstance, and lessons learned. Nor do we want to have overspent without good comprehension of why, where, when, how much (and whether funder had been previously notified)
- Impacts: Review of funder parameters (as informed by project stakeholders)
  - Grant-funded program progress against spend-out timelines
  - Grant-funded program progress against stated goals
    - Met intended/stated outcomes?
    - Addressed target population (if identified)?
      - Other populations impacted
      - What unintended outcomes (positive and negative) were produced?
    - What were the particular features of the program that made a difference?
    - Has the program been cost-effective?

## 8. APPENDICES

**The following materials are intended to provide a *representative* example of existing grants administration process (from identification and analysis, to application, to award and implementation) rather than an exhaustive compilation of all individual grant components and possibilities.  Those who wish to access further information may contact any one of the team directly, and/or access the department's Awards Management SharePoint site here.**

*REFERENCED DEPARTMENTAL ARTEFACTS (complete list linked here):*

<u>**Application and Award**</u>
- Request for Proposal (RFP) Oregon Higher Education Coordinating Commission Future Ready Oregon (FRO) Workforce Ready Grant (WRG) Round II
- SAMPLE: HECC WRG Rnd II Opportunity Analysis
- SAMPLE: HECC WRG Rnd II Submitted Grant Application (webform)
- SAMPLE: HECC WRG Rnd II (award) Contract Reference
- SAMPLE: HECC WRG Rnd II (award) "Snapshot" Summary

<u>**Post-Award Management and Reporting**</u>
- SAMPLE: HECC WRG Rnd II "Kick-Off" PowerPoint/Overview
- SAMPLE: HECC WRG Rnd II Reporting elements and due dates matrix
- SAMPLE: HECC WRG Rnd II Participant Data Reporting Request (Template)
- SAMPLE: HECC WRG Rnd II Quarterly Narrative Reporting (Template)
- HECC/ Oregon Dept. of Administrative Services (DAS) Annual Equitable Outcomes/Community Engagement Report (Template)
- SAMPLE: HECC WRG Rnd II Quarterly Invoice (Template)

<u>**OTHER:**</u>
- List of FY23.24 grant awards from 07/01/2023 through 5/10/2024
- Grants Divisional Report Tracking Overview (January thru March 2024)
- KCC Apprenticeship Center Final Report (Publication)
- Resource Development CIIC Additional Informational Links

HECC FRO WGR Rnd II RFP.Application.pdf (Follow link for complete document reference)

# State of Oregon



HIGHER EDUCATION COORDINATING COMMISSION

# FUTURE READY OREGON

# WORKFORCE READY GRANTS

# Round Two: Innovation in Workforce Programs

Request for Applications

HECC # 22-072

OregonBuys # S-52500- 00006139

| | |
|---|---|
| Date of Issue: | April 10, 2023 |
| Application Due Date: | June 23, 2023, 11:59 p.m. Pacific Time |
| Award Announcement: | October, 2023 |

Single point of contact (SPC): Jeanie Stuntzner jeanie.stuntzner@hecc.oregon.gov

For questions, clarifications, or if you need this material in a different format, please contact the Future Ready Oregon team at FutureReadyOregon@hecc.oregon.gov

[HECC Workforce Ready Rnd II Analysis](#) (Follow link for complete document reference)

RESTRICTED DOCUMENT – KLAMATH COMMUNITY COLLEGE

**GRANT OPPORTUNITY ANALYSIS**

**TODAY'S DATE**: Wednesday, April 19, 2023

**FINAL APPLICATION DUE**:  11:59 p.m. Friday, June 23, 2023

**RED FLAGS:**

- High level of reporting, with (optional but encouraged) participant-level data for information KCC has previously not collected.
- Documented (MOU/LOS) partnerships and collaborations required

| HECC Future Ready Oregon<br>**Workforce Ready Round II: Innovation in Workforce Programs** | |
| --- | --- |
| **KCC AMOUNT:** No maximum or minimum request amounts defined.<br> • Potential: If 60-plus applicants awarded, project funds could range from $50,000 to $1 million.<br> • History: Round I disbursed 42 awards of $50,000 to $300,000, from $10 million available.<br><br>**FUNDER TOTAL:** Up to $35 million (with future rounds and allocations indicated from the approximately $50 million remaining).<br><br>**PERIOD OF PERFORMANCE**:<br>July 1, 2023, to June 30, 2026<br><br>**MATCH:** Need to list leveraged funds.<br><br>**INDIRECT:** 10%, or NICRA | **PURPOSE/TYPE:** supports the creation or expansion of education and training in the **health care**, **manufacturing**, and **technology** industry sectors that Oregonians need for family-wage careers with benefits, prioritizing historically underserved communities.<br><br>**Expansion:** Round Two grants are intended to broaden the type, number, and capacity of organizations that comprise Oregon's workforce system. By expanding representation in the workforce system, HECC hopes to increase the availability and usage of culturally and linguistically appropriate workforce services. |
| **RECOMMENDATION** | |

## 8.C. PRE-AWARD PROCESS EXAMPLE: SUBMITTED GRANT APPLICATION (WEBFORM)

[Assessment - KCC HECC WFR RndII SUBMITTED 6.22.2023 (3).pdf - All Documents (sharepoint.com)](sharepoint.com)
(Follow link for complete document reference)

The Klamath Manufacturing Project (KMP) will meet workforce training needs for a minimum of 90 unduplicated participants during the grant performance period – through enhanced and expand participation in programming (and resultant living wage employment), targeted outreach, marketing, and recruitment from four distinct participant pools: 1) Graduating traditional high school students; 2) adult student completers of English and Spanish GED programs (i.e. HEP); 3) regional adult dislocated workers; and 4) industry employer referred staffing who need skills improvement.

An overarching vision for the project is to create training and employer response that can be duplicated across multiple sectors and is customizable to unique industry/organizational needs.

Recruited participants will complete a skills and interest assessment through the YouScience software, and, as applicable, be enrolled into one of three training tracks focused on developing sought-after workforce proficiencies identified by industry stakeholders that offer a combination of industry recognized academic and non-credit certifications and skills badging.

Outcomes will focus on skills advancement, completion, employer placement and, as applicable, encompass transfer to KCC Registered Apprenticeship Programs (toward journeyman status), four-year institutions in pursuit of higher degrees, et al. Following the assessment, those who do not demonstrate an interest or aptitude in the manufacturing trades field will be guided to other KCC programming, education, or training options.

[HECC Workforce Ready Rnd II Contract (on SharePoint)](#)

(Follow link for complete document reference)

**GRANT # 22-072L** – *KCC Workforce Ready Round II*

# Informational Cover Page - Grants

*This page is not part of the Agreement*

## Agreement No. 22-072L

| AGREEMENT INFORMATION | |
|---|---|
| **Project title:** | Workforce Ready Round II: Innovation in Workforce Programs |
| **Allowable cost period:** | July 1, 2023-June 30, 2026 |
| **Effective period:** | Date of last signature –October 1, 2026 |
| **Amount:** | $998,817 |
| **Distribution Schedule:** | Reimbursement only. |
| **Funding source:** | Federal ARPA Funds PCA 34160 |
| **GRANTEE INFORMATION** | |
| **Grantee:** | Klamath Community College |
| **Address:** | 7390 S. 6th Street<br>Klamath Falls, OR 97603 |
| **Administrator:** | Chris Stickles |
| **Phone:** | 541-880-2240 |
| **Email:** | stickles@klamathcc.edu |
| **Fiscal Contact** | Diane Ackley |
| **Phone:** | 541-880-2236 |
| **Email:** | ackley@klamathcc.edu |
| **HECC INFORMATION** | |
| **Administrator:** | Katrina Machorro |
| **Phone:** | 503-507-4178 |
| **Email:** | katrina.machorro@hecc.oregon.gov |
| **Procurement contact:** | Jeanie Stuntzner |
| **Phone:** | 971-372-1133 |
| **Email:** | Jeanie.stuntzner@hecc.oregon.gov |

SAMPLE HECC Workforce Ready Rnd II Snapshot.pdf
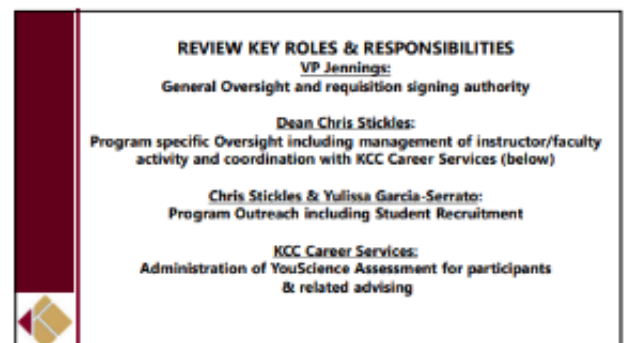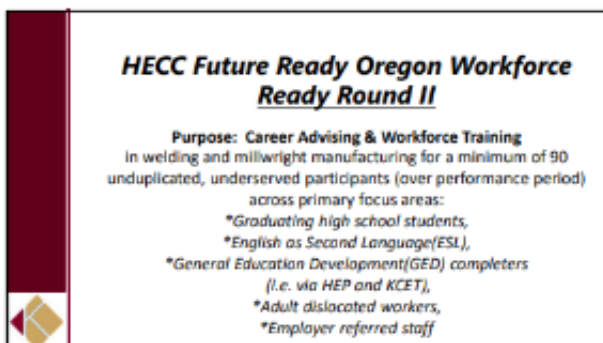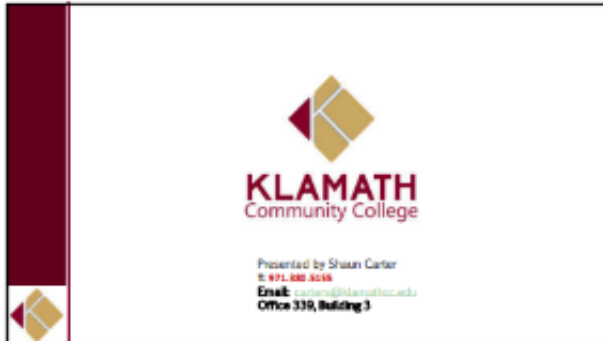(Follow link for complete document reference)

## GRANT SNAPSHOT

| Oregon Higher Education Coordinating Commission<br>**Future Ready Oregon – Workforce Ready Round Two**<br>Klamath Community College – Grant Agreement No.: 22-072L | | |
|---|---|---|
| **Purpose:** Workforce training in welding and millwright manufacturing for a minimum of 90 unduplicated participants (graduating high school students, English and ESL GED graduates, adult dislocated workers, employer referred staff), with documentation of job placement. | | **Activities:**<br>• Hiring instructors<br>• Student YouScience skills testing and subsequent workforce training placement<br>• Outreach, marketing, tuition and fees for students |
| **Department:**<br>Academic Affairs | **Grant lead:**<br>Dean Chris Stickles | **Grant team:** Chris Stickles, Yulissa Garcia-Serrato, Diane Ackley, Peter Lawson, Shaun Carter, |
| **Award amount:** $998,817 | **Allowable cost period:**<br>July 1, 2023 to June 30, 2026 | **Funder's fiscal year:**<br>July 1 to June 30 |

| BUDGET CATEGORIES |
|---|
| $309,999 – Personnel (adjunct for welding, adjunct for manufacturing, administrative T&E) |
| $198,899 – Personnel fringe benefits |
| $7,000 – Equipment (laptops for staff use) |
| $5,850 – Materials and Supplies (office, outreach, meetings, celebrations) |
| $3,085 – Travel (local/regional) |
| $405,000 – Participant support costs (stipends, transportation, fees, wraparound services) |
| $15,000 – Other direct costs (marketing, food service) |
| $53,983 – Indirect (10% - not including student supports) |
| **Total:** $998,817 |

| REPORTING/DISBURSEMENT REQUIREMENTS | |
|---|---|
| **Project progress reports due:**<br>• Q1 11/15<br>• Q2 2/15<br>• Q4 8/15<br>Additional Reporting due dates available in Microsoft Teams | **Reimbursement requests due:**<br>• Q1 11/15<br>• Q2 2/15<br>• Q3 5/25<br>• Q4 8/15<br>**Disbursement note:** contact KCC Grants Accountant Diane Ackley for budget category account numbers. |
| **Program contacts:** Grant administrators<br>• Heather Anderson, heather.anderson@hecc.oregon.gov, 971-375-3081<br>• Sarah.shinn@hecc.oregon.gov, 971-375-6024 | |
| **Link to SharePoint grant folder:** https://tinyurl.com/yk2vw6vy | |

*Last updated: Tuesday, April 16, 2024*

SAMPLE. HECC FRO Workforce Ready Round Two Kickoff.pdf  Follow link for complete document reference)

[SAMPLE WRG R2  Reporting Due Dates Matrix.pdf (](Follow link for complete document reference)

**WORKFORCE READY ROUND TWO REPORTING SCHEDULE: Requirements and Deadlines**

| Initial Reporting Requirements (due within 45 days of grant execution) |
| --- |
| 1. DAS Performance Plan - required |
| 2. Spending Plan - required |

| | | | Required Reporting Items | | | | Required Meeting Items |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Reporting Quarter | Reporting Period (detailed) | Reporting Deadline (unless exception noted) | Participant-Level Data | Quartlerly Performance Narrative | ARPA Annual Equitable Outcomes & Community Engagement Report | Quarterly Expense Report / Invoice (Reimbursement Request) | Quarterly Meeting Form |
| Q1 2023 (July - Sept) | 7/1/2023 - 9/30/2023 | 2/15/2024 | yes | yes | no | Once spend plan approved and quarterly performance report received (Q1) | yes |
| Q2 2023 (Oct - Dec) | 10/1/2023 - 12/31/2023 | | | | | | |
| Q3 2024 (Jan - Mar) | 1/1/2024 - 3/31/2024 | 5/15/2024 | yes | no | yes | yes | yes |
| Q4 2024 (Apr - June) | 4/1/2024 - 6/30/2024 | 8/15/2024 | yes | yes | no | yes | yes |
| Q1 2024 (July - Sept) | 7/1/2024 - 9/30/2024 | 11/15/2024 | yes | yes | no | yes | yes |
| Q2 2024 (Oct - Dec) | 10/1/2024 - 12/31/2024 | 2/15/2025 | yes | yes | no | yes | yes |
| Q3 2025 (Jan - Mar) | 1/1/2025 - 3/31/2025 | 5/15/2025 | yes | no | yes | yes | yes |
| Q4 2025 (Apr - June) | 4/1/2025 - 6/30/2025 | 8/15/2025 | yes | yes | no | 7/31/2025 | yes |
| Q1 2025 (July - Sept) | 7/1/2025 - 9/30/2025 | 11/15/2025 | yes | yes | no | yes | yes |
| Q2 2025 (Oct - Dec) | 10/1/2025 - 12/31/2025 | 2/15/2026 | yes | yes | no | yes | yes |
| Q3 2026 (Jan - Mar) | 1/1/2026 - 3/31/2026 | 5/15/2026 | yes | no | yes | yes | yes |
| Q4 2026 (Apr - June) | 4/1/2026 - 6/30/2026 | 8/15/2026 | yes | yes | no | 7/31/2026 | 7/31/2026 |

FY = Fiscal Year; Q = Quarter

Updated 4/22/24

SAMPLE WRG R2_Reporting Due Dates Matrix.pdf  (Follow link for complete document reference)

| Description |
| --- |
| An ID number for the participant that is, at the very least, unique at within the quarterly submission. For example, an internal student or customer ID number. |
| The participant's Social Security Number. |
| The participant's legal first name as it appears on official documents such as a Driver's License. |
| The participant's legal middle name or initial as it appears on official documents such as a Driver's License. |
| The participant's legal last name as it appears on official documents such as a Driver's License. |
| The participant's suffix, e.g., II, Jr., Senior, etc., as it appears on official documents such as a Driver's License. |
| The participant's date of birth. |
| The participant's gender identity. |
| The Hispanic or Latino ethnicity of the participant. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. |

[HECC WFR rnd II DAS_ Annual Equitable Outcomes and Community Engagement Report (May 15) (1).pdf](#) (Follow link for complete document reference)

## Annual Equitable Outcomes and Community Engagement Report

**Recipient Name:** _____

**Contact Name:** _____

**Contact Phone:** _____

**Grant #:** _____

**Date Submitted:** _____

## Promoting Equitable Outcomes

*The U.S. Treasury encourages uses of funds that promote strong, equitable growth, including racial equity. Describe efforts to promote equitable outcomes, including how programs were designed with equity in mind. Using the four points below: describe how your project will consider and measure equity at the various stages of your project, describe how your project's use of funds prioritizes economic and racial equity as a goal, describe how you identified specific targets intended to produce meaningful equity results at scale and explain the strategies to achieve those targets.*

*The information provided in this section will be used in DAS' annual Recovery Plan Performance Report as required in the Compliance and Reporting Guidance in section C.3.*

### Goals
*Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve within your jurisdiction?*

   Response:

### Awareness
*How equal and practical is the ability for residents or businesses to become aware of the services funded by the SLFRF?*

   Response:

SAMPLE HECC WFR rnd II Quarterly Performance Narrative.docx (Follow link for complete document reference)

## QUARTERLY PERFORMANCE REPORTING QUESTIONS

1. Please briefly describe your participant-level data collection strategy. Please include how participant-level data is collected (e.g., an intake form) and how it is stored. Describe your concerns, if any, about reporting.

2. Please offer one brief success story of your program over the past quarter. (We may use this in the annual report or other media to share the impact of Future Ready Oregon, Workforce Ready funding.)

Please include in your success story details about participants or partners who were involved, important metrics or data, and/or how this might impact your project moving forward.

3. Identify and describe the challenges you faced in implementing your Workforce Ready Grant program over the last quarter.

Please include in your challenges how participants or partners were affected by it, any metrics or data that indicated this was a challenge, and/or how it might impact or how you have altered your project moving forward.

4. Based on your progress thus far, do you anticipate achieving the outcomes of your Workforce Ready Grant program?

Please answer with a "yes" or "no" and include any metrics or data you used to base your answer on.

5. Please describe any unintended outcomes achieved, both positive and negative.

Please include in your unintended outcomes details about participants or partners who were involved, important metrics or data, and/or how this might impact your project moving forward. You may skip this question if you do not have any unintended outcomes for the quarter.

SAMPLE WRG R2_Quarterly Invoice_reimbursement only.xlsx (Follow link for complete document reference)

## WORKFORCE READY GRANTS - ROUND 2 | INVOICE | DUE 7/31/2026

**Instructions:** Please complete the highlighted (light yellow) cells.

| | | | |
|---|---|---|---|
| **Date Submitted** | | **Billing Dates** | April - June 2026 |
| **Grantee Organization** | 0 | **Submitter Name** | |
| **HECC Agreement #** | 0 | **Submitter Email** | |
| **Project Status:** | Grant activity is underway and on schedule. FINAL INVOICE - Grant activity is complete. | | |
| **Has the scope of project or budget changed from the description in your grant agreement?** | NO        YES | *If yes, please submit an updated project plan and/or budget to request approval.* | |

| Budget Categories | Approved Budget | Reimbursed to Date | Current Request | Balance after Request | % Remaining |
|---|---|---|---|---|---|
| Salaries, Wages, and Related Costs | $- | $- | | $- | #DIV/0! |
| Materials and Supplies | $- | $- | | $- | #DIV/0! |
| Travel | $- | $- | | $- | #DIV/0! |
| Participant Support Costs | $- | $- | | $- | #DIV/0! |
| Subawards | $- | $- | | $- | #DIV/0! |
| Other Direct Costs | $- | $- | | $- | #DIV/0! |
| Equipment and Other Capital Costs | $- | $- | | $- | #DIV/0! |
| Indirect Costs | $- | $- | | $- | #DIV/0! |
| **TOTALS** | $- | $- | **$-** | $- | #DIV/0! |

| Subaward Detail (please add rows as needed) | | Please provide details about "other direct costs" expenses in your request, description of wraparound supports, as well as any other budget details you wish to provide: |
|---|---|---|
| **Subaward Organization Name** | **Current Request** | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| **Subaward Total** (should match cell D15) | $- | |

*I certify that to the best of my knowledge, the information contained in this form and the accompanying materials is true and accurate, and the expenditures and disbursements are for the purposes and objectives set forth in the terms and conditions of the award.*

| | | | |
|---|---|---|---|
| Signature of Authorized Authority | | Date | |
| Printed Full Name | | Email | |
| Title | | | |

Please submit this completed form to the Higher Education Coodinating Commission in accordance with the terms of your grant agreement.
**Email completed request to your grant administrator.**
Workforce Ready Grant Administrator
contact info:

| | |
|---|---|
| Heather Anderson | Heather.Anderson@hecc.oregon.gov |
| Sarah Shinn | Sarah.Shinn@hecc.oregon.gov |

Katrina Machorro [Katrina.Machorro@hecc.oregon.gov](mailto:Katrina.Machorro@hecc.oregon.gov)

[Grants Divisional Reporting Reference Overview February.March 2024.docx](#) (Follow link for complete document reference)

## Academic Affairs

| Grant | Next Report Date | Grant Lead | End Date | Start Date | Snapshot/Award Reference |
|---|---|---|---|---|---|
| AGC Workforce (via KCC Foundation) | 3/31/2024 | Mark Griffith | 3/31/2024 | NEW | http://tinyurl.com/526b7dxv |
| DOE Strengthening Institutions Title III | 9/30/2024 | Edis Worden | 9/30/2024 | 10/1/2019 | http://tinyurl.com/SITitle2 |
| DOL Strengthening Community Colleges | 4/12/2024 | Dean Chris Stickles | 1/31/2025 | 8/19/2021 | http://tinyurl.com/DOLSCC |
| HECC Capital Well Drilling | 4/1/2024 | Mark Griffith | 12/31/2027 | 12/9/2022 | http://tinyurl.com/nsayzh9e |
| HECC CCL Navigator | 3/1/2024 | Beth Stiller | 9/30/2024 | 3/1/2022 | http://tinyurl.com/yxa72d9u |
| HECC FRO Workforce Ready Round II | 3/15/2024 | Dean Chris Stickles | 6/30/2026 | NEW | http://tinyurl.com/WorkforceRd2 |
| HECC YouScience | 2/15/2025 | Michelle Horne | 2/15/2025 | 2/23/2023 | http://tinyurl.com/4hpn8fc2 |
| OCF Betty Gray Scholarship (via KCC Foundation) | 3/1/2024 | Kelley Fritz | 6/30/2024 | 7/1/2023 | http://tinyurl.com/3cu7mc4m |
| OHA HOW TO | 7/31/2024 | Maria Perez | 1/31/2027 | NEW | http://tinyurl.com/2v68r9cb |
| Roundhouse CTE (via KCC Foundation) | 4/1/2024 | Mark Griffith | 6/30/2024 | 9/25/2023 | http://tinyurl.com/RoundhouseFound |
| Roundhouse LRC Technology Supports (via KCC Foundation) | 6/30/2024 | Rick Ball | 10/30/2024 | 10/30/2023 | http://tinyurl.com/2mrpmzhe |

Text Predictions: On    Editor Suggestions: Showing

## Administrative Affairs

| Grant | Next Report Date | Grant Lead | End Date | Start Date | Snapshot/Award Reference |
|---|---|---|---|---|---|
| Oregon Dept. of Energy Construction Grant | 4/15/2024 | Tim Williams | 8/1/2026 | 8/1/2023 | https://tinyurl.com/bdhvnnd8 |
| HECC Capital Childcare Ctr | Pending | Tim Williams | 6/30/2027 | 4/1/2025 | http://tinyurl.com/HECCCapitalChildcare |
| Klamath County ARPA Childcare | 4/15/2024 | Tim Williams | 12/31/2025 | 1/22/2022 | http://tinyurl.com/KlmthCountyARPA |

## External Affairs/Foundation

| Grant | Next Report Date | Grant Lead | End Date | Start Date | Snapshot/Award Reference |
|---|---|---|---|---|---|
| City of Klamath Falls Badger Venture Support 2024 (via KCC Foundation) | TBD | Estella Woodley | 6/30/2024 | N/A | http://tinyurl.com/yc84ejzf |
| Klamath County Support of BV 2024 | TBD | Estella Woodley | 6/30/2024 | | _ |
| DHS STEP.SNAP (PCC Consortia) | 3/15/2024 | Reynda Scobee | 7/31/2024 | 10/1/2023 | http://tinyurl.com/STEPSNAP |
| DHS TANF JOBS | 3/15/2024 | Mary Ruiz | 6/30/2025 | 6/30/2023 | http://tinyurl.com/yc264ct4 |
| DOE HEP 2019-2024 | 9/30/2024 | Tessa Gutierrez | 6/30/2024 | 7/1/2019 | http://tinyurl.com/4cvtvsz6 |
| Oregon DHS Voc Rehab (ICAP) | 4/15/2024 | Chrystal Vaughan | 6/30/2026 | 7/1/2021 | http://tinyurl.com/3zk3z2yd |
| HECC BurlingtonEnglish | 7/30/2024 | Erin Szymoniak | 7/31/2024 | 7/1/2023 | http://tinyurl.com/49wcvbfd |

# Student Affairs

| Grant | Next Report Date | Grant Lead | End Date | Start Date | Snapshot/Award Reference |
|---|---|---|---|---|---|
| DOE TRiO SSS 2020-2025 | 1/17/2025 | VP Gail Schull | 9/30/2025 | 10/1/2020 | http://tinyurl.com/vhv8ymfn |
| HECC Community Benefits Navigator 2021-2025 | 4/14/2024 | Nathan Hendrickson/ Lalo Barazza | 6/30/2025 | 7/1/2023 | http://tinyurl.com/jtt895dy |
| HECC First Generation Student Success | 4/30/2024 | Deveyn Horne | 6/30/2025 | 7/1/2023 | http://tinyurl.com/FirstGenSuccess |
| ODVA CVRC 2023-2025 | 4/30/2024 | Tracy Heap | 6/30/2025 | 12/1/2023 | http://tinyurl.com/3c4uu6bd |
| Urban Institute - Data Management | TBD | Bill Jennings/VP Gail Schull | 10/31/2025 | 9/25/2023 | http://tinyurl.com/mpms6xh3 |
| OEA Choice Trust Wellness | TBD | Kassandra Ramirez | 10/31/2024 | 3/01/2024 | TBD |

Resource Development Activity Overview FY 23.24 as of 5.10.2024.pdf  (Follow link for complete document reference)

## PRIMARY GRANTS ACTIVITY Academic Year 2023-2024

### Academic Year 2023-2024   Q1 (SUMMER - July through September)

| Funder | TYPE | NOTICE | STATUS | Actual Award | Purpose | Institutional Initiative | Estimated student impacts? |
|---|---|---|---|---|---|---|---|
| AGC Workforce Development | Private | 10-Jun | Awarded | $ 2,500.00 | Carpentry tool lending library | Student Success | 60 |
| Roundhouse Foundation CTE 2023-24 | Private | 28-Jul | Awarded | $ 30,000.00 | Carpentry, Diesel, Welding tools for students | Student Success | 56 |
| OCF Latino Partnership Project | Foundation | 10-Aug | Awarded | $ 7,500.00 | Scholarships, supports for HEP, ESL entering academic/CTE | Student Success | 15 |
| Urban Institute | Foundation | 29-Aug | Awarded | $ 60,000.00 | Data acquisition development for student parents | Future-focused education | 1 |
| Union Pacific Community Ties | Foundation | 1-Sep | Awarded | $ 10,000.00 | Scholarships - Construction certifications | Student Success | 30 |
| DOT CMVOST 2025 | Federal | 14-Sep | Awarded | $ 199,988.00 | CDL training with veteran priority | Student Success | 34 |
| EDA AITC amendment | Federal | 20-Sep | Awarded | $ 900,000.00 | Inflation adjusted gap funding for Apprenticeship Center | Organizational viability | |
| OHA HOWTO | State | 22-Sep | Awarded | $ 274,262.03 | Home health worker training program | Student Success | 84 |
| ODE SOU Early Learning Consortium | State | 22-Sep | Awarded | $ 250,829.79 | Early Childhood Education program and student support | Student Success | 25 |
| HECC FRO Workforce Ready Round Two | State | 26-Sep | Awarded | $ 997,817.00 | Workforce education in welding and millwright | Student Success | 90 |
| Seeding Justice (via partnership with OCDC) | State | 27-Nov | Awarded | $ 500,000.00 | Early Learning and Education Center construction | Organizational viability | |
| | | | Applied | $ 3,232,896.82 | | Subtotal | 395 |
| | | | Pending | $ - | | | |
| | | | Declined | $ - | | | |
| | | | Awarded | $ 3,232,896.82 | | | |

## Academic Year 2023-2024  Q2 (FALL - October through December)

| Funder | TYPE | NOTICE | STATUS | Actual Award | Purpose | Institutional Initiative | Estimated student impacts? |
|---|---|---|---|---|---|---|---|
| HECC First Generation Student Success | State | 4-Oct | Awarded | $ 290,706.00 | First generation student program supports | Student Success | 50 |
| HECC Career Pathways | State | 11-Oct | Awarded | $ 446,324.00 | Integrated education and CTE training | Student Success | 250 |
| Oregon Bureau of Labor and Industries | State | 25-Oct | Declined | $ 215,060.00 | CTE training program development | Future-focused education | |
| ODVA CVRC | State | 8-Nov | Awarded | $ 49,720.00 | Campus Veterans Resource Center | Student Success | 300 |
| Roundhouse Foundation | Private | 29-Nov | Awarded | $ 17,000.00 | Accessibility supports through the LRC for students | Student Success | |
| | | | Applied | $ 1,018,810.00 | | Subtotal | 600 |
| | | | Pending | $ - | | | |
| | | | Declined | $ 215,060.00 | | | |
| | | | Awarded | $ 803,750.00 | | | |

## Academic Year 2023-2024 Q3 (WINTER - January through March)

| Funder | Type | Notice | Status | Actual Award | Purpose | Institutional Initiative | Estimated student impact |
|---|---|---|---|---|---|---|---|
| HECC Strategic Innovations | State | 2-May | Declined | $ 199,780.00 | CTE program development | Future-focused education | |
| Klamath County | Municipal | 21-Feb | Awarded | $ 2,500.00 | 2024 Badger Venture competition | Student Success | 9 |
| OEA Choice Trust Sustainability Program | Private | 23-Feb | Awarded | $ 4,650.00 | Employee wellness | Organizational Viability | |
| City of Klamath Falls | Municipal | Pending | Pending | $ 2,500.00 | 2025 Badger Venture competition | Student Success | 10 |
| Congressionally Directed Spending | Federal | Pending | Pending | $ 757,000.00 | CDL program equipment | Organizational viability | |
| Department of Education High School Equivalency program | Federal | Pending | Awarded | $ 2,374,699.00 | Migrant student GED attainment supports and services | Student Success | 195 |
| Department of Education College Access Migrant Program | Federal | Pending | Pending | $ 2,373,927.00 | Migrant student first year college supports and services | Student Success | 195 |
| National Science Foundation S-STEM | Federal | Pending | Pending | $ 967,745.00 | Computer Science student supports | Student Success | 46 |
| AGC Workforce Development | Foundation | Pending | Pending | $ 2,500.00 | CTE pre-apprenticeship program equipment | Organizational Viability | |
| STEP (SNAP Training and Education Program) | State/Federal | Pending | Pending | $ 223,462.46 | Academic/Career Technical Education and student supports | Student Success | 36 |
| | | | Applied | $ 6,908,763.46 | | Subtotal | 491 |
| | | | Pending | $ 4,327,134.46 | | | |
| | | | Declined | $ 199,780.00 | | | |
| | | | Awarded | $ 2,381,849.00 | | | |

## Academic Year 2023-2024 Q4 (SPRING - April through June)

| Funder | Type | Notice | Status | Actual Award | Purpose | Institutional Initiative | Estimated Student Impact |
|---|---|---|---|---|---|---|---|
| HECC GED Wraparound | State | 5-Apr | Awarded | $ 69,867.00 | GED student supports | | 54 |
| Business Oregon SBDC Support HB 3410 | State | 16-Apr | Awarded | $ 86,533.00 | community small business outreach and education | | |
| DOT CMVOST 2026 | Federal | Pending | Pending | $ 199,988.00 | CDL training with veteran priority | | 34 |
| | | | Applied | $ 356,388.00 | | Subtotal | 88 |
| | | | Pending | $ 199,988.00 | | | |
| | | | Declined | $ - | | | |
| | | | Awarded | $ 156,400.00 | | | |

## Academic Year 2023-2024 Totals in progress

| Funder | Type | Notice | Status | Actual Award | Purpose | Institutional Initiative | Estimated Student Impact |
|---|---|---|---|---|---|---|---|
| | | | Total Applied | $ 11,516,858.28 | | Total | 1574 |
| | | | Total Pending | $ 6,901,821.46 | | | |
| | | | Total Declined | $ 414,840.00 | | | |
| | | | Total Awarded as of May 8, 2024 | $ 6,574,895.82 | | | |

## 8.M EXAMPLE: DEPARTMENTAL ORIGINATED PUBLICATION REFERENCE

[2023 Apprenticeship Center Report.pdf](#)

Follow link for complete document reference)

## **Additional Reference & Review Links (Resource Development 2024 CIIC)**

**Resource Development FY19.20 CIIC Packet Materials:** Continuous Improvement and Innovation Committee - CIIC Meeting Packet 20200123.pdf - All Documents (sharepoint.com)

**Resource Development FY19.20 CIIC Panel Review:** Continuous Improvement and Innovation Committee - CIIC Meeting Packet 20200225.pdf - All Documents (sharepoint.com)

**Resource Development FY 19.20 CIIC ACTION PLAN Follow up (submitted):** Grants Program CIIC Action Plan from review feedback February 2020.docx (sharepoint.com)

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**Resource Development Awards Management Site:** Grant Projects - Award Management - All Documents (sharepoint.com)

**Resource Development Archive (prior/closed grants) reference:** Grant Projects - ARCHIVE - All Documents (sharepoint.com)

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**KCC Strategic Planning 3.0:** Department Plans: Grants Resources (sharepoint.com)

| CIIC REVIEW RUBRIC | Highly Developed | Developed | Emerging | Initial |
|---|---|---|---|---|
| 1—Support of the College Mission | 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. |
| 2—Accomplishments in Achieving Goals | 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. |
| 3—Personnel Summary | 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. |
| 4—Staff Development | 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. |
| 5—Facilities and Equipment | 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 to meet the current and future needs of the College. | Minimal evidence that facilities and resources meet current and future needs of the College. |

| | Highly Developed | Developed | Emerging | Initial |
|---|---|---|---|---|
| **6—Budget** | 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. |
| **7—Strengths and Weaknesses** | 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. |
| **8—New Goals and Plan** | 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. |
| **9—Overall Evaluation** | 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. |
| | **Highly Developed** | **Developed** | **Emerging** | **Initial** |