



El Camino College

Program Review

Grants Office

Planning of Goals

Goal Description

Goal Title

Increase number of grant applications submitted by the district.

Goal Description

Increase applications by 5% from baseline (each year)= 14 = 15 applications for 2024-2025 and +1 each year after until 2028.

Goal Status

In Progress

Goal Cycle(s)

July 2024 - June 2028

Goal Description

Goal Title

Increase college's knowledge on federal compliance.

Goal Description

Will offer professional development opportunities around federal regulations on cornerstone each year with updated regulation training.

Goal Status

In Progress

Goal Cycle(s)

July 2024 - June 2028

Goal Description

Goal Title

Increase intersegmental grant partnerships, cooperative partnerships, and private (industry) partnerships.

Goal Description

Increase grant application partnerships by 1 each year prior years baseline, 2024-2025 = 3

Goal Status

In Progress

Goal Cycle(s)

July 2024 - June 2028

Planning of Outcomes

Outcome Description

Outcome Title

Scale capacity of ECCCD to successfully learn to acquire federal, state, local and private grants.

Outcome Description

Professional development series will increase faculty and staff knowledge of how to search for grants, and how to design competitive proposals.

Outcome Status

In Progress

Outcome Cycle(s)

July 2024 - June 2028

Actions needed to achieve outcome

Tailor professional development to ECCCD's faculty and staff's needs, provide professional development series that create communities of practice, and update and re-design grant's website for resources to search and apply for grants.

Performance indicator/accomplishment

Number of concept papers received, number of professional development completed, website re-vamps.

Target

at least 25% of PD (No experience) cohort will complete a concept paper, hold 3 in total workshops for no experience cohorts, add at least 10 more resources on grants website revamp.

Outcome Description

Outcome Title

Create Grants Handbook and Internal Controls Manual to remain in compliance.

Outcome Description

Project directors will have access to ECCCD's grants handbooks, and will have access to internal control manual for grants.

Outcome Status

In Progress

Outcome Cycle(s)

July 2024 - June 2028

Actions needed to achieve outcome

Professional development trainings on Uniform Guidance for project directors, and access to grants handbook and internal controls manuals.

Performance indicator/accomplishment

1 complete grant handbook, 1 complete internal controls manual, 1 PD on Uniform guidance a year.

Target

80% of grant directors will participate in the training and have access to our grants handbook and grants internal controls manual.

Outcome Description

Outcome Title

Increase intersegmental grant partnerships, cooperative partnerships, and private (industry) partnerships.

Outcome Description

Create a link on the grants website that will collect current partnerships at ECCCD.

Outcome Status

In Progress

Outcome Cycle(s)

July 2024 - June 2028

Planning of Outcomes

Actions needed to achieve outcome

Send bi-monthly emails to ECCCD with link to submit partnership information.

Performance indicator/accomplishment

Complete the partnership form on grants website, and analyze partnerships for potential grant collaborations.

Target

at least 80% of partnerships ECCCD has will be accounted for.

Facilities & Equipment Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Director office

Project specialist desk (Vacant)

Use of 1 cubical (currently being used by Grants SSP)

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

N/A for the moment.

Technology & Software Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Grants Navigator System

Grants Website

Teams Site for project teams and cohort/COP pilot

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

N/A-just need more time to customize grants navigator, website, and upload resources to Professional Development cohorts.

Staffing Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Director of Grants

Grants Student Services Professional

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

A fund 11 Grants supervisor to lead proposal development teams, while I create professional development curriculum that includes compliance training, complete internal controls manual (& keep current with OMB sending out its new update that are yet to be solidified for 2024), grants handbooks, and have support with editing/giving feedback to project teams on their proposals.

A 50% administrative assistant that would allow me to focus more on the professional development activities, attending meetings with current and potential grant partners, and ensuring compliance with federal grants. Each time I have a requisition to input, or travel to arrange (with all the changes, and being guided through various different processes), it takes about an 8-hour day. I could focus my time on the professional development curriculum, and increasing the number of grants ECCCD pursues.