

Beyond the Scope of the Budget Request

FY 2016-2017

Date 11/23/16

Requests must come from the Division Dean or Department Manager to the appropriate VP. The Vice President will take the request to President's Cabinet for approval.

Date	11/23/16	Department	Office of Instruction
Amount Requested	\$25,000	Requested By	Kevin Ballinger
Description of Need	<p>This is a request to hire a grant writer for the Department of Education Title V or III grant support. This fee includes the writing of the entire proposal, including student data, submission, budget narrative, and written guidance on implementation of the grant. It includes unlimited email and phone communication as well as travel fees.</p> <p>Additional information, and qualifications of the proposed grant writer, are attached.</p>		
Department/Division Approval Signature	<i>[Signature]</i>		Date <i>11/29/16</i>
Account Number		Amount Approved	\$
Comments			
President's Signature	<i>[Signature]</i>		Date <i>12/16/16</i>

Beyond the Scope of the Budget (BSB):

A request for funds that was not included in the Annual Resource Reviews and cannot be funded within the department's or division's allocated budget.

OK - ① Do we have multiple awards?
 ② What is the timeline?
 ③ Typical award \$500-650k

→ now until early Spring 17

Dr. Al Solano
Consulting Services
949.276.1088 | dr.alsolano@gmail.com

Orange Coast College
Title V or III Grant Support

Approach

Dr. Solano's primary approach is one of personal attention, building relationships, and understanding the culture of an organization. He developed a framework to help conceptualize an initiative/grant and ensures that there is a seamless transition from the proposal to implementation.

The framework includes building consensus and coherence from key stakeholders using five critical *process* elements.

1. Purpose: Why pursue the initiative/grant?

Example: Create and implement a plan for the proposal *process* that will allow key stakeholders to have a clear understanding of the deliverables and related outcomes.

2. Evaluation: What makes the initiative/grant planning process successful?

Example: Faculty buy-in, and frequent active participation in grant team meetings that includes multi-divisional coordination and contribution. In addition, data-driven decision making to establish ambitious but realistic objective baseline numbers.

3. Leadership: Who is the champion for the initiative/grant planning process:

Example: Key college leadership help to plan and strategize the grant team meetings and navigate internal politics. Key faculty are actively engaged in shepherding the proposal process.

4. Expertise: What type of expertise is needed?

Example: Dr. Solano facilitates meetings, supports the process, and serves as proposal "architect" with input from the grant team with institutional research enabling data-driven decision making.

5. Impactful Meetings: How do you make the best use of meeting time?

Example: Grant Team meetings and strategic workgroup meetings that ensure follow through of the team's collectively decided next steps, coherence, and continuous resolution and/or alignment of any existing competing priorities. Meetings have agendas, start and end on time, and have effective follow-up.

Dr. Solano will help implement the above processes. In terms of writing, whether it is Title V or III, he will write the entire proposal with the college responsible for the following:

- Student data
- Grants.gov submission
- Budget narrative
- Written guidance on the implementation plan and key personnel (who does what, when, and how)

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Title V or III Proposal Cost	
Unlimited email and phone communication	
Onsite visits, as needed	
Five process elements facilitation	
Proposal writing:	
If Title V, proposal sections:	
<i>Need for the Project</i>	
<i>Project Design & Project Services</i>	
<i>Management Plan</i>	
<i>Logic Model</i>	
<i>Project Evaluation</i>	
OR	
If Title III, proposal sections:	
<i>Comprehensive Development Plan</i>	
<i>Objectives</i>	
<i>Implementation Strategy & Project Management Plan</i>	
<i>Key Personnel</i>	
<i>Evaluation Plan</i>	
TOTAL	\$25,000

The investment is a flat project-based fee and includes travel to the college. The time frame can start as early as November 2016 through proposal completion (projected early spring 2017).

Ballinger, Kevin

From: Swingle, Dejah
Sent: Thursday, December 01, 2016 8:40 AM
To: Giblin, Tara; Ballinger, Kevin
Subject: RE: title 3/5

Good morning Kevin. I have met with the owner of JCCI Consulting over the years at national grant conferences. They are one of the best known and consistently successful grant writing businesses in the nation, and can easily put together a competitive Title III or Title V. They are priced accordingly.

Tara invited me to sit in on the meeting with Solano Consulting, and I liked what I heard. He was knowledgeable about the Title III and V grant requirements, had a solid process for extracting and capturing information from the constituencies, was clear as to which sections he could NOT write for us and why (and he was correct), and has a successful track record with Title III and Title V grant awards. His fee is in the ballpark of the last grant writer hired and this time we would have the advantage of a local writer rather than one that stops by every few weeks to gather what she can from who can show up for the meeting.

We could approach our lobbying firm, Townsend, for help with the grant. They constantly volunteer grant writing assistance when they meet with us, and they are currently helping GWC Foundation and Coastline on a limited basis. I haven't heard any feedback on their services from the other colleges, and I have no information on their success rate for federal grants. My understanding is that they do sections, but not necessarily the crucial polishing and final packaging of the grant. They would be a wildcard as to how much help they would be, but they may be a less expensive option. We just wouldn't know exactly what we would be getting until we were in the thick of it.

Of the three alternatives I would recommend Solano Consulting. I believe he can deliver a competitive grant application for a reasonable price as grant writing goes.

Dejah

From: Giblin, Tara
Sent: Wednesday, November 30, 2016 5:48 PM
To: Ballinger, Kevin
Cc: Swingle, Dejah
Subject: RE: title 3/5

Kevin,

I'm cc'ing Dejah to confirm

- JCCI consulting quoted \$40,000, they are top of the line and have a strong track record but East Coast based; I have attached their information

- Solano Consulting came in at \$25K, he is local and also has a good track record. He's not "well known" but can work hands on with us and has rapport with the faculty already; information also attached.
- One more possibility exists (Townsend) but is less desirable because likely only will do parts of the proposal, not all inclusive. No quote.

As soon as we have a decision, I'll get the paperwork in for approval.

Tara

From: Ballinger, Kevin
Sent: Wednesday, November 30, 2016 11:32 AM
To: Giblin, Tara
Subject: RE: title 3/5

Yes,

He said we could approve this. Can Dejah send us something that at least lets us feel like this is a good deal or if this is a typical amount to expect for a grant this size? I thought you had one more person that you were looking at... did you get an estimate from anyone else?

Kevin

From: Giblin, Tara
Sent: Tuesday, November 29, 2016 8:13 PM
To: Ballinger, Kevin
Subject: title 3/5

Hi Kevin,

Dennis said something cryptic today about approving \$25K for "a" grant writer but leaving it open to solicit more people???

Dejah is worried that if we don't move now we'll run out of time (given how long it takes to do an Independent Contractor paperwork). I tend to agree, this guy Al Solano is someone Erik can work with.

Worried.

Tara

Ballinger, Kevin

From: Giblin, Tara
Sent: Wednesday, November 30, 2016 5:48 PM
To: Ballinger, Kevin
Cc: Swingle, Dejah
Subject: RE: title 3/5
Attachments: JCCI Title III Services 2016-17.pdf; JCCI Success with Title III 2016.pdf; OCC Grant Proposal Support_DrSolano.pdf

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JCCI Resource Development Services
11140 Rockville Pike, Suite 550-E
Rockville, MD 20852
Tel: 301-468-1851 Fax: 301-231-5261
www.jccionline.com

Helping clients win U.S. Department of Education's Title III funding for 30+ years! JCCI Proposal Development Options:

Option A: Comprehensive Proposal Writing Services

Fees for counsel, assistance and writing a proposal range between \$40,000 - 50,000 depending upon the scope of work and the number of days determined by the client and JCCI. Typical work plans average 27 days at a cost of \$47,250. Comprehensive proposal writing services include the following:

- Phone consult to initiate the proposal development process and provide outline of program
- Work with college to identify appropriate project plans.
- Prepare work schedule of tasks to be completed and by whom
- Assemble information provided by college into the format required by the program
- Identify any missing or incorrect information
- Provide advice and suggestions for each section of the proposal, as needed
- Prepare draft of proposal
- Revise proposal based on feedback from college personnel
- Prepare final draft of proposal

Option B: Package of 10 days of Service

A package of 10 days of service is \$18,000. The firm provides 10 days of counsel and assistance, as described below. This option works best for clients who do not need proposal writing.

- Phone consult to initiate proposal development and provide outline of program requirements
- Provide advice and suggestions for each section of the proposal as needed
- Review and critique preliminary draft of the application - a thorough report including feedback and suggestions for improvement to ensure that the college submits as highly competitive a proposal as possible
- Review and critique final application prior to submission

Option C: Daily Service

The firm's daily rate for services is \$2,000/day. The firm and client negotiate a contract based on client's needs. This option is often used by colleges needing advice on project design or feasibility, a proposal critique, or a site visit to educate college personnel on the program.

JCCI Resource Development Services is proud to have helped over 40 clients win millions in funding from U.S. Department of Education's Title III programs since 2006!



**JCCI PROPOSAL DEVELOPMENT SUCCESS for TITLE III, Part A, SIP
2006 through 2016**

The U.S. Department of Education (ED) held competitions and awarded grants for Title III, Part A in 2015, 2013, 2012, 2010, 2008 and 2006. ED awarded grants in 2016, 2014, 2011 and 2009 by “funding down the slate of applicants” from the previous year. ***Title III grants are \$2 million dollars over a 5-year period.***

2015 Competition – 9 of 10 clients of the firm were funded in 2015-2016.
Associates provided comprehensive writing services to 6 of them.

2013 Competition - 8 clients of the firms’ associates were funded in 2013-2014.
Associates provided comprehensive writing services to 5.

2012 Competition - ED chose only 14 winners. One was a JCCI client!

2010 Competition – 4 Title III clients received awards in 2010 and 2011. The firm provided comprehensive grant writing to one client.

2008 Competition – Eleven Title III clients received awards in 2008 and 2009. In addition, JCCI helped a client with its winning Title V (very like Title III) proposal in 2009.

2006 Competition – Eight Title III clients received awards in 2006.

JCCI Resource Development Services is proud to have had a hand in over 40 funded Title III competitive proposals in the last 10 years! Our services include comprehensive writing to critique and review to evaluation of funded proposals. We tailor a contract based on your needs. Call us for more info.

Ballinger, Kevin

From: Swingle, Dejah
Sent: Thursday, December 01, 2016 8:40 AM
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Subject: RE: title 3/5

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Ballinger, Kevin

From: Sterner, Sheri
Sent: Wednesday, November 02, 2016 6:54 AM
To: Bender, Erik
Cc: Giblin, Tara; Ballinger, Kevin; Fitzgerald, Erin; Stanco, Gabrielle
Subject: Re: Title III/V Grant Proposal

Hi Erik,

Great work! Sounds like you've got all of the bases covered! Based on the cost cited by Tara, it aligns with what I would expect an all inclusive fee to be for a large grant like this.

As for the eligibility application, I can have my staff run a preliminary pell grant calculation in the next few weeks to see if we even meet the threshold using the one from last year. This will give us an idea if we need to potentially plan for a waiver.

Thank you,
Sheri

Sent from my iPad

On Nov 1, 2016, at 8:32 PM, Bender, Erik <ebender@occ.cccd.edu> wrote:

Hi Sheri,

Actually I can answer those questions, we actually talked about these yesterday when we met... it's an all inclusive fee. He doesn't like to take any money away from the grant if it is funded. He can be as involved as we would like, he'll even write the whole thing if we like. He's under the impression that the Title V grant competition will be coming up this year again and he feels my ideas for it would make a good grant proposal. And yes, when we met he mentioned that the deadline for the application for eligibility was coming up sometime soon. I'll need to ask him about the threshold and how to handle that. I have him on my speed-dial now so I can check and get back to everyone on that.

Erik

Dr. E. Erik Bender
Dept. of Geology
Orange Coast College

2701 Fairview Rd.
Costa Mesa, CA 92626
(714)432-5681

From: Sterner, Sheri
Sent: Tuesday, November 01, 2016 8:13 PM
To: Giblin, Tara; Ballinger, Kevin
Cc: Fitzgerald, Erin; Bender, Erik
Subject: RE: Title III/V Grant Proposal

Hello Tara

You and/or Erik may want to clarify with the grant writer if this is an all inclusive fee or if the he is expecting to take a percentage of the grant each year. Typically, you will pay a higher fee for a grant writer who does not expect to write themselves into the grant as part of the ongoing expenses and a lower fee if they do. Also, it is helpful to clarify upfront what his deliverables are and what he expects us to do for the preparation of the grant (e.g., data, budget, submission). This way we know upfront what his responsibilities are. Perhaps you and/or Erik have already addressed this with the grant writer, but if not, these are good to know and agree to upfront. I have worked on a number of grants where expectations were not clearly stated and the burden of the grant falls to the campus at the deadline, which puts the grant into serious jeopardy.

If we intend to apply for a Title III or Title V grant, I believe we need to do the application for eligibility. This is typically due in December or January. It does not appear they have announced the application for eligibility yet, but we will need to keep an eye out. The grant writer should also be making sure we do this assuming we retain him. Typically, the application is very data focused and making sure we meet the required pell grant and financial thresholds for public two-year colleges. If we do not meet the threshold, we will have to submit a waiver and it would be good to hear the grant writers' take how he might handle this with a grant. A previous grant writer we worked with told us not to submit the grant if a waiver was pending. We never knew if this the grant writers' preference or if it was a DOE regulation. Although we qualified last year, the pell grant thresholds change annually and we have had to submit a waiver in the past.

<http://www2.ed.gov/about/offices/list/ope/eligibility.html>
<http://www2.ed.gov/about/offices/list/ope/ldues/list/ope/ldues/eligibility.html>

Last, we should ask the grant writer the chances of a Title III or Title V competition opening. They typically can predict what the federal government is planning.

It's your call as to whether you have him come to the meeting or meet with him first. It might be good to meet before the meeting if we still need answers to the above and then have him attend the meeting.

Hope this helps & I apologize if this is too much redundant detail. It's the "baggage" i carry from working on many grants over the years @ OCC and prior colleges.

Sheri

From: Giblin, Tara
Sent: Tuesday, November 01, 2016 9:02 AM
To: Ballinger, Kevin; Sterner, Sheri
Cc: Fitzgerald, Erin; Bender, Erik
Subject: FW: Title III/V Grant Proposal

Kevin and Sheri,

Erik Bender has identified a potential grant writer for the Title 5 proposal. Erik met with 3 individuals and has identified Al Solano from California Consulting as someone who has the experience we need.

Here are my questions:

His fee is \$25,000, is this a workable amount?

Should he be invited to the initial meeting next week to have a look at him or do you prefer to meet him separately to vet him?

Thanks for any input,

Tara

From: Giblin, Tara
Sent: Tuesday, November 01, 2016 8:54 AM
To: Giblin, Tara
Cc: Blair, Jamie; Drew, Rendell; Phillips, Clyde; Tom, Eileen; Cuellar, Eric; Monahan, Georgie; Arismendi-Pardi, Eduardo; Kamphuis, Jaki; Niroumand, Madjid; Sterner, Sheri; Jensen, Nathan; stamananha@occ.cccd.edu; Andrews, Claudia; dswingle@occ.cccd.edu; Ballinger, Kevin; fsalazar@occ.cccd.edu; Sandoval, Maricela; Lee W. Gordon; Komenda, Virginia; Swingle, Dejah; Swingle, Dejah
Subject: Title III/V Grant Proposal

Hi everyone,

You're receiving this email because you were on the Title 3 Task force in 2015 under the direction of Kristin Clark (see the list from the portal below) or may be an interested constituent. We are gearing up again to prepare a Federal Title III (or Title V, depending on the offering) proposal which will focus on creating/sustaining programs that promote student success. This will be spearheaded by Geology faculty member Erik Bender and penned by a professional grant writer. I'm sending a meeting invitation and I hope you'll let me know if can/cannot meet.

They would like to have an initial meeting next Tuesday 11/8 at 11 am to gather input with this (very) tentative agenda

1. Recap of the previous Title 3 submission
2. Current slant towards success in/preparation for science and math
3. Questions for the group:
 - How can OCC benefit most from this type of grant? Where are our areas of weakness?
 - How do we incorporate a Science focus yet serve all students
 - How do we include 4 year partners in our discussion?

If you no longer wish to be included in this committee, please let me know so I can identify someone else from your constituent group.

Thanks,

Tara

Membership

First	Last	Membership	Representing
Jamie	Blair	Academic Senate	Faculty
Rendell	Drew	Academic Senate	Faculty
Clyde	Phillips	Academic Senate	Faculty
Eileen	Tom	Academic Senate	Counseling

Eric	Cuellar	Academic Senate	Counseling
Georgie	Monahan	Academic Senate	Faculty
Eduardo	Arismendi-Pardi	Academic Senate	Faculty
Jaki	Kamphuis	Academic Senate	Faculty
Kristin	Clark	Administration	Student Services
Sheri	Sterner	Administration	Institutional Effectiveness
Nathan	Jensen	Administration	Student Services
Tara	Giblin	Administration	Instruction
Steve	Tamanaha	Administration	Student Success & Support Program
Claudia	Andrews	Classified	Classified Senate
Dejah	Swingle	Grants	