

1. Assessment Plan - Four Column



PIE - Instruction: Grants Office Unit

Narrative Reporting Year

2018-19

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Program Planning Dialog: As an office of four full-time employees, we hold monthly staff meetings to discuss status of current projects and planning for the future. In addition, we regularly meet informally to discuss issues related to planning.

External Conditions, Trends, or Impacts: This year, more federal agencies announced grant competitions, after two preceding fiscal years when many grant programs had been on hold. Still, some agencies have continued to be slow in announcing funding priorities and/or opening grant competitions (e.g., Department of Labor, NASA). In addition, a government shutdown delayed the announcement of competitions and the announcement of grant awards, impacting our planning and implementation plans. For example, the Title V grant was announced months later than anticipated, pushing the competition deadline into next fiscal year and most likely delaying the start of the next grant period, if funded.

At the state level, we saw the Chancellor's Office increasingly moving in the direction of allocations to colleges, rather than just competitive grant applications. The continued positive economy during FY 2018-19 has led to increased funding to community colleges in the form of categorical programs, but the process by which we receive those funds continues to evolve. As a result, pre-award (grant development) activities may decrease (though some competitive grant applications still require our attention), but post-award management of this increased funding likely will increase.

Increased awards and funding amounts over the few couple years have significantly impacted the post-award side (grants monitoring/management) of the Grants Office. The Strong Workforce Initiative, with its \$7.2 million in grant funding during FY 2018-19, has required a huge amount of fiscal monitoring beyond the Grants Office's standard former capacity; thus, the addition of an Administrative Specialist IV to focus on post-award activities has been vital. Still, additional support is needed to adequately service our portfolio of grants.

Moving forward, with the evolving climate of federal and state grants, it is imperative that this department also focus efforts on foundation grant opportunities. Historically, this department has only pursued private funding opportunities that were held in a competitive application process. This strategy was a result of prioritizing larger funding amounts (federal and state grants) over typically smaller awards (corporate and foundation grants). In addition, securing foundation grants often involves cultivation of these foundations, which requires additional time and resources. Foundation relations is a gap in the college's advancement activities, and the Grants department could work toward addressing this gap, with adequate staffing and resources.

Internal Conditions, Trends, or Impacts : The growth of the Grants Office in the past couple of years has helped the unit to expand its capacity. The Coordinator, Grants, has been able to assist in the identification of potential funding opportunities, the planning of grant projects, and the development of grant applications. This position maintains the funding opportunity calendar and the department website. The Administrative Specialist IV primarily monitors fiscal aspects of active grant projects. This position was originally meant to be assigned to Strong Workforce Initiative (SWI) monitoring for half of the time (half of the salary paid by SWI), but the complexity and multiple allocations within SWI have led to this position spending nearly 100% time on SWI. This limits the unit's capacity for servicing our dozens of other grants.

Another internal condition that impacted the unit was the absence of a Title V project director during the no-cost extension period of the Title V grant. This meant that the Director had to take on this role, including budget management decisions and programmatic reporting. Additionally, he Director served in this capacity for the LA84 Foundation grant, since that project has not had a coordinator for the past year.

The unit continued to participate in monthly advancement meetings, which include managers from Grants, Foundation, Marketing & Communication, Public Affairs, and the President. These meetings enable the various departments responsible for advancement at the college to coordinate our efforts for the greater good of the College, ensuring that we have the same message, that our works complements each other, and that we are not duplicating efforts. This increased communication led to the Foundation and Grants working together on SoCalGas, Heller Charitable Foundation, and Parsons Foundation grants, and they also collaborated on exploring opportunities with Kaiser.

Critical Decisions Made by Unit: The Grants Office did not make any critical decisions that impacted this planning cycle.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: (1) During FY 2018-19, the Grants Office monitored 32 active grant projects for a fiscal year funding level of \$12,260,652. These grants had a total funding level of \$29,832,825.

(2) During FY 2018-19, the Grants Office coordinated the development of 15 new full grant applications and eight letters of intent/preliminary applications for a first-year request of \$2,181,435 and a total funding request of \$3,808,178.

(3) During FY 2018-19, the Grants Office developed supporting documents for one partner grant application, for a first-year request of \$46,073 and a total funding request of \$147,420.

(4) During FY 2018-19, of the 15 new full grant applications developed, eight were awarded and five are still pending. The one new partner grant application is still pending.

(5) At the end of FY 2018-19, the Grants Office was in the process of developing seven additional grant applications for an estimated first-year request of \$1,830,000 and an estimated total funding request of \$8,310,000.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: (1) The Grants Office worked on active grant projects and new grant applications with faculty, staff, and managers from across campus, including Arts, Business, School of Continuing Education, Humanities & Social Sciences, Instruction, Kinesiology & Athletics, Library & Learning Resources, Natural Sciences, Student Services, and Technology & Health.

(2) The Director participated in monthly meetings to ensure cooperation and collaboration among the departments involved in College advancement.

Contributors to the Report: Adrienne Price

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Funding - Secure grants that support existing exemplary programs, develop new and innovative programs, and encourage internal and external collaboration.</p> <p>Status: Active</p> <p>Goal Year(s): 2015-16, 2016-17, 2017-18, 2018-19</p> <p>Date Goal Entered (Optional):</p>	<p>Request - Partial Funding Requested</p> <p>- There has been an ongoing need for additional printing and maintenance of the department's photocopier/printer since the staff has doubled in size and the number of projects we are monitoring has increased significantly. The current</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>The FY dollar amount of active grants steadily increased over several years until a significant spike last year. This spike was due in large part to Strong Workforce Initiative funding. The slight decrease from last year to this year is predominately due to a gap in full Title V grant funding, since there was no competition and thus no ability to</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>07/01/2015</p>	<p>budget is \$700, and we have exceeded that amount each year. We have requested ongoing increases for the past two fiscal years and have received one-time increases. The need is ongoing.</p> <p>Describe Plans & Activities Supported (Justification of Need): Maintain an annual return-on-investment of at least 15:1.</p> <p>Lead: Adrienne Price</p> <p>What would success look like and how would you measure it?: Success will be met if the FY return-on-investment is at least 15:1. This will be measured by dividing the FY grant funding level by the FY departmental operating budget.</p> <p>Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p> <p>On-Going Funding Requested (if applicable): 300</p> <p>Related Documents: Grants Office Projects - 2016-17.xlsx Grants Office Projects - 2017-18.xlsx Grants Office Projects - 2018-19.xlsx</p>	<p>receive continued Title V grant funding.</p> <p>\$6,402,728 in FY 2014-15 \$5,966,188 in FY 2015-16 \$7,958,359 in FY 2016-17 \$13,473,565 in FY 2017-18 \$12,260,652 in FY 2018-19</p> <p>The FY operating budget for the Grants Office over the past five years increased slightly from year to year due to COLA and longevity adjustments to salaries. During FY 2016-17, the budget increased by \$59,791 due to the creation of a new position - Coordinator of Grants - which was filled in late December, 2016. During FY 2017-18, the budget increased by another \$40,651 due to the modification of a position - Administrative Specialist IV - which was filled in May, 2017. The latter position's funding is split 50/50 with Strong Workforce Initiative funding, since the majority of this position's work is dedicated to Strong Workforce.</p> <p>\$209,042 in FY 2014-15 \$219,206 in FY 2015-16 \$278,997 in FY 2016-17 \$319,648 in FY 2017-18 \$348,624 in FY 2018-19</p> <p>The return-on-investment for the Grants Office (defined as FY grant funding level divided by FY Grants Office operating budget) remained stable over several years until a significant spike last year, followed by a slight drop this year. The FY ROI is well above the 15:1 goal.</p> <p>31:1 in FY 2014-15 27:1 in FY 2015-16 29:1 in FY 2016-17 42:1 in FY 2017-18 35:1 in FY 2018-19 (07/02/2019)</p> <p>Related Documents: Grants Office Projects - 2018-19.xlsx</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 100 The FY dollar amount of active grants steadily increased</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

during the previous four years until a significant spike this year. This spike is due in large part to Strong Workforce Initiative funding.

\$4,199,085 in FY 2013-14
\$6,402,728 in FY 2014-15
\$5,966,188 in FY 2015-16
\$7,958,359 in FY 2016-17
\$13,473,565 in FY 2017-18

The FY operating budget for the Grants Office over the past five years increased slightly from year to year due to COLA and longevity adjustments to salaries. During FY 2016-17, the budget increased by \$59,791 due to the creation of a new position - Coordinator of Grants - which was filled in late December, 2016. During FY 2017-18, the budget increased by another \$40,651 due to the modification of a position - Administrative Specialist IV - which was filled in May, 2017. The latter position's funding is split 50/50 with Strong Workforce Initiative funding, since the majority of this position's work is dedicated to Strong Workforce.

\$205,288 in FY 2013-14
\$209,042 in FY 2014-15
\$219,206 in FY 2015-16
\$278,997 in FY 2016-17
\$319,648 in FY 2017-18

The return-on-investment for the Grants Office (defined as FY grant funding level divided by FY Grants Office operating budget) remained stable during the previous four years until a significant spike this year. The FY ROI is well above the 15:1 goal:

20:1 in FY 2013-14
31:1 in FY 2014-15
27:1 in FY 2015-16
29:1 in FY 2016-17
42:1 in FY 2017-18 (07/12/2018)

Related Documents:

[Grants Office Projects - 2017-18.xlsx](#)

Reporting Year: 2016-17

: These results show that the

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
	<p>Request - No Funding Requested - In order to expand the department's efforts in cultivating foundations for potential future funding opportunities and partnerships, the Director needs to travel to several strategic conferences, which may be</p>	<p>% Completed: 100</p> <p>The FY dollar amount of active grants over the past five years has remained stable and increased during the past year.</p> <p>\$6,157,631 in FY 2012-13 \$4,199,085 in FY 2013-14 \$6,402,728 in FY 2014-15 \$5,966,188 in FY 2015-16 \$7,958,359 in FY 2016-17</p> <p>The FY operating budget for the Grants Office over the past five years increased slightly from year to year due to COLA and longevity adjustments to salaries. During the past fiscal year, the budget increased by \$59,791 due to the creation of a new position - Coordinator of Grants - which was filled in late December, 2016.</p> <p>\$201,847 in FY 2012-13 \$205,288 in FY 2013-14 \$209,042 in FY 2014-15 \$219,206 in FY 2015-16 \$278,997 in FY 2016-17</p> <p>The return-on-investment for the Grants Office (defined as FY grant funding level divided by FY Grants Office operating budget) over the past five years has remained stable and well above the 15:1 goal:</p> <p>31:1 in FY 2012-13 20:1 in FY 2013-14 31:1 in FY 2014-15 27:1 in FY 2015-16 29:1 in FY 2016-17 (07/31/2017)</p> <p>Related Documents: Grants Office Projects - 2016-17.xlsx</p> <p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>The FY dollar amount of active grants in FY 2018-19 was \$12,260,652.</p> <p>The FY operating budget for the Grants Office in FY 2018-19 was \$348,624.</p>	<p>Grants Office is a cost-effective unit when compared to other similar fundraising units at colleges/universities throughout the nation.</p> <p>Even with the addition of a staff member for half of the fiscal year, the Grants Office maintained a ROI almost double the goal.</p> <p>Moving into FY 2017-18, the Grants Office will be staffed with four full-time positions (one management, three classified). The ROI may decrease initially but should increase again over time as the office submits more grant applications and secures more grant awards for the college. Thus, the minimum 15:1 ROI is a realistic objective for future years. (07/31/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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regional and/or national. In addition, the Director and staff need to participate in professional development that ensures staff are up-to-date on the latest trends in funding opportunities, grant development, and grant management.

Describe Plans & Activities Supported (Justification of Need): In response to the external conditions changing in the federal grants arena, it is imperative that the Grants unit expand its grant seeking efforts to regional, state, and national foundations. Expanding the unit's role will enable the college to cultivate relationships with foundations and be on the forefront of initiatives that could positively impact our existing programs and the development of new and innovative programs. However, cultivating relationships requires time and travel costs. In this first year of expansion, funds are requested to enable the Director to travel to key conferences throughout the year to network with important foundations and potential partners. As these activities expand, additional staff time may be needed, but that request will be submitted at a later date.

Additionally, the unit's travel budget is only \$2,000. While staff are encouraged to apply for Professional & Organizational Development funds, these resources are capped

The return-on-investment for the Grants Office (defined as FY grant funding level divided by FY Grants Office operating budget) in FY 2018-19 was 35:1.

During FY 2018-19, the Director and Coordinator participated in the Council for Advancement & Support of Education (CASE) Conference for Community College Grant Professionals. The Coordinator also participated in CASE's Federal Funding Task Force, a group of community college grants professionals who interview federal program officers about changing trends in their agencies and upcoming grant opportunities. This group then reports out to their colleagues through presentations and the updating of a wiki regarding grant opportunities for each federal agency. During FY 2018-19, the Director participated the PEAK Grantmaking Conference, which brought together grant making agencies and provided networking opportunities with various national foundations. The Coordinator participated in the Council for Opportunity in Education (COE) TRiO Student Support Services Proposal Writing Workshop. The Director and Coordinator shared lessons learned with the staff upon their return. (07/02/2019)

Reporting Year: 2017-18
% Completed: 25
 The dollar amount of active grants in FY 2017-18 was \$13,473,565.

The FY operating budget for the Grants Office in FY 2017-18 was \$319,648.

The return-on-investment for the Grants Office (defined as FY grant funding level divided by FY Grants Office operating budget) in FY 2017-18 was 42:1.

Expansion to partnership development with major foundations is a new activity just getting started. Resources are needed to fully achieve this goal and continue to deliver a high return-on-investment as federal grants remain volatile. (07/12/2018)

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

and not always available. The area of grants is constantly changing, with new competitions coming out of the federal and state government. Being able to participate in an annual conference in Washington, DC, to meet with federal program officers and learn about changing trends, is important to achieving success in our grant pursuits. An ongoing increase to the travel budget will enable the Director and the Coordinator to participate in annual conferences.

This resource request was approved during the 2018 new resource allocation process for ongoing funding for three years.

Lead: Adrienne Price

What would success look like and how would you measure it?: At a minimum, the unit's Director and/or Coordinator will participate in at least two professional/networking conferences that connect the College to major funders. Upon completion of a professional development activity, the Director will prepare a summary of lessons learned and report out during regular advancement meetings.

At a minimum, the department's Director and Coordinator will participate in at least one professional development activity each year, enabling them to be better equipped to perform their jobs. Upon completion of a professional

Related Documents:

[Grants Office Projects - 2017-18.xlsx](#)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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development activity, each staff member will prepare a summary of lessons learned and report out during a regular departmental staff meeting.
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: High

Communication - Inform the campus community about grant writing and the grant development/management process.
Status: Active
Goal Year(s): 2015-16, 2016-17, 2017-18, 2018-19
Date Goal Entered (Optional): 07/01/2015

Request - No Funding Requested - There is no additional cost to this resource, just ensuring that adequate time among current staff is devoted to development and delivery of these activities.
Describe Plans & Activities Supported (Justification of Need): Deliver professional development activities on grant development/management to faculty, managers, and staff.
Lead: Adrienne Price, Steve Gomez
What would success look like and how would you measure it?: The Grants Office will deliver at least two presentations annually to the campus community on grant development/management. Working with POD, the department will collect evaluations of these presentations to gauge the satisfaction level among participants and identify areas in need of improvement.
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: Medium

Reporting Year: 2018-19
% Completed: 100
 The unit delivered a presentation called "Introduction to Grant Writing" through POD on October 23, 2018. The evaluations were positive, and the Director plans to deliver this presentation annually. The unit delivered a presentation called "Grant Funding at Mt. SAC to Associated Students on February 19, 2019. In addition, the unit was scheduled to deliver presentations on grant management and budget development as part of a larger series on project management offered through POD during Fall 2018; however, the series was cancelled. (07/02/2019)

Reporting Year: 2017-18
% Completed: 100
 The Grants Office delivered three sessions on grant/project management and budget development as part of a larger series on project management offered through POD during Fall 2017 and Spring 2018. (07/12/2018)

Reporting Year: 2016-17
% Completed: 50
 The Grants Office planned to deliver two grant writing sessions offered through POD; however, these sessions were cancelled and not rescheduled. With the growth and increased stability of POD, the Grants Office plans to schedule regular sessions at least twice per year with room for growth based on demand and participant evaluations. (07/31/2017)

: The Grants Office plans to work closely with the new Director of POD to schedule regular (at least once/semester) grant writing sessions. (07/31/2017)

Request - No Funding Requested - **Reporting Year:** 2018-19

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	<p>There is no additional cost to this resource, just ensuring that adequate time among current staff is devoted to delivery of these activities.</p> <p>Describe Plans & Activities Supported (Justification of Need): Meet with faculty, managers, and staff one-on-one and/or through department/division meetings to inform them about grant development/implementation.</p> <p>Lead: Adrienne Price, Steve Gomez, Pat Romero</p> <p>What would success look like and how would you measure it?: The Grants Office will conduct at least 12 meetings annually with individuals and/or small groups to discuss grant development/implementation. The department will document these meetings through calendar entries and detailed notes.</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: Medium</p> <p>Request - No Funding Requested -</p>	<p>% Completed: 100</p> <p>The unit met with 32 individuals/small groups to discuss new grant opportunities and the grant development process. Some of these initial meetings were followed up with multiple planning meetings to pursue specific grant opportunities. (07/02/2019)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 100</p> <p>The Grants Office met with 21 different individuals/small groups to discuss new grant opportunities and the grant development process. Some of these initial meetings were followed up with multiple planning meetings to pursue specific grant opportunities. (07/13/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 100</p> <p>The Grants Office met with 16 different individuals/small groups to discuss grant opportunities and the grant development process. Some of these initial meetings were followed up with multiple planning meetings to pursue specific grant opportunities. (07/31/2017)</p> <hr/> <p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>The Coordinator of Grants is responsible for this activity, with input gathered from the rest of the staff during monthly departmental meetings. The webpage is live with basic information and resources, and we discuss ways to improve the content/spotlight projects regularly. (07/02/2019)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 75</p> <p>This Coordinator of Grants is responsible for this activity, with input gathered from the rest of the staff during monthly departmental meetings. The webpage is live with</p>	<p>: This activity was met and resulted in the pursuit of more than a dozen grant opportunities. The Grants Office will continue to pursue this objective in future years. (07/31/2017)</p>
	<p>There is no additional cost to this resource, just ensuring that adequate time among current staff is devoted to this activity.</p> <p>Describe Plans & Activities Supported (Justification of Need): Maintain a departmental webpage that lists upcoming grant opportunities, spotlights active grant projects, and connects the campus community to resources related to grant development/management.</p>	<p>% Completed: 100</p> <p>The Coordinator of Grants is responsible for this activity, with input gathered from the rest of the staff during monthly departmental meetings. The webpage is live with</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
	<p>Lead: Steve Gomez</p> <p>What would success look like and how would you measure it?: The Grants Office webpage will be live and accessible to the community at large, including ongoing updates highlighting grant opportunities and active grant projects.</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: Medium</p>	<p>basic information and resources. In our latest staff meeting, we walked through ideas to improve the flow and design, and the Coordinator is integrating these suggestions into the webpage. (07/13/2018)</p>	
		<p>Reporting Year: 2016-17</p> <p>% Completed: 50</p> <p>This activity was given as a responsibility of the Coordinator of Grants. Since this position was in flux during the fiscal year, progress was not made. The initial person hired to serve as the new coordinator was released during the probationary period. The new coordinator did not start until the very end of the fiscal year. It has been an early assignment, and the website is anticipated to be live and content up-to-date by September of 2017. (07/31/2017)</p>	<p>: This activity is almost met, with the new Coordinator of Grants having updated most of the content for the page. It is anticipated that the webpage will go live in September 2017. After meeting that initial objective, the Coordinator will maintain the webpage to ensure that it is always up-to-date. The Grants Office will be able to monitor the traffic to the webpage and will add a question to the annual survey to gauge the level of use and satisfaction with the webpage. (07/31/2017)</p>
<p>Customer Service - Provide a high level of support to faculty, managers, and staff involved in grant projects.</p> <p>Status: Active</p> <p>Goal Year(s): 2015-16, 2016-17, 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 07/01/2015</p>	<p>Request - Partial Funding Requested</p> <p>- In 2017, the unit's request to convert professional expert salaries into a 0.475 permanent part-time Administrative Specialist IV position was approved. At the same time, the college's Strong Workforce Initiative (SWI) began. A decision was made to combine the half-time position approved by CTEAC with the half-time position in the Grants Office. This structure is not working well for either department. This position devotes almost 100% of her time to SWI, leaving little time to assist with other unit projects. In addition, the SWI Director currently has no administrative support of her own,</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>The unit met with every new project director to discuss budget set-up, reporting requirements, purchasing needs, hiring and payroll processes, and time and effort reporting (federal grants only). In addition, the Grants Office met in person, communicated by phone, and communicated by email with all existing/ongoing project directors regarding budget monitoring, administrative questions (e.g., purchasing, payroll, human resources), progress and final reports, and other issues that arose. (07/02/2019)</p>	
		<p>Reporting Year: 2017-18</p> <p>% Completed: 100</p> <p>The Grants Office met with every new project director to discuss budget set-up, reporting requirements, purchasing needs, hiring and payroll processes, and time and effort reporting (federal grants only). In addition, the Grants Office met in person, communicated by phone, and</p>	

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	<p>unlike all other large initiatives on campus. The unit wants to fully fund this position, releasing SWI funding to support administrative assistance for the SWI Director and freeing up the Grants Administrative Specialist IV to work on other office projects, a need that persists in the department. This request includes \$38,735 in salaries and \$16,408 in benefits.</p> <p>Describe Plans & Activities Supported (Justification of Need): Provide grants management training to grant project directors and personnel. Ensure that every project director has adequate assistance during project start-up, throughout implementation, and at grant closeout.</p> <p>Lead: Adrienne Price</p> <p>What would success look like and how would you measure it?: The Grants Office will meet with every new grant project director at least once annually and will communicate regularly with project directors regarding reporting deadlines, budget management, grant closeout, etc. The department will document meetings through calendar entries and detailed notes. The department will document communications via email.</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>On-Going Funding Requested (if applicable): 55143</p>	<p>communicated by email with all existing/ongoing project directors regarding budget monitoring, administrative questions (e.g., purchasing, payroll, human resources), progress and final reports, and other issues that arose. This is an ongoing activity. (07/13/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 100</p> <p>The Grants Office met with every new project director to discuss budget set-up, reporting requirements, purchasing needs, hiring and payroll processes, and time and effort reporting (federal grants only). In addition, the Grants Office met in person, communicated by phone, and communicated by email with all existing/ongoing project directors regarding budget monitoring, administrative questions (e.g., purchasing, payroll, human resources), progress and final reports, and other issues that arose. This is an ongoing activity. (07/31/2017)</p> <hr/> <p>: Project directors have the support of the Grants Office to ensure the successful and compliant implementation of grant projects. (07/31/2017)</p>