



Proposal Approval Summary Form

This form must be completed, returned to the Grants Office, and reviewed by President's Cabinet before submitting a grant proposal. If you have any questions regarding this form or the proposal development process, please contact the Grants Office at grants@mtsac.edu.

Principal Investigator/Project Director

Name	Suzanne Avila	Department	SCE, Short-Term Vocational
Email		Phone	

Other Project Collaborators

Name		Department	
Name		Department	
Name		Department	
Name		Department	

Funding Opportunity Details

Opportunity Name	Dorothy Rupe Certified Nursing Assistant Program
Sponsoring Agency	Arthur N. Rupe Foundation
Pass-through Entity (if applicable)	
Sponsor Type	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Private
Proposal Type	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Resubmission <input type="checkbox"/> Amendment
Submission Deadline	January 10, 2025

Funding Amount	\$35,000	Project Duration	1 year
Proposed Start Date	7/1/2025	Proposed End Date	6/30/2026

Does the opportunity require 501(c)(3) status?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, the project team must coordinate the submission with the Mt. SAC Foundation.
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Are indirect costs allowed? (check appropriate box)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Indirect Cost Rate (if applicable)	
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Is match required? (check appropriate box)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount (if applicable)	
If match is required, how do you intend to satisfy this requirement?			

Project Summary

Use the following prompts to provide an overview of the proposed project. If desired, attach additional information to this form.

<p>Project Description</p> <p>What need will the project address? What activities will be implemented?</p>	<p>According to the California Economic Development Department, in LA County, the occupation of nursing assistant is expected to grow by 13.5% from 2020 to 2030, an increase of 4,240 jobs. This project will enable SCE's CNA program to hire additional instructional assistants, purchase student supply kits, pay students' certification exam fees, and offer scholarships to offset programmatic costs (e.g., physical exams; background check; tuberculosis test; Mt. SAC student ID card; CPR card; parking permit; textbook; uniforms).</p>
<p>Expected Outcomes</p> <p>What are the project's expected benefits/outcomes?</p>	<p>The CNA program offers up to four cohorts annually. This grant funding provides additional academic support for students to improve their course success rates, prepare them for the certification exam, and improve their certification pass rates. Additionally, students' financial barriers are addressed through the availability of scholarships and payment of certification exam fees. This support increases the number of students taking and pass the exam.</p>
<p>Partners</p> <p>If applicable, list partners and their roles in the project. Will Mt. SAC issue sub-awards?</p>	<p>The CNA program has healthcare industry partners where students complete their clinical hours. There will be no sub-awards made with this grant funding.</p>
<p>Budgetary Needs</p> <p>Describe the project's budgetary needs. For personnel, specify type(s). For faculty reassignment/overload requests, specify the names and planned allocation of time.</p>	<p>The project intends to utilize grant funds for the following: short-term hourly salaries and employee benefits; supplies and materials for CNA students; CNA student scholarships; and CNA certification exam fees. Please also refer to the attached draft budget spreadsheet.</p>
<p>Sustainability Plan</p> <p>What is the plan for continuing grant activities beyond the project period?</p>	<p>The funding agency does not require a sustainability plan, and Mt. SAC has successfully applied for funding annually for nearly a decade. Without this funding, the program would still be able to operate; however, CNA students would not longer have the benefit of scholarships, exam fees, and enhanced academic support.</p>

Assurances

- ☒ As the Project Lead, I acknowledge the responsibility associated with this role and will conduct the proposed project in accordance with the terms and conditions of the sponsoring agency and the policies of the College.
- ☒ If the proposal described herein is funded and accepted by the College, I will be responsible for meeting the requirements of the award, including, but not limited to, providing the proper stewardship of sponsored funds and submitting all required progress reports and deliverables on a timely basis.
- ☒ If sponsored funds are used for personnel, I understand that the College makes no ongoing commitment beyond the project period.
- ☐ Where funds are requested for lecture hour equivalents, I have reviewed this request with my Educational Administrator, and they support the reassignment/overload request.

Sup Dele 12/9/24 BAI - CNA Program
 Signature of Project Lead Date Title Director

Approval

Approvals represent general approval of details outlined in the project summary, but they do not represent specific approval of personnel titles, classifications, salary rates, or other issues governed by College policy and collective bargaining agreements.

Laura A. Perry 12/10/2024 Dean Continuing Education Programs & Services
 Signature of Responsible Administrator Date Title

Madelyn A. Arballo _____ _____
 Signature of Responsible Vice President Date Title

Review by President's Cabinet

Date of Review	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied
Comments	

DRAFT Budget Request
Dorothy Rupe CNA Program

Personnel	
Instructional Support, Level III, to provide additional academic support to students during the theory and clinical portions of the CNA program, 2 cohorts x 3 weeks/cohort x 20 hours/week x \$20/hour; and 2 cohorts x 5 weeks/cohort x 20 hours/week x \$20/hour	\$ 6,400
<i>Subtotal</i>	\$ 6,400

Fringe Benefits	
Instructional Support: 3% alternative retirement plan, 1.45% Medicare, 0.05% state unemployment insurance, 1.31% workers' compensation	\$ 372
<i>Subtotal</i>	\$ 372

Supplies and Materials	
Re-usable supply kits/totes for students: 38 kits x \$26/kit	\$ 988
<i>Subtotal</i>	\$ 988

Other Operating Expenses and Services	
CNA student scholarships for books/uniforms/supplies: 4 cohorts x 6 students/cohort x \$415/student	\$ 9,960
CNA exam fees: 4 cohorts x 32 students/cohort x \$135/student	\$ 17,280
<i>Subtotal</i>	\$ 27,240

Total Request	\$ 35,000