



## Office of Institutional Effectiveness/Grants Office

# 2018 Proposal Transmittal Package

*Please note that the following completed forms are due to Grants Office 10 working days prior to grant application submission date*

- Grants Development Decision Making Rubric (required) – *this form will be included in the “Approval of Application” submission to the SWC Governing Board*
- Proposal Transmittal Form (required)
- Request for Waiver of Indirect Costs (required only if indirect costs are not allowed by funding agency or if requesting less than 8–10%)



# SOUTHWESTERN COLLEGE GRANTS DEVELOPMENT DECISION-MAKING RUBRIC

Name of Project Title and Funding Agency:												
<b>Core Factors Criteria to Consider (weighted decision making criteria)</b>												
Weighted Decision Criteria	Negative				Neutral			Positive				Estimated Rating
Core Factors to Consider	0	1	2	3	4	5	6	7	8	9	10	
<b>1. Fit with Sponsor Mission</b> (through discussion with funding agency program officer or web site consultation)	Not aligned with mission				Marginally aligns with mission			Aligns with mission				
<b>2. College Fit</b> (project fits college mission, aligned with strategic plan, topic identified as a high priority)	No college alignment, low priority and low impact				Moderate alignment, related to priority and moderate impact			High college alignment, major priority and high impact				
<b>3. Division Fit</b> (project fits with Division mission, aligned with college strategic plan & mission and is identified as a high priority)	No division alignment, low priority and low impact				Moderate alignment, related to priority and moderate impact			High division alignment, major priority and high impact				
<b>4. Dept./Discipline Fit</b> (project fits dept/discipline mission, aligned with college strategic plan & mission, topic identified as a high priority)	No department/discipline alignment, low priority and low impact				Moderate alignment, related to priority and moderate impact			High department/discipline alignment, major priority and high impact				
<b>5. Need</b> (clear documented community need and/or internal need from research findings, etc.)	Only anecdotal qualitative information				Some data to document need, however not strong information			Multiple qualitative and qualitative third party data sources				
<b>6. Financial Potential</b> (generates new revenues, additional credit and non-credit students)	Poor short-term and long-term financial potentials				Moderate short-term and long-term financial potentials			Excellent short-term and long-term financial potentials				
<b>7. College Resources/Capacity</b> (Space, renovations, IT resources, HR resources, Financial/Business resources, other personnel, matching funds, etc.)	Requires significant investment of college resources				Requires marginal investment of college resources			Requires minimal investment of college resources				
<b>8. Capability to Effectively Develop Credible Proposal</b>	Do not have staff time to adequately respond				Stresses staff time, but are able to respond			Have staff time to develop highly competitive proposal				
<b>9. Proposed College Principal Investigator (PI) or Project Director (PD) Expertise &amp; Credentials</b>	PI/PD is not experienced in area, improper credentials				PI/PD has some experience in area, related credentials			PI/PD has extensive experience in area, exceptional credentials				
<b>10. Proposed College PI/PD Time Commitments</b>	PI/PD has no time to commit; no support to release/reassign				PI/PD has some time; some support to release/reassign			PI/PD has time to commit; support to release/reassign				
<b>Total Score for Weighted Decision Criteria Section:</b>												

The following additional factors could be required by a funding source and should be considered when evaluating the merit of applying for grants. Due to the random applicability of the additional factors please note that the point ranking is solely provided to assist in the evaluative process and not intended to be added to the above core factors score.

**Additional Decision-Making Criteria to Consider**

Additional factors to consider, if applicable to funding source's requirements	Negative				Neutral			Positive				Estimated Rating
	0	1	2	3	4	5	6	7	8	9	10	
<b>1. Team Members are required by funding source</b> – (identification of college's partner and major subcontractors for this project)	Have no known partners and/or major subcontractors				Known partners and/or major subcontractors			Have long standing relationships with partners and/or subcontractors				
<b>2. Staff Development is required by funding source</b> – (provides professional development for faculty and/or staff)	Does not develop Southwestern College personnel, externally focused				Provides development for a few individuals			Provides professional development for many individuals				
<b>3. Other Resources are required by funding source</b> – (Space off campus, students, customers, matching funds from partners, etc.)	Requires significant investment of external sources				Requires external investment of college resources			Requires minimal investment of external resources				
<b>4. Cost of Ownership After the Grant Period</b> – (institutional sustainability required by funding source)	Low interest from college on sustaining project with college funds				Medium interest from college on sustaining project with college funds			High interest from college on sustaining project with college funds				
<i>Total Score for Other Decision-Making Criteria</i>												

<b>Application Decision</b>
<input type="checkbox"/> <b>Yes</b>
<input type="checkbox"/> <b>No</b>

<i>Name of Project Director:</i>	<i>Name of Administrator:</i>	<i>Name of Vice President:</i>
<i>Signature:</i>	<i>Signature:</i>	<i>Signature:</i>

Southwestern Community College District  
Office of Institutional Effectiveness  
Proposal Transmittal Form (PTF)

Proposal Information

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Please indicate Applicant:       SCCD                       SWC Foundation

Project Director: \_\_\_\_\_

School/Unit: \_\_\_\_\_

Project Title: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Application Date: \_\_\_\_\_ Award Notification Date: \_\_\_\_\_

Send Via: (please check one) Grants Gov.       Email       FedEx       Other \_\_\_\_\_

Is this proposal?     New                       Competitive Renewal                       Non-Competitive Renewal

Is this project a subcontract?     Yes                       No

    If yes, name the prime sponsor: \_\_\_\_\_

Will the college be required to continue the grant after funding ends? (Institutionalization or sustainability)

Yes                       No

Please explain: \_\_\_\_\_

Proposal Abstract

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1-2 Sentence Description/Summary of how the grant funds will be used. This statement will be placed on the Governing Board agenda for application approval.

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Please provide a few bullet points on detailed services this grant will provide. This statement will be placed on the Governing Board agenda for application approval.

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## Strategic Plan Alignment

This proposal supports Southwestern College's [Strategic Plan](#). Please identify the relevant strategic priorities listed below and the corresponding institutional objectives that support this grant application. A summary statement for each priority can be viewed by hovering over each priority title.

INSTITUTIONAL PRIORITIES							
<input type="checkbox"/> Student Success	<input type="checkbox"/> Student Access	<input type="checkbox"/> Teaching and Learning	<input type="checkbox"/> Physical and Financial Resources	<input type="checkbox"/> Economic, Workforce & Community Development	<input type="checkbox"/> Institutional Technology & Research	<input type="checkbox"/> Organizational Effectiveness	<input type="checkbox"/> Human Resources
INSTITUTIONAL OBJECTIVES							
<input type="checkbox"/> Create a climate of confidence in commitment to equity, diversity and inclusiveness	<input type="checkbox"/> Create a "Students First!" environment that is welcoming, inclusive and accessible	<input type="checkbox"/> Provide support to promote excellence of instruction	<input type="checkbox"/> Design and implement a transparent budget development process aligned with the integrated planning cycle	<input type="checkbox"/> Strengthen consultation and collaboration with business, communities, and labor	<input type="checkbox"/> Identify software and technologies that support MIS tracking and student success	<input type="checkbox"/> Design an annual strategic planning assessment tool that provides analysis of institutional achievement that is data driven	<input type="checkbox"/> Strengthen an environment of equity, diversity and inclusion
<input type="checkbox"/> Implement timely and transparent process to assure a student's right to a safe environment	<input type="checkbox"/> Increase marketing of educational programs at all college sites as well as their community services, and availability of facilities	<input type="checkbox"/> Design and implement relevant professional development to improve teaching and learning	<input type="checkbox"/> Prepare a comprehensive evaluation and multi-year fiscal projection of the scheduled maintenance required for all district facilities	<input type="checkbox"/> Update an Career Technical Education, Continuing Education, Economic, Workforce and Community Development plan	<input type="checkbox"/> Create research and evaluation timelines for institutional reports	<input type="checkbox"/> Utilize an electronic format for program review reporting and tracking of achievement outcomes	<input type="checkbox"/> Update hiring policies and procedures to achieve a diverse college workforce that reflects the community
<input type="checkbox"/> Implement interventions that will strengthen student success	<input type="checkbox"/> Strengthen partnerships with secondary school districts & universities	<input type="checkbox"/> Integrate cultural competency in our learning environment for students	<input type="checkbox"/> Create and implement an external funding plan that establishes ongoing, non-state revenue funding of \$1 million	<input type="checkbox"/> Evaluate Career Technical Education to meet workforce and employer needs	<input type="checkbox"/> Improve IT processes to provide effective user support services	<input type="checkbox"/> Assess organizational structure to determine maximum utilization of space and services	<input type="checkbox"/> Increase professional development for staff at all levels
<input type="checkbox"/> Increase student completion rate 50%	<input type="checkbox"/> Enhance on-line access through use of technology	<input type="checkbox"/> Identify intersegmental teams and align curriculum that facilitates and contributes to students' completion	<input type="checkbox"/> Construct facilities based on the Education Master Plan and the Facilities Master Plan	<input type="checkbox"/> Increase educational programs that support community wellness	<input type="checkbox"/> Design and deploy a network infrastructure to provide a flexible and integrated delivery of services	<input type="checkbox"/> Design a process that tracks and analyzes strategic planning and budget development	<input type="checkbox"/> Update employee evaluation process and implement on 3 year cycle
		<input type="checkbox"/> Sustain planning, implementation and evaluation of Student Learning Outcomes	<input type="checkbox"/> Sustain financial independence by maintaining sound internal controls over financial and operational functions		<input type="checkbox"/> Implement institution-wide processes for requesting, evaluating, prioritizing and managing technology projects		
		<input type="checkbox"/> Develop a viable and timely course evaluation system			<input type="checkbox"/> Identify and deliver technology needs to improve instructional services		

Budget Detail (for total grant period)

**Fringe Benefit Rates – As of January 1, 2018**

Full-time Faculty and Academic Administrators:	18.93% (2017-18 Fiscal Year) / 20.78% (2018-19 Fiscal Year) / 19.86% (2018 Calendar Year) + Health & Welfare (H&W) (range \$9,194 - \$20,786)*
Part-time Faculty:	18.93% (2017-18 Fiscal Year) / 20.78% (2018-19 Fiscal Year) / 19.86% (2018 Calendar Year) (No H&W)
Classified and Classified Administrators:	26.23% (2017-18 Fiscal Year) / 28.80% (2018-19 Fiscal Year) / 27.52% (2018 Calendar Year) + Health & Welfare (H&W) (range \$9,194 - \$20,786)*
Hourly Staff:	10.70% (No H&W)
Student Workers:	3.00% (Workers Comp)

Note: See attached detailed Health/Welfare/Fringe benefit spreadsheet for detailed rates.

- List title of each position and if it a new position, existing position or reassign time.
- Please complete Authorization of Matching Funds form, if applicable.
- Please complete Waiver of Indirect, if applicable ([Attachment No. 5](#)).
- \* Please call Grants office for more information regarding Health and Welfare (H&W) benefits (ext. 5449)

**USE WHOLE NUMBERS(NO DECIMALS)**

Budget Item					Current Application Grant Funds	District Funds		External Funds (i.e. grants)		Total Cost  Right Click and select "Update Field" total sum of each row. Please be sure your cursor is in the grey field.
Employee Position	Employee Group	Overall FTE %	Grant Application FTE %	New, Existing, Reassign		Cash	In-Kind	Cash	In-Kind	
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
<b>Fringe Benefits (see rates above)</b>										
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
	Choose a group	%	%	Select	0	0	0	0	0	\$ 0

	Choose a group	%	%	Select	0	0	0	0	0	\$ 0
<b>Health and Welfare Benefit</b>										
				Select	0	0	0	0	0	\$ 0
				Select	0	0	0	0	0	\$ 0
				Select	0	0	0	0	0	\$ 0
				Select	0	0	0	0	0	\$ 0
				Select	0	0	0	0	0	\$ 0
<b>Consultants</b>										
					0	0	0	0	0	\$ 0
					0	0	0	0	0	\$ 0
<b>Supplies/Materials (i.e. equipment, software, furniture)</b>										
					0	0	0	0	0	\$ 0
					0	0	0	0	0	\$ 0
<b>Travel (mileage is reimbursed at the rate of .535 cents per mile)</b>										
					0	0	0	0	0	\$ 0
					0	0	0	0	0	\$ 0
<b>Services (i.e. photocopy, maintenance contracts, postage)</b>										
					0	0	0	0	0	\$ 0
					0	0	0	0	0	\$ 0
					0	0	0	0	0	\$ 0
<b>Other Costs</b>										
					0	0	0	0	0	\$ 0
					0	0	0	0	0	\$ 0
<b>Total Direct Costs (right click and select "Update Field" to total sum of each column above. Please be sure your cursor is in the grey field).</b>					<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Indirect Costs (Please enter these costs manually)</b>					0	0	0	0	0	0
<b>TOTAL COSTS DIRECT + INDIRECT</b> Total Direct Costs + Indirect Costs Right click and select "Update Field" to total sum of each column. Please be sure your cursor is in the grey field.)					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Grant Application Budget Development**  
**Health/Welfare & Fringe Rate Changes for January 2018-June 30, 2018**

<b>Academic Fringe Rates (includes full &amp; part time faculty, academic administrators) + Health and Welfare, if applicable (see chart below)</b>			
	2017-18 (grant to begin within this fiscal year)	2018-19 (grant to begin within this fiscal year)	2018 Calendar Year (grant to begin and end within this time period)
STRS/PERS	14.43%	16.28%	15.36%
Medicare Academic	1.45%	1.45%	1.45%
Workers Comp	3.00%	3.00%	3.00%
Unemployment	0.05%	0.05%	0.05%
<b>Total</b>	<b>18.93%</b>	<b>20.78%</b>	<b>19.86%</b>

<b>Classified Fringe Rates + Health and Welfare (see chart below)</b>			
	2017-18 (grant to begin within this fiscal year)	2018-19 (grant to begin within this fiscal year)	2018 Calendar Year (grant to begin and end within this time period)
CalPers	15.53%	18.1%	16.82%
FICA	6.20%	6.20%	6.20%
Medicare	1.45%	1.45%	1.45%
Workers Comp	3.0%	3.0%	3.0%
Unemployment	0.05%	0.05%	0.05%
<b>Total</b>	<b>26.23%</b>	<b>28.80%</b>	<b>27.52%</b>

<b>Classified Hourly Fringe Rates-no Health and Welfare</b>			
	2017-18 (grant to begin within this fiscal year)	2018-19 (grant to begin within this fiscal year)	2018 Calendar Year (grant to begin and end within this time period)
FICA	6.20%	6.20%	6.20%
Medicare	1.45%	1.45%	1.45%
Workers Comp	3.00%	3.00%	3.00%
Unemployment	0.05%	0.05%	0.05%
<b>Total</b>	<b>10.70%</b>	<b>10.70%</b>	<b>10.70%</b>

<b>Student Hourly Fringe Rates-no Health and Welfare</b>			
	2017-18 (grant to begin within this fiscal year)	2018-19 (grant to begin within this fiscal year)	2018 Calendar Year (grant to begin and end within this time period)
Workers Comp	3.00%	3.00%	3.00%
<b>Total</b>	<b>3.00%</b>	<b>3.00%</b>	<b>3.00%</b>

<b>Health and Welfare Benefits-Jan –June 30, 2018 (applies to full time faculty and academic administrators, classified administrators and classified staff)</b>				
	Medical	Dental	Life	Total Cost
Employee	\$ 7,836.00	\$1,263.00	\$94.64	\$ 9,193.64
Employee Plus 1	\$11,298.32	\$1,263.00	\$94.64	\$12,653.96
Family	\$19,428.00	\$1,263.00	\$94.64	\$20,785.64



Are matching funds required for this grant?  Yes  No  No, but matching funds included in grant application  
 If matching funds are included, please complete the information below.

AUTHORIZATION OF SOUTHWESTERN COLLEGE (SWC)  
 MATCHING FUNDS

The listing below represents matching funds that will be utilized by SWC to support the above referenced grant funded project. This form will serve as documentation and authorization for matching funds to be tracked by the Finance Office.

**Southwestern College Matching Funds**

Description of Expenditure	Amount	If SWC personnel is matched; please list employee job title	% of Employee Match	SWC Budget Number (account where funds will be encumbered)	Authorizing Signature & School/Division/Program (Dean or Vice President)
	\$0				
	\$0				
	\$0				
	\$0				
	\$0				
<b><u>TOTAL</u></b>	<b>\$ 0</b>			Right click and select "Update Field" to total sum of Amount column.	

**External Matching Funds**

Institution/Organization	Amount	Description/Documentation
	\$0	
	\$0	
	\$0	
	\$0	
<b><u>TOTAL:</u></b>	<b>\$ 0</b>	Right click and select "Update Field" to total sum of Amount column. Please be sure your cursor is in the grey field.

**College Resources/Waiver Information (if applicable)**

This grant will require the following college resources:

**Human Resources**

- New Full-Time Employee:
- New Part-Time Employee:
- Reassign-time for existing full-time faculty:

**Research Office**

- Data required for program reports
- Services required for project evaluation
- Other

**Facilities**

- Additional space required – type of space ( office,  lab).
- Facilities modifications (space renovation or modification, electrical, HVAC, etc.).

**Business/Financial Services**

- Financial Reports
- Purchasing Services
- Time Sheet/Time & Effort Compliance Report

**Other**

- Computer Systems Services resources required
  - Subcontracting with partners
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## Approvals

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1. Project Director's Supervisor Signature

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Please Print Name

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Date

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2. Dean Signature

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Please Print Name

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Date

\*\*\*The additional signatures are obtained by the Grants Office \*\*\*

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3. Dean, Office of Institutional Effectiveness

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Date

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4. Executive Director, SWC Foundation (if applicable)

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Date

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5. Director of Finance

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Date

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6. Vice President, Business & Financial Affairs

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Date

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7. Vice President, Human Resources  
(if hiring new employees or change in employee contract)

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Date

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8. Vice President, Academic Affairs/Student Affairs

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Date

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**REQUEST  
FOR  
WAIVER OF INDIRECT COSTS**

**Instructions: Complete, obtain signatures and forward to Office of Institutional Effectiveness.**

Grant Project Title:

Submission Deadline:

Are indirect costs allowed by funding source?  Yes  No

If yes, what percentage is allowable?

If indirect costs are not allowed by funding source,  
OR  
If indirect costs will be less than 10%,  
OR  
If you do not plan to recoup these costs,

State your reason(s) as to why indirect costs should be waived and/or provide your plan for recouping these costs (limit response to two (2) pages).

\_\_\_\_\_  
Project Director Signature      Date

\_\_\_\_\_  
Vice President                      Date

\_\_\_\_\_  
Supervisor Signature              Date

\_\_\_\_\_  
Superintendent/President          Date