

El Paso Community College  
Research and Development

# **Office of Grants Management**



Annual Report for  
Fiscal Year 2008

*October 15, 2008*

El Paso Community College  
Research and Development  
Office of Grants Management  
Annual Report  
Fiscal Year 2008

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**A. Mission and Major Functions**

El Paso Community College's Office of Grants Management is responsible to find and develop sources of external funding which will support the overall mission of the College. These funds are generally available through contracts, grants, and cooperative agreements upon successful application to a variety of public and private funding sources.

The Office of Grants Management performs the following major activities:

- Search for available funding;
- Inform College managers, faculty, and program staff of available programs/funds;
- Provide technical assistance regarding the policies and procedures of the College and the various funding sources which govern applications for funding and administration of agreements when awarded;
- Provides grantsmanship training for College faculty and staff, and for the El Paso community upon request.
- Develop or assist in the development of funding applications;
- Monitor compliance with the terms and conditions of all awards received by the College;
- Maintain records and generate reports covering external funding activities of the College; and
- Directly administer program services provided under an external funding agreement when this responsibility is delegated to the Office of Grants Management by the College President.

## **B. Summary of Activities/FY 1998 Through 2008**

**1. Funding Searches and Alerts:** Professional staff of the Office of Grants Management continually monitors a variety of locator sources for external funding opportunities for which the College is eligible, and which are consistent with the College's overall mission and capabilities to manage. These sources include federal, state, and local government agencies; quasi-government agencies; non-profit agencies; corporations; and private foundations. Search techniques principally include the Internet, educational and other professional journals, and grant-funding locator services. When a potential funding opportunity is found, the Office of Grants Management notifies all potentially interested offices/personnel within the College, principally through grant alerts broadcasts via the College e-mail system, or by direct contact with faculty members or a program office whose unique service goals are consistent with those of the funding source. Additionally, the Office of Grants Management invites all faculty, staff, and offices to provide information on specific funding support desired, and then directs its searches to those specific interests.

During EPCC's Fiscal Year 2008, the Office of Grants Management issued 40 grant alerts aggregating a possible \$28,840,000 in funding. Additional alerts were sent directly to faculty and staff working in subject areas that fall under the scope of located RFP's, and are in addition to those sent out electronically.

**2. History of Grant Awards:** Table B.2a on the next page shows the total of awards in dollars

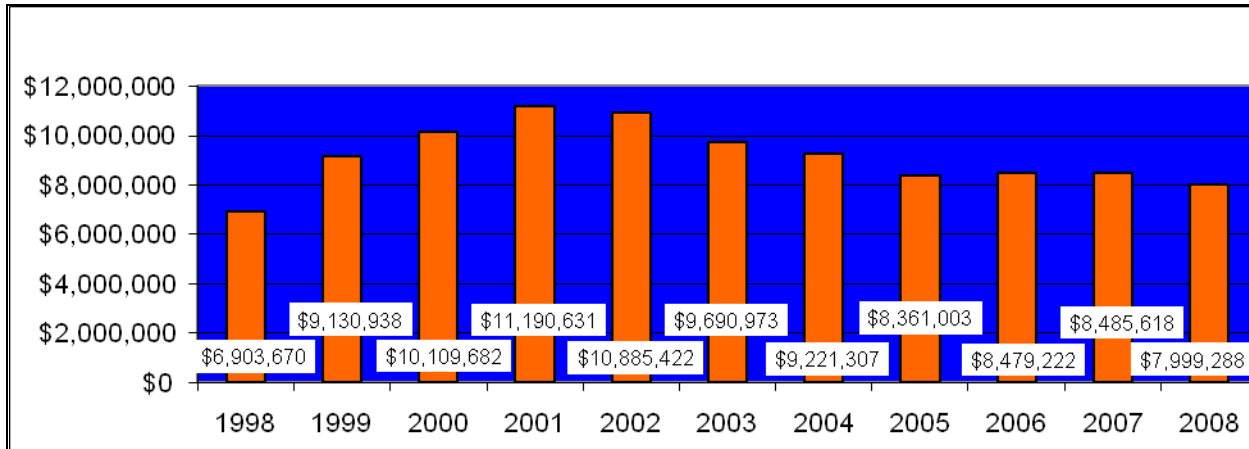
received by the College since FY 1998.<sup>1</sup>

**Table B.2a**  
**History of EPCC Grant Awards Received**  
**FY 1998 - 2008**

						+/- %
	No.	No.	No.	%	\$ All	\$ Prior
<u>FY</u>	<u>Appl</u>	<u>Denied</u>	<u>Awards</u>	<u>Awarded</u>	<u>Awards</u>	<u>Year</u>
1998	65	17	48	73.8%	\$6,903,670	
1999	74	11	63	85.1%	\$9,130,938	24.4%
2000	69	22	47	68.1%	\$10,109,682	9.7%
2001	84	29	55	65.5%	\$11,109,682	9.0%
2002	78	24	54	69.2%	\$10,885,422	-2.1%
2003	63	17	46	73.0%	\$9,690,973	-12.3%
2004	88	26	62	70.5%	\$9,221,307	-5.1%
2005	69	17	52	75.4%	\$8,361,003	-10.3%
2006	79	26	53	67.1%	\$8,479,222	1.4%
2007	73	13	60	82.2%	\$8,485,618	0.1%
2008	85	14	71	83.5%	\$7,999,288	-6.1%

Chart B.2b below shows this history graphically (back to FY 1998).

**Chart B.2b**  
**El Paso Community College**  
**Grant Awards Received**  
**Fiscal Years 1998 – 2008**



<sup>1</sup> FY refers to the College’s fiscal year (September 1st through August 31<sup>st</sup>). Note also that the Office of Grants Management developed an automated Access database in 1998 to track all applications and awards. Consequently, and although available, data prior to FY 1998 may not be 100% accurate and is therefore not provided.

Table B.2c below shows the dollar level of award from the several type of funding sources (federal, state, etc.).

**Table B.2c**  
**EPCC Grant Awards by Type of Funding Source**  
**FY 1998 - 2008**

<u>FY</u>	<u>Federal</u>	<u>State</u>	<u>Foundation</u>	<u>Corporate</u>	<u>Non-Profit</u>	<u>Univ/College</u>	<u>Other Gov't</u>	<u>Other</u>
1998	\$2,224,888	\$3,907,057	\$91,720	\$0	\$12,000	\$407,060	\$260,945	\$0
1999	\$2,915,635	\$4,404,313	\$128,000	\$50,000	\$33,658	\$578,563	\$749,399	\$0
2000	\$3,089,894	\$5,060,260	\$509,400	\$0	\$97,310	\$414,460	\$899,308	\$0
2001	\$3,313,196	\$5,935,433	\$375,110	\$0	\$125,725	\$533,623	\$907,544	\$0
2002	\$2,813,092	\$5,998,390	\$190,026	\$10,500	\$31,339	\$695,417	\$1,128,658	\$18,000
2003	\$3,380,881	\$3,868,224	\$46,699	\$3,200	\$31,341	\$870,804	\$1,489,824	\$0
2004	\$2,863,664	\$2,985,014	\$199,344	\$80,816	\$26,222	\$1,170,050	\$1,838,763	\$57,434
2005	\$2,672,765	\$2,719,304	\$134,722	\$44,145	\$24,444	\$1,386,709	\$1,378,914	\$0
2006	\$2,994,301	\$3,146,274	\$397,107	\$32,964	\$30,044	\$1,339,242	\$244,290	\$25,000
2007	\$3,045,095	\$2,029,396	\$496,015	\$122,998	\$62,390	\$1,517,130	\$1,102,434	\$0
2008	\$2,847,666	\$2,783,349	\$649,007	\$3,000	\$32,400	\$1,093,565	\$578,640	\$11,661

As the above Tables illustrate, the College's ability to attract awards has on the whole improved over the years, with 71 awards received in FY 2008. Further, the College success rate in the application process has significantly improved, increasing from the mid-70% level to the low-80% range in FY's 2007 and 2008. However, the annual total dollars of all awards received has declined 27.9%, from a high of \$11,109,682 in FY 2001 to \$7,999,288 in FY 2008. This was due in some part to the changing federal budget priorities of the national administration, the events of September 11th, and the subsequent war in Iraq which resulted in a diversion of substantial funds to homeland security and the defense budget. As one example, EPCC received a 5-year HCOP award from the Health Resources Administration (HRSA) in FY 2006, with anticipated annual funding of \$308,185. However, congress dramatically cut the HRSA budget for FY 2007, and this grant was terminated. Another major factor causing diminished grant revenues was a significant cutback in the Texas state budget, which included Skills Development Funds (SDF) for the El Paso area. Perhaps the most notable loss of grant funding to the College has been a consistent drop in Carl Perkins funding made available to the College by the Texas Higher Education Coordinating Board (THECB). This was due to funding formula changes imposed by the THECB, and reduced the amount received by the College from \$3,008,087 in FY 1986 to \$878,314 in FY 2008, a 70.8% decline. Another inhibiting factor was professional staff turnover in three positions in the Grants Management Office. Staffing has since been stabilized, which should aid in increasing awards in FY 2009 and beyond.

**3. Grant Awards by VP Area:** It is notable that EPCC grant awards are not totally concentrated in just a few offices or executive areas. The Table on the following page shows distribution of awards/accounts in FY 2008 by executive/VP areas. Appendix A to this report provides a listing of awards for the fiscal year for each VP/Executive area.

**Table B.3**  
**FY 2008 Grant Award Accounts**  
**By VP Area**

VP Area	No.	Amount
Executive Assistant to President	3	\$ 341,325
Instructional	61	\$ 3,561,643
Student Services	8	\$ 1,675,296
Workforce Development	10	\$ 2,330,119
Information Technology	9	\$ 37,089
Research & Development	2	\$ 53,976

*Includes Carl Perkins project accounts*

**4. FY 2009 Projections:** Based on current available data, it appears that revenues realized from new grant awards in FY 2009 should meet and more likely exceed grant revenues in FY 2008.

As of this writing, 18 grant awards totaling \$4,527,087 have already been received. Fifteen (15) grant applications totaling \$3,814,296 have been submitted and are pending decision by various funding sources. Another 11 applications totaling \$2,816,000 are currently under development and should be submitted for funding within the next thirty to sixty days. Additionally, and based on prior years' experiences, it is anticipated that new grant opportunities approximating \$5 million should be located and many will result in additional new applications during FY 2009.

**5. On-going Grants Administration Workload:** The typical grant received by EPCC will not usually begin and terminate within the fiscal year in which it is awarded. Although some grants will be completed within several months of their award date, many others will be extended (additional funding provided or "no-cost") beyond the initial year term and others are multi-year awards that can extend four or more years.

At present, the Office of Grants Management has under active administration 78 separate awards totaling \$26,382,917. One of the 78 grants is the Carl Perkins allocation, which adds 8 subgrants that are administered by this office for various offices and departments throughout the College.

As was indicated earlier in this report, the Office of Grants Management is charged with overall administrative oversight for all grants awarded to the College. This includes review and sign-off for all budget related transactions on grants (personnel actions, purchase actions, etc.). Beginning in FY 2004, the Office of Grants Management was assigned the additional workload of entering all new grant accounts in EPCC's Banner system, as well as developing and in-putting all budget revisions in the system. Beginning with FY 2006, this office was further charged with reviewing all Banner-active grant budgets and completing re-budgeting as necessary to remove any year-end negative balances prior to roll-over to the next fiscal year. During FY 2008, this required review and approval of 2,917 transactions of various forms (see Appendix B) and 740 separate Banner entries (see Appendix C).

Finally, most funding sources, and particularly federal and state agencies, require that salary amounts expended on grants be supported by monthly Time and Effort reports which substantiate the time spent on projects. During FY 2008, the Office of Grants Management collected,

reviewed, and input into a special database 2,620 Time and Effort reports. This assures these critical documents are available for audits, thereby minimizing the potential for disallowed costs that the College would then be required to reimburse.

**6. Grantsmanship Training:** As part of its responsibilities to the College and in support of the College's mission to meet the continuing education needs of the El Paso Community, the Office of Grants Management has developed and continues to provide several grants related training courses. This includes a one-hour and two-hour grants training program during the spring and fall semester Faculty Development sessions. Other training in grantsmanship is provided by this office upon request, including a course and manual that was developed at the request of the El Paso Non-Profit organizations. To date for Fiscal Year 2009, two GMO staff members will provide classes in project evaluation and in budgeting for applications for the Non-Profit Enterprise Center on October 9<sup>th</sup>. Additional community training sessions will be provided upon request during the year.

**7. Benefits of Grants Awarded:** Grants provide an opportunity for EPCC faculty and professional staff to implement programs and projects that will benefit the College and the El Paso community and which the College itself is unable to fund from its own resources. The *specific* benefits of grants are determined by the goals, activities, and evaluation results for each. However, there is a general benefit in terms of the economic impact on the College and the community. In FY 2008, grant awards resulted in \$3,854,455 in salaries that would not have been available without these grants. This is in addition to the salaries that are paid from self-supporting accounts reimbursed by tuition amounts in grant budgets, of which about 70% will go for salaries and benefits. Another \$268,491 of FY 2007 grant funds went for equipment for the College, almost all of which is retained by the College after a grant is ended. In FY 2008, grants provided \$1,054,760 in funding directly benefiting students in the form of scholarships, stipends, etc. This was in addition to salaries paid to students employed as tutors, lab assistants, and the like. The following table shows the aggregate amount received by the College for selected budget categories under grant accounts for fiscal years 1998 through 2008.

**Table B.8**  
**Selected Grant Budget Category Totals**  
**FY 1998 – FY 2008**

<b>FY</b>	<b>Salaries</b>	<b>Office Exp</b>	<b>Contractual</b>	<b>Travel</b>	<b>Equipment</b>	<b>Students</b>	<b>Indirect</b>
<b>1998</b>	\$4,000,866	\$517,532	\$338,161	\$239,205	\$732,507	\$852,512	\$146,694
<b>1999</b>	\$4,555,076	\$1,153,873	\$768,855	\$340,394	\$1,036,810	\$780,917	\$194,359
<b>2000</b>	\$5,523,944	\$1,353,254	\$932,708	\$396,188	\$541,379	\$996,146	\$264,674
<b>2001</b>	\$5,078,024	\$2,194,660	\$482,590	\$274,154	\$264,430	\$2,545,016	\$257,882
<b>2002</b>	\$5,036,844	\$753,414	\$912,046	\$387,705	\$1,138,025	\$234,458	\$254,859
<b>2003</b>	\$4,535,033	\$566,915	\$761,767	\$265,074	\$757,474	\$2,228,799	\$238,947
<b>2004</b>	\$4,448,814	\$699,929	\$709,640	\$245,048	\$592,107	\$2,290,029	\$203,595
<b>2005</b>	\$4,503,665	\$679,826	\$552,086	\$325,930	\$545,614	\$1,495,892	\$213,364
<b>2006</b>	\$4,026,874	\$1,126,929	\$889,926	\$242,983	\$266,974	\$1,465,442	\$252,675
<b>2007</b>	\$4,811,073	\$498,871	\$981,503	\$320,757	\$229,936	\$872,418	\$314,182
<b>2008</b>	\$3,854,455	\$1,340,137	\$442,451	\$208,347	\$268,491	\$1,054,760	\$233,220

El Paso Community College  
Office of Grants Management  
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**APPENDIX A**

Detailed Listing of Grant Activity by Executive Area  
FY 2008

## EPCC Grant Accounts by VP – FY 2008

(A = Active, C = Active/Closed, D = Denied, P = Pending, S = Submitted, W = Withdrawn)

<u>Stat</u>	<u>FY</u>	<u>Project Director</u>	<u>Acct Name</u>	<u>Acct No</u>	<u>Banner</u>	<u>CP?</u>	<u>TOTAL</u>
<b><u>Exec Assist</u></b>							
A	2008	Martinez-Lasso,	CASS 2008 Strengthening	P1146	23402-P23402		\$153,307
A	2008	Martinez-Lasso,	CASS 2008 - 3	P1210	23425-P23425		\$168,000
A	2008	Monge, Thelma	CP Admin - Accounting	24802	24802-C24802	CPA	\$20,018
D	2008	Padilla, Ray	EPCCD's School Suppliies	P1289			\$6,390
W	2008	Martinez-Lasso,	USDOS Summer Institute	P1231			\$165,000
							<b>Sum \$512,715</b>
							<b>Percent 3.65%</b>
<b><u>Instruction</u></b>							
A	2008		Transmountain Early College	P1121			\$1
A	2008	Alcantar, Javier	PASS FY 2008	P977d	21368-F21368		\$565,901
A	2008	Alvarez, Maria	RISE 2008	P618e	21188-F21188		\$502,585
A	2008	Brown, Dennis	FACULTY DEV - CREDIT	24811	24811-C24811		\$38,579
A	2008	Brown, Dennis	Mission Early College High	P1038c	23337-P23337c		\$93,000
A	2008	Bruce, Allison	ASU WAESO 2008	P1202	23400-P23400		\$161
A	2008	Camacho, Irma	Upward Bound Program	P1133	21391-F21391		\$249,910
A	2008	Camacho, Irma	CLIC - 08 - Tomball	P1204	24850-C24850	CPD	\$28,425
A	2008	Camacho, Irma	Project Dream 08	P1249	22637-E22637		\$99,618
A	2008	Conklin, Eileen	IE-ARTS, BASK,	24812	24812-C24812		\$5,633
A	2008	Endlich-Portillo,	Tech Prep - School-to-Work	24804	24804-C24804	CPA	\$31,310
A	2008	Farias, Jaime	IE-OCC ED - VV	24813	24813-C24813		\$28,344
A	2008	Farias, Jaime	SP Vocational Education	24810	24810-C24810	CPA	\$54,264
A	2008	Farias, Jaime	SIFE Support Grant	P1226	23412-P23412		\$14,000
A	2008	Farias, Jaime	Coming Round 08 -	P1205	24853-C24853	CPD	\$18,000
A	2008	Hajjar, Souraya	IE-HEALTH OCC, MAT &	24815	24815-C24815		\$18,077

<u>Stat</u>	<u>FY</u>	<u>Project Director</u>	<u>Acct Name</u>	<u>Acct No</u>	<u>Banner</u>	<u>CP?</u>	<u>TOTAL</u>
A	2008	Hajjar, Souraya	Health Literacy Yr 3 2008	P1053c	23366-P23366b		\$164,104
A	2008	Hajjar, Souraya	HCOE Scholarships	P1233	25088-I25088		\$4,000
A	2008	Hajjar, Souraya	URGWDB EMT To RN	P1241	23422-P23422		\$59,500
A	2008	Hajjar, Souraya	Boeing Hlth Occ	P1232	25085-I25085		\$3,000
A	2008	Hajjar, Souraya	URGWDB NCLEX Testing	P1245	23424-P23424		\$60,000
A	2008	Hajjar, Souraya	URGWDB ERI Nurse Test	P1253	23427-P23427		\$53,250
A	2008	Islas, Pat	TX Campus Compact	P1222			\$1
A	2008	Kelley, Katherine	Curriculum - DACUM	24803	24803-C24803	CPA	\$18,864
A	2008	Lawrence, Al	URGWDB Child Care	P1083c			\$1
A	2008	Lujan, Josefina	West Texas Nursing Ed.	P1230		CPD	\$1
A	2008	Lujan, Josefina	IE NURSING - RG	24816	24816-C24816		\$18,689
A	2008	Lujan, Josefina	URGWDB Nursing	P1269	23431-P23431		\$32,000
A	2008	Mathis, Claude	IE-ALP, BASK, COMM,	24814	24814-C24814		\$7,756
A	2008	Mathis, Claude	Dual Credit - CTE	24819	24819-C24819		\$5,720
A	2008	Mendoza, Pablo	UTEP Bridges to the Future	P1185b	23418-P23418		\$31,737
A	2008	Michal, Emil	UTEP Alliance for Minority	P1276	23435-P23435		\$24,000
A	2008	Mitchell Paula	Fabens ISD EMT 2008	P1280	23442-P23442		\$28,200
A	2008	Mitchell, Paula	UTEP Promotoras Research	P1081c	23398-P23398		\$16,937
A	2008	Mitchell, Paula	EPHS Radiation Faculty	P1124b	23200-P23200		\$20,000
A	2008	Mitchell, Paula	SISD Background & Drug	P1268	23430-P23430		\$1,990
A	2008	Mitchell, Paula	EPCC/Socorro ISD EMT	P1239	23421-P23421		\$13,555
A	2008	Muro, Andres	Cien Palmas GED 2008	P1206	23399-P23399		\$2,800
A	2008	Muro, Andres	URGWDB GED Supplement	P1242	23423-P23423		\$15,000
A	2008	Muro, Andres	Cien Palmas GED 2008 - 2	P1250	23432-P23432		\$2,800
A	2008	Muro, Andres	Irvin HS Spanish GED 2008	P1196	23397-P23397		\$5,000
A	2008	Muro, Andres	PDNHF Que Sabrosa Vida	P1199	23404-P23404		\$20,000

<u>Stat</u>	<u>FY</u>	<u>Project Director</u>	<u>Acct Name</u>	<u>Acct No</u>	<u>Banner</u>	<u>CP?</u>	<u>TOTAL</u>
A	2008	Muro, Andres	IME Fellowship Program	P1189	23403-P23403		\$14,000
A	2008	Muro, Andres	DOE HEP 2008	P1090b	21507-F21507		\$402,698
A	2008	Najera, Dell	Course Redesign 08	P1183	24849-C24849	CPD	\$12,000
A	2008	Ortega, Bobby	IE ARCH, ARTS, MATH	24821	24821-C24821		\$2,000
A	2008	Ortega, Bobby	Valle Verde Early College	P1120b	22633-E22633b		\$60,000
A	2008	Peeples, Joanne	WAESO Complex Numbers	P1229	23414-P23414		\$378
A	2008	Perez, Lydia T.	Northwest Early College	P1198a	23394-P23394a		\$281,002
A	2008	Ritchey, Joyce	P-16 College Readiness	P1208	24848-C24848		\$15,000
A	2008	Rodriguez, Santiago	Rio Vista Community	P1194	23391-P23391		\$18,000
A	2008	Smith, Steve	IE MATH, OCC ED, SCI	24818	24818-C24818		\$11,984
A	2008	Tena-Perez, Lydia	IE INSTRUCTIONAL	24817	24817-C24817		\$7,756
A	2008	Tena-Perez, Lydia	Achieving The Dream	P1061d	23433-P23433		\$76,900
A	2008	Webb, Rick	Chef Scientists	P1224	23413-P23413		\$12,365
A	2008	Wong, Monica	Around the World Reading	P1247	22638-E22638		\$1,500
A	2008	Yanez, Richard	Arts Festival 2008	P1171	23408-P23408		\$7,996
C	2008	Farias, Jaime	STEP UP Yr 3	1091c	25082-I25082		\$20,000
C	2008	Muro, Andres	Goodwill Workforce	P1190	23390-P23390		\$2,800
C	2008	Muro, Andres	El Paso HS Spanish GED	P1197	23396-P23396		\$5,000
C	2008	Smith, Russell	OSHA Brownsfield Minority	P1014c	23407-P23407		\$110,505
C	2008	Tena-Perez, Lydia	Nursing Shortage Reduction	1217	22636-E22636		\$143,056
D	2008	Alvarez, Maria	NSF Fecal Contamination of	1218			\$149,952
D	2008	Alvarez, Maria	NIH Research Infrastructure	P1156			\$400,000
D	2008	Alvarez, Maria	NSF Research Mentoring	P1200			\$100,000
D	2008	Cochran, Claudia	State Farm Youth Advisory	P1235			\$40,826
D	2008	Gurley, Caroline	EPCF Spring Arts Festival	P1187			\$10,000
D	2008	Muro, Andres	PDNHF Two Should Know	P1192			\$48,559

<u>Stat</u>	<u>FY</u>	<u>Project Director</u>	<u>Acct Name</u>	<u>Acct No</u>	<u>Banner</u>	<u>CP?</u>	<u>TOTAL</u>
D	2008	Velez, Manuel	Chicano Studies Humanities	P1163			\$75,000
D	2008	Webb, Rick	Culinary Arts Scholarships	P1176			\$50,000
D	2008	Wong, Monica	Going Beyond the Books	P1216			\$20,000
D	2008	Wong, Monica	Teen Hangout	P1220			\$20,000
P	2008	Gorski, Kenneth	EPCC/TTU Title V	P1228			\$2,495,993
P	2008	Mitchell, Paula	FHISD EMT 2008	P1281			\$56,400
W	2008	Hajjar, Souraya	PdNHF Sexual Health	P1174			\$70,000
W	2008	Hajjar, Souraya	DOL Comm Base Job Trng -	P1201			\$100,000
W	2008	Hajjar, Souraya	Boeing Health Occupations	P1164			\$3,000
W	2008	Hajjar, Souraya	HRSA Nursing Faculty	P1144			\$50,000
A	2008	Ramirez, Jose	SP - RAP	24809	24809-C24809	CPA	\$300,000

**Sum \$7,251,383**  
**Percent 51.66%**

**Information Technology**

C	2008	Aguilera, Debbie	PDC - STS Student	P1258	23417-P23417		\$2,000
C	2008	Aguilera, Debbie	EPCTY - STS Student	P1262	23419-P23419		\$2,570
C	2008	Aguilera, Debbie	MSD 1 - STS Student	P1261	23415-P23415		\$3,493
C	2008	Aguilera, Debbie	Champion - STS Student	P1260	23411-P23411		\$4,755
C	2008	Aguilera, Debbie	NPEC - STS Student	P1282	23434-P23434		\$495
C	2008	Aguilera, Debbie	MSD 2 - STS Student	P1283	23429-P23429		\$1,548
C	2008	Aguilera, Debbie	Vinton - STS Student	P1259	23410-P23410		\$2,532
C	2008	Aguilera, Debbie	UNVI26 - STS Student	P1263	23420-P23420		\$1,413
C	2008	Aguilera, Debbie	EPISD 2 - STS Student	P1219	23393-P23393		\$19,000

**Sum \$37,806**  
**Percent 0.27%**

**Rsrch & Dev**

A	2008	Kay, Carol	Prog Improv - Student	24805	24805-C24805	CPA	\$25,389
A	2008	Lawrence, Al	CP Admin - General	24801	24801-C24801	CPA	\$27,700

**Sum \$53,089**  
**Percent 0.38%**

**Stat FY Project Director Acct Name Acct No Banner CP? TOTAL**

**Student Services**

A	2008	Campos, Tammie P.	Title V UTEP/EPCC	P912e	23395-P23395		\$191,726
A	2008	Cardoza, Carla	CG - Career Services	24822	24822-C24822		\$5,000
A	2008	Gonzalez-Hensgen,	CCAMPIS Yr 3 - Access	P1057c	21433-F21433		\$101,885
A	2008	Gonzalez-Hensgen,	SP Day - Care	24808	24808-C24808	CPA	\$60,000
A	2008	Jones, Arvis	G-Force Workstudy	P1211	24852-C24852		\$39,000
A	2008	Lockhart, Jan	SP - CSD	24807	24807-C24807	CPA	\$194,881
A	2008	Pierce, Marisa	GEAR UP 2006 YR 3	P1087c	21333-F21333		\$782,804
D	2008	Gonzalez-Hensgen,	The Transfer College	P1172			\$25,000

**Sum \$2,095,912**  
**Percent 14.93%**

**Workforce**

A	2008	Agness, Uwe	Apprenticeship Program FY	P1203	22634-E22634		\$119,061
D	2008	Valerio, Olga	The Pathway	P1168			\$148,236
S	2008	Taboada, Luz	WIP 2007	P1173			\$247,380
A	2008	Coe, James	Hospitals (SDF)	P1215	22640-E22640		\$497,658
A	2008	Coe, James	Automated Data Processing,	P1191	22635-E22635		\$290,472
A	2008	Coe, James	Wagner Peyser: Job Creation	P1214			\$500,000
A	2008	Conway, Joseph	Contract Opportuntiy Center	P1158	21309-F21309		\$241,883
A	2008	Martinez, Sara	HACEP Neighborhood	P1150	23405-P23405		\$260,999
A	2008	Segura, Roque	UTSA SBDC TX 2008	P1167b	23401-P23401		\$70,540
A	2008	Segura, Roque	UTSA SBDC 2008	P1167a	23406-P23406		\$233,484
A	2008	Valerio, Olga	SP - ATC	24806	24806-C24806	CPA	\$87,462
A	2008	Valerio, Olga	IE - ATC	24820	24820-C24820		\$28,560
D	2008	Ahner, Yolanda	DOT CM Vehicle Operator	P1165			\$392,116

<u>Stat</u>	<u>FY</u>	<u>Project Director</u>	<u>Acct Name</u>	<u>Acct No</u>	<u>Banner</u>	<u>CP?</u>	<u>TOTAL</u>
S	2008	Taboada, Luz	Customer Service	P1213			\$500,000
W	2008	Ahner, Yolanda	DOT CM Vehicle Operator	P1212			\$400,000
W	2008	Ahner, Yolanda	Truck Driving - SS TWC 07	P1116			\$463,870
						<b>Sum</b>	<b>\$4,086,105</b>
						<b>Percent</b>	<b>29.11%</b>

**Wednesday, October 08, 2008**

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## **APPENDIX B**

### **Grant Administrative Transaction Detail FY 2008**

**Appendix B**  
**EPCC Grants Management Office**  
**Monthly Paperwork for Signature – FY 2008**

FORM TYPE	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Check Request	13	22	12	8	15	15	6	10	13	32	36	18
Consultant Agreement	7	9	16	16	8	6	6	5	4	29	12	5
Employee Exit	6	3	2	2	2	10	2	0	3	12	10	10
Employee Separation	5	2	3	2	1	8	2	1	3	10	10	30
Employment Action Record	7	10	3	2	45	14	7	9	31	86	15	119
Faculty Assignment Form	11	8	19	13	23	28	10	9	23	36	25	38
In-Town Travel	14	27	32	32	16	24	27	21	24	19	16	22
Miscellaneous (Journal Entries, invoices, Requests for Change Order, etc.)	21	14	25	9	16	27	13	12	8	20	14	20
Personnel Action Record	6	17	7	6	40	29	1	2	5	5	12	93
Position Requisition	2	12	17	5	11	6	1	2	2	7	10	70
Purchase Requisition	25	45	38	28	14	51	62	57	73	62	32	27
Reimbursement	11	24	14	5	9	17	14	19	11	16	10	10
Travel Expenditure	11	9	17	24	14	9	7	11	13	15	18	10
Travel Request	26	43	9	5	14	13	13	20	15	13	12	8
<b>TOTALS</b>	<b>165</b>	<b>245</b>	<b>214</b>	<b>157</b>	<b>228</b>	<b>257</b>	<b>171</b>	<b>178</b>	<b>228</b>	<b>362</b>	<b>232</b>	<b>480</b>

Total 2917  
as of: 10/08/08

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## **APPENDIX C**

### **Grant Banner Entry Detail for FY 2008**

**Appendix C**  
**EPCC Grants Management Office**  
**Banner Entry Activity – FY 2008**

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	TOTALS
<b>New Account Request Form (sent to Accounting)</b>	18	7	16	2	4	2	7	5	4	3	9		<b>77</b>
<b>Banner Grant Setup FRAGRNT</b>	23	11	17	3	7	4	17	6	6	7	10	3	<b>114</b>
<b>Banner Budget Setup FRABUDG</b>	35	7	14	2	4	2	7	4	5	3	9		<b>92</b>
<b>Budget Revisions FRABUDG</b>	28	10	15	5	7	17	24	9	10	17	13	13	<b>168</b>
<b>Banner Maintenance Forms (sent to Budget Office)</b>	44	7	17	8	6	8	11	7	5	7	11	3	<b>134</b>
<b>Banner Rollover Budgets Revisions</b>	13											2	<b>15</b>
<b>TOTALS</b>	<b>161</b>	<b>42</b>	<b>79</b>	<b>20</b>	<b>28</b>	<b>33</b>	<b>66</b>	<b>31</b>	<b>30</b>	<b>37</b>	<b>52</b>	<b>21</b>	<b>600</b>

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**APPENDIX D**

Grant Applications  
In  
Pending Status  
As of  
October 15, 2008

# EPCC GMO Current Pending List

(as of October 15, 2008)

<u>Log</u>	<u>Source</u>	<u>Project Description</u>	<u>EPCC Office</u>	<u>Due</u>	<u>Stat2</u>	<u>Total</u>
1228	USDOE	EPCC/TTU Architect	Architecture	6/1/2008	P	\$2,495,993
1184	USDOE	Title V 2009	VP	8/1/2008	P	\$575,000
1207	USHRSA	HRSA HCOP 2009	Health	2/22/2008	S	\$321,127
1223	USCDC	CDC Conference Support	Health	3/3/2008	S	\$20,000
1234	USDOD	Contract Opp Ctr 2009	Contract	5/7/2008	S	\$250,000
1257	Mazda	Health Literacy Workshops	Health	7/1/2008	S	\$25,000
1264	UTSA	SBDC 2009	SBDC	7/3/2008	S	\$318,694
1281	FORT	FHISD EMT 2008	Health	8/27/2008	P	\$56,400
1193	Excelencia in	IME Fellowship Program	CEP	8/30/2008	S	\$15,000
1237	TWC	TWC SDF Hospital	Health	9/1/2008	S	\$500,000
1284	USNIH	NIH NCRR Science Educ	Math &	9/17/2008	P	\$250,000
1279	UTEP	UTEP Bridges to the Future	Math &	9/18/2008	P	\$30,000
1275	PDNHF	PdNHF Sexual Health Trng	Health	9/22/2008	S	\$100,000
1285	USDOE	PASS 2010	PASS	10/15/2008	P	\$500,000
1277	Georgetown	CASS Trng & Prof	International	10/24/2008	P	\$168,000
1225	USDA	CHEF - Science into the Art	Culinary Arts	2/8/2008	S	\$298,228
1173	URGWDB	WIP 2007	Workforce		S	\$247,380
1213	TWC	Customer Service	Workforce	1/2/2008	S	\$500,000
1227	USDOJ	Reduce Violence on Camp	Criminal	3/8/2008	S	\$300,000
1238	TWC	Construction Technology	Workforce	5/15/2008	P	\$400,000
1266	USDOE	EPCC Math-Science Lab	Dean NW	6/27/2008	S	\$837,421
1248	TWC	Auto Collision & Repair	Workforce	7/14/2008	S	\$400,000
1274	EPISD	GED Dropout Recovery	Workforce	7/16/2008	S	\$345,520
1272	AACC	Svc Learning Regional	Service	8/1/2008	S	\$2,000

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2 "P" = Pending, not yet submitted, and "S" = Submitted, awaiting funding source decision

1255	Humanities	Community Projects	Americana	8/15/2008	<b>P</b>	\$8,000
1273	USDOL	TBL - IT Blended Training	ITS	8/19/2008	<b>S</b>	\$400,000
1254	TWC	Manufacturing SD	Customized	9/2/2008	<b>P</b>	\$500,000
1288	USNEH	Enduring Questions: Pilot	History Dept	11/18/2008	<b>P</b>	\$25,000
1287	Frank Dobie	Library Trust Award	NW Library	12/15/2008	<b>P</b>	\$10,000
1256	USNEH	Humanities-Initiatives for	Americana	1/15/2009	<b>P</b>	\$30,000
1265	PDNHF	Health Literacy	CEP	9/15/2008	<b>P</b>	\$750,000
<b>Grand Total</b>						<b>\$10,678,763</b>

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## **APPENDIX E**

### Office of Grants Management Staffing and Contact Information

El Paso Community College  
Office of Grants Management

Staffing List

<u>Name</u>	<u>Title</u>	<u>Telephone</u>	<u>E-Mail</u>
Al Lawrence	Director	831-4463	<a href="mailto:alawren4@epcc.edu">alawren4@epcc.edu</a>
Tina Grajeda	Administrative Assistant	831-4468	<a href="mailto:mgraje13@epcc.edu">mgraje13@epcc.edu</a>
Megan Snedden	Manager	831-4488	<a href="mailto:msnedden@epcc.edu">msnedden@epcc.edu</a>
Mayela Farah	Administrative Office Assistant	831-4482	<a href="mailto:mfarah1@epcc.edu">mfarah1@epcc.edu</a>
Bob Elliott	Manager	831-4464	<a href="mailto:relliot3@epcc.edu">relliot3@epcc.edu</a>
VACANT	Grants Specialist	831-4466	
Elvira Fernandez	Administrative Office Assistant	831-4465	<a href="mailto:eferna31@epcc.edu">eferna31@epcc.edu</a>
Lucia Rodríguez	Manager	831-4469	<a href="mailto:lrodr258@epcc.edu">lrodr258@epcc.edu</a>
Elizabeth Steele	Grant Specialist	831-4467	<a href="mailto:econtre8@epcc.edu">econtre8@epcc.edu</a>
Jessie Arellano	Administrative Office Assistant	831-4441	<a href="mailto:jarell11@epcc.edu">jarell11@epcc.edu</a>

The Office of Grants Management also maintains a website on the College server. This site provides a variety of grant-related information, as well as grantsmanship tools (click on “Programs and Services,” and select “Grants Management”).