

El Paso Community College

Grants Management Office



Annual Report for
Fiscal Year 2020

October 30, 2020

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A. Mission and Major Functions

El Paso Community College's Grants Management Office is responsible for finding and developing sources of external funding that 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 Grants Management Office performs the following major activities:

- Searches for available funding;
- Informs College managers, faculty, and program staff of available programs/funds;
- Provides technical assistance regarding the policies and procedures of the College and the various funding sources which govern applications for funding and the administration of agreements when awarded;
- Grantsmanship training for College faculty and staff, and for the El Paso community upon request;
- Develops or assists in the development of funding applications;
- Monitors compliance with the terms and conditions of all awards received by the College;
- Maintains records and generates reports covering external funding activities of the College; and
- Directly administers program services provided under external funding agreements when this responsibility is delegated to the Grants Management Office by the College President.

B. Summary of Activities/FY 2000 Through 2020

1. Funding Searches and Alerts: The Grants Management Office continually monitors a variety of locator sources for external funding opportunities. When a potential funding opportunity is found, the Grants Management Office notifies all potentially interested offices/personnel principally through grant alert broadcasts via the College e-mail system or by direct contact with faculty or program offices. Additionally, the Grants Management Office invites all faculty and staff to provide information on specific funding support desired, and then directs searches accordingly.

During Fiscal Year 2020, 75 grant alerts were issued aggregating over \$150 million in potential funding. The majority came from the Department of Education, the National Endowment for the Humanities, the National Institutes of Health, and the National Science Foundation. Additional alerts were sent directly to faculty and staff working in subject areas that fall within the scope of located Requests for Proposals, and which are in addition to those sent out electronically. This was a decrease over the number of alerts sent out in 2019, which is attributable to the COVID-19 pandemic that affected about half of 2020.

2. History and Distribution of Grant Awards: The table on the next page shows the total number of awards and funds received by the College since FY 2000.¹ Also shown are the total applications annually submitted, the resulting approval rates, and the distribution of annual funding among VP areas of responsibility. The table includes tentative award commitments received to date through 2021. A line chart graphically illustrates associated funding trends from 2001 through 2020, and 2021 to date.

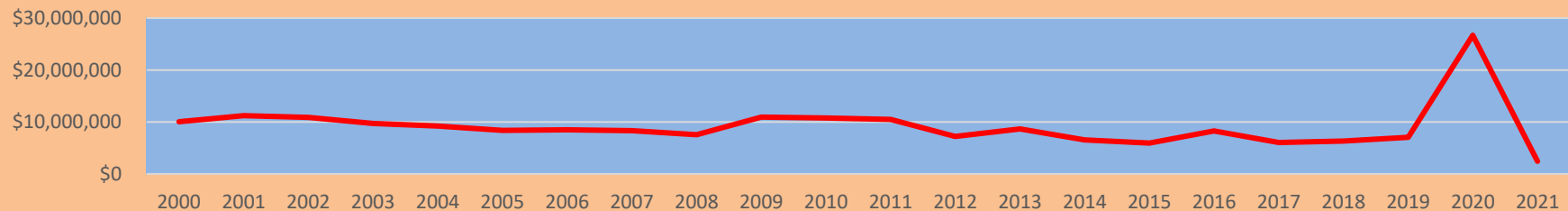
¹ The Grants Management Office developed an automated Access database in 1998 to track all applications and awards. Although data is available covering grant activity prior to FY 1998, it may not be complete or 100% accurate.

EPCC GMO Annual Activity Report 2020

As of: 9/30/2020

FY	Total	Total	Approval				VP	ExD	VP	VP	VP	VP	AVP
	Awards \$	Apps	Awards	Denied	Rate	Withdr	A&F	Fd&Dev	Instr	IT	R&D	Stud Svc	Wrkfr
2000	\$10,061,940	69	47	22	68.1%	N/R	\$48,708		\$3,389,865	\$14,333	\$678,737	\$1,031,522	\$4,898,775
2001	\$11,190,631	84	55	29	65.5%	13	\$349,493		\$3,913,200	\$0	\$634,164	\$1,276,273	\$5,017,501
2002	\$10,885,422	78	54	24	69.2%	4	\$350,179		\$4,316,783	\$40,800	\$743,704	\$1,001,916	\$4,432,040
2003	\$9,690,973	63	46	17	73.0%	9	\$435,413		\$4,137,498	\$0	\$899,835	\$1,397,592	\$2,820,635
2004	\$9,221,308	88	62	26	70.5%	3	\$227,105		\$4,341,952	\$1	\$366,463	\$2,044,205	\$2,241,582
2005	\$8,361,003	69	52	17	75.4%	11	\$360,591		\$3,974,454	\$0	\$80,552	\$1,156,333	\$2,789,073
2006	\$8,479,222	79	53	26	67.1%	8	\$339,982		\$3,953,681	\$0	\$66,231	\$1,665,710	\$2,453,618
2007	\$8,330,378	72	59	13	81.9%	15	\$346,836		\$3,978,128	\$16,989	\$57,976	\$1,722,684	\$2,207,765
2008	\$7,532,492	88	73	15	83.0%	8	\$341,325		\$3,892,740	\$37,806	\$53,089	\$1,375,296	\$1,832,236
2009	\$10,947,297	99	67	32	67.7%	9	\$319,270		\$4,652,884	\$26,048	\$51,714	\$1,522,553	\$4,374,828
2010	\$10,749,945	101	70	31	69.3%	14	\$1,657,373		\$6,590,672	\$25,019	\$637,712	\$140,879	\$1,698,290
2011	\$10,514,022	89	64	25	71.9%	28	\$708,140	\$807,672	\$6,232,385	\$32,340	\$5,643	\$1,892,032	\$835,810
2012	\$7,220,228	59	49	10	83.1%	8	\$709,642	\$366,126	\$5,004,814	\$210,861	\$0	\$186,899	\$741,886
2013	\$8,646,434	64	50	14	78.1%	21	\$176,951	\$1,058,946	\$4,669,317	\$8,000	\$0	\$133,954	\$2,599,266
2014	\$6,520,261	58	49	9	84.5%	17	\$533,761	\$416,387	\$4,353,917	\$2,540	\$5,642	\$150,942	\$1,057,072
2015	\$5,949,437	65	44	21	67.7%	3	\$84,492	\$100,000	\$4,345,512	\$0	\$53,500	\$140,268	\$1,225,665
2016	\$8,253,526	71	54	17	76.1%	15	\$34,479	\$200,000	\$5,649,012	\$20,000	\$0	\$418,739	\$1,931,296
2017	\$6,065,794	73	50	23	68.5%	22	\$22,240	\$31,347	\$4,186,788	\$0	\$0	\$432,085	\$1,393,334
2018	\$6,338,918	65	48	17	73.8%	15	\$7,744	\$33,312	\$4,713,456	\$0	\$0	\$403,983	\$1,180,423
2019	\$7,057,232	61	43	18	70.5%	15	\$2,240	\$31,873	\$3,684,667	\$12,000	\$0	\$492,242	\$2,834,210
2020	\$26,690,200	69	51	18	73.9%	18	\$9,338,653	\$34,563	\$4,554,631	\$0	\$0	\$8,734,646	\$4,027,707
2021	\$2,431,647	11	8	3	72.7%	3	\$2,240	\$0	\$2,099,658	\$0	\$0	\$329,749	\$0
Active	\$45,784,842	42											

Award Activity 2000 - 2021



3. Sources of EPCC Grant Funding: The table below shows the dollar level of awards from the several type of funding sources (federal, state, etc.) over the past ten years.

B.2 EPCC Grant Funding by Source 2011 - 2020

FY	Federal	State	Foundation	Corporate	Non-Profit	Univ/College	Other Gov't	Other
2011	\$4,016,102	\$3,324,526	\$521,564	\$7,231	\$82,975	\$1,205,557	\$451,757	\$16,835
2012	\$3,728,287	\$1,441,679	\$234,750	\$4,028	\$235,870	\$1,179,880	\$361,936	\$16,900
2013	\$4,590,960	\$1,682,010	\$649,000	\$0	\$112,000	\$613,549	\$921,458	\$25,000
2014	\$3,376,409	\$1,705,719	\$10,000	\$0	\$91,440	\$986,639	\$284,555	\$322,124
2015	\$3,219,434	\$1,177,139	\$247,000	\$0	\$29,300	\$654,251	\$282,339	\$123,600
2016	\$3,500,899	\$2,686,989	\$488,948	\$0	\$41,000	\$762,860	\$556,760	\$216,070
2017	\$2,585,915	\$1,609,826	\$463,522	\$40,000	\$45,000	\$1,147,332	\$191,127	\$15,000
2018	\$2,613,421	\$1,170,611	\$969,905	\$125,000	\$20,994	\$1362,267	\$170,070	\$47,100
2019	\$2,683,102	\$2,527,598	\$508,490	\$12,000	\$87,609	\$887,471	\$194,366	\$47,100
2020	\$22,191,797	\$2,831,989	\$170,766	\$0	\$0	\$1,302,234	\$190,414	\$3,000

As illustrated, 83.15% of 2020 grant dollars were received directly from various federal agencies. However, an additional \$1,295,319 of federal funds are received through several of the other funding sources. That brings the total federal to 88%. But note that \$17,631,190 or 66.9% of total 2020 funding came from the CARES Act

4. Benefits of Grants Awarded: Grants provide an opportunity for EPCC faculty and 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 also a benefit in terms of the economic impact on the College and the community. The table below provides a snapshot of some of these benefits for each listed fiscal year.

**B.3 Selected Grant Budget Category Totals
FY 2008 – FY 2020**

FY	Payroll*	Office Exp	Contractual	Travel	Equipment	Students	F&A**
2008	\$3,957,618	\$561,202	\$480,372	\$245,637	\$255,920	\$1,226,491	\$241,021
2009	\$4,053,319	\$1,354,123	\$1,340,272	\$283,379	\$897,269	\$1,909,739	\$296,413
2010	\$4,410,077	\$3,627,014	\$906,298	\$328,536	\$302,315	\$1,615,091	\$224,549
2011	\$4,729,028	\$1,440,760	\$547,597	\$474,368	\$70,970	\$1,114,817	\$292,1234
2012	\$3,695,424	\$967,698	\$486,026	\$244,992	\$140,765	\$1,304,514	\$191,755
2013	\$3,648,720	\$1,649,468	\$568,572	\$236,643	\$555,939	\$1,377,902	\$256,761
2014	\$2,992,696	\$1,952,697	\$225,922	\$163,909	\$100,250	\$1,156,477	\$176,457
2015	\$2,620,115	\$1,934,446	\$148,311	\$138,006	\$56,304	\$666,805	\$167,876
2016	\$3,678,374	\$1,860,247	\$268,282	\$198,860	\$256,359	\$1,630,444	\$227,723
2017	\$3,397,877	\$905,877	\$228,256	\$201,013	\$313,263	\$718,153	\$199,385
2018	\$3,975,028	\$851,445	\$360,804	\$234,967	\$261,985	\$478,076	\$221,082
2019	\$3,952,859	\$1,122,335	\$226,525	\$449,323	\$246,420	\$694,741	\$178,854
2020	\$4,956,899	\$18,280,743	\$847,859	\$287,147	\$234,433	\$8,508,426	\$519,422

*Includes wages, salaries, and associated fringe benefits.

**Facilities and Administration (indirect costs)

C. EPCC Grant Administration

1. Current Active Grant Caseload: The typical grant received by EPCC will not usually begin and end 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 beyond their initial term. Others are multi-year awards that can extend five or more years. As of the date of this report, the Grants Management Office has under active administration 42 separate awards totaling \$45,784,842.

2. Subgrant Activity: A subgrant is an agreement with an outside organization to perform a part of the substantive work of a prime grant, and which agreement is awarded and administered by EPCC. The following subgrant awards were administered by EPCC in FY 2020.

C.1 EPCC Subgrants Administered 2020

Subgrantee	Program	Source	Period	2019 Amount
UTEP	Rise to the Challenge Bridges	NIH	2017 - 2022	\$120,216
NMSU	Rise to the Challenge Bridges	NIH	2017 - 2022	\$ 83,973

3. Carl Perkins Basic Allocation: Although Carl Perkins (CP) funding has substantially diminished since 2007, it remains an important and consistent program for the College. CP funding is provided through the Texas Higher Education Coordinating Board (THECB) and is directly administered by the Grants Management Office. Historic CP funding levels are displayed in the table below.

C.2 Carl Perkins Activity 2010 - 2020

FY	\$ Allocation	# Projects
2010	\$ 776,491	16
2011	\$ 666,445	8
2012	\$ 649,335	15
2013	\$ 514,215	17
2014	\$ 571,879	14
2015	\$ 698,168	18
2016	\$ 701,062	16
2017	\$ 764,357	21
2018	\$ 763,135	18
2019	\$ 716,396	17
2020	\$ 764,195	17

4. Administrative Oversight: Once a grant is awarded, it is assigned to a Project Director (PD) or Principal Investigator (PI). The PD is responsible for the day-to-day operations of the project/program, ensuring that established goals and objectives are timely accomplished, and that allotted budgets are properly executed. Each PD will report to a higher level supervisor (Director, Dean, or Associate Vice President) and ultimately to a responsible Vice President. However, grants require adherence to the laws, policies, and/or procedures of the various funding sources. Because it has expertise in this area, current College policies (4.04.01.10) require that all administrative actions related to grants be reviewed and signed-off by the Grants Management Office to ensure compliance. This includes establishing initial grant budgets, making any subsequent amendments, and ensuring all expenditures comply with budgets, funding source rules, and grant purposes. Where an actual or potential problem is detected, the Grants Management Office works with the PD to resolve the issue. If unsuccessful, the matter is referred to the next supervisory or administrative level.

The table below shows the number of grant-related administrative and Banner budget transactions which were initiated or reviewed and processed by the Grants Management Office in FY 2020.

C.3 Grants Administrative & Accounting Actions - FY 2020

Administrative Transactions	No.	Banner Transactions	No.
Check Request	65	New Account Request	58
Reimbursement	26	Banner Grant Set-Up	65
Travel Request	74	Banner Grant Set-Up Revised	37
Travel Expenditure	79	Banner Budget Set-Up	91
In-Town Travel Reimbursement	228	Banner Budget Revision	92
Consultant Agreement	105	Banner Maintenance Form	58
Employee Exit	29	Banner Maintenance Revisions	1
Employee Separation	34	Banner FY Rollover Revision	72
Employment Action Record	392		
Faculty Assignment Form	569		
Personnel Action Record	82		
Position Requisition	76		
Purchase Requisitions	536		
Miscellaneous	535		
Journal Entry	193		
TOTALS	3,023	TOTALS	474

Additionally, most funding sources, particularly federal and state agencies, require that salary amounts expended on grants be supported by Time and Effort (T&E) reports, which substantiate the time spent on projects; i.e., acts as a receipt for pay costs charged to grants. During FY 2020, the Grants Management Office collected, reviewed, and input into a special database **1,713** T&E reports. Note that a number are initially returned for correction, and significant staff time was spent on one-to-one and group training sessions covering reporting requirements and procedures. The 2020 T&E related workload significantly increased as the Grants Management Office assisted the Deans' offices during the COVID period by actually preparing over 200 T&E reports for faculty who provided CARES Act supported assistance in implementing significant changes in course presentations brought on by the COVID pandemic and related EPCC campus closures.

5. 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 Grants Management Office has developed and continues to provide several grant-related training courses. These includes one- and two-hour grantsmanship training workshops during the spring and fall Faculty Development sessions. Other training in grantsmanship is provided upon request, including a course and manual that was developed at the request of the El Paso Non-Profit organizations. Community training sessions are provided upon request. During each fiscal year, the Grants Management Office conducts training sessions on grant-related paperwork for EPCC staff employed under grant programs. This included areas such as subgrant construction and processing and faculty pay structure, computations, and justification.

D. Future Projections

The current administration in Washington has expressed its intent to severely reduce non-military discretionary appropriations, and grant funding could become more difficult to find and much more competitive. However, save for the Permanent Director position, the Grants Management Office is fully staffed with highly experienced personnel. This, together with the increased interest and involvement in grants by faculty, should help the College to capitalize on the opportunities that do become available. However, the COVID-19 pandemic has

created significant changes in availability of grants and in the College’s ability to focus on grants. With the closure of College facilities in March, which will continue through the calendar year, Grants Management Office staff have had to work from home. Still, staff have risen to the challenge, and grant activities (applications, awards, administration, etc.) have remained comparable to prior years.

D.1 Status of FY 2021 Grant Activity (9/30/2020)

Grant Status	Number	Total \$
Awards/Renewals Received	8	\$2,431,647
Pending Applications under Development	13	\$4,840,349
Applications Submitted Awaiting Decision	14	\$ 1,768,981

E. Issues and Priorities for the Grants Management Office for 2021

As of this writing, it appears clear that the effects of the COVID pandemic will significantly affect College operations through at least the 2021 Spring semester. Over the past six months, the Grants Management Office has adapted to these conditions through the enhanced use of available technologies, but mainly through commitment to the missions of the College and the Grants Management Office. Subtracting the grant funds made available specifically due the pandemic (\$18,293,967), the total of awards and renewals aggregated \$8,396,233 for 2020, a notable increase over the prior two years. Further, the number of applications (69) and the approval rate (73.9) was comparable. The overriding goal for 2021 will be to maintain this level of output. Additional goals for 2021 are as follows.

- Maintain grant support to the College throughout the pandemic, specifically through careful management of the CARES Act grants and prioritizing grant opportunities that will provide the most assistance in meeting the challenges created by the pandemic.
- Update and improve the Grants Management Guidelines (manual) so that it is more responsive to faculty and staff needs relating to both the grant application process and the administration of grants when awarded. This manual will also form the basis for improved grant training going forward.
- Improve the public relations aspect of the College’s grants activities to recognize accomplishments by faculty and staff in the area of grants, according deserved recognition and hopefully thereby encouraging more participation in grant programs to the benefit of the College and its students.
- Resurrect and reformat the Grants Management newsletter which fell by the wayside as a result of the pandemic. More focus will be directed at the various aspects of grantsmanship, and specifically those areas that may cause faculty and staff to shy away from involvement. A publication will be scheduled during each term, including the summer.
- Continue and improve grantsmanship training with a focus on integrating the Grants Management Guidelines, broadening the topic coverage during each session, and developing an effective virtual classroom delivery system.

-End of Report-

F. Grants Management Staffing

<u>Name</u>	<u>Title</u>	<u>Telephone</u>	<u>E-Mail</u>
Bob Elliott	Interim Director	831-6760	relliot3@epcc.edu
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The Grants Management Office maintains a website on the College server which provides a variety of grant-related information and forms, active grant alerts, and grantsmanship tools. The site can be accessed at <https://www.epcc.edu/administration/Grants>.