

PCC Grant Development Process for Noncompetitive Renewal, Competitive Renewal and Partnership Grants

Noncompetitive Renewals of Existing Grants:

This usually applies to grants that are awarded for one year, with the option for renewal for subsequent years. There is no competitive RFP process and only current grantees are eligible for funding. (Current examples include Oregon Campus Compact Service Learning, worksystems' WIA, and City of Portland CHIF grants). This would not apply to grants awarded for multiple years where funding for the full period is contingent on ongoing successful performance, i.e. a 4-year TRIO grant or 3-year NSF grant.)

Process: Grant program directors and staff take the lead on developing and writing noncompetitive renewal proposals, which are reviewed by the Grants Office. Budgets are also reviewed by Contract and Grant Accounting. A concept paper does not need to be completed and approved. The Grants Office makes sure appropriate deans and Executive Officer are aware of the renewal, particularly any issues regarding college commitments (space, indirect, in-kind/matching). If there are major changes in the scope of the project or college commitment required, the Executive Officer should send an email to the Cabinet informing them of the grant renewal and the changes. Otherwise, the Executive Officer may send an email to the Cabinet letting them know about the renewal as a courtesy, but this is not required. The Grants Office should draft these emails. The Grants Review Form should be completed and signed by the appropriate deans/Executive Officer prior to submission of a noncompetitive renewal application.

Competitive Renewals of Existing Grants:

This applies to grants that are funded for any given period of time and must reapply through a competitive process to continue to receive funds. (Current examples include TRIO and EvenStart grants, which must reapply for funding every 4 years, and worksystems' WIA grants when they are put out for competitive bid.) This generally does not apply to grants to the same funding source for a substantially different project. In these cases a concept paper should be completed. (Examples include the second Hispanic Head Start grant, which had a much larger scope than the first project; a second BIE grant; or an NSF Center for Sustainable Practices grant, which builds on the work of the NSF Building Construction grant.)

Process: Working with the grant program directors and staff, the Grants Office takes the lead on developing and writing a competitive renewal proposal. A concept paper does not need to be completed and approved. However, because writing a competitive renewal proposal usually requires substantial time of the Grants Office, grant program staff, and departmental administrators, significant discussion should take place with appropriate deans and Executive Officers about college commitments necessary for the grant renewal. All financial impacts are also reviewed by and discussed with Contract and Grant Accounting. Once the Executive Officer has approved these commitments, they should send a detailed email to the Cabinet describing the grant program and the college commitments required, with special attention to indirect rates, space, in-kind and matching contributions, and requirements for continuation once additional grant funding ends. The Grants Office should draft these emails. The Grants Review Form should be completed and signed by the appropriate deans/Executive Officer prior to submission of a competitive renewal application.

Partnership Grants:

This applies to grants where PCC is not the applicant, but is a partner on a proposal being submitted by another agency. PCC departments must inform the Grants Office of all requests to partner on a grant, even if the request is just for a letter of support, so that the Grants Office can ensure there are no conflicts. (PCC may be pursuing its own grant, or may be supporting another agency's grant.).

Process: The process for these grants depends on the scope of PCC's involvement. PCC is frequently asked to provide a letter of support or commitment to another institution's grant. For an NSF grant, this might include PCC faculty committing to pilot a new curriculum or serve on a grant advisory committee. Alternatively, the Housing Authority of Portland might request a letter of commitment from PCC's workforce programs to provide employment services to HAP residents for a HUD grant they are pursuing. Usually, there is no or little money coming to PCC as a result of these partnerships and they require minimal college commitment. While the Grants Office does review these requests for their appropriateness and highlights any possible issues (for example, a department could agree to field test a type of equipment, but the PCC ITS Department may have no funds to maintain the equipment), usually if the department administrator (Director, Division Dean, Dean of Instruction/Students) thinks the partnership is worthy and the commitment reasonable, these type of requests move forward with minimal review. No concept paper is completed, no email is sent to Cabinet, and no Grants Review Form is completed. With information provided by the partner agency or PCC department, the Grants Office offers to draft a letter of support to be signed by the District President. However, regardless of whether the letter comes from the District President or other campus administrator, copies of all letters of support for grants should be sent to the Grants Office for filing.

PCC is also asked to partner on other agencies' grants in more substantial ways, often by delivering a key piece of the grant program. In these instances, the Grants Office is usually involved in the development of the proposal and assists with drafting proposal sections related to PCC. These proposals often involve a subcontract with PCC to provide grant services, and the Grants Office will work with program staff to develop a subcontract budget. These proposals also often include substantial in-kind or matching contributions from the college, such as space, waiver or reduction of indirect, in-kind staffing, or tuition waivers. (Recent examples of these types of partnerships include the Beaverton School District's Tech Prep Demonstration proposal, Oregon Public Broadcasting's developmental math NSF proposal, PSU's minority math and science NSF proposal, and the statewide Community Based Job Training grant focused on healthcare.) A concept paper for these types of grants is usually not completed because it is very difficult to get the level of information necessary to complete the concept paper in a timely way from the lead agency. Therefore, the Grants Office reviews the proposed program intensively for impact on the college and adherence to college policy, and ensures all appropriate administrators and Executive Officers are aware of and approve required college commitments. All financial impacts and subcontract budgets are also reviewed by and discussed with Contract and Grant Accounting. Once the Executive Officer has approved PCC's involvement in the partnership and the commitments required, they should send a detailed email to the Cabinet describing the grant program and the college commitments. The Grants Office should draft these emails. The Grants Office makes every effort to review the final draft of the proposal before it is submitted by the lead agency to ensure all PCC commitments are appropriate. In addition, a Grants Review Form should be completed and signed by the appropriate deans/Executive Officer prior to submission of the partnership application.