

El Paso Community College

Grants Management Office



Annual Report for
Fiscal Year 2023

September 29, 2023

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Annual Report
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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;
- Assists faculty and staff 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 1999 Through 2023

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 will then direct searches accordingly.

During Fiscal Year 2023, 77 grant alerts were issued aggregating over \$65 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 continued a decrease over the number of alerts sent out in 2019, which is attributable to the COVID-19 pandemic that began in spring 2020 and continued into 2023. although diminished.

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 1999¹ 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 2024.

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 1999, it may not be complete or 100% accurate.

B.1 EPCC GMO Annual Activity Reports FY 1999 - 2024

As of: 9/22/2023

	Total	Total			Approval		VP	ExD	VP	VP	VP	VP	AVP
FY	Awards \$	Apps	Awards	Denied	Rate	Withdr	A&F	Fd&Dev	Instr	IT	R&D	Stud Svc	Wrkfrce
1999	\$8,849,568	74	63	11	85.1%	4	\$43,900		\$3,671,380	\$0	\$147,005	\$713,089	\$4,274,194
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	\$9,704,360	105	80	25	76.1	28	\$708,140	\$807,672	\$5,982,385	\$32,340	\$5,642	\$1,088,013	\$1,085,810
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	\$6,947,736	73	53	20	72.6%	15	\$2,240	\$31,873	\$3,675,394	\$12,000	\$0	\$444,361	\$361,516
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	\$114,523,137	65	45	20	69.2%	10	\$64,590,352	\$0	\$5,582,562	\$0	\$0	\$491,570	\$2,734,659
2022	\$9,856,475	71	56	15	78.9%	19	\$0	\$49,127	\$6,227,763	\$0	\$24,360	\$1,463,699	\$2,097,103
2023	\$8,670,637	51	43	8	80.0%	11	\$0	\$38,470	\$5,243,184	\$0	\$18,546	\$1,730,238	\$1,640,235
2024	\$3,696,011	15	12	2	84.3%	2	\$0	\$0	\$3,310,926	\$0	\$0	\$175,9256	\$209,150

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 2014 - 2023

FY	Federal	State	Foundation	Corporate	Non-Profit	Univ/College	Other Gov't	Other
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
2021	\$109,218,435	\$3,641,120	\$234,767	\$0	\$0	\$1,222,498	\$185,317	\$21,000
2022	\$3,139,251	\$3,806,457	\$1,511,627	\$8,000	\$25,000	\$790,048	\$143,549	\$438,543
2023	\$3,784,045	\$3,289,747	\$2,312,000	\$0	\$25,000	\$1,140,270	\$39,105	\$91,154

Although there was no new COVID-related federal funding (HEERF) provided in FY 2023, the term date of those 2020 and 2021 grants was extended through June 30, 2023. Note also that an amount of \$3,585,172 listed under other than federal was pass-thru federal, so \$7,369,217 was actual federal and subject to federal rules.

4. **Benefits of Grants Awarded:** Grants provide an opportunity for EPCC faculty and staff to implement programs and projects that will benefit the College, its students, 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 outcomes for each grant. However, there is also a benefit in terms of the economic impact on the College and the El Paso community. The table below provides a snapshot of some of these benefits for each listed fiscal year. Note Particularly the huge impact on student grants in 2020 and 2022 due to the HEERF grants.

**B.3 Selected Grant Budget Category Totals
FY 2014 – FY 2023**

FY	Payroll*	Office Exp	Contractual	Travel	Equipment	Students	F&A**
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
2021	\$4,772,231	\$64,737,164	\$1,242,325	\$190,587	\$352,491	\$42,529,493	\$644,354
2022	\$4,780,558	\$1,265,929	\$698,530	\$298,496	\$446,486	\$1,822,575	\$522,195
2023	\$3,305,628	\$1,713,635	\$427,679	\$190,384	\$637,495	\$1,887,615	\$455,877

*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 72 separate awards totaling \$154,983,898. Of these, 3 totaling \$122,051,998 were funded directly or indirectly from COVID relief appropriations under the CARES, CRRSAA, or ARPA legislations.

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 2023.

C.1. EPCC Subgrants Administered During 2023

Subgrantee	Program	Source	Period	Amounts
UTEP	Rise to the Challenge Bridges	NIH	2017 - 2023	\$142,968
NMSU	Rise to the Challenge Bridges	NIH	2017 - 2023	\$ 104,968

3. Carl Perkins Basic Allocation: Although substantially diminished since 2007, Carl Perkins funding remains an important and consistent program for the College and has been increased 56% over the past ten years. 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 2014 – 2023

FY	\$ Allocation	# Projects
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
2021	\$ 786,635	16
2022	\$ 895,424	15
2023	\$1,021,037	18

4. Administrative Oversight: Once a grant is awarded, it is assigned to a Project Director (PD) or Principal Investigator (PI). The PD/PI 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/PI 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 (*CAM-1, Developing & Managing Grants*) 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/PI 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 2023.

Grants Administrative & Accounting Actions FY 2023

Administrative Paperwork Processed		Banner Account Transactions	
Transaction	No.	Type Action	No.
Check Request	61	New Account Request	30
Reimbursement	40	Banner Grant Set-Up	31
Travel Request	152	Banner Grant Set-Up Revised	53
Travel Expenditure	136	Banner Budget Set-Up	33
In-Town Travel Reimbursement	93	Banner Budget Revision	150
Consultant Agreement	0	Banner Maintenance Form	35
Employee Exit	26	Banner Maintenance Revisions	5
Employee Separation	41	Banner FY Rollover Revisions	73
Employment Action Record (EAR)	443	TOTALS	410
Faculty Assignment Form (FAAF)	451		
Personnel Action Record (PAR)	111		
Position Requisition (PR)	67		
Purchase Requisitions	405	Time & Effort Reports	
Misc. -Stipends, Invoices, Change Orders	474	Review and Input Total	316
Journal Entry - JE	45		
Service Agreements	44		
TOTALS	2,589	TOTAL ACTIONS	3,315

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. The Grants Management Office collects, reviews, and inputs these reports into a special database. Note that a number are initially returned for correction, and significant staff time is spent on one-to-one and group training sessions covering reporting requirements and procedures. The 2023 T&E related workload significantly decreased as the Grants Management Office revised the related procedure (CAM-2) to eliminate the need for a T&E for any reporting period (month or semester) that the employee charged 100% of their time to the grant account. This did not apply when those charges were made to a matching account.

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 include one- and two-hour grantsmanship training workshops during the spring and fall Faculty Development and Professional Day 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 (Paper Shuffle). This includes areas such as subgrant construction and processing and faculty pay structure, computations, and justifications. A revised one-day grantsmanship

course based on the EPCC Grant Management Guidelines is under construction and will replace the current Gants Academy Series in the spring of 2024.

D. Future Projections

The current national administration and the congress continue to be embroiled in development of significant potential changes that can affect social, educational, and economic programs. Nonetheless, there has been significant legislation passed that should continue the current programs upon which the College has come to rely. One part of this has been an emphasis particularly in the areas of science, technology, engineering, and math (STEM) and the need to better address minority students, including Hispanic. This includes the TRIO programs, Title V, MSI STEM, and others.

Over the course of 2023, the Grants Management Office experienced five vacancies. Four of those positions were filled with individuals new to the EPCC grants process, requiring extensive training that will need to continue into 2024. One Grants Manager position remains vacant and is in a second round of recruitment. This situation has placed serious stress on the existing staff. However, given their commitment to the College and the goals of the office, existing grants were maintained and new awards were obtained. Regardless of it all, and as the table below illustrates, the Office is off to a good start in 2024.

D.1. Status of FY 2024 Grant Activity (9/24/2023)

Grant Status	Number	Total \$
Awards/Renewals Received	12	\$3,696,011
Pending Applications under Development	1	\$500,000
Applications Submitted Awaiting Decision	7	\$2,556,217

E. Issues and Priorities for the Grants Management Office for 2024

As of this writing, it appears clear that the effects of the COVID pandemic continued to affect College operations through at least the summer of FY 2023. The Grants Management Office has adapted to these conditions through the enhanced use of available technologies, but mainly through staff commitment to the missions of the College and the Grants Management Office. The basic planning goal for the Grants Management Office for 2023 was submission of 75 new and continuing applications resulting in a 75.0% approval rate. Due mainly to the staffing and COVID difficulties, the Grants Management Office was able to achieve 51 renewal and new applications submitted and achieved an 80.0% award rate. The planning goal for 2024 will remain at that 2023 *proposed* level. Recommended actions toward this goal include:

- Continue intensive training of new staff to enable the Grants Management Office to provide the best possible support for all aspects of grants.
- Continue College-wide grantsmanship training using a revised 8-hour training class to be based on the Grants Management Office’s Grants Guidelines (manual) to be given in November and a date to be set in the spring semester.
- Re-engage the Grants Management Grant Alert system which suffered from the lack of time due to the pandemic, but which can have a significant impact on the ability of staff and faculty to be aware of these opportunities and hopefully incite interest in grant opportunities.
- Improve the public relations aspect of the College’s grants activities by recognizing accomplishments of faculty and staff in the area of grants, according deserved recognition and hopefully thereby encouraging more participation in grant programs.

Other areas that should receive Grants Management Office staff attention are as follows:

- Work with existing awards and new grant funding opportunities to increase the recruitment, retention, graduation, and employment or transfer to 4-year institutions in STEM disciplines. This is to comply with the national priority to protect the U.S. preeminence in this area which will require enrollment and success by substantially underrepresented population groups, including women, Hispanics, and the disabled. EPCC's STEM graduation rate is currently only +/- 11% per academic year, and its full-time enrollment of only +/- 25% should also be addressed.
- In July of 2023, prison inmates became eligible for Pell grants. This should be an excellent opportunity for the College to address this important area as doubtless there will be funding available as a national priority and the College is already successfully working on a pilot basis with La Tuna (federal) in the area of vocational training.
- The need for Mental Health services for students came dramatically to light with the pandemic. EPCC initiated a program to establish social service centers at each campus that can provide social work services to students. As a large plus, discussions have occurred with UTEP and NMSU about use of these centers as field placements for social work students, including from EPCC. Started in FY 2023, this should move forward in 2024. A funding search priority will be for funding directed at Social Services and mental health support for students.

-End-

F. Grants Management Staffing

<u>Name</u>	<u>Title</u>	<u>Telephone</u>	<u>E-Mail</u>
Bob Elliott	Director	831-6760	relliot3@epcc.edu
Elvira Fernandez	Administrative Associate	831-6765	eferna31@epcc.edu
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M. Alicia Carrillo	Grants Specialist	831-6767	mcarri25@epcc.edu
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VACANT	Grants Manager	831-6764	
Dolores Judd	Grants Specialist	831-6769	djudd@epcc.edu

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>.