Intro. Res. No. 1838-2016 Laid on Table 9/7/2016
Introduced by Presiding Officer, on request of the County Executive

**RESOLUTION NO. -2016, ACCEPTING AND APPROPRIATING A GRANT SUB-AWARD FROM THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK FOR THE PROJECT ENTITLED, "CONSTRUCTIVE CONVERGENCES", 100% REIMBURSED BY STATE FUNDS AT SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, Suffolk County Community College has received a grant sub-award from The Research Foundation for The State University of New York for the project entitled, "Constructive Convergences," in the amount of $22,500, for the period of January 15, 2016 through June 1, 2017; and

**WHEREAS**, The Research Foundation for the State University of New York has an award from the Leona M. & Harry R. Helmsley Charitable Trust to carry out a project, and the award provides that the Foundation shall subcontract to Suffolk County Community College a portion of the work and services to be provided in connection with the award; and

**WHEREAS**, this project will partner Suffolk County Community College with other institutions, including the State University of New York at Stony Brook, in a "learning community" devoted to exploring and testing the feasibility of combining multiple interventions to achieve substantial progress in retaining participation in STEM courses by women and members of other groups underrepresented in STEM disciplines; and

**WHEREAS**, matching funds are not required; and

**WHEREAS**, the Board of Trustees of Suffolk County Community College accepted the grant sub-award on August 18, 2016 by Resolution No. 2016.58; and

**WHEREAS**, the College anticipates spending the $22,500, in accordance with the terms of said grant sub-award before June 1, 2017; now, therefore be it

1st **RESOLVED**, that said grant sub-award, in the amount of $22,500, for the project entitled, "Constructive Convergences", from the Research Foundation for the State University of New York, for the period of January 15, 2016 through June 1, 2017, be accepted and appropriated for the operation of the project as follows:

| REVENUES: | AMOUNT |
|---|---|
| State Grant- Constructive Convergences: GA42-GA4216-543331-G000 | $ 22,500 |

| APPROPRIATIONS: | AMOUNT |
|---|---|
| Constructive Convergences 15-16: GA42-GA4216 | $ 22,500 |

Suffolk County Community College
Constructive Convergences Grant
GA42-GA4216

| | |
|---|---|
| 611000-Personnel Services | $15,321 |
| 611570-Full Time Overload | $15,321 |
| | |
| 628000-Employee Benefits | $ 2,679 |
| 628160-TIAA CREF Retirement | $1,507 |
| 628330-Social Security | $1,172 |
| | |
| 714000-Contractual Expenses | $ 4,500 |
| 714350-Travel: College Business | $ 4,500 |

DATED:

APPROVED BY:

_____

County Executive of Suffolk County

Date:

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**2016 INTERGOVERNMENTAL RELATIONS**
**MEMORANDUM OF SUPPORT**

TITLE OF BILL: Accepting and Appropriating a grant sub-award from The Research Foundation for The State University of New York for the project entitled, "Constructive Convergences," 100% reimbursed by State funds at Suffolk County Community College

PURPOSE OR GENERAL IDEA OF BILL: To accept and appropriate a grant sub-award from The Research Foundation for The State University of New York for the project entitled, "Constructive Convergences," in the amount of $22,500, during the 2015-2016 through the 2016-2017 fiscal year.

SUMMARY OF SPECIFIC PROVISIONS: This legislation will increase the operating budget for Suffolk County Community College by accepting and appropriating the grant sub-award from The Research Foundation for The State University of New York for the project entitled, "Constructive Convergences, in the amount of $22,500.

JUSTIFICATION: This project will partner Suffolk County Community College with other institutions, including the State University of New York at Stony Brook, in a "learning community" devoted to exploring and testing the feasibility of combining multiple interventions to achieve substantial progress in retaining participation in STEM courses by women and members of other groups underrepresented in STEM disciplines.

FISCAL IMPLICATIONS: None

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# STATEMENT OF FINANCIAL IMPACT
# OF PROPOSED SUFFOLK COUNTY LEGISLATION

1. Type of Legislation

Resolution X  Local Law _____  Charter Law _____

2. Title of Proposed Legislation
Accepting and Appropriating a Grant Sub-Award from The Research Foundation for The State University of New York for the project entitled, "Constructive Convergences," 100% Reimbursed by State Funds at Suffolk County Community College

3. Purpose of Proposed Legislation
To accept and appropriate a grant sub-award from The Research Foundation for The State University of New York, for the project entitled, "Constructive Convergences," in the amount of $22,500, during the 2015-2016 through the 2016-2017 fiscal year

4. Will the Proposed Legislation Have a Fiscal Impact? Yes __ No X

5. If the answer to item 4 is "yes," on what will it impact? (Circle appropriate category)

| | | |
|---|---|---|
| County | Town | Economic Impact |
| Village | School District | Other (Specify): |
| Library District | Fire District | |

6. If the answer to item 4 is "yes," Provide Detailed Explanation of Impact
The grant sub-award from The Research Foundation for The State University of New York, for the project entitled, "Constructive Convergences," in the amount of $22,500, will provide operating costs during the 2015-2016 through the 2016-17 fiscal year

7. Total Financial Cost of Funding over 5 Years on Each Affected Political or Other Subdiv.
Not Applicable

8. Proposed Source of Funding: The Research Foundation for The State University of New York

9. Timing of Impact: January 15, 2016 through June 1, 2017

10. Name & Title of Preparer
Henrietta Ytuarte
Accountant

11. Signature of Preparer
Henrietta Ytuarte

12. Date
August 11, 2016

SCIN FORM 175A (10/95)

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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 18, 2016**

**WHEREAS**, Suffolk County Community College has received a grant sub-award in the amount of $22,500 from The Research Foundation for The State University of New York for a project entitled "Constructive Convergences," for the period of January 15, 2016 through June 1, 2017, and

**WHEREAS**, under the project, Suffolk County Community College will partner with other institutions, including Stony Brook University, in a "learning community" devoted to exploring and testing the feasibility of combining multiple interventions geared towards retaining women and other underrepresented groups in STEM disciplines, and

**WHEREAS**, matching funds are not required, and

**RESOLVED**, that a grant award in the amount of $22,500 from The Research Foundation for The State University of New York for a project entitled "Constructive Convergences" for the period of January 15, 2016 through June 1, 2017 is hereby accepted, and the College President, or his designee, is authorized to execute a contract, in a form as approved by the College General Counsel, with the administering agency.

Project Director: Candice Foley

Note: No full-time personnel

Bryan Lilly
Secretary


**Central Administration**
533 College Road
Selden, NY 11784-2899
(631) 451-4112

**Ammerman Campus**
533 College Road
Selden, NY 11784-2899
(631) 451-4110

**Western Campus**
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

**Eastern Campus**
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

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BOARD OF TRUSTEES
August 18, 2016

| | |
|---|---|
| Item 1 | RESOLUTION NO. 2016.56 - Approving Monthly Sponsor Services for Suffolk County Community College |
| Item 2 | RESOLUTION NO. 2016.57 - Approving Budget Transfers |
| Item 3 | RESOLUTION NO. 2016.58 - Accepting a Grant Sub-award from the Research Foundation for the State University of New York for a Project Entitled "Constructive Convergences" |
| Item 4 | RESOLUTION NO. 2016.59 - Amending the College Operating Budget for an Educational Opportunity Program Grant |
| Item 5 | RESOLUTION NO. 2016.60 - Amending the Suffolk County Community College Student Code of Conduct |
| Item 6 | RESOLUTION NO. 2016.61 - Amending the College Budget for Participation in a Project Entitled "Bioprep: Biology Partnership in Research and Educational Programs" |
| Item 7 | RESOLUTION NO. 2016.62 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Learning Resource Center on the Grant Campus |
| Item 8 | RESOLUTION NO. 2016.63 - Accepting an Award from the U.S. Department of Labor, Employment and Training Administration for the H-1B Techhire Partnership Grant |
| Item 9 | RESOLUTION NO. 2016.64 - Accepting a Grant Award from the State University of New York for an Innovative Instruction Technology Grant (IITG), Entitled "Expanding Mobile Makerspaces to Enhance learning Throughout Suffolk County Community College" |
| Item 10 | RESOLUTION NO. 2016.65 - Authorizing an Agreement with Hampton Bays Public Schools for a Childcare Development Associate Program |
| Item 11 | RESOLUTION NO. 2016.66 - Adopting a Policy Establishing Guidelines for the Use of College Resources by Non-College Entities |

Item 12 **RESOLUTION NO. 2016.67 - Amending the Suffolk County Community College Public Demonstration and Mass Gathering Policy**

Item 13 **RESOLUTION NO. 2016.68 - Creating an Employee Title**

Item 14 **RESOLUTION NO. 2016.69 - Fixing Time of 2017 Meetings of the Board of Trustees**

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**RESOLUTION NO. 2016. ACCEPTING A GRANT SUBAWARD FROM THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK FOR A PROJECT ENTITLED, "CONSTRUCTIVE CONVERGENCES"**

**WHEREAS**, Suffolk County Community College has received a grant sub-award in the amount of $22,500, from The Research Foundation for The State University of New York, for a project entitled, "Constructive Convergences", for the period of January 15, 2016 through June 1, 2017, and

**WHEREAS**, The Research Foundation for The State University of New York has an award from The Leona M. & Harry R. Helmsley Charitable Trust to carry out a project, the award provides that Foundation shall subcontract to Suffolk County Community College a portion of the work and services to be provided in connection with the award, and

**WHEREAS,** the project will partner Suffolk County Community College with other institutions, including Stony Brook University, in a "learning community" devoted to exploring and testing the feasibility of combining multiple interventions to achieve substantial progress in retaining participation in STEM courses by members of women and other underrepresented in STEM disciplines, and

**WHEREAS,** matching funds are not required, and

**RESOLVED,** that a grant award, in the amount of $22,500, from The Research Foundation for The State University of New York for a project entitled, "Constructive Convergences", for the period of January 15, 2016 through June 1, 2017, is hereby accepted, and the College President, or his designee, is authorized to execute a contract, with the administering agency.

Project Director: Candice Foley

Note: No full-time personnel

**********

AWARD NO
73705-1129757-2

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**SUBCONTRACT BETWEEN**

**THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK**

**AND**

**SUFFOLK COUNTY COMMUNITY COLLEGE**

This Agreement ["Agreement"] made by and between THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK, a nonprofit, educational corporation organized and existing under the laws of the State of New York, with its office located at Office of Sponsored Programs, W5510 Melville Library, Stony Brook, New York 11794-3362 at Stony Brook University, hereinafter referred to as "Foundation," and Suffolk County Community College, a public two year college existing under the laws of the State of New York, with its principal offices located at 533 College Road, Selden, NY hereinafter referred to as "Contractor".

**WITNESSETH:**

**WHEREAS,** Foundation has an award from The Leona M. & Harry R. Helmsley Charitable Trust, hereinafter referred to as "Sponsor" to carry out a project entitled Constructive Convergences, hereinafter referred to as "Project"; and

**WHEREAS**, the aforesaid award provides that Foundation shall subcontract to Contractor a portion of the work and services to be provided in connection with the award; and

**WHEREAS,** Foundation desires and the Contractor represents that it is competent and willing to perform services in connection with the Project.

**THEREFORE,** it is agreed by the parties as follows:

1. **Scope of Work and Cooperation**

a) Contractor agrees to perform and complete in a competent manner all of the work and services detailed in the scope of work, budget, and payment schedule, if applicable, attached as Exhibit A to enable the Foundation to meet the requirements of the Project.

b) Contractor agrees to maintain close liaison with the Foundation's Principal Investigator to ensure a well-integrated project effort and to achieve the performance goals during this Agreement. In addition, Contractor will provide formal technical reports as specified herein.

2. **Key Personnel**

Foundation's Principal Investigator is William David Burns

Contractor's Principal Investigator is Candice Foley.

If Contractor's Principal Investigator (PI) plans to or becomes aware that s/he will: 1) devote substantially more or less effort than tha Scope of Work prescribes; 2) sever his/her legal relationship with the Contractor; 3) be absent for a continuous period of three months or more, or; 4) otherwise relinquish active direction of the Project the Foundation must be informed in writing of the same. Any such changes shall be subject to the written approval of the Foundation. The parties shall mutually agree to any revisions to this Agreement required to address such changes.

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3. **Term**

The term of this Agreement shall be from January 15, 2016 to June 1, 2017 unless extended or terminated as provided hereunder.

4. **Termination**

a) This Agreement may be terminated by either party, with or without cause by giving thirty (30) days written notice to the other party. The thirty (30) days written notice period shall commence on the date contained within the Notice of Termination to the affected party.

b) Foundation may suspend this Agreement for cause upon ten (10) days written notice; provided, however, that Contractor will have not more than thirty (30) days from the date of such notice to remedy or cure any default or breach upon Notice of Termination from Foundation. Foundation may withhold payments to Contractor for the purpose of set-off until such time as the exact amount of damages may be determined.

c) If the Contractor shall fail to fulfill in a proper manner its obligations under this Agreement or violates any of the provisions of this Agreement, Foundation shall have the right to terminate this Agreement in whole or in part, by sending written Notice of Termination to the Contractor which shall take effect thirty (30) days from the date contained in the written notice.

d) Upon notification that this Agreement has been terminated or suspended as provided above, the Contractor shall immediately stop all work under this Agreement on the date and to the extent specified in the Notice of Termination. Foundation agrees to compensate the Contractor for all work performed pursuant to the Agreement prior to termination.

5. **Compensation and Maximum Cost**

a) In full and complete consideration of Contractor's performance, the Foundation shall reimburse Contractor for allowable costs incurred in accordance with the terms of this Agreement, up to $22,500. In no event shall the aggregate of all allowable expenditures exceed the maximum cost, except upon formal modification of this Agreement as provided herein.

b) Contractor certifies that, if applicable, the facilities and administrative rate and fringe benefit rate applied to the allowable costs are current and in effect during the term specified herein. Contractor shall inform Foundation of any subsequent changes to the rates.

6. **Funding**

Contractor understands that the source of the funds for the payment of services hereunder is a contract from or between the Foundation and the Sponsor, and that the execution of this Agreement does not, nor does it purport to, bind the State University of New York or the State of New York.

7. **Payment**

a) Contractor will submit monthly certified invoices referencing Foundation Award No. 73705-1129757-2 as per attached Exhibit B or Contractor's generated invoice provided that such Contractor invoice contains sufficient detail to permit identification of the costs incurred by Contractor and claimed to constitute allowable costs. Payment shall be subject to audit and assessment to ensure the provisions of the Agreement are met. All payments shall be subject to correction and adjustment upon periodic and/or final audit or by reason of disallowance by Sponsor. To this end, an authorized representative of Contractor must attest to the following certification on each invoice:

"I hereby certify that to the best of my knowledge the itemized expenses herein contained on this invoice and for which compensation is requested, are for services actually performed and costs incurred pursuant to the terms of the agreements; and that no payment for reimbursement of expenses has heretofore been requested or received by me for any part thereof, I further certify that the documentation concerning this claim is on file and will be made available for audit purposes to the Research Foundation or any other person authorized by the Research Foundation, including city, state, and federal auditors."

b) Invoices must be sent to the Foundation's Financial Contact as identified in Exhibit C.

c) On receipt and approval of the invoice designated by Contractor as the "final invoice" Foundation shall promptly pay any balance of allowable cost. Foundation reserves the right to withhold up to 10% of the final payment pending receipt of required deliverables and compliance with the provisions of this Agreement. The final invoice shall be submitted by Contractor promptly following completion of the work but in no event later than 30 days subsequent to the termination date of this Agreement.

d) Any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by Contractor or any of its assignees shall be paid or credited to Foundation to the extent that they are properly allocable costs for which the Contractor has been reimbursed by the Foundation.

8. **Reports**

Contractor acknowledges that timely, completed technical and/or narrative reports are required in order for Foundation to meets its obligations with the Sponsor. Contractor agrees to provide technical and/or other narrative progress reports as required below:

| Report Type | Due Date(s) |
|---|---|
| Progress Report: | 1/16/17 |
| Final Report: | 6/1/17 |

Contractor further agrees to provide any additional progress reports as may reasonably be requested by the Foundation. Foundation reserves the right to withhold payment to Contractor pending receipt of any required technical reports.

9. **Inventions and Licenses**

Notwithstanding the Sponsor's rights and policies pertaining to inventions and licenses as may be specifically provided for in the prime agreement, the following claims and rights to inventions and know-how shall be accorded as follows:

a) Contractor shall hold title to all inventions (including know-how) developed solely by Contractor personnel who are legally obligated to assign rights in inventions to Contractor. Said inventions are hereinafter referred to as "Contractor inventions."

b) Foundation shall hold title to all inventions (including know-how) developed solely by personnel who are legally obligated to assign rights in inventions to the Foundation. Said inventions are hereinafter referred to as "Foundation inventions."

c) If both Contractor and Foundation personnel with the legal obligation to assign rights in inventions to their individual employers develop a joint invention under this Agreement, Contractor and Foundation shall hold joint title to said invention.

d) No license or other rights in Foundation inventions are given to or received by Contractor except as specifically provided for herein.

**10. Protected Information**

a) The parties acknowledge that they may possess certain proprietary or confidential information which may be utilized in performance of the Project. "Protected Information" shall mean all such proprietary or confidential information provided by the disclosing party in writing and marked "confidential" or if disclosed orally summarized in writing and marked "confidential" and transmitted to the non-disclosing party within thirty (30) days of oral disclosure.

b) Protected Information will only be disclosed to the employees, consultants, students or agents (if applicable) who require the same to fulfill the purposes of the research or a need to know and who have read and are obligated to be bound by this clause. The receiving party shall protect the disclosing party's Protected Information with the same standard of care with which the receiving party treats its own Protected Information. Protected Information shall be used by the receiving party only within the scope of this Agreement.

c) Each party shall, for a period of three (3) years after the termination or expiration of this Agreement, maintain the same level of care to prevent the disclosure of a party's Protected Information, unless otherwise required by law. Upon expiration of the three (3) year period, or upon the request of the disclosing party, whichever is first, the receiving party will destroy all copies of such Protected Information and so certify the same in writing within thirty (30) days. Only one extant copy of such information shall be kept by the receiving party for archival or purposes of audit.

d) Neither party shall be liable for disclosure or use of the information of the other party if said information was:

1) known by the receiving party at the time it was acquired from the disclosing party;
2) already generally available to the public, or subsequently becomes so available without default of the receiving party;
3) received by a party to this Agreement from a third party who did not acquire it directly or independently from a party to this Agreement in confidence;
4) independently developed by the receiving party without the use or reliance on Protected Information, or;
5) required to be disclosed by applicable law, court order or regulations of any applicable governmental agency provided that the disclosing party shall give advance, written notice to the other party of the compelled disclosure.

**11. Export Controls**

a) This Agreement shall be subject to all applicable government export and import laws and regulations. The parties agree to comply and reasonably assist the other party, upon request by that party, in complying with all applicable government export and import laws and regulations. The parties acknowledge that they may not directly or indirectly export, re-export, distribute or transfer any technology, information or materials of any value to any nation, individual or entity that is prohibited or restricted by the International Traffic in Arms Regulation (ITAR), the Export Administration Regulations (EAR), the Office of Foreign Assets Controls (OFAC), the United States Department of State's State Sponsors of Terrorism, or by any other United States government agency without first obtaining the appropriate license.

b) Contractor confirms that the confidential information it discloses does not contain export controlled technology or technical data identified on any US export control list, including

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but not limited to the Commerce Control List (CCL) at 15 CFR 774 and the US Munitions List (USML) at 22 CFR 121. In the event Contractor intends to provide Foundation's Principal Investigator with export controlled information, Contractor will inform Foundation's Contracts Administrator in writing thirty (30) days prior to the release of export controlled technology or technical data. Contractor agrees not to provide any export controlled information to Foundation's Principal Investigator, or others at Foundation or the State University of New York without the written agreement of Foundation's Contracts Administrator. If the U.S. Government imposes a fine or penalty upon Foundation due to Contractor's failure to notify the Foundation as described above, Contractor will indemnify and hold Foundation harmless from any resulting fines and penalties from such omission.

**12. Publication**

Contractor may publish any information, oral or written, concerning the results or conclusions made pursuant to the performance of this Agreement as follows:

No less than forty-five (45) days prior to publication, Contractor shall provide the Foundation with a copy of any proposed manuscript for scientific review, written comment, and/or identification and protection of Foundation or Sponsor confidential or proprietary information. If Contractor does not receive a written response from Foundation within forty-five (45) days, the Contractor may proceed with publication and/or release of information as proposed. Moreover, in order to protect patentable material, Foundation may require an additional sixty (60) day delay in publication in order to coordinate the filing of any invention disclosures. In no event shall this delay exceed sixty (60) days without mutual written agreement by both parties.

**13. Warranty of Originality**

Contractor warrants that all material produced by Contractor and delivered to Foundation hereunder shall be original, except for such portion as is included with permission of the copyright owners, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others and that it will hold harmless the Foundation from any costs, expenses and damages resulting from any breach of this warranty.

**14. Data and Copyrights**

**Data Rights**: Subject to the terms of this Agreement as well as any applicable federal, state or local laws and/or Sponsor regulations, Contractor shall have the right to use, release to others, reproduce, distribute or publish any data first produced or specifically used by Contractor in performance of this Agreement for non-commercial purposes.

**Copyrights**: Contractor grants to Foundation an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Agreement to the extent required to meet Foundation obligations to the Sponsor under the prime award and for non-commercial, educational purposes.

**15. Ethical Conduct**

The Foundation strives to maintain the highest ethical standards in all of its operations. All parties acting pursuant to this Agreement will establish standards, policies and procedures of ethical conduct that address, but are not limited to, the areas of conflict of interest, misconduct in science, fraud, abuse and waste.

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16. **Obligations and Assurances of Contractor**

The parties agree to comply with all federal, New York State, and other applicable laws and regulations in performing the obligations under this Agreement.

By signing this Agreement, Contractor certifies that: (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from any covered transaction by any federal agency (45 CFR Part 76 and Executive Order 12549) (**Debarment and Suspension**); (2) It is in compliance with the requirements of 45 CFR Part 76, Subpart F (**Drug Free Workplace**); (3) It is in compliance with the requirements of 31 USC § 1352 (**Lobbying**); (4) It is in compliance with the requirements of 42 CFR Part 93 (**Misconduct in Science**); (5) It is in compliance with Title VI of the Civil Rights Acts of 1964, the Age Discrimination Act of 1975, Executive Order 11246 and Section 504 of the Rehabilitation Act of 1973 as amended, and certifies that it has valid Assurances of Compliance on file with DHHS (**Civil Rights and Equal Employment Opportunity**).

In the event that the Foundation's award from Sponsor is a Federal contract and this Agreement equals to or exceeds $10,000, the Agreement is subject to the following clause (check if applicable ☐). The Contractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a), 60-741.5(a) and 60-4.3(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that the Contractor takes affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

**16.1 Human Subjects** (check if applicable ☐) If human subjects are used in the conduct of the work supported by this Agreement, Contractor shall comply with DHHS policies and regulations on the protection of human subjects (Code of Federal Regulations, 45 CFR Part 46, Subpart A, "Protection of Human Subjects," and specifically Section 46.107, "Special Assurances"). In addition to assuring that the initial requirements for protection of human subjects are met, Contractor agrees to assure continued monitoring and compliance with these requirements during the course of the project. Contractor agrees to send copies of their IRB approval and "Informed Consent" form before the Agreement will be executed to Foundation's Contracts Administrator.

**16.2 Laboratory Animals** (check if applicable ☐) If Contractor uses warm blooded animals in its performance of this work, it shall comply with the applicable portions of the Animal Welfare Act (P.L. 89- 544 as amended by P.L. 91-579 and P.L. 94-279) and will follow the guidelines prescribed in DHHS Publication No. 85-23 entitled "Guide for the Care and Use of Laboratory Animals," or such other guidelines as are required. Contractor agrees to send copies of their IACUC approval before the Agreement will be executed to Foundation's Contracts Administrator.

**16.3 Conflict of Interest** (check applicable box)

☐ Contractor is enrolled in the FDP Institutional Clearinghouse of FCOI Compliant institutions http://sites.nationalacademies.org/PGA/fdp/PGA_070596

☒ Contractor represents and certifies that it has an active and enforced conflict of interest policy that is consistent with the provision of 42 CFR Part 50, Subpart F "Responsibility of Applicants for Promoting Objectivity in Research" and 45 CFR Part 94 "Responsible Prospective Contractors." Contractor further represents that its signature to this Agreement provides written assurance to Foundation that Contractor has taken reasonable steps to ensure that any person working for Contractor who is responsible for the design, conduct or reporting of research funded under this

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Agreement is in compliance with the conflicts of interest policy. At least 30 days prior to the expenditure of any funds awarded for the Project, or within 30 days after Contractor subsequently identifies any such conflicting interest, Contractor shall report to Foundation the existence of any conflicting interest (but not the nature of the interest or other details) found by Contractor and assure Foundation that the interest has been managed, reduced or eliminated in accordance with 42 CFR Part 50 Subpart F and 45 CFR Part 94. Contractor further agrees to furnish a copy of its conflict of interest policy to Foundation within 30 days of Foundation's written request.
☐ Contractor does not have an active and/or enforced conflict of interest policy and agrees to adopt University's policy http://www.stonybrook.edu/research/orc/coi.shtml.

**16.4 E-Verify** (check if applicable ☐ ) Federal contracts to Foundation in excess of $100,000 and subcontracts in excess of $3,000 are subject to the requirements of E-Verify. If this Agreement meets this threshold, it is subject to one of the following federal clauses: FAR 22.1800, FAR 52.222-54, 48 CFR 2,22,52 and 8 CFR 274a.

**16.5 FFATA** (check if applicable ☐). This Agreement is subject to Federal Funding Accountability and Transparency Act (**FFATA**).

**17. Audit Requirements**

*(Pre-OMB Uniform Guidance – for awards issued prior to 12/26/14)*

a) Nonprofits with federal expenditures of $500,000 or more

Contractor certifies that it complies with the requirements of OMB Circular A-133 and will notify Foundation of completion of necessary audits and report any findings and corrective actions which impact this subcontract. Non-compliance may result in appropriate sanctions including but not limited to those referenced in OMB Circular A-133, Section 225.

b) Nonprofits with federal expenditures less than $500,000 and/or Other than Non-profit Organizations

Contractor agrees to establish and maintain a system of administrative monitoring procedures and controls, maintain accounting records according to the generally accepted accounting principles, conduct organizational audits for compliance with the general and specific requirements applicable to performance and expenditure under this subcontract, and immediately report any audit findings and correction active plans to the Foundation.

c) Monitoring and risk for all organizations

Foundation retains the right to monitor Contractor compliance via desk audits, site visits, pre and post award audits, and review of the performance and expenditure aspects of the subcontract. In the event of Contractor non-compliance the Foundation may require the Contractor to arrange, at its expense, an independent audit conducted according to the generally accepted accounting principles. Non-compliance may result in appropriate sanctions including but not limited to those referenced in OMB Circular A-133, Section 225.

*(Post-OMB Uniform Guidance Audit Implementation Language - for use on new awards and incremental funding awarded on or after 12/26/14 as applicable)*

a) Nonprofits with federal expenditures of $750,000 or more

Contractor certifies that it complies with the requirements of OMB Uniform Guidance 2 CFR Part 200 Subpart F and will notify Foundation of completion of necessary audits and report any findings and corrective actions which impact this subcontract. Non-compliance may result in

appropriate sanctions including but not limited to those referenced in 2 CFR Part 200, Section 505.

b) Nonprofits with federal expenditures less than $750,000 and/or Other than Non-profit Organizations

Contractor agrees to establish and maintain a system of administrative monitoring procedures and controls, maintain accounting records according to the generally accepted accounting principles, conduct organizational audits for compliance with the general and specific requirements applicable to performance and expenditure under this subcontract, and immediately report any audit findings and correction active plans to the Foundation.

c) Monitoring and risk for all organizations

Foundation retains the right to monitor Contractor compliance via desk audits, site visits, pre and post award audits, and review of the performance and expenditure aspects of the subcontract. In the event of Contractor non-compliance the Foundation may require the Contractor to arrange, at its expense, an independent audit conducted according to the generally accepted accounting principles. Non-compliance may result in appropriate sanctions including but not limited to those referenced in 2 CFR Part 200, Section 505

**18. Records**

Contractor shall maintain appropriate and complete accounts, records, documents, and other evidence showing and supporting all costs incurred under this Agreement. Contractor will insure that appropriate internal controls are in place and properly functioning for the accounts, records and other evidence showing and supporting all costs incurred under this Agreement. All accounts and records relating to this Agreement shall be subject to inspection by Foundation or its duly authorized representative(s). All accounts and records shall be preserved by the Contractor for a period of six (6) years after final settlement of this Agreement. At any time, the Foundation may have vouchers and statements of costs audited by Foundation or Sponsor, or other parties authorized to audit Foundation activitiea and any payment may be reduced for overpayments or increased for underpayments based on such audit. The system of accounts employed by the Contractor shall be in accordance with the accounting principles required under Foundation's agreement with the Sponsor.

**19. Liability; Indemnification**

Both parties agree, to the fullest extent permitted by law, to indemnify, hold harmless and defend the indemnified parties and its directors, officers, employees, consultants, agents and representatives against all claims, including claims of third parties, causes of action, damages, losses or expenses, including without limitation attorneys' fees, arising out of or resulting from this Agreement or any action arising hereunder; provided, the indemnified party's actions are not based upon negligence or willful misconduct.

**20. Insurance**

Contractor shall, at its own expense, maintain insurance of the types and in the amounts specified below.

1) Workers' Compensation (including occupational disease) and Employer's Liability: Statutory New York State Limits. Employers' Liability minimum limit of $1,000;000;

2) Disability Benefit Insurance as mandated by State law;

3) Commercial General Liability: Bodily Injury, Personal Injury, and Property Damage with minimum limit of $2,000,000 per occurrence and $5,000,000 aggregate. Limit may be provided through a combination of primary and umbrella/excess liability policies;

4) Auto Liability (if applicable):$2,000,000 combined single limit Bodily Injury/Property Damage per each accident (including owned, hired, leased and non-owned autos);

5) Professional Liability (medical care, if applicable): Limits of liability greater than $1,000,000 each claim and $3,000,000 aggregate.

This insurance shall be written by a company licensed to do business in New York State with a minimum A.M. Best rating of A-IX.

Contractor shall notify Foundation by registered mail thirty (30) days prior to termination or material change of any policy.

If Contractor fails to maintain insurance, Contractor shall promptly notify Foundation and Foundation reserves the right to issue a stop-work order until Contractor is in compliance with the above requirements.

Foundation and Sponsor shall be named as primary and non-contributory additional insureds and Contractor shall provide evidence of such in the form of Certificates of Insurance upon request. If self-insured, these certificates should note any self-insured/deductible amounts for each policy

Contractor waives all rights of subrogation to the extent damages are covered by the above described policies.

**21. Notices**

All notices shall be sent by U.S. First Class Mail or via overnight delivery to the addresses listed below. Notice will be deemed acceptable if sent via electronic mail (e-mail) if followed by formal written notice in accordance with this Section.

Said notices shall be delivered to the appropriate financial, administrative and/or technical party(ies) as identified in **Exhibit C**, unless notice of change of address is provided in writing to the other.

**22. Dispute Resolution**

Foundation and Contractor shall attempt to resolve any dispute as follows:

a) In good faith by direct, confidential and informal negotiations. Unless otherwise directed by Foundation pursuant to termination procedures provided herein and to the fullest extent possible, Contractor shall proceed with the performance of its obligations under this Agreement.

b) If the parties are unable to resolve the dispute informally, they may consent to non-binding arbitration upon mutual agreement.

c) Notwithstanding the above, either party may pursue litigation in any court of competent jurisdiction in New York State.

**23. Assignment and Subcontracting**

Contractor shall not assign, transfer, or convey this Agreement or any part hereof, or any interest herein, nor shall the Contractor subcontract for the performance of any of its obligations hereunder, without the prior written consent of the Foundation. Any such subcontracts and all other arrangements made by Contractor in connection with its performance hereunder, shall be made subject to, and consistent with this Agreement and Foundation's agreement with the Sponsor.

**24. Status of Parties**

a) The relationship of the parties shall be that of principal and independent contractor and not of an employer-employee relationship. Contractor hereby warrants that it is: (i) in compliance with all tax filings and similar requirements imposed on it; and (ii) solely responsible for paying income taxes, FICA taxes, and other taxes and assessments which arise from receipt of payments under this Agreement.

b) This Agreement shall not be construed to contain any authority, either express or implied, enabling the Contractor to incur any expense or perform any act on behalf of Foundation without express written consent.

**25. Modifications**

This Agreement may not be changed, amended, modified or extended unless in writing and duly signed by the parties hereto.

**26. Binding Effect**

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors or assigns.

**27. Governing Law**

This Agreement shall be construed according to the laws of the State of New York, without regard to conflict of law provisions, and shall be deemed to have been executed in the State of New York. Any litigation shall be brought to an appropriate court within the State of New York.

**28. Severability**

In the event any provisions of this Agreement are determined to be invalid or unenforceable under any controlling body of law, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions hereof.

**29. Use of Name**

The parties agree not to use the name, any logotypes or symbols of the other party in any advertising, sales promotion, or other publicity matter without the prior written approval of the other party. However, this provision is not intended to restrict either party from disclosing the existence and nature of this Agreement, or from including its existence in the routine reporting of the party's activities.

**30. Survival**

In the event of termination of this Agreement for any reason, the following clauses shall survive termination: 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 26, 27, and 29.

**31. Entire Agreement**

1838

This Agreement represents the entire agreement and understanding of the parties hereto. No prior writings, conversations, or representations of any nature shall be deemed to vary the provisions of this Agreement.

**32. Order of Precedence**

In the event of a conflict between this Agreement and Exhibit A, this Agreement shall take precedence and control.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement the day and year last written below. By executing this Agreement, Contractor provides any assurances and/or certifications of compliance required herein.

| THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK | CONTRACTOR |
|---|---|
| By Deborah Chalmers | By |
| Name DEBORAH CHALMERS | Name Dr. Shaun L. McKay |
| Title CONTRACTS ADMINISTRATOR | Title President |
| Date 7/29/16 | Date 7/26/16 |

Suffolk COUNTY COMMUNITY COLLEGE

1838

To: John Schneider, Deputy County Executive

From: Gail Vizzini, Vice President for Business and Financial Affairs

Date: August 18, 2016

Subject: Request for a Resolution Accepting and Appropriating a Grant Sub-Award for a Suffolk County Community College Program

Enclosed are the application and requisite forms to request acceptance and appropriation of a grant sub-award for a program at Suffolk County Community College.

Proposal _____ Grant Sub-Award _X_ Subcontract _____

Project Name: Constructive Convergences

Funding Source: The Research Foundation for The State University of New York

Amount of Grant: $ 22,500

Full Time Positions: None

Please call me if there are questions regarding this request.
An e-mail version of the resolution was sent to CERESOREVIEW:
**File names: Reso-SCCC-CONSTRUCT CONV Award 16.docx**
**Backup-SCCC-CONSTRUCT CONV Award 16-SCIN 175A.docx**

Cc: Candice Foley, Professor of Chemistry
John Bullard, Jr., Associate Dean for Financial Affairs

Intro. Res. No. 1844-2016 Laid on Table 9/7/2016
Introduced by Presiding Officer, on request of the County Executive

**RESOLUTION NO. -2016, ACCEPTING AND APPROPRIATING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK (SUNY), FOR AN INNOVATIVE INSTRUCTION TECHNOLOGY GRANT (IITG) ENTITLED, "EXPANDING MOBILE MAKERSPACES TO ENHANCE LEARNING THROUGHOUT SUFFOLK COUNTY COMMUNITY COLLEGE", 100% REIMBURSED BY STATE FUNDS AT SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of $19,500, from The State University of New York (SUNY), for an Innovative Instruction Technology Grant (IITG) entitled, "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College", for the period of July 1, 2016 through June 30, 2017; and

**WHEREAS**, the project will enhance active learning throughout Suffolk County Community College, and will enhance the SCCC library's 2014 SUNY IITG funded mobile makerspaces pilot from one campus to all three campuses to allow expanded student access to 3D printing technology and a One Button Studio to provide easy to use video recording equipment and promote active learning across disciplines; and

**WHEREAS**, matching funds are not required; and

**WHEREAS**, an in-kind contribution, in the amount of $9,362 will be met through administrative support and travel, and the associated benefits of faculty and staff; and

**WHEREAS**, the Board of Trustees of Suffolk County Community College accepted the grant on August 18, 2016 by Resolution No. 2016.64; and

**WHEREAS**, the College anticipates spending the $19,500, in accordance with the terms of said grant award before June 30, 2017; now, therefore be it

1st **RESOLVED**, that said grant award, in the amount of $19,500, from The State University of New York (SUNY), for an Innovative Instruction Technology Grant (IITG) entitled, "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College", for the period of July 1, 2016 through June 30, 2017, be accepted and appropriated for the operation of the project as follows:

| REVENUES: | AMOUNT |
|---|---|
| State Grant- SUNY IITG Expanding Mobile Makerspaces GC86-GC8616-543332-G00 | $ 19,500 |

| APPROPRIATIONS: | AMOUNT |
|---|---|
| SUNY IITG Expanding Mobile Makerspaces 15-16: GC86-GC8616 | $ 19,500 |

Suffolk County Community College
SUNY IITG Expanding Mobile Makerspaces
GC86-GC8616

| | |
|---|---|
| 611000-Personnel Services | $ 1,104 |
| 611570-Full Time Overload | $ 1,104 |
| | |
| 628000-Employee Benefits | $ 173 |
| 628160-TIAA CREF Retirement | $ 88 |
| 8628330-Social Security | $ 85 |
| | |
| 712000-Equipment | $16,805 |
| 712440-Instructional Equipment | $ 5,999 |
| 712445-Instructional Equipment (non-cap) | $ 8,914 |
| 712465-New Computer (non-cap) | $ 1,892 |
| | |
| 713000-Supplies Materials & Other Expenses | $ 918 |
| 713100-Instructional Supplies | $ 201 |
| 713110-Printing Supplies | $ 517 |
| 713170-Instructional Software | $ 200 |
| | |
| 714000-Contractual Expenses | $ 500 |
| 714350-Travel: College Business | $ 500 |

DATED:

APPROVED BY:

_____
County Executive of Suffolk County

Date:

1844

**2016 INTERGOVERNMENTAL RELATIONS**
**MEMORANDUM OF SUPPORT**

TITLE OF BILL: Accepting and Appropriating a Grant Award from The State University of New York for an Innovative Instruction Technology Grant (IITG) entitled, "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College", 100% reimbursed by State Funds at Suffolk County Community College

PURPOSE OR GENERAL IDEA OF BILL: To accept and appropriate a grant award from The State University of New York (SUNY) for an Innovative Instruction Technology Grant (IITG) entitled, "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College", in the amount of $19,500 during the 2015-2016 through the 2016-2017 fiscal year.

SUMMARY OF SPECIFIC PROVISIONS: This legislation will increase the operating budget for Suffolk County Community College by accepting and appropriating the grant award from The State University of New York (SUNY) for an Innovative Instruction Technology Grant (IITG) entitled, "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College", in the amount of $19,500.

JUSTIFICATION: The project will enhance active learning throughout Suffolk County Community College, and will enhance the SCCC library's 2014 SUNY IITG funded mobile makerspaces pilot from one campus to all three campuses to allow expanded student access to 3D printing technology and a One Button Studio to provide easy to use video recording equipment and promote active learning across disciplines.

FISCAL IMPLICATIONS: None

1844

# STATEMENT OF FINANCIAL IMPACT
# OF PROPOSED SUFFOLK COUNTY LEGISLATION

1. Type of Legislation

Resolution X  Local Law _____  Charter Law _____

2. Title of Proposed Legislation

Accepting and Appropriating a Grant Award from The State University of New York (SUNY), for an Innovative Instruction Technology Grant (IITG) entitled, "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College", 100% Reimbursed by State Funds at Suffolk County Community College

3. Purpose of Proposed Legislation

To accept and appropriate a grant award from The State University of New York (SUNY), for an Innovative Instruction Technology Grant (IITG) entitled, "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College", in the amount of $19,500, during the 2015-2016 through the 2016-2017 fiscal year.

4. Will the Proposed Legislation Have a Fiscal Impact? Yes __ No X

5. If the answer to item 4 is "yes," on what will it impact? (Circle appropriate category)

| | | |
|---|---|---|
| County | Town | Economic Impact |
| Village | School District | Other (Specify): |
| Library District | Fire District | |

6. If the answer to item 4 is "yes," Provide Detailed Explanation of Impact

The grant award from The State University of New York (SUNY), for an Innovative Instruction Technology Grant (IITG), in the amount of $19,500, entitled, "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College", will provide operating costs during the 2015-2016 through the 2016-2017 fiscal year. In- kind funds are provided for in the College operating budget.

7. Total Financial Cost of Funding over 5 Years on Each Affected Political or Other Subdiv.

Not Applicable

8. Proposed Source of Funding: The State University of New York (SUNY) Innovative Instruction Technology Grant (IITG)

9. Timing of Impact: July 1, 2016 through June 30, 2017

10. Name & Title of Preparer
Henrietta Ytuarte
Accountant

11. Signature of Preparer
Henrietta Ytuarte

12. Date
August 11, 2016

SCIN FORM 175A (10/95)

Suffolk COUNTY COMMUNITY COLLEGE 1844

**Office of the President**

**BOARD OF TRUSTEES**
**August 18, 2016**

**RESOLUTION NO. 2016.64 - ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK FOR AN INNOVATIVE INSTRUCTION TECHNOLOGY GRANT (IITG), ENTITLED "EXPANDING MOBILE MAKERSPACES TO ENHANCE LEARNING THROUGHOUT SUFFOLK COUNTY COMMUNITY COLLEGE"**

**WHEREAS,** Suffolk County Community College has received a grant award in the amount of $19,500 from The State University of New York for an Innovative Instruction Technology Grant (IITG), entitled "Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College," for the period of July 1, 2016 through June 30, 2017, and

**WHEREAS,** the project will enhance active learning throughout Suffolk County Community College, and will expand the SCCC library's 2014 SUNY IITG-funded mobile makerspaces pilot from one campus to all three campuses to allow expanded student access to 3D printing technology and a One Button Studio to provide easy-to-use video recording equipment and promote active learning across disciplines, and

**WHEREAS,** an in-kind contribution in the amount of $9,362 will be met through administrative support and travel, and the associated benefits of faculty and staff, be it therefore

**RESOLVED,** that a grant award, in the amount of $19,500 from The State University of New York for an Innovative Instruction Technology Grant (IITG), entitled, "Expanding Mobile Makerspaces to Enhance Learning throughout Suffolk County Community College," for the period of July1, 2016 through June 30, 2017, is hereby accepted, and the College President, or his designee, is authorized to execute a contract, upon such terms as approved by the College General Counsel, with the administering agency.

Project Director: Kerry Carlson

Note: No full-time personnel

Bryan Lilly
Secretary


**Central Administration**
533 College Road
Selden, NY 11784-2899
(631) 451-4112

**Ammerman Campus**
533 College Road
Selden, NY 11784-2899
(631) 451-4110

**Western Campus**
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

**Eastern Campus**
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

SUNY The State University of New York

**Alexander N. Cartwright, Ph.D.**
Provost and Executive Vice Chancellor

State University Plaza
Albany, New York 12246

www.suny.edu

6/11/2016

1844

W. T. Tucker
Suffolk CC -Grant
carlsoke@sunysuffolk.edu

Dear Kerry,

Congratulations on being named an Innovative Instruction Technology Grant (IITG) award recipient. The agreement below formalizes your IITG project entitled: *Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College.*

An ACH Transfer will be made to your campus as part of the annual university wide distributions. As principal investigator, you are the designated signatory for these grant funds and must follow all local campus policies and procurement procedures. Please pay attention to any special conditions or comments cited as part of the Provost's Office staff and peer review as you execute your project. Questions may be directed to Dr. Lisa Stephens (contact information below).

Award funds will be fully accessible to your campus for processing during FY 2016-17 distributed by the System Administration Budget Office using the typical voucher payment process. **NOTE: Expenses planned for 'Summer 2017' should be expended by June 30, 2017.** As Principal Investigator, you are also the designated point of communication. Project communication will be directed to you, it is your responsibility to forward information to co-PI's and key stakeholders on your campus. If you wish to include others as part of IITG communication, please provide the contact names/email information when submitting the agreement.

You are obligated to openly share your project process and results consistent with the IITG RFP. This includes a mid-project report, presentation at the 2017 SUNY Conference on Instruction and Technology, and a final report with supporting materials by end of summer 2017 using a Creative Commons license. We encourage you to make good use of the SUNY Learning Commons to share project process and outcomes.

Please send a brief acknowledgement that you have received and accept these award conditions by emailing Dr. Lisa Stephens through iitgrants@suny.edu by July 15, 2016.

The quality and dedication that you contribute to this project will ensure continued success of the IITG program. We look forward to learning more about your project over the next year.

Sincerely,

Alexander N. Cartwright
Provost and Executive Vice Chancellor

CC: Chief Academic Officer: Dr. Suzanne M. Johnson
Business Officer: Barbara Hurst

**1INNOVATIVE INSTRUCTION TECHNOLOGY GRANT (IITG)**

Community College Award Acceptance Agreement

1844

**Award Information:**

| | |
|---|---|
| Principal Investigator: | Kerry Carlson |
| Campus: | Suffolk CC -Grant |
| E-mail: | carlsoke@sunysuffolk.edu |
| **Project Title:** | Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College |
| **Budget Project Title:** | Expanding Mobile Makerspaces |
| **Amount of Award:** | $19,500 |
| **State Account Number:** | ACH |

The account above has been established for this award and is fully accessible to your campus for processing during the fiscal year (July 1 – June 30). Local campus policies and procedures govern all grant expenditures. As principal investigator, you are the designated signatory on this account. **All funds must be expended by June 30, 2017.**

**Conditions of Agreement**

- This **Award Acceptance Form** must be signed by the PI, and submitted electronically to SUNY System Administration via iitgrants@suny.edu by July 1, 2016. It is the PI's responsibility to provide a copy of this document to departmental financial personnel and executive leadership as appropriate.
- It is your responsibility to share grant communication and information with members of your project team and other collaborators or key stakeholders.
- Project outcomes will be openly shared within the **SUNY Learning Commons** via selection of a Creative Commons license. Outcomes will also be cataloged in your campus repository and/or the SUNY Digital Repository and MERLOT. The grant administrators will work with you to ensure the information posted and cataloged will enable others to discover and replicate your findings.
- An **interim "mid-project" report** is required approximately half way through the project. You will be notified well in advance to post your report to the SUNY Learning Commons by February 1, 2016.
- A **final report and support materials** will be posted to http://commons.suny.edu/iitg at the completion of your project no later than August 31, 2017.
- You will present findings at the 2017 **Conference on Instruction and Technology (CIT)**. Details regarding your participation will be made available at a later date.
- Principal investigators and collaborators should be reasonably accessible to colleague inquiries throughout the life of the project and for up to one year after completion of the project.
- All projects are subject to random financial and progress audits.
- Budget adjustments in excess of 20% of OTPS or PS expenditures must be approved by the program director.
- The PI must make every effort to expend the project funds within the 2016-17 Fiscal Year. **The IITG Program cannot carry individual project funds forward through university wide state funds.** No Cost Extensions will be granted *only on an exceptional needs basis.*

**Confirmation of Award Acceptance**

As Principal Investigator, I accept this award and the responsibility for delivering the IITG project as proposed and in accordance with the terms and conditions governing the IITG program. **If unforeseen circumstances prevent this project from being conducted during the 2016-2017 fiscal year, I understand that award funding must be returned to SUNY System Administration.**

**Principal Investigator Signature**

9.5.16

**Date**

The PI is the only name listed for routine program communication. Use the space below to submit the names/email of any additional campus personnel that should be listed on the official IITG Program Communication (e.g., campus business point of contact, sponsored program, departmental support):

**Please acknowledge receipt of this form by emailing a signed, scanned copy to iitgrants@suny.edu**

Suffolk
COUNTY COMMUNITY COLLEGE

1844

To: John Schneider, Deputy County Executive

From: Gail Vizzini, Vice President for Business and Financial Affairs

Date: August 18, 2016

Subject: Request for a Resolution Accepting and Appropriating a Grant Award for a Suffolk County Community College Program

Enclosed are the application and requisite forms to request acceptance and appropriation of a grant award for a program at Suffolk County Community College.

Proposal ____ Grant Award _X_ Subcontract ____

Project Name: Expanding Mobile Makerspaces to Enhance Learning throughout Suffolk County Community College

Funding Source: The State University of New York (SUNY) Innovative Instruction Technology Grant (IITG)

Amount of Grant: $ 19,500

Full Time Positions: None

Please call me if there are questions regarding this request.
An e-mail version of the resolution was sent to CERESOREVIEW:
**File names: Reso-SCCC-SUNYIITGEXPANDMOBILE Award 16.docx**
**Backup-SCCC-SUNYIITGEXPANDMOBILE Award 16-SCIN 175A.docx**

Cc: Kerry Carlson, Project Director
John Bullard, Jr., Associate Dean for Financial Affairs

**Central Administration**
533 College Road
Selden, NY 11784-2899
(631) 451-4112

**Ammerman Campus**
533 College Road
Selden, NY 11784-2899
(631) 451-4110

**Grant Campus**
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

**Eastern Campus**
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

Intro. Res. No. 1845-2016 Laid on Table 9/7/2016
Introduced by Presiding Officer, on request of the County Executive

**RESOLUTION NO. -2016, ACCEPTING AND APPROPRIATING A GRANT AWARD FROM THE U.S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION (DOL/ETA), FOR THE H-1B TECHHIRE PARTNERSHIP GRANT, 100% REIMBURSED BY FEDERAL FUNDS AT SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, Suffolk County Community College has received a grant award from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for the H-1B TechHire Partnership grant, in the amount of $2,949,137, for the period of July 1, 2016 through June 30, 2020; and

**WHEREAS**, the H-1B TechHire Partnership grant will provide funds to Suffolk County Community College to address the unmet need for the high-growth H-1B industries of manufacturing, cybersecurity, and health information technology (HIT) by training young adults and incumbent workers via new, flexible options that leverage existing institutional partner resources and result in industry-recognized credentials; and

**WHEREAS**, matching funds are not required; and

**WHEREAS**, the Board of Trustees of Suffolk County Community College accepted the grant on August 18, 2016 by Resolution No. 2016.63; and

**WHEREAS**, the College anticipates spending the $2,949,137 including indirect costs, in accordance with the terms of said grant award before June 30, 2020; now, therefore be it

1st **RESOLVED**, that said grant award, in the amount of $2,949,137 including $801,067 indirect costs, from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for the H-1B TechHire Partnership grant, for the period July 1, 2016 through June 30, 2020, be accepted and appropriated for the operation of the project as follows:

| REVENUES: | AMOUNT |
|---|---|
| Federal Grant: USDOL ETA H-1B TechHire Partnership GC87-GC8716-544262-G000 | $2,949,137 |

| APPROPRIATIONS: | AMOUNT |
|---|---|
| USDOL ETA H-1B TechHire Partnership 15-16 GC87-GC8716 | $2,148,070 |

Suffolk County Community College
H-1B TechHire Partnership
GC87-GC8716

| | |
|---|---|
| 611000-Personnel Services | $1,244,366 |
| 611100-Permanent Salaries | $ 665,547 |
| 611130-Temporary Salaries | $ 67,808 |
| 611170-Part-Time Instructors | $ 459,357 |
| 611570-Full Time Overload | $ 51,654 |
| | |
| 628000-Employee Benefits: | $350,958 |
| 628100-State Teachers Retirement | $188,758 |
| 628160-TIAA CREF | $ 6,700 |
| 628330-Social Security | $ 95,200 |
| 628360-Health Insurance | $ 60,300 |
| | |
| 712000-Equipment | $40,000 |
| 712440-Instructional Equipment | $40,000 |
| | |
| 713000-Supplies Materials & Other Expenses | $442,986 |
| 713100-Instructional Supplies | $141,000 |
| 713500-Other: Unclassified | $301,986 |
| | |
| 714000-Contractual Expenses | $69,760 |
| 714350-Travel: College Business | $25,500 |
| 714770-Special Services | $44,260 |

and be it further

2nd **RESOLVED**, that the following three positions be created for the entire period of the grant:

| Title | Spec. No. | Job Classification | Bargaining Unit | Step |
|---|---|---|---|---|
| Professional Assistant 1<br>12month<br>100% FTE | 9100 | Faculty | 03 | 4 |

| Title | Spec. No. | Job Classification | Bargaining Unit | Step |
|---|---|---|---|---|
| Professional Assistant 1<br>12month<br>100% FTE | 9100 | Faculty | 03 | 4 |

| Title | Spec. No. | Job Classification | Bargaining Unit | Step |
|---|---|---|---|---|
| Professional Assistant 1<br>12month<br>100% FTE | 9100 | Faculty | 03 | 4 |

and be it further

3rd **RESOLVED**, that nothing contained herein shall be construed as obligating or committing Suffolk Community College or the County of Suffolk to continue the employment of the individual filling the position created by the Resolution at the conclusion of the grant funding provided for such position created by said grant.

DATED:

APPROVED BY:

_____

County Executive of Suffolk County

Date:

1845

**2016 INTERGOVERNMENTAL RELATIONS**
**MEMORANDUM OF SUPPORT**

TITLE OF BILL: Accepting and Appropriating a Grant Award from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for the H-1B TechHire Partnership Grant, 100% reimbursed by Federal Funds at Suffolk County Community College

PURPOSE OR GENERAL IDEA OF BILL: To accept and appropriate a grant award from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), in the amount of $2,949,137, for the H-1B TechHire Partnership grant, during the 2015-2016 fiscal year through the 2019-20 fiscal year.

SUMMARY OF SPECIFIC PROVISIONS: This legislation will increase the operating budget for Suffolk County Community College by accepting and appropriating the grant award from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), in the amount of $2,949,137, for the H-1B TechHire Partnership grant.

JUSTIFICATION: The H-1B TechHire Partnership grant will provide funds to Suffolk County Community College to address the unmet need for the high-growth H-1B industries of manufacturing, cybersecurity, and health information technology (HIT) by training young adults and incumbent workers via new, flexible options that leverage existing institutional partner resources and result in industry-recognized credentials.

FISCAL IMPLICATIONS: None

1845

## STATEMENT OF FINANCIAL IMPACT
## OF PROPOSED SUFFOLK COUNTY LEGISLATION

1. Type of Legislation

Resolution X  Local Law _____  Charter Law _____

2. Title of Proposed Legislation
Accepting and Appropriating a Grant Award from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for the H-1B TechHire Partnership Grant, 100% Reimbursed by Federal Funds at Suffolk County Community College

3. Purpose of Proposed Legislation
To accept and appropriate a grant award from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), in the amount of $2,949,137, for the H-1B TechHire Partnership Grant, at Suffolk County Community College, during the 2015-2016 fiscal year through the 2019-2020 fiscal year.

4. Will the Proposed Legislation Have a Fiscal Impact? Yes __ No X

5. If the answer to item 4 is "yes," on what will it impact? (Circle appropriate category)

| | | |
|---|---|---|
| County | Town | Economic Impact |
| Village | School District | Other (Specify): |
| Library District | Fire District | |

6. If the answer to item 4 is "yes," Provide Detailed Explanation of Impact
$2,949,137, from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA) will provide for operating costs for the H-1B TechHire Partnership Grant, during the 2015-2016 fiscal year through the 2019-20 fiscal year

7. Total Financial Cost of Funding over 5 Years on Each Affected Political or Other Subdiv.
Not Applicable

8. Proposed Source of Funding: U.S. Department of Labor
Employment and Training Administration
(DOL/ETA)

9. Timing of Impact: July 1, 2016 through June 30, 2020

10. Name & Title of Preparer
Henrietta Ytuarte
Accountant

11. Signature of Preparer
Henrietta Ytuarte

12. Date
August 12, 2016

SCIN FORM 175A (10/95)

1845

Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 18, 2016**

**RESOLUTION NO. 2016.63 - ACCEPTING AN AWARD FROM THE U.S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION, FOR THE H-1B TECHHIRE PARTNERSHIP GRANT**

WHEREAS, Suffolk County Community College has received an award from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for the H-1B TechHire Partnership Grant in the amount of $2,949,137, for the period of July 1, 2016 through June 30, 2020, and

WHEREAS, the H-1B TechHire Partnership Grant will provide funds to Suffolk County Community College to address the unmet need for the high-growth H-1B industries of manufacturing, cybersecurity, and health information technology (HIT) by training young adults and incumbent workers via new, flexible options that leverage existing institutional and partner resources, and result in industry-recognized credentials, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College President, or his designee, is hereby authorized and empowered to execute a contract, in such form as shall be approved by the College General Counsel, in the amount of $2,949,137, including indirect costs, from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for the H-1B TechHire Partnership Grant, for the period of July 1, 2016 through June 30, 2020.

Project Director: Suzanne Johnson, Vice President, Academic Affairs

Note: 3 Full-Time Professional Assistant positions

Bryan Lilly
Secretary

**Central Administration**
533 College Road
Selden, NY 11784-2899
(631) 451-4112

**Ammerman Campus**
533 College Road
Selden, NY 11784-2899
(631) 451-4110

**Western Campus**
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

**Eastern Campus**
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

1845

| U.S. DEPARTMENT OF LABOR<br>EMPLOYMENT AND TRAINING<br>ADMINISTRATION (DOL/ETA) | *NOTICE OF AWARD (NOA)* |
|---|---|

Under the authority of the ***American Competitiveness and Workforce Improvement***, this grant or agreement is entered into between the above named ***Grantor Agency*** and the following named ***Awardee***, for a project entitled - ***H-1B TECHHIRE PARTNERSHIP GRANTS.***

**Name & Address of Awardee:**
**SUFFOLK COUNTY COMMUNITY COLLEGE**
**533 COLLEGE ROAD**
**SELDEN, NEW YORK 11784-2899**

**Federal Award Id. No. (FAIN): HG-29363-16-60-A-36**
**CFDA #: 17.268- H-1B Job Training Grants**
**Amount:$2,949,137.00**
**EIN: 262415339**
**DUNS #: 068017615**

**Accounting Code:** 1630-2016-055152830XBD20165152001016 5HBN00A0000AOFAM0AOFAM0-A90310-410023--

The Period of Performance shall be from **July 01, 2016 thru June 30, 2020.**
Total Government's Financial Obligation is **$2,949,137.00** (unless other wise amended).

Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:

***Uniform Administrative Requirements, Cost Principles, and Audit Requirements:***
2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule
2 CFR Part 2900; DOL Exceptions to 2 CFR Part 200;

***Other Requirements (included within this NOA):***

Condition(s) of Award (if applicable)
Federal Award Terms, including attachments

***Contact Information***

The Federal Project Officer (FPO) assigned to this grant is Keeva d. Davis. Keeva d. Davis will serve as your first line point of contact and can be contacted via e-mail - *davis.keeva@dol.gov*. If your FPO is not available, please call your Ragional Office at 617-788-0170 for assistance.

The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statues(s), grant regulations, guidance, and certifications.

Signature of Approving Official - ***AWARDEE***

**See SF-424 for Signature**

**No Additional Signature Required**

Signature of Approving Official - ***DOL / ETA***

**MELISSA ABDULLAH**, July 21, 2016
Grant Officar

INDIRECT COST RATE 38%

1845

# CONDITION OF AWARD

## Suffolk County Community College

**Condition 1 – Participate in the TechHire Federal Evaluation**

As a reminder, applicants awarded a grant may be required to participant in a Federal evaluation of the TechHire grant program and were required to provide documentation of commitment to participate in such an evaluation initiated by DOL, for the applicant and all partners, including employers or regional industry associations, as a condition of award.

After grants are awarded, grantees will receive detailed information about the national evaluation. The national evaluation may include an implementation assessment across grantees as well as an impact and/or outcomes analysis of all or selected sites within or across grantees. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the TechHire evaluation. As a part of the national evaluation, grantees must agree to: (1) make records on participants, employers, and funding available; (2) provide access to program operating personnel, participants, and operational and financial records, and any other pertaining documents to calculate program costs and benefits; and (3) facilitate the assignment by lottery of participants to program services (including the possible increased recruitment of potential participants); and 4) follow evaluation procedures as specified by the national evaluator under the direction of DOL including after the grant period of performance.

- Provide documentation of commitment to participate if such an evaluation is initiated by DOL, for the applicant and all partners, including employers or regional industry associations.

**Statement of Work and Budget Conditions**

Based on a review of Statement of Work and Budget, we've identified the following areas that require further clarification and/or modification. Any responses to requests for clarification and/or revisions for modification related to the below items must be submitted to your Federal Project Officer (FPO) and the ETA TechHire Program Office TechHire@dol.gov **within 30 days of the receipt of this grant award package**.

Please note that a submittal of revised document(s) does not in and of itself constitute approval by ETA, and final approval must be given by the Grant Officer. Once approved, the revised document(s) will comprise the official modification to this grant agreement (as appropriate) and the special conditions will be resolved.

1845

**Condition 2 – Project Work Plan**
***Optional Statement of Work modification** (if necessary)*

As indicated in the Funding Opportunity Announcement (FOA), applicants were instructed to provide a project work plan to reflect a period of performance start date of June 1, 2016. As the official TechHire grant start date is July 1, 2016, with a grant period of performance through June 30, 2020, recipients may submit an updated work plan to reflect a July 1, 2016 start date and June 30, 2020 end date, if needed, to account for a grant start date one month later than anticipated. Recipients should address these changes by updating the project Work Plan originally provided with your application and submit to ETA. Note, recipients only need to submit an updated project work plan if the one month change in grant start and end date significantly impacts their existing work plan.

**Condition 3 – Performance Outcomes Table**
***Requires Statement of Work modification***

Recipients were required to provide outcome projections for the seven identified outcome measures, including providing targets for each year of the four-year grant period of performance. Recipients should address any identified issues by updating the Performance Outcomes Table originally provided with your application and submit to ETA. Please note, when addressing Performance Outcome Table issues, we do not expect outcome category "total" projections to decrease; however, recipients may need to adjust yearly targets to account for missing yearly projections, math calculation errors, etc.

Upon review of your grant's performance outcomes table, we have identified the below issues:

- The sub-populations (1a and 1b) listed in the performance outcomes table do not add up to the total number of participants.
- The number of participants who engage in paid work experience does not count towards the employment outcome measure for the number of participants who entered unsubsidized employment. Please confirm individuals placed into paid work are not reflected in the employment outcomes target.

**Condition 4 – Target Population**
***Requires Clarification (and Statement of Work modification, if appropriate)***

Applicants may serve one of the two types of populations with barriers to training and employment opportunities listed below. For projects targeting *out-of-secondary school youth ond young adults between the ages of 17 and 29 with barriers to employment and training* this population, at least 75 percent of participants served by the project must be youth and young adults with barriers to training and employment opportunities, as defined above. The remaining 25 percent may be unemployed, dislocated, underemployed, and incumbent workers,

particularly incumbent workers in lower-skill, lower-wage, and front-line jobs in need of upskilling.

For applicants proposing to serve frontline incumbent worker parents with child care responsibilities, no more than twenty five percent (25%) of the participants enrolled may be incumbent workers that meet the eligibility criteria.

- Further clarification is needed regarding the number of incumbent workers relative to the total number of participants is required to ensure that the number does not exceed 25% of the total participants.

**Condition 5 – Revised Budget Narrative (Personnel and Other Line Items)**

The grantee must submit a revised budget narrative which addresses and breaks down the entirety of the Personnel and Other lines reflected on the SF-424a. It must contain costs per entry in each category that add up to the indicated line item total with enough information to ascertain whether the represented totals are mathematically accurate.

## SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | GRANT PROGRAM, FUNCTION OR ACTIVITY (1) RESTORE | (2) | (3) | (4) | Total (5) |
|---|---|---|---|---|---|
| a. Personnel | $ 1,244,366.00 | $ | $ | $ | $ 1,244,366.00 |
| b. Fringe Benefits | 350,958.00 | | | | 350,958.00 |
| c. Travel | 25,500.00 | | | | 25,500.00 |
| d. Equipment | 40,000.00 | | | | 40,000.00 |
| e. Supplies | 141,000.00 | | | | 141,000.00 |
| f. Contractual | 44,260.00 | | | | 44,260.00 |
| g. Construction | 0.00 | | | | |
| h. Other | 301,986.00 | | | | 301,986.00 |
| i. Total Direct Charges (sum of 6a-6h) | 2,148,070.00 | | | | $ 2,148,070.00 |
| j. Indirect Charges | 801,067.00 | | | | $ 801,067.00 |
| k. TOTALS (sum of 6i and 6j) | $ 2,949,137.00 | $ | $ | $ | $ 2,949,137.00 |
| 7. Program Income | $ | $ | $ | $ | $ |

NO IND. CHG

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## SECTION C - NON-FEDERAL RESOURCES

| (a) Grant Program | (b) Applicant | (c) State | (d) Other Sources | (e)TOTALS |
|---|---|---|---|---|
| 8. RESTORE | $ | $ | $ | $ |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. TOTAL (sum of lines 8-11) | $ | $ | $ | $ |

## SECTION D - FORECASTED CASH NEEDS

| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|---|---|---|---|---|---|
| 13. Federal | $ 679,455.00 | $ 169,863.75 | $ 169,863.75 | $ 169,863.75 | $ 169,863.75 |
| 14. Non-Federal | $ | | | | |
| 15. TOTAL (sum of lines 13 and 14) | $ 679,455.00 | $ 169,863.75 | $ 169,863.75 | $ 169,863.75 | $ 169,863.75 |

## SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

| (a) Grant Program | FUTURE FUNDING PERIODS (YEARS) (b)First | (c) Second | (d) Third | (e) Fourth |
|---|---|---|---|---|
| 16. RESTORE | $ 679,455.00 | $ 741,700.00 | $ 758,986.00 | $ 768,996.00 |
| 17. | | | | |
| 18. | | | | |
| 19. | | | | |
| 20. TOTAL (sum of lines 16 - 19) | $ 679,455.00 | $ 741,700.00 | $ 758,986.00 | $ 768,996.00 |

## SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 2148071

22. Indirect Charges: 801067

23. Remarks: Indirect cost rate agreement attached.

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Suffolk 1845
COUNTY COMMUNITY COLLEGE

To: John Schneider, Deputy County Executive

From: Gail Vizzini, V. P. for Business and Financial Affairs

Date: August 18, 2016

Subject: Request for a Resolution Accepting and Appropriating a Grant Award for a Suffolk County Community College Program

Enclosed are the application and requisite forms to request acceptance and appropriation of a grant award for a program at Suffolk County Community College.

Proposal _____Grant Award _X_____Subcontract _____

| | |
|---|---|
| Project Name: | H-1B TechHire Partnership Grant |
| Funding Source: | U.S. Department of Labor Employment and Training Administration (DOL/ETA) |
| Amount of Grant: | $2,949,137 |
| Full Time Positions: | 3 |

Please call me if there are questions regarding this request.
An e-mail version of the resolution was sent to CERESOREVIEW:
**File names: Reso-SCCC-H1BTECHHIRE Award 16.docx**
**Backup-SCCC-H1BTECHHIRE Award 16-SCIN 175A.docx**

Cc: Suzanne Johnson, Vice President, Academic Affairs
John Bullard, Jr., Associate Dean for Financial Affairs

Intro. Res. No. 1846-2016 Laid on Table 9/7/2016
Introduced by Presiding Officer, on request of the County Executive

**RESOLUTION NO. -2016, ACCEPTING AND APPROPRIATING A GRANT AWARD AMENDMENT FROM THE STATE UNIVERSITY OF NEW YORK FOR AN EDUCATIONAL OPPORTUNITY PROGRAM, 100% REIMBURSED BY STATE FUNDS AT SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, the 2015-2016 Suffolk County Community College Operating Budget provides $197,400 from the State University of New York for an Educational Opportunity Program to provide counseling and tutoring services on all three of its campus locations, for the period of September 1, 2015 through August 31, 2016; and

**WHEREAS**, the grant award has been increased by $53,462 for the 2015-2016 Educational Opportunity Program, bringing the total amount of the grant award to $250,862; and

**WHEREAS**, it is necessary to amend the Suffolk County Community College Operating Budget in the amount of $53,462 to provide for the increase in the grant award; and

**WHEREAS**, matching funds are not required; and

**WHEREAS**, the Board of Trustees of Suffolk County Community College accepted the Educational Opportunity Program amendment on August 18, 2016 by Resolution No. 2016.59; and

**WHEREAS**, the College anticipates spending the increase in the grant award in the amount of $53,462 in accordance with the terms of said grant before August 31, 2016; now, therefore be it

1st **RESOLVED**, that said 2015-2016 Suffolk County Community College Operating Budget be amended to reflect the increase in the grant award in the amount of $53,462, from the State University of New York, for an Educational Opportunity Program, for the period September 1, 2015 through August 31, 2016 be accepted and appropriated for the operation of the program as follows:

| REVENUES: | AMOUNT |
|---|---|
| State Grant: EOP: GC07-GC0716-543203-G000 | $53,462 |

| APPROPRIATIONS: | AMOUNT |
|---|---|
| EOP 15-16: GC07-GC0716 | $53,462 |

Suffolk County Community College
Educational Opportunity Program
GC07-GC0716

| | |
|---|---|
| 611000-Personnel Services | $49,663 |
| 611170-Part-Time Instructors | 49,663 |
| | |
| 628000-Employee Benefits | $ 3,799 |
| 628330-Social Security | $ 3,799 |

DATED:

APPROVED BY:

_____

County Executive of Suffolk County

Date:

1846

# STATEMENT OF FINANCIAL IMPACT
# OF PROPOSED SUFFOLK COUNTY LEGISLATION

1. Type of Legislation

Resolution X  Local Law _____  Charter Law _____

2. Title of Proposed Legislation
Accepting and Appropriating a Grant Award Amendment from the State University of New York for an Educational Opportunity Program, 100% Reimbursed by State Funds at Suffolk County Community College

3. Purpose of Proposed Legislation
To accept an amendment to the 2015-2016 Suffolk County Community College operating budget in the amount of $53,462 from the State University of New York for an Educational Opportunity Program at Suffolk County Community College during the 2015-2016 fiscal year.

4. Will the Proposed Legislation Have a Fiscal Impact? Yes ___ No X

5. If the answer to item 4 is "yes," on what will it impact? (Circle appropriate category)

| | | |
|---|---|---|
| County | Town | Economic Impact |
| Village | School District | Other (Specify): |
| Library District | Fire District | |

6. If the answer to item 4 is "yes," Provide Detailed Explanation of Impact
The amendment to the 2015-2016 Suffolk County Community College operating budget will provide $53,462 from the State University of New York for operating costs for the Educational Opportunity Program during the 2015-2016 fiscal year. Matching funds are not required.

7. Total Financial Cost of Funding over 5 Years on Each Affected Political or Other Subdiv.
Not Applicable

8. Proposed Source of Funding: State University of New York

9. Timing of Impact: September 1, 2015 through August 31, 2016

10. Name & Title of Preparer
Henrietta Ytuarte
Accountant

11. Signature of Preparer
Henrietta Ytuarte

12. Date
August 11, 2016

SCIN FORM 175b (10/95)

Suffolk COUNTY COMMUNITY COLLEGE

1846

**Office of the President**

**BOARD OF TRUSTEES**
**August 18, 2016**

**WHEREAS**, the 2015-2016 College operating budget provides $197,400 from the State University of New York for an Educational Opportunity Program (EOP) grant to provide counseling and tutoring services on all three of its campus locations, and

**WHEREAS**, the grant award has been increased by an additional $53,462 for the 2015-2016 EOP, bringing the total amount of the grant award to $250,862, and

**WHEREAS**, it is necessary to amend the 2015-2016 College operating budget in the amount of $53,462 to provide for the total increase in the grant award, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that the 2015-2016 College operating budget be amended to reflect the award increase in the amount of $53,462 from the State University of New York for an Educational Opportunity Program (EOP), and the College President or his designee is authorized to execute a contract, in a form as approved by the College General Counsel, with the administering agency.

Project Director: Iaroslava Babenchuk

Note: Institutional Support required

Bryan Lilly
Secretary

**Central Administration**
533 College Road
Selden, NY 11784-2899
(631) 451-4112

**Ammerman Campus**
533 College Road
Selden, NY 11784-2899
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**Western Campus**
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

**Eastern Campus**
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

**BOARD OF TRUSTEES**
**August 18, 2016**

| | |
|---|---|
| Item 1 | RESOLUTION NO. 2016.56 - Approving Monthly Sponsor Services for Suffolk County Community College |
| Item 2 | RESOLUTION NO. 2016.57 - Approving Budget Transfers |
| Item 3 | RESOLUTION NO. 2016.58 - Accepting a Grant Sub-award from the Research Foundation for the State University of New York for a Project Entitled "Constructive Convergences" |
| Item 4 | RESOLUTION NO. 2016.59 - Amending the College Operating Budget for an Educational Opportunity Program Grant |
| Item 5 | RESOLUTION NO. 2016.60 - Amending the Suffolk County Community College Student Code of Conduct |
| Item 6 | RESOLUTION NO. 2016.61 - Amending the College Budget for Participation in a Project Entitled "Bioprep: Biology Partnership in Research and Educational Programs" |
| Item 7 | RESOLUTION NO. 2016.62 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Learning Resource Center on the Grant Campus |
| Item 8 | RESOLUTION NO. 2016.63 - Accepting an Award from the U.S. Department of Labor, Employment and Training Administration for the H-1B Techhire Partnership Grant |
| Item 9 | RESOLUTION NO. 2016.64 - Accepting a Grant Award from the State University of New York for an Innovative Instruction Technology Grant (IITG), Entitled "Expanding Mobile Makerspaces to Enhance learning Throughout Suffolk County Community College" |
| Item 10 | RESOLUTION NO. 2016.65 - Authorizing an Agreement with Hampton Bays Public Schools for a Childcare Development Associate Program |
| Item 11 | RESOLUTION NO. 2016.66 - Adopting a Policy Establishing Guidelines for the Use of College Resources by Non-College Entities |

1846

Item 12 RESOLUTION NO. 2016.67 - Amending the Suffolk County Community College Public Demonstration and Mass Gathering Policy

Item 13 RESOLUTION NO. 2016.68 - Creating an Employee Title

Item 14 RESOLUTION NO. 2016.69 - Fixing Time of 2017 Meetings of the Board of Trustees

6C0716

SUNY The State University of New York

1846

Office of the Provost

State University Plaza
Albany, New York 12246

www.suny.edu

**Memorandum**

To: Iaroslava Babenchuk, Educational Opportunity Program Director
Suffolk County Community College

From: Deidre Clark, Associate Provost
Office of Opportunity Programs

Date: November 13, 2015

Re: 2015-2016 Budget Allocation and Funded Enrollment

As you know, the 2015-2016 Educational Opportunity Program appropriation included a significant increase. This level of funding growth has not occurred since the early years of program implementation and represents recognition of the program's documented effectiveness in multiple program sectors. The increase has allowed for higher funding rates for all programs and capacity expansion at higher performing programs.

You will note below that the funding formula for community college programs has also been increased significantly. As in the past, these funds are to be used for the provision of counseling, academic support and direct aid to students, based upon your assessment of local needs. We are hopeful that the increased resources will allow for strengthening of services that will result in higher rates of student success. Building stronger outcomes in community college sector programs is among our major priorities.

This academic year's funding for the Educational Opportunity Program at Suffolk County Community College is:

**Funded Enrollment:** **155**
**Total Funding:** **$131,750 @ $850 per student**

As always, you can expect to receive the expenditure plan for completion and three vouchers for signature soon after receipt of this correspondence. We will process the first payment for the year as quickly as possible.

Please note that this fiscal year, 2015-2016, is the last year of the five-year agreement that began in 2011. We are in the early stages of developing contract renewals to begin with the 2016-17 fiscal year and will inform you as we progress.

To Learn
To Search
To Serve

the Power of SUNY

As we move through this process, we will review program performance, program services and campus support at each campus with the goal of assessing the impact of program operation on student success.

If you have any questions, you may contact our office. Thank you for all that you do. 1846

c. EOP Supervisor
Budget Officer
Mr. Belcher
Ms. Hamler-Cadet

1846

SUNY The State University of New York

Office of the Provost

State University Plaza
Albany, New York 12246

www.suny.edu

**Memorandum**

To: Dr. Iaroslava Babenchuk, Educational Opportunity Program Director
Suffolk County Community College

From: Evonne Hamler-Cadet, Associate
Office of Opportunity Programs

Date: March 17, 2016

Subject: EOP Special Initiative Funding

Thank you for submitting a proposal to provide enhanced support services to Educational Opportunity Program students enrolled at Suffolk County Community College. As we discussed, the campus has been approved to hire a temporary college success coach who will work closely with Educational Opportunity Program students in danger of academic dismissal. In addition, we have approved the expansion of EOP tutoring to ensure sufficient academic support is available to all program students. The total amount approved is $11,947. Compensation for the college success coach must not exceed $5,280 and the enhanced tutoring should not exceed $6,667. The special initiative funding is to be applied in the current term (i.e. spring 2016).

To determine the efficacy of the funded activities, the campus will need to report on the outcomes of the special initiative. We will provide the reporting format under separate cover.

In order to monitor and track the funds associated with the special funding, we are asking the campus to establish an account for this purpose. If the campus anticipates the need to amend the budget or expenditure activities, prior approval must be obtained from the SUNY Office of Opportunity Programs.

Payment will be processed via the standard voucher process.

If you have any questions, you are welcome to contact the office.

Thank you so much for the work that you do.

c. Ms. Clark

1846

**Summer 2016**
**Program Summary Page**

Campus – Suffolk county Community College

Pre-Freshman X  Post-Freshman ☐

Credit ☐  Non-Credit X

Number of credits to be offered, if applicable 0

Will you be participating in the Summer Food Service Program (SFSP)? Yes ☐ No ☑

If yes, are you participating for the first time? Yes ☐ No ☐

Summer program participation is mandatory for all students Yes ☑ No ☐

Program Type:
- Basic Orientation_____
- Extended Orientation/Mini Pre-freshman _____
- Full Program X

Length of Program:
_____Days (Orientations)
5 Weeks

Start Date July 5th, 2016
End Date August 4th, 2016

Number of Students to be Served 65

Amount of Request $79,150

Amount of Campus Contribution $36,647

Cost Per Student* $1,217

Anticipated Fall Enrollment:

New 65
Continuing 90

*Total 155*

**Proposal Content/Format**
**Summer 2016**

1846

**I. Program Summary Page**

The Educational Opportunity Program (EOP) at Suffolk County Community College (SCCC) is a state-funded program designed to provide economically disadvantaged and academically underprepared students who demonstrate potential for success with an opportunity to obtain a degree in higher education from a two-year college. At SCCC, the Pre-Freshman Summer Program has historically been a valuable vehicle used to prepare students for the transition to college and to familiarize them with services available to them on campus throughout the academic year. **The goal of the 2015 Summer Enrichment Program is to improve EOP students' academic preparation, develop good study habits, learn how to manage college environment and navigate within a culturally diverse college community which will result in a smoother transition to college in the fall semester.**

Suffolk County Community College is a tri-campus college on the East part of Long Island serving more than 26,000 students. While facing similar challenges to other EOP students statewide, SCCC EOP students also navigate challenges related to life on an island, which at times results with particularly isolated opportunities and limited knowledge of life outside of students' immediate surroundings. Many EOP students entering SCCC, besides being underprepared academically, have never travelled out of the 15-20 miles radius of their home, high school and work, many have never been to New York City due to high cost of rail passes and remoteness of their home area in relation to public transportation, despite relative proximity to the city. As a result, when entering college, students are not prepared to manage a balancing act of college life that includes aligning class schedules, public transportation, family issues, finances, campus culture, work etc. Underdeveloped college know-how skills, underdeveloped social relationships, and feasibility of college life due to other life commitments are among key reasons of students' dropping out of college. The 2016 Summer Enrichment Program will allow students to begin learning this "balancing act". Students will attend a 5-week program at a campus closest to their home focusing on improving their skills in mathematics, reading, English, financial literacy as well as cultural sensitivity; EOP staff will also assist students with learning about various programs and services offered at each campus and help them understand how to map out their college experience so that they can manage it successfully.

1846

**II. Program Options:**

Pre-Freshman ☑ Post-Freshman ☐

| | | | Length |
|---|---|---|---|
| Option I | Basic Orientation | ☐ | |
| Option II | Extended Orientation | ☐ | |
| Option III | Full Summer Program | ☑ | 5 weeks |

**III. Objectives of the program, stated in terms of specific student gains (e.g. students will become familiar with campus structure and procedures, students will learn to compose a college level paper, etc)**
**SCCC Summer Enrichment Program Objectives:**

- To offer a 3 credit College Freshman Seminar to all students enrolled in the program and achieve 100% completion rate of the summer portion of the course by the end of the program;
- To offer non-credit remedial course offerings in math, reading, English with a goal that at least 10% of the students after completion will be no longer required to take developmental courses;
- To offer mandatory tutoring in mathematics, English and reading to all students enrolled in the program and achieve 100% attendance per subject matter;
- To offer regular opportunities within the College Freshman Seminar for students to address issues related to adjustments necessary to transition into college life (time management, learning skills, life balance between family, work and school, relationship building with people of different backgrounds, cultures, ethnicities etc.);
- To offer workshops on financial literacy, cultural sensitivity and developing an academic plan for all students enrolled into the program;
- To offer a final gathering to commend the students for the successful completion of the summer program and to facilitate a smooth transition into the upcoming fall semester;
- To transition 100% of students enrolled in the summer program into the Fall'15 semester;

**IV. Profile of incoming student group, including academic indicators (SAT scores, high school averages, etc) and performance or risk indicators. If post-freshmen students are to be served, provide a description of the criteria for participation.**

All students admitted to Suffolk County Community College Educational Opportunity Program must satisfy the following SCCC requirements (a need for additional academic preparation is defined by any one of the following):

- a high school average of 83 or below;
- a General Equivalency Diploma (GED) (or);
- a non-high school graduate who is admitted to SCCC through the Ability to Benefit program (or) ;
- placement at SCCC in one or more developmental courses (or) ;
- a referral from an Educational Opportunity Center within the SUNY system;

Potential for mastering college-level work is determined by a review of a students high school record, all available test scores, and information about extracurricular activities, hobbies, community activities, job history, and any other experiences that might indicate students potential for future success.

V. **A. List of coursework and/or workshops to be offered:**

- English, Math, Reading – non-credit remedial workshops
- EOP Freshman Seminar – 3 credits
- English, Math, Reading – tutoring
- Introduction to Smart Track Tool Workshop, Cultural Sensitivity Workshop

SCCC EOP Summer Enrichment Program's primary goal is to provide non-credit remedial workshops to upgrade students' academic skills in the areas of mathematics, reading and English. The instructional modality will be lecture style/computer assisted instruction to accommodate students at different skills levels. The workshops will be facilitated by professors, professional assistants and tutors. These workshops proved to be an effective tool in helping students fill the gaps in their preparation in the mentioned subject areas and place out of developmental courses as a result of this work or be more successful in their studies during first semester.

The College Freshman Seminar course has a designated section developed for new incoming EOP students. Students will earn 3 college credits for successful completion of the course. The EOP College Freshman Seminar component will cover the following topics:

- Transitioning to College
- Decision Making

- Computer Literacy
- Effective Study Skills
- Goal Setting
- Time Management
- General Science Review
- Campus and College Resources
- Developing an Academic Plan
- Civic Awareness
- Financial Literacy
- Cultural Sensitivity Training

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**B. Summary of counseling and other support services to be offered:**

Counseling and advisement play a critical role in EOP pre-freshmen's adjustment to the college environment and their subsequent academic success. Individual counseling will be available for students to discuss issues of personal nature. Group counseling sessions will be available for students: the purpose of these meetings is to discuss EOP program expectations and adjustment issues, in addition to helping staff members assess student's needs during the academic year.

## VI. Pertinent Policies Affecting Student Participation and Progression

All students are required to sign a contract for participation in the summer program.

1. Students are required to complete the summer program.
2. Lateness or absences two or more times during the summer program may cause a student to be removed from the EOP Program permanently.
3. If a student needs to leave early due to an emergency, they will need to notify an EOP staff/faculty member immediately.
4. Early dismissals are not allowed unless an EOP staff member has been notified, and the dismissal has been approved.

5. Classroom disruptions will not be tolerated. If disruptive behavior continues, a student will be removed from the EOP Program.

Participation in the summer program is required of all freshmen accepted prior to the start of the fall semester. A student may receive an exemption due to extenuating circumstance by the program administrator.

Students who do not meet the above requirements are re-evaluated at the end of the program and may be dismissed or placed on probationary status.

VII. A sample schedule (weekly or daily) that provides an overview of student activities.

The SCCC EOP Summer Enrichment Program will begin Tuesday, July 5, 2016 and end on Thursday, August 4, 2016. Below is a sample schedule of a typical day of program offerings:

***Mondays - Thursdays, 8:00 am – 4:00 pm***

| | |
|---|---|
| 8:00am – 8:15am | Breakfast/Tutoring |
| 8:20am – 9:50am | Math Workshop |
| 10:00am – 10:30am | Tutoring Workshop |
| 10:40am – 12:10 | English Workshop |
| 12:15pm – 12:55pm | Lunch |
| 1:00pm – 2:00pm | Reading Workshop |
| 2:10 pm – 3:40pm | EOP College Freshman Seminar |

VIII. The results of testing and evaluation carried out in the previous year.

The College Placement test was used to pre- and post-test all students enrolled in the program to assess any improvements in reading, math, and English skills as a result of student's enrollment in non-credit remedial workshops to assess their effectiveness. The results below reflect students' improvement rates per campus. On average, as a result of these workshops 30 % of students placed out of developmental courses.

**Grant Campus**

| Before | After | Before | After | Before | After | Before | After |
|---|---|---|---|---|---|---|---|
| ALG | | ARTH | | RDG | | SENT | |
| 032 | 023 | 085 | 065 | 077 | 092 | 070 | 073 |
| 059 | 111 | 045 | 098 | 045 | 068 | 057 | 079 |
| 079 | 039 | 024 | 031 | 037 | 047 | 052 | 086 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 029 | 030 | 039 | 029 | 048 | 064 | 068 | 064 |
| 059 | 078 | 029 | 033 | 039 | 051 | 054 | 076 |
| 057 | 094 | 031 | 070 | 060 | 065 | 066 | 067 |
| 056 | 064 | 030 | 039 | 053 | 071 | 051 | 058 |
| 021 | 027 | 021 | 046 | 041 | 060 | 041 | 043 |
| 034 | 095 | 032 | 061 | 068 | 067 | 108 | 094 |
| 068 | 086 | 079 | 097 | 055 | 089 | 086 | 088 |
| 027 | 024 | 021 | 038 | 066 | 054 | 067 | 059 |
| 063 | 041 | 040 | 063 | 052 | 065 | 062 | 089 |
| 041 | 070 | 020 | 065 | 054 | 064 | 068 | 101 |
| 030 | 034 | 051 | 054 | 076 | None | 086 | 089 |
| 026 | 036 | 024 | 036 | 082 | 101 | 076 | 096 |
| 051 | 060 | 026 | 036 | 060 | 052 | 087 | 079 |
| 082 | 097 | 042 | 083 | 072 | 064 | 066 | 088 |

| | |
|---|---|
| % INC'd. Level | 76% |
| % INC'd. Math Level | 53% |
| % INC'd. ENG Level | 47% |
| Total Students = 17 | 100% |

**Ammerman Campus**

| Algebra | | | Arithmetic Skills | | | Reading | | | Sentence Skills | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Pre | Post | gain/loss | Pre | Post | gain/loss | Pre | Post | gain/loss | Pre | Post | gain/loss |
| 38 | 26 | -12 | 55 | 37 | -18 | 87 | 64 | -23 | 83 | 63 | -20 |
| 22 | 78 | 56 | 32 | 65 | 33 | 47 | 51 | 4 | 61 | 52 | -9 |
| 48 | 71 | 23 | 60 | 85 | 25 | 64 | 69 | 5 | 81 | 68 | -13 |
| 53 | 49 | -4 | 63 | 44 | -19 | 0 | 0 | 0 | 0 | 0 | 0 |
| 44 | 76 | 32 | 59 | 43 | -16 | 61 | 57 | -4 | 70 | 72 | 2 |
| 70 | 96 | 26 | 96 | 79 | -17 | 69 | 81 | 12 | 67 | 96 | 29 |
| 31 | 39 | 8 | 26 | 43 | 17 | 78 | 59 | -19 | 76 | 97 | 21 |
| 27 | 21 | -6 | 20 | 24 | 4 | 37 | 31 | -6 | 40 | 47 | 7 |
| 48 | 36 | -12 | 38 | 34 | -4 | 54 | 85 | 31 | 80 | 83 | 3 |

Students' names were removed from data. On both campuses on average 23% of students placed out of developmental courses.

**IX. Program Development and Growth: Briefly summarize any changes you have made in order to strengthen your program. This may include changes in or additions to program content, delivery methods, timing/duration or smaller details that you feel may add to effectiveness.**

- Based on an internal assessment of the EOP program's effectiveness during the previous year a decision was made to increase more classroom time for non-credit remedial workshops in math, English and reading.

- Cultural sensitivity training will be expanded within Freshman Seminar to increase student's awareness of cultural differences in a college environment and help them adjust to college culture.
- The College Freshman Seminar topics will be diversified to address development of global awareness skills.
- Financial literacy component will be expanded on via a workshop introducing students to Smart Track Tool.

VII. Budget and Budget Narrative: The budget request should include all costs to be paid through the requested funding and the total amount of institutional contribution by individual cost item. The request should be itemized on the Budget Summary form provided and should be supplemented with a narrative providing sufficient supporting detail to be clear. Camp **BUDGET NARRATIVE**

**I. Staffing**

**Instructors (paid by SCCC and EOP):**

Five instructors with experience teaching **mathematics,** will be hired to provide instruction in a non-credit workshop format. The instructors will teach a daily workshop of one and a half hour, four days per week for a total of 6 hours per week during the 5 week program on 3 campuses (large cohorts will be split into two)

Three instructors with experience teaching **English skills,** will be hired to provide instruction in a non-credit workshop format. The instructors will teach a daily workshop of one hour a day, four days per week for a total of 4 hours per week for 5 weeks.

Three instructors with experience teaching **reading,** will be hired to provide **reading** instruction in a non-credit workshop format. The instructors will convene a daily workshop of one hour a day, four days per week for a total of 4 hours per week for 5 weeks.

**Instructors (paid by SCCC):**

Three instructors with freshman seminar certification, will be hired to teach the **COL 141, EOP Freshman Seminar course on all three campus.** (Students will get 3 college credits for the completion of this course.) Class will convene for one hour and thirty minutes, four days per week during the summer program and continue into the fall semester for one

hour per week for fifteen weeks. Instructors must have a Masters degree in counseling or related degree and will be paid at the Associate professor level.

**Advisors/ Counselors (paid by SCCC):**

Four advisors paid by EOP will assist students with finalizing financial aid packets, building fall schedules, monitoring attendance during the summer program and academic advisement. Advisors will be paid at the Professional Assistant rate established at the college and must have a Bachelor's degree and experience working with EOP students.

One part-time counselor paid by EOP will interview new students for the summer program and develop a three-year academic plan. During the interview, the counselor will assess the students' ability to benefit from the program and assist students with resolving issues that will impact their success. Counselor will assist students with initial course selection at the beginning of the summer program and any schedule adjustments after post-testing. All counselors at SCCC must have a MSW or Masters in counseling.

**Tutors (paid by EOP):**

Six tutors will be available to assist the students in the workshops and computer labs. The tutors will provide individual and group tutoring. All tutors will be professional tutors. Tutor's can work 17 hours per week for 5 weeks.

**College Aides**

College Aides will assist staff with administrative processes and help students navigating campuses and administrative procedures on their respective campuses.

**II. Room and Board**

**Housing:**

Since Suffolk County Community College is a commuter college, housing is not available for students.

**Meals (paid by EOP):**

Breakfast and lunch are provided for each student each day of attendance. Students who attend the entire program will be provided with 19 breakfasts and 19 lunches. Each student will be allowed to spend up to $7 for breakfast and $10 for lunch.

**III. Instructional Materials and Supplies (paid by EOP)**

Books (paid by EOP):

Textbooks are required for the College Freshman Seminar as well as for the math and English workshops. Books purchased with EOP funds will be used by students during the summer program and then during fall semester.

Materials (paid by EOP):

Each student gets a backpack to hold a notebook, text book, pen, pencil, flash drive and folder.

**IV. Enrichment (paid by EOP):**

Transportation will be provided to attend the completion ceremony for students on all three campuses.

**V. Transportation (paid by EOP):**

The students who attend every session of the summer program will be given the maximum travel reimbursement amount of $95 at the end of the summer program. The transportation reimbursement will be prorated according to the number of days a student attends the summer program.

| 2016 Summer Budget Summary | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Staffing | CAMPUS: | | | | | | | | | |
| Instructors | Quantity | | | Total | EOP | Institution | Other | Other | Total | |
| 5 math | 115 | @ | $81 | $9,315 | | $9,315 | | | $9,315 | |
| 3 reading | 51 | @ | $75 | $3,825 | | $3,825 | | | $3,825 | |
| 3 english | 69 | @ | $75 | $5,175 | $5,175 | | | | $5,175 | |
| 3 First year seminar X 3 credits | 9 | @ | $1,324 | $11,916 | | $11,916 | | | $11,916 | |
| fringe (8%) cumulative | | @ | | $2,418 | | $2,418 | | | $2,418 | |
| Counselors | | | | | | | | | | |
| 1 pt counselor | 124 | @ | $75 | $9,300 | $9,300 | | | | $9,300 | |
| 3 pt advisors (180hrs x3) | 432 | @ | $40 | $17,280 | $17,280 | | | | $17,280 | |
| (1 per campus) | | @ | | $0 | | | | | $0 | |
| fringe (23%) cumulative | | @ | | $6,113 | | $6,113 | | | $6,113 | |
| Tutors/Other | | | | | | | | | | |
| 6 tutors | 510 | @ | $12 | $6,120 | $6,120 | | | | $6,120 | |
| 3 college aides | 255 | @ | $12 | $3,060 | | $3,060 | | | $3,060 | |
| | | | Total | $74,522 | $37,875 | $36,647 | $0 | $0 | $74,522 | |

| Room & Board (including staff) | Number of Students | | Cost per day | Number of days | Total | EOP | USDA | Institution | Other | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Meals ( 2 per day) | 75 | @ | $17 | 19 | $24,225 | $24,225 | | | | $24,225 |
| | | | | Total | $24,225 | $24,225 | $0 | $0 | $0 | $24,225 |

| Instructional Costs | Quantity | | Costs | | EOP | Institution | Other | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| Books | 65 | @ | $100 | $6,500 | $6,500 | | | | $6,500 |
| Materials | 65 | @ | $45 | $2,925 | $2,925 | | | | $2,925 |
| | | | Total | $9,425 | $9,425 | $0 | $0 | $0 | $9,425 |

| Enrichment | Quantity | | Costs | | EOP | Institution | Other | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| tshirts | 85 | @ | $5 | $425 | $425 | | | | $425 |
| workshop supplies/materials | 65 | @ | $5 | $325 | $325 | | | | $325 |
| | | @ | | | | | | | |
| | | | Total | $750 | $750 | $0 | $0 | $0 | $750 |

| Transportation | Quantity | | Costs | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|
| travel assistance $5x65x19 | 65 | @ | $95 | $6,175 | $6,175 | | | | $6,175 |
| buses for completion cerem | 2 | @ | $400 | $800 | $700 | | | | $700 |
| | | | Total | $6,975 | $6,875 | $0 | $0 | $0 | $6,875 |

| Other Expenses | Quantity | | Costs | | EOP | Institution | Other | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| | | @ | | $0 | | | | | $0 |
| | | @ | | $0 | | | | | $0 |
| | | @ | | $0 | | | | | $0 |
| | | | Total | $0 | $0 | $0 | $0 | $0 | $0 |
| | | | | | | | | | |
| | | | | | | | $0 | | |

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SUNY The State University of New York

**Office of the Provost**

State University Plaza
Albany, New York 12246

www.suny.edu

**Memorandum**

To: Iaroslava Babenchuk, Educational Opportunity Program Director
Suffolk County Community College

From: Deidre Clark, Associate Provost DC
Office of Opportunity Programs

Date: May 11, 2016

Re: 2015-2016 Funding Adjustment

The growth in this year's budget has permitted us to raise the funding formula for the 2015-16 fiscal period. Initially, we applied an increase of 30% to last year's formula. Since then, the identification of additional resources has allowed us to, again, increase the formula by an additional $200 per student. To be clear, this year's funding formula has increased from $850 to $1050 per student. In comparing last year's per student level, this represents a 68% increase. The additional investment represents a commitment to expanding services and strengthening performance in the community college sector.

The increased funding will be available for use in academic support, summer costs for continuing and pre-freshman students and direct aid. As a reminder, funds can be expended until the expiration of the fiscal year (i.e. August 31st). In general, the increase in funding does not automatically authorize the campus to expand enrollment unless approved by the Office of Opportunity Programs.

The increase will reflect in the next payment that is scheduled to occur on June 1, 2016.

The revised 2015-16 budget for Suffolk County Community College campus is below:

Initial Funding Level: $131,750
**Revised Funding Level: $162,750**

We will address revisions to the expenditure plan with each individual campus. For now, we ask that you complete the attached form to capture the campuses' plan to expend the additional funding.

If you have any questions, you are welcome to contact the office.

c. Mr. Belcher
Ms. Hamler-Cadet

To Learn
To Search
To Serve

the Power of SUNY

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SUNY

Educational Opportunity Program
Community Colleges
Plan to Expend Additional Funding
2015-2016

| | |
|---|---|
| Direct Aid | $ 5,800 |
| Academic Support/Tutoring | $ 13,244 |
| Summer Activities | $ 11,956 |
| Total | $ 31,000 |

EOP Director Signature:

Campus: Suffolk County Community College

Date: 06/09/2016

Note: Plans to expend funds in the area of counseling/personnel must be approved by the Office of Opportunity Programs.

1846

SUNY The State University of New York

Office of the Provost

State University Plaza
Albany, New York 12246

www.suny.edu

**MEMORANDUM**

**To:** Iaroslava Babenchuk, Educational Opportunity Program Director
Suffolk County Community College

**From:** Evonne Hamler-Cadet, Associate
Office of Opportunity Programs

**Subject:** 2016 EOP Summer Approval

**Date:** June 27, 2016

We are pleased to inform Suffolk County Community College that the 2016 pre-freshman summer program proposal has been approved with changes.

Your proposal for programming during summer 2016 has been approved as shown below:

**Program Type/Length:** Full-5 Weeks
**Number of students:** 70
**Funding Amount:** $76,165

As a reminder, the five-year community college agreement allows us to make additions that do not exceed the amount stated in the agreement. Therefore, an amendment to the contract is not required.

Payment has been processed and the funds should arrive soon. We expect that you will work with the campus business officer to ensure summer funding is applied exclusively for Educational Opportunity Program students.

To ensure clarity, a copy of the approved budget detail is attached. It is important that you notify us as quickly as possible if you anticipate any significant deviations from the approved budget categories and amounts.

c. Ms. Clark
Mr. Belcher
Campus Business Officer
Program Supervisor

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## 2015 Summer Budget Summary

CAMPUS: Suffolk County Community College - Ketigad

| Staffing | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Instructors | Quantity | | | Total | EOP | Institution | Other | Other | Total |
| 5 math | 115 | @ | $81 | $9,315 | | $9,315 | | | $9,315 |
| 3 reading | 51 | @ | $75 | $3,825 | | $3,825 | | | $3,825 |
| 3 english | 69 | @ | $75 | $5,175 | $5,175 | | | | $5,175 |
| 3 First year seminar X 3 credits | 9 | @ | $1,324 | $11,916 | | $11,916 | | | $11,916 |
| fringe (8%) cumulative | | @ | | $2,418 | | $2,418 | | | $2,418 |
| Counselors | | | | | | | | | |
| 1 pt counselor | 124 | @ | $75 | $9,300 | $9,300 | | | | $9,300 |
| 3 pt advisors (180hrs x3 ) | 432 | @ | $40 | $17,280 | $17,280 | | | | $17,280 |
| (1 per campus) | | @ | | $0 | | | | | $0 |
| fringe (23%) cumulative | | @ | | $6,113 | | $6,113 | | | $6,113 |
| Tutors/Other | | | | | | | | | |
| 6 tutors | 510 | @ | $12 | $6,120 | $6,120 | | | | $6,120 |
| 3 college aides | 255 | @ | $12 | $3,060 | | $3,060 | | | $3,060 |
| | | | Total | $74,522 | $37,875 | $36,647 | $0 | $0 | $74,522 |

| Room & Board (including staff) | Number of Students | | Cost per day | Number of days | Total | EOP | USDA | Institution | Other | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Meals ( 2 per day) | 80 | @ | $17 | 19 | $25,840 | $25,840 | | | | $25,840 |
| | | | | Total | $25,840 | $25,840 | $0 | $0 | $0 | $25,840 |

| Instructional Costs | Quantity | | Cost | | EOP | Institution | Other | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| Books | 70 | @ | $58 | $4,060 | | | | | $0 |
| Materials | 70 | @ | $60 | $4,200 | $4,200 | | | | $4,200 |
| | | | Total | $8,260 | $4,200 | $0 | $0 | $0 | $4,200 |

| Enrichment | Quantity | | Cost | | EOP | Institution | Other | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| tshirts | 90 | @ | $5 | $450 | $450 | | | | $450 |
| workshop supplies/materials | 70 | @ | $5 | $350 | $350 | | | | $350 |
| | | @ | | | | | | | |
| | | | Total | $800 | $800 | $0 | $0 | $0 | $800 |

| Transportation | Quantity | | Cost | | EOP | Institution | Other | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| travel assistance $5x65x19 | 70 | @ | $95 | $6,650 | $6,650 | | | | $6,650 |
| buses for completion cerem. | 2 | @ | $400 | $800 | $800 | | | | $800 |
| | | | Total | $7,450 | $7,450 | $0 | $0 | $0 | $7,450 |

| Other Expenses | Quantity | | Cost | | EOP | Institution | Other | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| | | @ | | $0 | | | | | $0 |
| | | @ | | $0 | | | | | $0 |
| | | @ | | $0 | | | | | $0 |
| | | | Total | $0 | $0 | $0 | $0 | $0 | $0 |

| Grand Total | EOP | Institution | Other/USDA | Other | Total |
|---|---|---|---|---|---|
| | $69,115 | $36,647 | $0 | $0 | $105,762 |

Suffolk COUNTY COMMUNITY COLLEGE

1846

To: Jon Schneider, Deputy County Executive

From: Gail Vizzini, Vice President for Business & Financial Affairs

Date: August 18, 2016

Subject: Request for a Resolution Accepting and Appropriating a Grant Award Amendment for a Suffolk County Community College Program

Enclosed are the application and requisite forms to request acceptance and appropriation of a grant award amendment for a program at Suffolk County Community College.

Proposal _____ Grant Award Amendment __X__ Subcontract _____

Project Name: Education Opportunity Program (EOP)

Funding Source: The State University of New York

Amount of Grant: $ 53,462

Full Time Positions: None

Please contact Henrietta Ytuarte at 631-451-4124 if there are any questions regarding this request.

An e-mail version of the resolution was sent to CERESOREVIEW:
**File names: Reso-SCCC-EOP Amend Award 16.docx**
**Backup-SCCC-EOP Amend Award 16.docx 175A.docx**

Cc: Iaroslava Babenchuk, Associate Dean, Academic Affairs
Sherri Stewart, Assistant Director of EOP
John Bullard, Jr., Associate Dean for Financial Affairs
Mary Lou. Araneo, Vice President for Institutional Advancement

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**2016 INTERGOVERNMENTAL RELATIONS**
**MEMORANDUM OF SUPPORT**

TITLE OF BILL: Accepting and Appropriating a Grant Award Amendment from the State University of New York for an Educational Opportunity Program, 100% Reimbursed by State Funds at Suffolk County Community College

PURPOSE OR GENERAL IDEA OF BILL: To accept and appropriate a grant award amendment from the State University of New York for an Educational Opportunity Program in the amount of $53,462, during the 2015-2016 fiscal year.

SUMMARY OF SPECIFIC PROVISIONS: This legislation will increase the operating budget for Suffolk County Community College by accepting and appropriating the grant award amendment from the State University of New York for an Educational Opportunity Program, in the amount of $53,462.

JUSTIFICATION: Suffolk County Community College is a tri-campus commuter college and EOP students must learn to balance home, work, and school while addressing transportation and family issues. EOP staff will assist students with navigating the various programs and services offered at each campus. The goal is to improve EOP students' academic skills and computer literacy, develop good study habits, and learn how to manage their time effectively.

FISCAL IMPLICATIONS: None

Intro. Res. No. 1847-2016 Laid on Table 9/7/2016
Introduced by Presiding Officer, on request of the County Executive

**RESOLUTION NO. -2016, ACCEPTING AND APPROPRIATING A GRANT SUB-AWARD AMENDMENT FROM THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK, STONY BROOK UNIVERSITY, THE PRIME RECIPIENT OF A GRANT AWARD FROM THE NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES, FOR A PROJECT ENTITLED, "BIOPREP: BIOLOGY PARTNERSHIP IN RESEARCH AND EDUCATION PROGRAMS", 100% REIMBURSED BY FEDERAL FUNDS AT SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, the 2015-2016 College operating budget provides $27,019 from The Research Foundation for The State University of New York, Stony Brook University, the prime recipient of a grant award from the National Institute of General Medical Sciences, for a project entitled, "BioPREP: Biology Partnership in Research and Education Programs", for the period of May 1, 2016 through April 30, 2017; and

**WHEREAS**, the grant sub-award has been increased by $7,629, bringing the total amount of the grant award to $34,648; and

**WHEREAS**, the grant sub-award will provide additional funds allocated for release time for the project director whose primary responsibility is to recruit SCCC students for the BioPREP summer program; and

**WHEREAS**, the remainder of funds will be used to purchase laboratory supplies, printing and distribution of recruitment materials, and travel costs to attend meetings; and

**WHEREAS**, it is necessary to amend the 2015-2016 College operating budget in the amount of $7,629 to provide for the increase of the grant sub-award; and

**WHEREAS**, the Board of Trustees of Suffolk County Community College accepted the amendment to the 2015-16 College operating budget for the increase to the grant sub-award in the amount of $7,629 on August 18, 2016 by Resolution No. 2016.61; and

**WHEREAS**, the College anticipates spending the increase in the grant sub-award in the amount of $7,629 including indirect costs, in accordance with the terms of said grant sub-award before April 30, 2017; now, therefore be it

1st **RESOLVED**, that said 2015-2016 College operating budget be amended to reflect the increase to the grant sub-award, from The Research Foundation for The State University of New York, Stony Brook University, the prime recipient of a grant award from the National Institute of General Medical Sciences, for a project entitled "BioPREP: Biology Partnership in Research and Education Programs", in the amount of $7,629, including $2,139 indirect costs and said amount be accepted and appropriated for the operation of the program as follows:

| REVENUES: | AMOUNT: |
|---|---|
| Federal Grant: BioPREP: GC10-GC1016-544217-G000 | $7,629 |
| APPROPRIATIONS: BioPREP 15-16: GC10-GC1016 | $5,490 |

Suffolk County Community College
BioPREP
GC10-GC1016

| | |
|---|---|
| 611000-Personnel Services | $ 35 |
| 611570-Full Time Overload | 35 |
| 628000-Employee Benefits | $ 3 |
| 628330-Social Security | 3 |
| 713000-Supplies & Materials | $5,452 |
| 713100-Instructional Supplies | 5,452 |

DATED:

APPROVED BY:

_____
County Executive of Suffolk County

Date:

1847

**2016 INTERGOVERNMENTAL RELATIONS**
**MEMORANDUM OF SUPPORT**

TITLE OF BILL: Accepting and Appropriating a Grant Sub-award Amendment from The Research Foundation for The State University of New York, Stony Brook University, the Prime Recipient of a Grant Award from the National Institute of General Medical Sciences, for a Project Entitled, "BioPREP: Biology Partnership in Research and Education Programs", 100% Reimbursed by Federal Funds at Suffolk County Community College

PURPOSE OR GENERAL IDEA OF BILL: To accept and appropriate a grant sub-award amendment, in the amount of $7,629 from The Research Foundation for The State University of New York, Stony Brook University, the prime recipient of a grant award from the National Institute of General Medical Sciences, for a project entitled "BioPREP: Biology Partnership in Research and Education Programs", during the 2015-2016 through the 2016-2017 fiscal year.

SUMMARY OF SPECIFIC PROVISIONS: This legislation will increase the budget for Suffolk County Community College by accepting and appropriating the grant sub-award amendment from The Research Foundation for The State University of New York, Stony Brook University, the prime recipient of a grant award from the National Institute of General Medical Sciences, in the amount of $7,629 including indirect costs, for a project entitled "BioPREP: Biology Partnership in Research and Education Programs".

JUSTIFICATION: This grant sub-award amendment provides additional funds allocated for release time for the project director whose primary responsibility is to recruit SCCC students for the BioPREP summer program. The remainder of the funds will be used to purchase laboratory supplies, printing and distribution of recruitment materials, and travel costs to attend meetings.

FISCAL IMPLICATIONS: None

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## STATEMENT OF FINANCIAL IMPACT
## OF PROPOSED SUFFOLK COUNTY LEGISLATION

1. Type of Legislation

Resolution X  Local Law _____  Charter Law _____

2. Title of Proposed Legislation
Accepting and Appropriating a Grant Sub-award Amendment from The Research Foundation for The State University of New York, Stony Brook University, the Prime Recipient of a Grant Award from the National Institute of General Medical Sciences, for a project entitled, "BioPREP: Biology Partnership in Research and Education Programs", 100% Reimbursed by Federal Funds at Suffolk County Community College

3. Purpose of Proposed Legislation
To accept and appropriate an amendment to the 2015-2016 College operating budget in the amount of $7,629 including indirect costs, from The Research Foundation for The State University of New York, Stony Brook University, the prime recipient of a grant award from the National Institute of General Medical Sciences, for a project entitled, "BioPREP: Biology Partnership in Research and Education Programs", at Suffolk County Community College during the 2015-2016 through the 2016-2017 fiscal year.

4. Will the Proposed Legislation Have a Fiscal Impact? Yes __ No X

5. If the answer to item 4 is "yes," on what will it impact? (Circle appropriate category)

| | | |
|---|---|---|
| County | Town | Economic Impact |
| Village | School District | Other (Specify): |
| Library District | Fire District | |

6. If the answer to item 4 is "yes," Provide Detailed Explanation of Impact
The amendment to the 2015-2016 College operating budget will provide $7,629 from The Research Foundation for The State University of New York, Stony Brook University, the prime recipient of a grant award from the National Institute of General Medical Sciences, for a project entitled, "BioPREP: Biology Partnership in Research and Education Programs", during the 2015-2016 through the 2016-2017 fiscal year.

7. Total Financial Cost of Funding over 5 Years on Each Affected Political or Other Subdiv.
Not Applicable

8. Proposed Source of Funding: National Institute of General Medical Sciences
Prime Recipient: The Research Foundation for
The State University of New York,
Stony Brook University

9. Timing of Impact: May 1, 2016 through April 30, 2017

| 10. Name & Title of Preparer | 11. Signature of Preparer | 12. Date |
|---|---|---|
| Henrietta Ytuarte<br>Accountant | /Henrietta Ytuarte | August 11, 2016 |

SCIN FORM 175b (10/95)

Suffolk COUNTY COMMUNITY COLLEGE

1847

**Office of the President**

**BOARD OF TRUSTEES**
**August 18, 2016**

**RESOLUTION NO. 2016.61 - AMENDING THE COLLEGE BUDGET FOR PARTICIPATION IN A PROJECT ENTITLED "BIOPREP: BIOLOGY PARTNERSHIP IN RESEARCH AND EDUCATIONAL PROGRAMS"**

**WHEREAS**, the 2015-2016 College operating budget provided $27,019 in anticipation of a grant sub-award from the Research Foundation for SUNY/National Institute of General Medical Sciences for participation in a project entitled "BioPREP: Biology Partnership in Research and Educational Programs," and

**WHEREAS**, the grant sub-award includes an additional amount of $7,629, which includes indirect costs, increasing the grant award to $34,648, and

**WHEREAS**, the additional funds will be allocated to release time for the project director whose primary responsibility is to recruit students of the College for the BioPREP summer program, and the remainder of the funds will be used to purchase laboratory supplies, and for printing, distribution of recruitment material, and travel costs to attend meetings, and

**WHEREAS**, it is necessary to amend the 2015-2016 College operating budget to reflect the increase in this grant sub-award, be it therefore

**RESOLVED**, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of $7,629, including indirect costs, from the Research Foundation for SUNY/National Institute of General Medical Sciences for participation in a program entitled "BioPREP: Biology Partnership in Research and Educational Programs," and be it further

**RESOLVED**, that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract amendment, in such form as shall be approved by the College General Counsel, reflecting the increase in the grant award for participation in a project entitled "BioPREP: Biology Partnership in Research and Educational Programs."

Project Director: Rosa Gambier
Note: No full-time positions

Bryan Lilly
Secretary


**Central Administration**
533 College Road
Selden, NY 11784-2899
(631) 451-4112

**Ammerman Campus**
533 College Road
Selden, NY 11784-2899
(631) 451-4110

**Western Campus**
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

**Eastern Campus**
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

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# FDP Cost Reimbursement Research Subaward Agreement

| | | | |
|---|---|---|---|
| Pass-through Entity (PTE): The Research Foundation for The State University of New York | | Subrecipient: Suffolk County Community College | |
| PTE Principal Investigator (PI): Dr. Daniel Moloney | | Subrecipient Principal Investigator (PI): Dr. Rosa Gambler | |
| PTE Federal Award No: 4R25GM050070-16 | FAIN: R25GM050070 | | Federal Awarding Agency: NIGMS |
| Federal Award Issue Date: May 10, 2016 | Total Amount of Federal Award to PTE $ $ 356,306.00 | CFDA No: 93.859 | CFDA Title: Biomedical Research and Research Training |
| Project Title: BioPREP: Biology Partnership in Research and Education Program | | | |
| Subaward Period of Performance: Start: May 1, 2016 End: Apr 30, 2017 | | Amount Funded This Action: $ $ 34,648.00 | Subaward No. 74876 |
| Estimated Project Period (if incrementally funded): Start: End: | | Incrementally Estimated Total: $ | Is this Award R & D ☒ Yes or ☐ No |
| Check all that apply ☑ Reporting Requirements (Attachment 4) | ☐ Subject to FFATA (Attachment 3B) | | ☐ Cost Sharing (Attachment 5) |

## Terms and Conditions

1) PTE hereby awards a cost reimburseable subaward, as described above, to Subrecipient. The statement of work and budget for this subaward are (check one) ☐ as specified in Subrecipient's proposal dated or ☑ as shown in Attachment 5. In its performance of subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.

2) PTE shall reimburse Subrecipient not more often than monthly for allowable costs. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), subaward number, and certification, as required in 2 CFR 200.415 (a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachments 3A.

3) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Financial Contact, as shown in Attachments 3A, NOT LATER THAN 60 days after subaward end date. The final statement of costs shall constitute Subrecipient's final financial report.

4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient. PTE reserves the right to reject an invoice, in accordance with 2 CFR 200.306.

5) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown above, "Reporting Requirements."

6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Authorized Official Contact, as shown in Attachments 3A and 3B. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official, as shown in Attachments 3A and 3B.

7) Substantive changes made to this subaward agreement require the written approval of each party's Authorized Official as shown in Attachments 3A and 3B. The PTE may issue non-substantive changes to the Period of Performance (check one) ☑ Bilaterally, or ☐ Unilaterally. Unilateral modifications shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient.

8) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

9) Either party may terminate this subaward with thirty days written notice to the appropriate party's Authorized Official Contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research & Development under Grants and Contracts with Hospitals, as applicable.

10) No-cost extensions require the approval of the PTE. Any requests for a no-cost extension should be addressed to and received by the Authorized Official Contact, as shown in Attachments 3A, not less than 30 days prior to the desired effective date of the requested change.

11) The Subaward is subject to the terms and conditions of the PTE Award and other special terms and conditions, as identified in Attachment 2.

12) By signing this Research Subaward Agreement Subrecipient makes the certifications and assurances shown in Attachments 1 and 2.

13) Research Terms & Conditions – RESERVED

| By an Authorized Official of Pass-through Entity: | By an Authorized Official of Subrecipient: |
|---|---|
| Name: Anne DePietri | Name: Dr. Shaun L. McKay |
| Title: Contracts Administrator | Title: President |
| Date 6/13/16 | Date 6/10/16 |

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# Attachment 1
## Research Subaward Agreement
Certifications and Assurances

By signing the Subaward Agreement, the authorized official of Subrecipient certifies, to the best of his/her knowledge and belief, that:

**Certification Regarding Lobbying**

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the Prime Recipient.

3) The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**Debarment, Suspension, and Other Responsibility Matters**

Subrecipient certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

**Audit and Access to Records**

Subrecipient certifies by signing this Subaward Agreement that it complies with the Uniform Guidance, will provide notice of the completion of required audits and any adverse findings which impact this subaward as required by parts 200.501 - 200.521, and will provide access to records as required by parts 200.336, 200.337 and 200.201 as applicable.

**Export Controls**

This Subaward Agreement shall be subject to all applicable government export and import laws and regulations. The parties agree to comply and reasonably assist the other party, upon request by that party, in complying with all applicable government export and import laws and regulations. The parties

acknowledge that they may not directly or indirectly export, re-export, distribute or transfer any technology, information or materials of any value to any nation, individual or entity that is prohibited or restricted by the International Traffic in Arms Regulation (ITAR), the Export Administration Regulations (EAR), the Office of Foreign Assets Controls (OFAC), the United States Department of State's State Sponsors of Terrorism, or by any other United States government agency without first obtaining the appropriate license.

Subrecipient confirms that the confidential information it discloses does not contain export controlled technology or technical data identified on any US export control list, including but not limited to the Commerce Control List (CCL) at 15 CFR 774 and the US Munitions List (USML) at 22 CFR 121. In the event Subrecipient intends to provide FTE's Project Director with export controlled information, Subrecipient will inform FTE's Administrative Contact in writing thirty (30) days prior to the release of export controlled technology or technical data. Subrecipient agrees not to provide any export controlled information to FTE's Project Director, or others at FTE or the State University of New York without the written agreement of FTE's Administrative Contact. If the U.S. Government imposes a fine or penalty upon FTE due to Subrecipient's failure to notify the FTE as described above, Subrecipient will indemnify and hold FTE harmless from any resulting fines and penalties from such omission.

**Attachment 2**
**Research Subaward Agreement**
**Prime Award Terms and Conditions**
**NIH**

## Agency-Specific Certifications/Assurances

1. By signing this Research Subaward Agreement Subrecipient makes the certifications and assurances specified in the Research Terms and Conditions Subchapter D found at: (RESERVED)

## General terms and conditions (as of the effective date of this Research Subaward Agreement):

1. Conditions on activities and restrictions on expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the NIH Award Conditions website: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-065.html
2. 45 CFR Part 75.
3. The NIH Grants Policy Statement, including addenda in effect as of the beginning date of the period of performance.
4. Interim Research Terms and Conditions found at: http://grants.nih.gov/grants/policy/NIH%20Interim%20Grant%20General%20Conditions.pdf and Agency Specific Requirements found at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-065.html , except for the following:
   a. The right to initiate an automatic one-time extension of the end date provided by Article 25(c)(2) of the Research Terms and Conditions is replaced by the need to obtain prior written approval from the Pass-through Entity;
   b. The payment mechanism described in Article 22 and the financial reporting requirements in Article 52 of the Research Terms and Conditions and Article 8 of the Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward Agreement; and
   c. Any prior approvals are to be sought from the Pass-through Entity and not the Federal Awarding Agency.
5. Title to equipment costing $5,000 or more that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall unconditionally vest in the Subrecipient upon acquisition without further obligation to the Federal Awarding Agency subject to the conditions specified in Article 34(a) of the Research Terms and Conditions.
6. Treatment of Program Income: ☒ Additive ☐ Other, Pass-through Entity specify alternative from NIH Agreement

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## NIH-Specific Requirements Promoting Objectivity in Research Applicable to Subrecipients (42 CFR Part 50 Subpart F)

a) 42 CFR Part 50. 604 requires that institutions conducting PHS-funded research "*Maintain an up-to-date, written, enforced policy on financial conflicts of interest.*" Further, "*If the Institution carries out the PHS-funded research through a subrecipient (e.g., subcontractors or consortium members), the Institution (awardee Institution) must take reasonable steps to ensure that any subrecipient Investigator complies with this subpart by incorporating as part of a written agreement with the subrecipient terms that establish whether the financial conflicts of interest policy of the awardee Institution or that of the subrecipient will apply to the subrecipient's Investigators.*"

**Subrecipient must designate herein whether the financial conflicts of interest policy of _____ Pass-through Entity Institution, or ___X___ Subrecipient Institution (check one) will apply. If applying its own financial conflicts of interest policy, by execution of this Subaward Agreement, Subrecipient Institution certifies that its policy complies with 42 CFR Part 50.**

b) **Subrecipient shall report any financial conflict of interest to Pass-through Entity's Administrative Representative, as designated on Attachment 3A.** Any financial conflicts of interest identified shall subsequently be reported to NIH. **Such report shall be made before expenditure of funds authorized in this Subaward Agreement and within 45 days of any subsequently identified financial conflict of interest.**

[847]

**Special terms and conditions:**

1. ***Copyrights***
   ***Subrecipient _X_ grants / ___ shall grant (check one) to Pass-through Entity an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward Agreement solely for the purpose of and only to the extent required to meet Pass-through Entity's obligations to the Federal Government under its Prime Award.***

2. ***Data Rights***
   ***Subrecipient grants to Pass-through Entity the right to use data created in the performance of this Subaward Agreement solely for the purpose of and only to the extent required to meet Pass-through Entity's obligations to the Federal Government under its Prime Award.***

3. ***Automatic Carry Forward: [ X ] Yes [ ____ ] No***
   ***(If No, Carry Forward requests must be sent to Pass-through Entity's _____ contact, as shown in Attachment 3)***

4. ***In accordance with 48 CFR 3.908 Pilot Program for Enhancement of Contractor Employee Protections. Subrecipient is hereby notified that they are required to:***

   a. ***Inform their employees working on any Federal award that they are subject to the whistleblower rights and remedies of the pilot program;***
   b. ***Inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and;***
   c. ***Contractors and grantees will include such requirements in any agreement made with a subcontractor or subgrantee***

5. ***All applicable GM Special Terms and Conditions as found in Section IV of the attached Notice of Grant Award issued to PTE.***

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Notice of Award

*RESEARCH EDUCATION PROJECT*
Department of Health and Human Services
National Institutes of Health

**Federal Award Date:** 05/10/2016

NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES

**Grant Number:** 4R25GM050070-16
**FAIN:** R25GM050070

**Principal Investigator(s):**
DANIEL J MOLONEY, PHD

**Project Title:** BioPREP: Biology Partnership in Research and Education Program

Velez, Laureen
Grants Administrator
W5510 Melville Library
Stony Brook University
Stony Brook, NY 117943385

**Award e-mailed to:** OSP@stonybrook.edu

**Period Of Performance:**
**Budget Period:** 05/01/2016 – 04/30/2017
**Project Period:** 09/01/1993 – 04/30/2018

Dear Business Official:

The National Institutes of Health hereby awards a grant in the amount of $356,306 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to SUNY Research Foundation in support of the above referenced project. This award is pursuant to the authority of 42 USC 241 42 CFR 52 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

Each publication, press release, or other document about research supported by an NIH award must include an acknowledgment of NIH award support and a disclaimar such as "Research reported in this publication was supported by the National Institute Of General Medical Sciences of the National Institutes of Health under Award Number R25GM050070. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health." Prior to issuing a press release concerning the outcome of this research, please notify the NIH awarding IC in advance to allow for coordination.

Award recipients must promote objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct and reporting of research funded under NIH awards will be free from bias resulting from an Investigator's Financial Conflict of Interest (FCOI), in accordance with the 2011 revised regulation at 42 CFR Part 50 Subpart F. The Institution shall submit all FCOI reports to the NIH through the eRA Commons FCOI Module. The regulation does not apply to Phase I Small Business Innovative Research (SBIR) and Small Business Technology Transfer (STTR) awards. Consult the NIH website http://grants.nih.gov/grants/policy/coi/ for a link to the regulation and additional important information.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Lori Burge
Grants Management Officer
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES

Additional information follows



NIH NGA R Version: 1 - 03/17/2016 12:39:00 Converted on: 5/16/2016 12:05:39 AM

## SECTION I – AWARD DATA – 4R25GM050070-16

**Award Calculation (U.S. Dollars)**

| | |
|---|---|
| **Salaries and Wages** | $210,343 |
| **Fringe Benefits** | $26,498 |
| **Personnel Costs (Subtotal)** | $236,841 |
| **Consultant Services** | $3,881 |
| **Materials & Supplies** | $13,973 |
| **Travel** | $32,603 |
| **Other** | $3,881 |
| **Subawards/Consortium/Contractual Costs** | $41,833 |
| **Federal Direct Costs** | $333,012 |
| **Federal F&A Costs** | $23,294 |
| **Approved Budget** | $356,306 |
| **Total Amount of Federal Funds Obligated (Federal Share)** | $356,306 |
| **TOTAL FEDERAL AWARD AMOUNT** | $356,306 |
| **AMOUNT OF THIS ACTION (FEDERAL SHARE)** | $356,306 |

| SUMMARY TOTALS FOR ALL YEARS | | |
|---|---|---|
| YR | THIS AWARD | CUMULATIVE TOTALS |
| 16 | $356,306 | $356,306 |
| 17 | $356,306 | $356,306 |

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**Fiscal Information:**

| | |
|---|---|
| **CFDA Name:** | Biomedical Research and Research Training |
| **CFDA Number:** | 93.859 |
| **EIN:** | 1146013200F7 |
| **Document Number:** | RGM050070H |
| **PMS Account Type:** | P (Subaccount) |
| **Fiscal Year:** | 2016 |

| IC | CAN | 2016 | 2017 |
|---|---|---|---|
| GM | 8472197 | $356,306 | $356,306 |

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**NIH Administrative Data:**
**PCC:** T111NS / **OC:** 415E / **Released:** BURGEL 05/09/2016
**Award Processed:** 05/10/2016 12:05:38 AM

## SECTION II – PAYMENT/HOTLINE INFORMATION – 4R25GM050070-16

For payment and HHS Office of Inspector General Hotline information, see the NIH Home Page at http://grants.nih.gov/grants/policy/awardconditions.htm

## SECTION III – TERMS AND CONDITIONS – 4R25GM050070-16

This award is based on the application submitted to, and as approved by, NIH on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

a. The grant program legislation and program regulation cited in this Notice of Award.
b. Conditions on activities and expenditure of funds in other statutory requirements, such as those included in appropriations acts.
c. 45 CFR Part 75.
d. National Policy Requirements and all other requirements described in the NIH Grants

Policy Statement, including addenda in effect as of the beginning date of the budget period.

e. Federal Award Performance Goals: As required by the periodic report in the RPPR or in the final progress report when applicable.
f. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

(See NIH Home Page at http://grants.nih.gov/grants/policy/awardconditions.htm for certain references cited above.)

**Research and Development (R&D):** All awards issued by the National Institutes of Health (NIH) meet the definition of "Research and Development" at 45 CFR Part§ 75.2. As such, auditees should identify NIH awards as part of the R&D cluster on the Schedule of Expenditures of Federal Awards (SEFA). The auditor should test NIH awards for compliance as instructed in Part V, Clusters of Programs. NIH recognizes that some awards may have another classification for purposes of indirect costs. The auditor is not required to report the disconnect (i.e., the award is classified as R&D for Federal Audit Requirement purposes but non-research for indirect cost rate purposes), unless the auditee is charging indirect costs at a rate other than the rate(s) specified in the award document(s).

This institution is a signatory to the Federal Demonstration Partnership (FDP) Phase VI Agreement which requires active institutional participation in new or ongoing FDP demonstrations and pilots.

**This award was issued as a non-competing continuation with a change in document number. This change was made solely to accommodate the HHS mandate to transition award payments to Payment Management System (PMS) subaccounts. Expenses for the project period should be treated as if this were a non-competing continuation award (e.g. Type 5). A Subaccount Transitional Federal Financial Report (FFR) is required for the previous budget periods to complete the transition. Recipients must use the SF-425 as they would for an interim or annual FFR and enter "Subaccount Transitional FFR" in box 12. This report covers grant funds in the pooled account and is used by NIH to end the grant's association with the pooled PMS payment account and transition award payments to the PMS subaccount established for the grant, including transferring any carryover funds and unliquidated obligations remaining in the pooled account. It is due within 90 days of the end of the calendar quarter in which the last budget period prior to this NoA ended. For more information, please refer to Notice NOT-OD-15-105**

An unobligated balance may be carried over into the next budget period without Grants Management Officer prior approval.

This grant is subject to Streamlined Noncompeting Award Procedures (SNAP).

This award is subject to the requirements of 2 CFR Part 25 for institutions to receive a Dun & Bradstreet Universal Numbering System (DUNS) number and maintain an active registration in the System for Award Management (SAM). Should a consortium/subaward be issued under this award, a DUNS requirement must be included. See http://grants.nih.gov/grants/policy/awardconditions.htm for the full NIH award term implementing this requirement and other additional information.

This award has been assigned the Federal Award Identification Number (FAIN) R25GM050070. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

This award is not subject to the Transparency Act subaward and executive compensation reporting requirement of 2 CFR Part 170.

In accordance with P.L. 110-161, compliance with the NIH Public Access Policy is now mandatory. For more information, see NOT-OD-08-033 and the Public Access website: http://publicaccess.nih.gov/.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than $10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75. This term does not apply to NIH fellowships.

**Treatment of Program Income:**
Additional Costs

**SECTION IV – GM Special Terms and Conditions – 4R25GM050070-16**

1. This award is issued in accordance with the NIH fiscal policies described in NIH Guide Notice NOT-OD-16-046.

2. Bridges to the Baccalaureate: This grant should be administered in accordance with the guidelines described in the BRIDGES TO THE BACCALAUREATE Program Announcement (PAR-12-277) available at: http://grants.nih.gov/grants/guide/pa-files/PAR-12-277.html

These guidelines are in addition to the standard terms and conditions referenced in Section III of this Notice of Award. For additional information on this program, including training materials and answers to frequently asked questions, please visit the NIGMS Division of Training, Workforce Development, and Diversity (TWD) website:
http://www.nigms.nih.gov/Training/Pages/default.aspx

3. RESTRICTION: This and future year awards provide funding to support the following number of participants:

Undergraduate: 16

The grantee may not appoint more than the approved number of participants unless prior approval is first obtained from NIGMS.

4. OTHER PROGRAM REQUIREMENTS: The policies as stated in the NIH Grants Policy Statement (for research grants) and the Program Announcement referenced above must be followed. Key elements include, but are not limited to:

Allowable/Unallowable Costs: The Program Announcement referenced above includes detailed information on appropriate charges, limitations on personnel effort and compensation, and specific items of cost that are unallowable.

Rebudgeting: Funds for the direct support of student participants provided in this award (i.e. salaries, fringe benefits, tuition/fees, and student travel) are restricted and may not be rebudgeted without the prior written approval of NIGMS. However, any unused student participant funds carried forward into the next budget period are unrestricted and may be rebudgeted within the limitations set for in the NIH Grants Policy Statement, the Program Announcement referenced above, and the terms and conditions of this Notice of Award.

Student Qualifications: It is the responsibility of the grantee institution to monitor the qualifications of students prior to their participation in the program. A student participant must be a citizen, a non-citizen national, or have been lawfully admitted for permanent residence. A non-citizen national is a person who, although not a citizen of the United States, owes permanent allegiance to the U.S. They are generally persons born in lands that are not States, but are under U.S. sovereignty, jurisdiction, or administration (e.g. American Samoa). An individual lawfully admitted

for permanent residence must possess a Permanent Resident Card (I-551) prior to appointment on the grant. Individuals on temporary visas are not eligible for support.

Participant Monitoring: Grantees must have a system in place for monitoring student progress including their retention, transfer, and successful completion of their degree(s), if applicable.

Human Subjects/Vertebrate Animals Research: It is understood that no trainee will be permitted to work on any project involving live vertebrate animals or human subjects that has not been approved by the IACUC and/or IRB, as appropriate. If any trainee undertakes a project that includes human subject research studies, these must conform to the NIH policies on the inclusion of women, minorities, and children in study populations.

Unobligated Balances: As indicated in Section III of this Notice of Award, an unobligated balance may be carried over into the next budget period without Grants Management Officer prior approval; however, NIGMS staff reserves the right to make budgetary reductions to award commitments in cases where recipients have accrued excessively large unobligated balances.

Student Appointments: All student participants must be appointed through the NIGMS CareerTrac System in accordance with NIH Guide Notice NOT-OD-14-117 available at http://grants.nih.gov/grants/guide/notice-files/NOT-GM-14-117.html.

Additional information on CareerTrac can be found on the CarreerTrac website: https://careertrac.niehs.nih.gov/about.asp

5. This award includes funds awarded for consortium activity with Nassau Community College, Suffolk County Community College and Queensborough Community College. Recommended levels in future years also include costs for this purpose. Consortia are to be established and administered as described in the NIH Grants Policy Statement (NIH GPS).The referenced section of the NIH GPS is available at: http://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch15.htm#_Toc271265264

6. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the applicable salary cap. Current salary cap levels can be found at the following URL: http://grants1.nih.gov/grants/policy/salcap_summary.htm

SECTION V - NIGMS CONTACTS

The NIGMS WWW home page is at http://www.nigms.nih.gov

**STAFF CONTACTS**

The Grants Management Specialist is responsible for the negotiation, award and administration of this project and for interpretation of Grants Administration policies and provisions. The Program Official is responsible for the scientific, programmatic and technical aspects of this project. These individuals work together in overall project administration. Prior approval requests (signed by an Authorized Organizational Representative) should be submitted in writing to the Grants Management Specialist. Requests may be made via e-mail.

**Grants Management Specialist:** Justin Rosenzweig
**Email:** rosenzwj@mail.nih.gov **Phone:** 301-594-0158 **Fax:** 301-480-2554

**Program Official:** Mercedes Rubio

**SPREADSHEET SUMMARY**
**GRANT NUMBER:** 4R25GM050070-16

**INSTITUTION:** SUNY Research Foundation

| Budget | Year 16 | Year 17 |
|---|---|---|
| Salaries and Wages | $210,343 | $210,343 |
| Fringe Benefits | $26,498 | $26,498 |

| | | |
|---|---|---|
| Personnel Costs (Subtotal) | $236,841 | $236,841 |
| Consultant Services | $3,881 | $3,881 |
| Materials & Supplies | $13,973 | $13,973 |
| Travel | $32,603 | $32,603 |
| Other | $3,881 | $3,881 |
| Subawards/Consortium/Contractual Costs | $41,833 | $41,833 |
| TOTAL FEDERAL DC | $333,012 | $333,012 |
| TOTAL FEDERAL F&A | $23,294 | $23,294 |
| TOTAL COST | $356,306 | $356,306 |

| Facilities and Administrative Costs | Year 16 | Year 17 |
|---|---|---|
| F&A Cost Rate 1 | 8% | 8% |
| F&A Cost Base 1 | $291,179 | $291,179 |
| F&A Costs 1 | $23,294 | $23,294 |

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# Attachment 3A

Research Subaward Agreement

**Pass-through Entity (PTE) Contacts**

Subaward Number: 74876

## Pass-through Entity (PTE)

Name: The Research Foundation for The State University of New York

Address: Office of Sponsored Programs

Stony Brook University

City: Stony Brook State: NY Zip Code: 11794-3362

Zip Code Look-Up

## PTE Administrative Contact

Name: Anne DePietri

Address: The Research Foundation for The State University of New York, Office of Sponsored Programs, Stony Brook University

City: Stony Brook State: NY Zip Code: 11794-3362

Telephone: 631-632-9949/4702 E-mail: annette.depietri@stonybrook.edu

## PTE Principal Investigator (PI)

Name: Daniel Moloney

Address: Center for Science and Math Education, Life Sciences, Room 092, Stony Brook University

City: Stony Brook State: NY Zip Code: 11794-5233

Telephone: 631-632-9750 E-mail: daniel.moloney@stonybrook.edu

## PTE Financial Contact

Name: Stephanie Ammann

Address: The Research Foundation for The State University of New York, Office of Grants Management, Stony Brook University

City: Stony Brook State: NY Zip Code: 11794-3366

Telephone: 631-632-9071 E-mail: stephanie.ammann@stonybrook.edu

Emailed invoices preferred? ☒ Yes or ☐ No

Invoice E-mail (if different to financial contact): sbu_subrecipient_invoice@stonybrook.edu

If invoices should not be e-mailed: send invoices to address above? ☐ Yes or ☐ No If no, enter address below.

Invoice Address (If different to Financial Contact):

## PTE Authorized Official

Name: Anne DePietri

Address: The Research Foundation for The State University of New York

Office of Sponsored Programs, Stony Brook University

City: Stony Brook State: NY Zip Code: 11794-3362

Telephone: 631-632-9949/4702 E-mail: annette.depietri@stonybrook.edu

Central E-mail: OSP_Contracts@stonybrook.edu

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# Attachment 3B

Research Subaward Agreement

**Subrecipient Contacts**

Subaward Number: 74876

## Subrecipient Place of Performance

Name: Suffolk County Community College

Address: 533 College Road

City: Selden State: NY Zip Code +4: 11784

EIN No.: 26-2415339 Institution Type: Public/State Controlled Inst. of Higher Education Zip Code Look-Up

Is Subrecipient currently registered in SAM.gov? ☒ Yes ☐ No

Is Subrecipient exempt from reporting compensation? ☒ Yes ☐ No

If no, please complete 3B page 2

DUNS No.: 068017615 Parent DUNS No.: Congressional District: NY-001/2/3 Congressional District:

## Subrecipient Administrative Contact

Name: William Troy Tucker

Address: Office of Grants Development, 533 College Road, NFL 12

City: Selden State: NY Zip Code: 11784

Telephone: 631-451-4760 E-mail: tuckerw@sunysuffolk.edu

## Subrecipient Principal Investigator (PI)

Name: Rosa Gambler

Address: Professor of Biology, 533 College Road, William J Lindsay Life Sciences Building - 304

City: Selden State: NY Zip Code + 4: 11784

Telephone: 631-451-4641 E-mail: gambler@sunysuffolk.edu

## Subrecipient Financial Contact

Name: Henrietta Ytuarte

Address: Office of Business and Financial Affairs, 533 College Road, NFL 232

City: Selden State: NY Zip Code: 11784

Is this the remittance address? ☒ Yes or ☐ No If no, enter address below.

Remittance Address (if different to Financial Contact):

Telephone: 631-451-4124 E-mail: ytuarth@sunysuffolk.edu

Central E-mail:

## Subrecipient Authorized Official

Name: Shaun L. McKay

Address: President, 533 College Road, NFL 237

City: Selden State: NY Zip Code: 11784

Telephone: 631-451-4736 E-mail: mckays@sunysuffolk.edu

Central E-mail:

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# Attachment 4
## Research Subaward Agreement
### Reporting Requirements

Subrecipient agrees to the following:

☐ A Final technical/progress report will be submitted to the Pass-through Entity's Principal Investigator identified in Attachment 3 within 90 days after the end of the period of performance.

☐ Monthly technical/progress reports will be submitted to the Pass-through Entity's Financial Contact identified in Attachment 3, within 90 days of the end of the month.

☐ Quarterly technical/progress reports will be submitted within thirty (30) days after the end of each project quarter to the Pass-through Entity's Administrative Contact identified in Attachment 3.

☐ Technical/progress reports on the project as may be required by Pass-through Entity's Administrative Contact in order that Pass-through Entity may be able to satisfy its reporting obligations to the Federal Awarding Agency.

☑ Annual technical /progress reports will be submitted within 90 days prior to the end of each project period to the Pass-through Entity's Administrative Contact identified in Attachment 3. Such report shall also include a detailed budget for the next budget period, updated Other Support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.

☑ In accordance with 37 CFR 401.14, Subrecipient agrees to notify PTE's Financial Contact identified in Attachment 3A within 90 days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Awarding Agency specific forms to the PTE's Principal Investigator identified in Attachment 3A within 60 days of the end of the period of performance so that it may be included with the PTE's final invention report to the Awarding Agency. A negative report ☐ is ☐ is not required.

☐ A Certification of Completion, in accordance with 2 CFR 200.201(b)(3), will be submitted within 90 days after the end of the project period to the Pass Through Entity 's Administrative Contact identified in Attachment 3 (for Fixed Price subawards only.)

☐ Property Inventory Report; frequency, type, and submission instructions listed here and only to be used when required by PTE Federal Award

Other Special Reporting Requirements

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# Attachment 5
## Cost Reimbursement Research Subaward Agreement

Statement of Work(SOW) | Cost Sharing | Budget

**Statement of Work**

Below ☐ or ☑ Attached 1 pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

| Cost Sharing: | ☐ Yes, Amount $ | ☑ No |
|---|---|---|

**Budget Information**

Below ☐ or ☑ Attached 1 pages

Indirect Cost Rate (IDC) Applied 0.00% on ☐ TDC, ☐ MTDC , or ☐ other

☐ Check here if using the de minimis rate of 10 %

| | |
|---|---|
| Direct Costs | $ 31,186 |
| Indirect Costs | $ 3,462 |
| Total Costs | $ 34,648 |

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# SCOPE OF WORK

As the Coordinator for the BioPREP Program at Suffolk County Community College (SCCC), funds are allocated for release time for grant related activities for Dr. Rosa Gambier. Dr. Gambier's primary responsibility is to recruit SCCC students for the BioPREP summer program.

The remainder of the funds are used to purchase laboratory supplies. Travel costs are also budgeted for funds to attend meetings.

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**Suffolk County Community College** **5/1/16 - 4/30/17**

| | months | base | % effort | fb rate | | salary | fringe | year 1 |
|---|---|---|---|---|---|---|---|---|
| Personnel | 12 | $128,319 | 12% | | 9% | $15,398 | $1,386 | $16,784 |
| Supplies | | | | | | | | $10,402 |
| Travel | | | | | | | | $4,000 |
| Total Direct Costs | | | | | | | | $31,186 |
| Indirect Costs | | | | | | | | $3,462 |
| Total | | | | | | | | $34,648 |

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# ATTACHMENT 6 - INVOICE

BILL TO: The Research Foundation for SUNY
Office of Grants Management
Stony Brook University
Stony Brook, NY 11794-3366
sbu_subrecipient_invoice@stonybrook.edu
Indicate Contract / Award # in subject line

Invoice #:
Invoice Date:
Contract/Award#:
Federal ID #:

*Contract Term:*
Start Date: End Date:
*Period Covered By This Invoice:*
From: To:

| EXPENDITURES | BUDGETED | CURRENT | CUMULATIVE |
|---|---|---|---|
| SALARIES AND WAGES | | | |
| FRINGE BENEFITS | | | |
| EQUIPMENT | | | |
| MATERIALS | | | |
| PUBLICATION COSTS | | | |
| OTHER (Specify) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TUITION | | | |
| F&A base % | | | |
| **TOTALS** | | | |

**LESS ADVANCES** –
**TOTAL DUE THIS INVOICE**

**CERTIFICATION:**
***By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditionsof the award.I am aware that any false, fictitious, or fraudulent information, or the omission of anymaterial fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.***

*Signature of Authorized Officer* *Title* Date

**REMIT TO ADDRESS**

**PAYMENT AUTHORIZATION:**
**The subrecipient has demonstrated satisfactory project performance and progress, and the charges represented on this invoice appear to be appropriate with that progress. As Principal Investigator, I approve this payment.**

Suffolk 1847
COUNTY COMMUNITY COLLEGE

To: Jon Schneider, Deputy County Executive

From: Gail Vizzini, Vice President for Business & Financial Affairs

Date: August 18, 2016

Subject: Request for a Resolution Accepting and Appropriating a Grant Sub-award Amendment for a Suffolk County Community College Program

Enclosed are the application and requisite forms to request acceptance and appropriation of an amendment to the 2015-2016 College Budget for an increase in a grant sub-award at Suffolk County Community College.

Proposal _____ Grant Sub-award__X___Subcontract _____

Project Name: BioPREP: Biology Partnership in Research and Educational Programs

Funding Source: National Institute of General Medical Sciences
Prime Recipient: The Research Foundation for The State University of New York, Stony Brook University

Amount of Grant Amendment: $7,629

Full Time Positions: none

Please contact Henrietta Ytuarte at 631-451-4124 if you have any questions.
An e-mail version of the resolution was sent to CE RESO REVIEW:
**File names: Reso-SCCC-BIOPREP Amend 16.doc**
**Backup-SCCC-BIOPREP Amend 16.doc 175A.docx**

cc: Rosa Gambier, Academic Chair, Physical Sciences
John Bullard, Jr., Associate Dean for Financial Affairs

**Central Administration**
533 College Road
Selden, NY 11784-2899
(631) 451-4112

**Ammerman Campus**
533 College Road
Selden, NY 11784-2899
(631) 451-4110

**Grant Campus**
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

**Eastern Campus**
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500