



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

February 26, 2008

Ms. Lisa M. Gregory
Executive Director of Marketing
Richland Community College
1 College Park
Decatur, IL 62521

CFDA
84.116Z
P1162080160 Award #

Dear Ms. Gregory:

Your institution has been identified in the Consolidated Appropriations Act of 2008 as the recipient of a **Congressionally-directed grant for \$306,549.00.** The congressional intention of this award is for "*for development of an alternative fuels education and training program*". Please note that the amount has been reduced by a **1.747% rescission** required by Congress.

We have made every effort to ensure you are the correct contact recipient, but in case of error, please contact us directly by using the contact information provided at the end of this letter.

Before grant funds can be awarded, a grant application package must be submitted specifying how your project will meet the Congressional purposes established in the Appropriations Act and that the monies will be spent appropriately and responsibly. Once the application materials are reviewed and deemed to fully meet the Congressional language specified, we will make your grant award.

Once the award has been made, you will be required to submit all required annual and final reports and conform to statutory and regulatory requirements applicable to all U.S. Department of Education discretionary grantees.

So that funds can be awarded with minimal delay, it is critical that the Department process the award package documents as soon as possible. Please have your representative prepare and submit the required documents on or before **March 31, 2008.** **If you follow the application instructions and meet the specified deadline, you can expect the award to be processed within 4-6 weeks.**

Please direct your representative to begin the process of preparing the application by accessing the Congressionally-directed grant materials at:

1990 K ST. N.W., WASHINGTON, DC 20006
www.ed.gov

<http://www.ed.gov/programs/ope-directed/index.html>

These materials have been developed to answer common questions about earmark awards and will speed your application process.

All Congressionally-directed grant recipients are expected to submit their application materials through the Department of Education's e-Grants Web site at: <http://e-Grants.ed.gov>. From this portal, you will need to select the e-Application tab page. We recommend you view the "Demo" site on the left side of the e-Application homepage to learn how to register for a user ID and password and how to complete a basic application package.

Upon receiving an ID and password and initiating the FY 2008 Congressionally-directed awards package, you will be prompted to enter a unique PIN to gain access to the applications package. The PIN for this package is **HTQOY28R5P**

The following documents must be submitted in order to process your grant; all documents can be accessed through the e-Grant portal noted above:

- Several required forms and documents:
 - a. A completed title page (ED 424), signed by an authorized institutional representative (this will be faxed separately to 202-502-7877);
 - b. A completed budget summary form (ED 524);
 - c. A statement in response to the Department of Education's General Education Provisions Act (GEPA), Section 427;
 - d. Form 424B – Assurances, Non-Construction Programs;
 - e. Certifications form regarding lobbying and other matters;
 - f. Form SF-LLL, Disclosure of Lobbying Activities; and,
 - g. Supplemental Information for SF-424.
- A one-paragraph project abstract describing the purposes/activities for which the grant will provide support. This abstract will be sent to your Congressional sponsor.
- A project/management narrative plan, not to exceed 10 double-spaced pages, describing the activities to be supported by the grant and their relationship to the Congressional language authorizing the grant and the persons responsible for implementing those activities (including any contractors). Specific items to be addressed are: a) goals and measurable objectives for the project; b) anticipated outcomes; c) actions/activities need to meet the objectives; d) timeline for achieving goals and objectives; and, e) methods used to obtain results.
- A description of how the project will be evaluated and to what extent the goals set by Congress will be realized for this grant award; and

- A line item budget and a separate detailed budget narrative describing how these figures were calculated. Note that recipients of Congressional awards are not required to contribute matching funds and may include indirect costs up to the organization's negotiated federal rate.

Finally, note that there are certain purposes to which Congressionally-directed grant monies **cannot** be applied unless specifically authorized by the legislative language, including such items as construction, sub-granting to other organizations, and payments for lobbying activities. See the materials located at the OPE Web address above for additional information on this and other aspects of preparing an application.

This award should be described as a "Congressionally-directed grant" in all public announcements. Applications for all awards must be processed before the end of this fiscal year, September 30, 2008. Failure to complete the application process by that date will result in forfeiture of the award.

Applicants that do not have access to the e-Grants Web site may submit applications in paper form. Please contact Levenia Ishmell at 202-502-7668 or Levenia.Ishmell@ed.gov to request a waiver and paper application materials.

If you wish to decline this funding, please contact Bette Dow immediately by email at Bette.Dow@ed.gov.

We look forward to working with you. If you have further questions, please call 202-502-7500. Please specify your institution and that your request is for information for Congressionally-directed grants.

Cordially,



Ralph Hines
Acting Director,
Fund for Improvement of
Postsecondary Education

Cc: Bette Dow, Ph.D.
Coordinator, Congressionally-directed Grants Award

Executive Summary

Overview

A growing void in workers trained for the process technology and biofuels programs have been identified. Richland Community College will use its Congressionally-directed grant from the Department of Education of \$306,549 to develop and implement a process technician education/training and biofuels/renewable energy program. Funds will be expended on curriculum development, specialized equipment, and first year operating costs.

Employment opportunities

Two key portions of this program include an emphasis on incumbent workers, and an emphasis on awareness and recruiting for high school students. It is the new entrants to the field that will alleviate the shortage of potential employees. For incumbent workers, this educational program will enable workers to gain skills and knowledge faster and more efficiently than on the job training alone.

The education and skills gained through the classroom and lab experiences will lend themselves to areas beyond biofuels and renewable energy, including grain and material handling, food processing, power and water treatment plants among others. These skills would also lend themselves to fill operations roles in energy projects such as FutureGen. Job titles these graduates may find include process technician, process operator, and plant technician. Potential employers include companies such as Archer Daniels Midland, Kraft, Marathon Oil, Bunge, and several others.

A portion of the designated funds will be directed toward the purchase of equipment that will aid in the development of portable skills for production operators. We have identified three key equipment groups: process control, liquid extraction and distillation, and fermentation.

Curriculum Development

Curriculum funds are targeted for development of three basic degrees. Two of the degrees will be certificate degrees, and one degree will be Associates in Applied Science (AAS) which is a two year degree. The curriculum development process is made up of many parts, which are summarized as:

1. Development of academic program,
2. Development of the individual classes,
3. Submission to the Illinois Community College Board (ICCB) for approval and certification.

Program accomplishments to date include:

- Development of incumbent worker curriculum
- Marketing of incumbent worker program
- Identification of training equipment
- Curriculum outlines developed for ICCB approval

Future initiatives include the development and coordination of a mobile instructional partnership where a lab can be taken 'on the road' to disseminate training and educational opportunities.

For additional fiscal information, contact: Greg Florian, Vice President of Finance and Administration, Richland Community College, One College Park, Decatur, IL. 62521 (217) 875-7211 x 214 or gflorian@richland.edu

For Program information, contact Dr. Doug Brauer, Vice President Innovative Workforce Solutions, Richland Community College, One College Park, Decatur, IL. 62521 (217) 875-7211 x 745 or dbrauer@richland.edu

Richland Community College



To: Dr. Gayle Saunders
From: Dr. Douglas Brauer
Date: February 5, 2009
Subject: Mobile BioFuels Laboratory Purchase

It is recommended that a Mobile BioFuels Laboratory be purchased from Hampden Engineering Corporation of East Longmeadow, Massachusetts, based on their ability to provide this unique laboratory system that conforms to the College's unique mobile laboratory specifications, terms of delivery, quality, and serviceability. Hampden Engineering Corporation offers a complete build-to-order mobile biofuels laboratory and has complete servicing and maintenance capabilities.

The College received one sole source vendor bid from Hampden Engineering Corporation. Illinois Public Community College Act (110 ILCS 805/Section 3-27.1) allows the College to purchase goods and services which are economically procurable from only one source.

The mobile biofuels laboratory will be purchased with funds from the Congressional BioFuels Program Development Grant. The purchase of these items will be at 2008 pricing, which saves Richland \$19,454, or 12.5%. Purchase items include:

1. 1-Hampden H-CVG-2825 28ft gooseneck trailer	\$63,062
a. Video Package	\$7,625
b. Water/Drainage Package	\$4,059
c. Graphic Wrapping/Richland Logo	\$13,800
2. 1-Hampden H-ETS-1 BioFuel/BioMass Ethanol Production Process System	\$32,203
a. H-ETS-1 CDL Option-Lab VIEW Data Collection System	\$4,462
b. H-16150-TT Table Top Liquid Extraction Demonstrator	\$11,786
3. 1-Hampden H-BIO-100 Bio-Diesel Demonstrator	<u>\$19,079</u>
Total Purchase Price:	\$156,076