



**Wharton County  
Junior College**

**PAID PROFESSIONAL  
ASSIGNMENT (PPA)  
REQUEST FORM**

TO: Betty McCrohan

DATE: 10/29/19

FROM: Betty McCrohan

DIV or UNIT: Grants & Resource Development

SUBJ: PPA request for: Marybelle Albrecht  
 Title of PPA activity: Project Director (EAIHEP)  
 Dates (or semesters) of activity: December 2019 - December 2020

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Responsible for implementing all aspects of the Emergency Assistance to Institutions of Higher Education Program. Hire, train, and supervise project staff. Develop a system to track services and financial assistance provided to eligible students. Track distributed funds for all activities outlined in the grant. Submit a quarterly, semi-annual, annual, and/or final report required by the Department of Education. Project funding amounts required to maintain financial support for students to ensure persistence and completion of degree requirements. Serve as liaison between external entities and the college by providing outreach, awareness, and communication regarding the grant.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 1,000.00	\$ 13,000.00
<b>TOTAL</b>		\$ 1,000.00	\$ 13,000.00

Budget Number : 21150-6065-6144-501

C. **Approvals**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

VP: \_\_\_\_\_ Date: \_\_\_\_\_

President: Billy A. Malachuk Date: 10-31-19