BP 3280  GRANT-FUNDED PROGRAMS

District programs funded through a grant external to the college general fund are defined as "grant-funded programs."

The board of trustees recognizes that grant-funded programs offer opportunities to enhance institutional effectiveness through the expansion and enrichment of the curriculum and the support of students. The district shall engage in selected grant-funded programs if they are consistent with its vision, mission, and goals.

The board will be informed of all grant applications and will approve all grants received by the district.

The superintendent/president shall establish procedures to ensure timely application and processing of grant applications and funds; establish the orderly and timely close-out of completed grant-funded projects; and, shall ensure that grants directly support the purposes of the district.

Reference: Education Code Section 70902

Adopted: 1/19/93
Revised: 5/21/02
Revised: 12/16/08
Revised:

(Replaces Board Policy 8905)
The superintendent/president or appropriate vice president shall recommend and provide administrative coordination for the development and supervision of all grant-funded programs and shall serve as the central point of access for information. These programs shall be administered in accordance with the following regulations:

A. Program Development

1. The superintendent/president or appropriate vice president and the office of institutional grants shall distribute requests for proposals to appropriate college departments and staff.

2. Preparation and submission of a grant proposal shall require prior approval of the appropriate vice president and superintendent/president who will ensure the grant will directly support the mission and strategic planning goals of the district.

3. Grant proposals shall be written in consultation with the institutional grants office and shall be submitted to the funding agency through the institutional grants office.

4. The President’s Advisory Council shall be notified of proposals.

5. The institutional grants office shall consult with business services in the budget development of proposals and shall approve the final budget submitted with the grant proposal.

6. At the earliest possible time during the submittal period, the appropriate vice president shall prepare and submit to the superintendent/president of the district a board information item describing the grant-funded program, its fiscal impact, and long term impact on programs and services once funding ends.
7. Upon notification of the award of the grant for the grant-funded program, the appropriate vice president shall prepare and submit to the superintendent/president a board agenda action item recommending acceptance of the grant-funded program. This item will include a description of the special grant activities and of any requirement for college matching funds.

8. Upon board approval, all necessary contracts shall be signed and submitted to the funding agency by designee with copies of executed contracts forwarded to the superintendent/president, business services and the institutional grants office.

B. Personnel Procedures

1. When appropriate, existing college staff will be used to meet the goals of the grant-funded program. At other times, additional temporary staff will be employed pursuant to Sections 87470, 87471 and 87482 of the California Education Code.

2. Any new position created for grant-required staffing shall have a board-approved job description.

C. Program Implementation

1. Courses or services offered within the grant-funded program must comply with all state and/or federal requirements and district policies.

2. Grant-funded programs shall be supervised and coordinated through the appropriate administrative unit in the same manner as those programs funded by the district general fund budget.

3. The project director/grant coordinator is responsible for the preparation and timely submission of all required progress, programmatic, or technical reports.

D. Budgeting Procedures

1. Grant-funded program budgets shall include the maximum indirect cost allowable by the funding agency.

2. Grant-funded program budgets and district match shall be included and separately identified in the budget of the coordinating college unit.

3. Grant-funded program budgets shall be monitored in accordance with approved college procedures and the requirements of the funding agency.
4. Financial reports and claims shall be prepared by business services, reviewed by the project director/grant coordinator and institutional grants office, and filed by business services.

E. Program Evaluation

Grant-funded programs shall be evaluated in accordance with district policy and specifications of the particular grant.

F. Close-out Procedure

1. The project director/grant coordinator is responsible for completing the closeout process at the conclusion of the grant. The institutional grants office shall develop a close-out process and checklist as guidance and oversee the process.

Education Code Section 70902

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Revised:  

(Replaces Administrative Procedure 8905.01)