
Administrative Procedure
Chapter 3 – General Institution

AP 3280 GRANTS

Reference:

Education Code Section 70902

The Dean of Institutional Effectiveness is responsible for administering these procedures.

These procedures outline the process for submitting a grant application to an external funder. All grants (new, continuation, or renewal) must go through the grant approval process facilitated by the Office of Institutional Effectiveness and located on the College's website. All inquiries to outside agencies for external funding shall be coordinated with the Office of Institutional Effectiveness.

The Office of Institutional Effectiveness' grant support staff shall identify appropriate funding opportunities to support the purposes of the District provide information on available funding to appropriate administrators, faculty, and staff, and follow the grant application guidelines for timely submission.

The Office of Institutional Effectiveness shall facilitate the approval of the activities of any individual or group that seeks to acquire grant(s) on behalf of the District, its J0.0 (t, itulit)-dlitesitositTs Office of Institutional Effectiveness shall ensure that Fiscal Services reviews and approves proposed budgets for compliance with federal, state, and local policies. The Office of Institutional Effectiveness shall obtain appropriate institutional approvals as required by the funding agency.

All submission documentation shall be transmitted to the external funder by the Office of Institutional Effectiveness. Technical or budget adjustments, and interim and final reports will be provided to the Office of Institutional Effectiveness for record keeping purposes.

The Office of Institutional Effectiveness will document all grant applications submitted and awarded. All awarded grants must receive Board approval. All awarded grants (new, continuation, or renewal) must follow Business Services contract procedures.

Projects funded by outside agencies shall be administered by a project manager and supervised by an area administrator.

The project manager shall be responsible for budgeting, operating, and terminating the project in accordance with the project plan and guidelines.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled for all federal, state, and local grants received.

- A. **Identification and Accounting Records** – All grants will be identified in our financial system as to source of funding (i.e. federal, state, local) and program specific to the grant.
- B. **Financial reporting** – Accurate, timely and complete disclosure of the financial results of each grant will be made in accordance with the financial reporting requirement of the grantor.
 - 1. All financial reporting shall be reviewed and approved by Fiscal Services before the report can be submitted.
- C. **Internal Controls** – All grants will fall within our existing internal control structure. When required by the grant guidelines, equipment purchased will be tagged identifying the funding source.
- D. **Budget Control** – Upon awarding of a grant, a detailed budget will be developed and submitted to the Board of Trustees for approval. All expenditures will be tracked against the budget and reviewed for allowability and compliance with grant guidelines before being paid.

In accordance with Uniform Guidance 2 Code of Federal Regulations part 200 we will comply with the following:

A. Employee – Time and Effort Reporting

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