GRANTS

The following procedure shall govern the preparation, submission implementation and management of all grants.

1.   Pre-award or Development Phase

    a. Individuals or teams within the District and/or college may initiate development of a new grant or grant renewal with the approval of the supervising manager for the respective area.

    b. Once an idea is approved by the supervising manager, the applicant(s) complete(s) the Grant Application Review Form (Exhibit A), obtains the required signature of the supervising manager and submits the application to the office of the Chancellor (for District submissions) or the President (for college submissions) for review by the executive team of the location.

    c. The executive team, led by the Chancellor or college President, reviews the application and approves or denies the grant application request using the Grant Proposal Rating Sheet (Exhibit B).

    d. When a grant application is approved, the executive team of the location will sign the Grant Proposal Rating Sheet and notify the applicant(s) to begin the formal process of developing and submitting the grant. If the grant application is denied, the executive team of the location will notify the applicant(s) of the outcome. The President will provide copies of approved college applications to the Chancellor and the District Chief Financial Officer.

    e. When the timeline for a grant is short, the Grant Application Review Form must be completed with an indication, that an approval or denial, to pursue the grant application is needed within a prescribed deadline. Efforts to expedite the review process and the approval/denial decision at the District and/or college shall be made by all parties involved.

2.   Award of Grant

    a. Upon receiving notification by grantor of a successful proposal, the proposer shall submit the notice of award to the college President, or Chancellor for District proposers. The college President or Chancellor shall review the grantor proposal and accept or not accept the grantor proposal. If the college President accepts the grantor proposal, it is forwarded to the Chancellor for final acceptance.

    b. After the college business office forwards documentation confirming the grant award, the District Accounting Department shall assign general ledger (GL) account codes and assist in setting up the initial budget in the system.

    c. Copies of project addenda/amendments relating to changes in the project activities, budget, director or principal investigator, and funding period will be sent to the District Accounting Department. Each site is responsible for loading all grant documents into the Districtwide Grant Information System Library.

    d. All projects funded by outside funding agencies will adhere to standard accounting practices, college and District fiscal and personnel procedures, and the requirements of the funding source (refer to Board Policy 5013 regarding the purchase of supplies and equipment). Any

request for personnel to be hired under the grant must be submitted to District Human Resources and District Payroll with proper activity code and budget coding.

3.   Grant Administration

The manager assigned to authorize expenditures is accountable for achievement of grant objectives and expenditure of grant funds consistent with the approved project budget. Accountability includes not expending funds beyond grant funding and to assure that all expenditures are permitted by terms of the grant. At a minimum, the assigned manager shall perform quarterly reviews of actual expenditures against the budget to achieve these objectives.

a. Allowable versus Unallowable Costs
Each awarding agency has the right to establish its own terms and conditions for its awards. In the absence of specific award terms and conditions, CCCCD follows the guidelines outlined below.

A Cost is allowable when it is:
- Permissible according to the organizations policies as well as the terms and conditions of the grant agreement.
- Reasonable; a prudent person would purchase the item at the price
- Allocable; the cost benefits the grant project
- Given consistent treatment throughout the District

The following are examples of common unallowable costs: Entertainment, alcoholic beverages, goods and services for personal use, fines and penalties, certain travel expenses such as air travel costs in excess of economy class, etc.

When identified, unallowable costs will be charged to the respective site's general fund or to another grant if the cost is reasonable, allowable and allocable to that grant. Expense transfer will be done through a journal entry. (See Bus. 3.23, Journal Entry). Contact your business office for questions.

b. There may be specific rules applicable to the disposal, transfer and/or sale of grant funded equipment. To ensure compliance with such requirements, the college business office shall work with the District Office Accounting Department to determine the proper disposition method.

c. Documentation confirming grant extensions (if applicable) shall be submitted to the District Office Accounting Department prior to the grant's original ending date by the college business office.

4.   Project Closeout

a. The District Accounting Department and the college business offices will maintain complete records of all projects and activities that receive external funding. The District Accounting Department will maintain complete revenue, expenditure, and other financial records for each project. Copies of all midterm progress and final reports must be sent to the District Accounting Department. Each site is responsible for loading its documents into the Districtwide Grant Management System.

b. After project close out, unexpended grant funds are to be returned to the outside agency pursuant to terms of the grant or outside-funded project unless an extension on the project is approved by the funding agency.

c. Over expenditure of grant funds will be charged to the respective site and may require expense transfers into another, appropriate fund.

d. Federal and state regulations require the maintenance and availability of project records for three (3) years, commencing on the date of the submission of the final or annual expenditure report or close of the fiscal year covered by the plan (including any amended ending dates). Grant accounting records should include (1) a copy of the grant agreement/contract, terms and conditions; (2) detailed accounting records, including all appropriate supporting documentation for changes and amendments to the grant; (3) payroll records (supported by individual time and effort documentation, if required); (4) budgets; (5) grant payments; (6) refunds; (7) program income (if applicable); (8) financial, programmatic, and project evaluation reports; and (9) procurement records, as well as any other documentation required by the funding agency.

GRANT APPLICATION REVIEW FORM

Complete and submit sections I through VI to the office of the Chancellor or college President after obtaining approval of the supervising manager.

I.   Proposal Information

Grant Writer/Developer	Grant/Project Information
Name:	Project Title:
Email:	Proposal Deadline: ☐ Expedite Review
Phone:	Fund Type (check all that apply): ___Public Grant ___Private Grant ___Renewal Grant
Department/Division:	Funding Agency: If federal, what potential audit exposure exists?

II.   Budget Information

Funding	Matching Funds or Cost Sharing
Amount Requested:	Amount:
Anticipated Grant Start Date for: ☐ New Grant Date: ☐ Renewal Grant Date:	Cost Account Number:
Indirect Costs:	Indirect Cost Rate %:

III.   Proposal Summary

IV. **Provide answers to the questions below.**

A. In what specific ways does the proposal support the district and/or college mission and strategic goals?
B. Which performance indicators would the project impact?
C. What are the community needs indicated in the strategic plan met by this grant?
D. Will programs and services funded by the proposed grant be institutionalized when the grant ends? If so, explain how and any future obligations the college/district may have. If not, explain the need for the grant.
E. What percentage of the grant is directed toward administrative costs as opposed to being spent directly on achieving the grant outcomes?
F. List any current or new positions to be funded through the proposed grant.
G. What will be the likely project impact on facilities, technology and other resources?
H. Does this project duplicate or connect to any programs or services currently offered by the college/district? If so, describe in detail.
I. How likely is funding through this grant opportunity?
J. Give the name and qualifications of the grant manager.

V. **First level of review required signature:**

_____   _____
Supervising Manager Signature   Date

VI.   Next Steps: For college proposals, please forward this form to the college President and the location Chief Business Officer for approval. If approved, forward a copy of the approved forms to the Chancellor and District Chief Financial Officer. For District proposals, please forward this form

to the Chancellor and District Chief Financial officer for approval.
GRANT PROPOSAL RATING SHEET

This form is to be used by the college/District executive team in determining whether a grant application is approved or denied.

Project Title_____

A. In what specific ways does the proposal support the district and/or college mission and strategic goals?

   ¨ Helps fulfill district/college mission and goals.
   ¨ Marginally matches district/college and divisional mission and plans.
   ¨ Does not align with the district/college and divisional mission and plans.

B. Which performance indicators would the project impact?

   ¨ Student success - accessibility to all students.
   ☐ Faculty and staff success.
   ☐ Effective resources management and future preparedness.
   ¨ Effective support of faculty and staff.
   ¨ Effective preparation of students for life and the workplace.
   ☐ Meeting existing and emerging community needs.

C. What are the community needs indicated in the strategic plan met by this grant?

   ☐ Meets one of the primary goals for the college/district.
   ¨ Builds on an objective with a clear community need.
   ¨ Meets a direct objective for a specific program and aligns with strategic plan.
   ¨ Addresses a need, but is not within college/district goals.

D. Will programs and services funded by the proposed grant be institutionalized when the grant ends? If so, explain how and any future obligations the college/district may have. If not, explain the need for the grant.

   ¨ Intend to continue through new funder(s).
   ☐ Other considerations may be made for future sustainability of project
   ☐ District or college will take the lead in sustaining the project.
   ☐ Short-term project not intended for future funding and no intention to institutionalize.

E. What percentage of the grant goes into administrative overhead as opposed to being spent directly on achieving the grant outcomes?

   ☐ Low percentage of administrative overhead, typically less than 10%.
   ☐ Moderate percentage of administrative overhead, typically 10-20%.
   ☐ High percentage of administrative overhead, more than 20%.

F. List any current or new positions to be funded through the proposed grant.

   ¨ Current staff, with no new hires.
   ¨ Current staff, with new hires or current pool.
   ¨ Unidentified new hires.

G. What will be the likely project impact on facilities, technology and other resources?

   ☐ Clear identification and consideration of impact.
   ☐ Minimal identification and consideration of impact.
   ☐ No identification and consideration of impact.

H. Does this project duplicate or connect to any programs or services currently offered by the college/district? If so, describe in detail.

   ☐ High level of connectivity and/or low duplication unless augmenting other funding.
   ☐ Moderate level of connectivity and/or moderate duplication unless augmenting other funding.
   ☐ Low level of connectivity and/or significant duplication unless augmenting other funding.

I. How likely is funding through this proposal?

   ☐ High – Open Agreement.
   ☐ Medium – Competitive.
   ☐ Low - Highly Competitive.

J. Give the name and qualifications of the grant manager:

   ¨ Strong experience in this area.
   ¨ Average experience in this area.
   ¨ Area for professional development.

Required signatures for college submissions[1]:

☐ **APPROVED** ☐ **DENIED**	
_____	_____
College President **Date**	**College Chief Business Officer** **Date**

Required signatures for District submissions:

☐ **APPROVED** ☐ **DENIED**	
_____	_____
Chancellor **Date**	**District Chief Financial Officer** **Date**

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[1] If approved, send signed copies to the Chancellor and District Chief Financial Officer