
Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution

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, the support of students, and the capacity development of the college. 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 administration of awards; 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

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Revised: 1/16/18

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3280 GRANT-FUNDED PROGRAMS

The Superintendent/President or appropriate vice president or designee 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 procedures:

A. Program Development

1. The Superintendent/President or appropriate designee and the office of Institutional Grants shall distribute notice of funding opportunities and 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 or designee 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 office of Institutional Grants and shall be submitted to the funding agency through the office of Institutional Grants.
4. College Council and Academic Senate Executive Team shall be notified of the intent to apply for a grant (NIA). Such notification should indicate proposed curriculum development, anticipated hiring and impact on facilities and technology, and proposed institutionalization of programs and positions after the grant ends.
5. The office of Institutional Grants shall consult with Business Services in the development of budget 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 or designee 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 or designee 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 cost sharing funds and in-kind resources.
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 Business Services and the office of Institutional Grants.

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 Education Code Sections 87470, 87471 and 87482.
2. The hiring process for all grant-funded positions will follow regular institutional hiring practices. Temporary employees funded for the term of the grant should be advised that they are contingent upon continued funding and are not guaranteed employment beyond the expiration of the grant. Positions proposed to be institutionalized under the terms of the grant must undergo normal prioritization processes.
3. Prior approval from the Vice President Finance and Administration, the Director of Human Resources, and the Superintendent/President are required in the costs of personnel, operational expenses, and/or programs that are to be institutionalized over the project period of the grant.

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. Course and/or programs developed under a grant must undergo review and approval according to regular institutional processes.
3. 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 in consultation with the office of Institutional Grants.
4. The Project Director/Grant Coordinator is responsible for coordinating the preparation and timely submission of all required progress, programmatic, or technical reports with the office of Institutional Grants. The Project Director is

responsible for fulfilling all grant implementation practices as identified in the Project Director's Manual.

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 cost share 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 the office of Institutional Grants, and filed by Business Services.

E. Program Evaluation

1. Grant-funded programs shall be evaluated in accordance with district policies and regulations of the particular grant.
2. Grant managers will provide a summary progress report at least one per year to College Council and the Academic Senate, or as requested.
3. At the end of the grant period, with the assistance of the Office of Institutional Effectiveness, the Project Director or grant managers shall present preliminary outcomes to College Council and Academic Senate, including assessment of how the grant has/or has not fulfilled its original intent; recommendations and rationale for which, if any, of the grant's initiatives—i.e. programs, staffing, etc.—will be integrated into the institutional (on-going) budget; and recommendations whether the grant should be applied for/renewed (if applicable).

F. Close-out Procedure

1. The Project Director/Grant Coordinator is responsible for working with the offices of Institutional Grants and Business Services to complete the closeout process at the conclusion of the grant.

Education Code Section 70902

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