
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 students, or its staff. Approvals include the area Supervisor, area Dean, and area Vice-President. For applications that involve cost-matching, an award amount larger than \$1M, or involve multiple Vice Presidential areas, approval will also be obtained from President's Cabinet and the Superintendent-President.

During application preparation, the Office of Institutional Effectiveness shall secure the cooperative planning and support of all those to be affected by the proposed project. The 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**
 - 1. All District employees paid with federal funds shall document the time they spend on work performed in support of each federal program.
 - 2. Time and Effort reports shall be done no less than quarterly and completed within 15 days of the quarter ending.
 - 3. Time and Effort reports shall be submitted to Fiscal Services by the grant program manager.
- B. **Record Keeping**

1. The District has an established Records Management Plan as indicated by Board Policy and Administrative Procedure 3310 in regards to the retention, retrieval and disposition of manual and electronic records, including emails.
2. Financial and grant records maintained by the grant program manager shall include:
 - (a) Amount of federal funds.
 - (b) Description of how funds are used.
 - (c) Total cost of each project.
 - (d) Share of total cost of each project provided from other sources.
 - (e) Other records necessary to facilitate an effective audit.
 - (f) Other records to show compliance with federal program requirements.
 - (g) Significant project experiences and results.
 - (h) All records will be retrievable and available for programmatic or financial audit.
3. Any record maintained with personally identifiable data protected by law or regulations will be handled in accordance with the requirements of applicable law, regulations, board policy and administrative procedures.

C. Compliance Violations

1. Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

Also see BP 3280 Grants and BP/AP 3820 Gifts.

Approved: No date (AR 8000) and March 1, 1979 (AR 8003)

Revised: October 28, 1986 (AR 8000); January 23, 2018 (AR 8000); June 22, 2022
(Replaces former LBCC ARs 8000 and 8003)