

8000.ADMINISTRATIVE REGULATIONS ON GRANTS8000.1

The Director of Grants is responsible for administering these regulations.

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The Director of Grants shall provide information on available funding to appropriate administrators, faculty, and staff.

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The Director of Grants shall approve the activities of any individual or group that seeks to acquire grant(s) on behalf of the District, its students, or its staff.

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All written communications with outside funding agencies, including applications, proposals, technical or budget adjustments, and interim and final reports, shall be transmitted by the Director of Grants.

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In preparing an application for outside funding, the Director of Grants shall secure the cooperative planning and support of all those to be affected by the proposed project.

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All applications for outside funding shall be submitted for approval to the Board of Trustees by the area Vice President with the recommendation of the President's Cabinet and the Superintendent-President.

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Upon notification of funding, the Director of Grants shall review the award specifications with the area administrator, the project director, and appropriate representatives of the offices of Fiscal Services, Human Resources, and Facilities, as needed.

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Projects funded by outside agencies shall be administered by appropriate personnel and supervised by an area administrator.

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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.

8000.10 In accordance with Uniform Guidance 2CFR 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.
- B. Record Keeping
  - 1. The district has an established Records Management Plan as indicated by Board Policy and Administrative Regulation #2007 in regards to the retention, retrieval and disposition of manual and electronic records, including emails.
  - 2. Financial and grant records maintained 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 Regulations.

C. Subrecipient Monitoring

1. In the event that the district awards a subgrant, we shall establish procedures to:

(a) Assess the risk of noncompliance.

(b) Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and regulations.

(c) Ensure the district's record retention schedule addresses document retention on assessment and monitoring.

D. 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.

E. Conflict of Interest

1. The district has established conflict of interest and code of ethics guidelines documented by Board Policies and Administrative Regulations #2014 and #3008.

Revised: October 28, 1986; January 23, 2018

