



## **AP 3280      GRANTS**

### **Reference:**

Education Code Section 70902

The grant process shall assure timely application for and processing of grant applications and requests for funding and identify required approvals.

All grants pursued shall directly support the purpose, mission, and direction of the District.

Prior to grant submission, proposals requiring technology resources or implementation shall be submitted through the IT Project Request Form and reviewed by the appropriate IT Director(s) and Educational Programs Director(s) to ensure accurate costs, scheduling and project planning for successful implementation of the technical aspects of the grant. When an approved grant is modified in a manner that would require additional technology resources or implementation during the grant cycle, the process described in this paragraph shall be followed.

Prior to grant submission, grant objectives shall be vetted through the department of Institutional Assessment, Research, and Planning, to ensure that they are measurable and appropriate for the goals to which they pertain.

Prior to grant submission, the requirements of the grant need to be reviewed by the appropriate department chair(s), manager(s) and vice president(s). Ongoing resource requirements, such as staffing related to the grant that the district would need to absorb after the grant has expired shall be brought for review to College Planning Council which will recommend action for the Superintendent/President's approval.

Prior to grant submission, Fiscal Services shall review the grant application and the Chief Business Officer will ensure that the District only submit allowable costs for grant-related reimbursement.

Allowable costs must be:

- Reasonable and necessary (for example, sound business practices were followed, and purchases were comparable to market prices)
- Allocable to the federal award
- In accordance with cost principles for federal awards as outlined in 2CFR 200 Subpart E, OMB Circular A-21, the terms and conditions of the sponsored agreement, and other
- Appropriate federal guidelines
- Properly documented
- Consistent with the provisions of the funding agency and the sponsored award
- Legal under state and local law



The District follows a three-step Allowable Cost Approval Process, which assures that no unallowable cost is allocated to a specific fund. In the event that unallowable costs are charged to a grant, the Fiscal Services Manager overseeing Categorical Grant Control and Reporting would initiate a cost transfer from the grant to the appropriate district budget (Fund 11000), thus ensuring that no unallowable cost is charged to a federal grant.

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**Date Approved:** September 8, 2014

**Date Revised:** May 10, 2016

**Date Revised:** February 3, 2017

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