



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6480.1 Grant & Contract Administration

Office(s) of Primary Responsibility:

Vice Chancellors
Vice Presidents of Administrative Services

A. Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6480 Grants.

To specify the general procedures and methods for implementing a comprehensive grant management process throughout the District.

Pre-Award Administration

B. Draft and submission of proposal for grants, contracts, and other special funding.

The concept for a grant (contract) proposal to meet an identified need is outlined and reviewed for programmatic merit at each campus through a pre-proposal process. After campus approval of the pre-proposal, the initiator can move to the proposal stage.

Submit the completed proposal to appropriate Dean, Director, or Vice President for program review and approval.

Personnel requirements, space, needs, and match implications for the proposal need to be outlined in detail for consideration.

Work to be performed under any grant (contract) should be described by job title and a brief description of the task to be performed.

Pay rates or compensation should be consistent with District schedules and rates associated with similar work.

When assigned to an existing administrative position, the responsibility for direction or administration of the grant (contract) projects shall be considered a part of the administrative responsibilities of the position.

C. Review for Programmatic merits

The Dean, Director or Vice President shall obtain approval from the appropriate campus/oversight committee. If the proposal meets approval at campus oversight committee, forward to the campus Vice President for Administrative Services for fiscal review.

D. Perform Fiscal Review

Vice President of Administrative Services reviews proposal in consultation with appropriate administrative and faculty for programmatic and fiscal considerations. Vice President of Administrative Services will review to see if the grant (contract) criteria and funding source requirements are included within the proposal. Review of budget for content and determine if it is in the required budget format.

In addition, review is required for the following funding issues:

- Employee Benefits
- Matching requirements and detail information concerning match. If matching funds include personnel, include position and percent of salary and benefits method
- Indirect cost must be included at the maximum amount allowed
- Other possible implications for unrestricted general fund budgets

If matching funds are not available at the campus or indirect costs are not included in the proposal, refer to President to discuss at Chancellor's Cabinet.

E. Forward to District Office

Forward approved proposal packages to the Director, Grants and Contracts, Instructional Services and a copy to Grants and Contracts Accounting Supervisor, Business Services for District level fiscal review.

F. Business Services will review proposal for content, budget impact, and District liability. Submit fully reviewed proposals to the Vice Chancellor, Business Services for consideration and approval.

G. Route Approved Proposal Package

Business Services will return all approved proposals to the initiator once the Vice Chancellor, Business Services and the Chancellor have approved.

H. Submit Proposal to Funding Agency

The initiator of the proposal will notify both the College and District Business Services once the proposal has been awarded or denied.

If the award of grant (contract) is different than the proposal, the award and changes will need to be reviewed and approved by the college approving authority before acceptance of the award takes place.

Post-Award Administration

I. Acceptance of Award

A copy of the official grant (contract) notifications must be sent to the Director, Grants & Contracts, Instructional Services and the Grants & Contracts Accounting Supervisor in Business Services.

Original award documents will be forward to the Vice Chancellor, Business Services for review and approval. Original award is then approved by the Chancellor.

Copies of the fully executed award are sent to the Director, Grants & Contracts, Instructional Services and the Grants & Contracts Accounting Supervisor in Business Services.

J. Acceptance by the Board

The Vice President of Administrative Services will insure the timely submittal of an agenda item for the board to accept budget and spend the award.

K. Grant (contract) Accounting

The Grants & Contracts Accounting Supervisor will insure the budgets are property established once the board has accepted the award.

L. Financial & Programmatic Oversight

The grant (contract) programmatic manager has the responsibility of complying with all provisions items of the agreement including budget and all fiscal requirements.

M. Reporting Requirements

Programmatic manager will coordinate with the Grants & Contracts Accounting Supervisor for all reporting requirements. All required reports will be signed by the Vice Chancellor of Business Services, or his designee.

References: BP 6480
Education Code Sections 70902

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.