



CRITERIA FOR DECISION MAKING

Program or Project Name:

Division/Department:

Applicant Name:

Date:

Decision Factors

If NO is checked for items 1-5, then your project is ineligible.

Yes No Somewhat

1. Does your project align with the College Mission, Vision, Program Review, Integrated Strategic Plan goals and objectives?
2. Is there adequate time to effectively prepare and apply by the deadline?
3. Have you identified a potential funder?
4. Will the grant pay for a project director, or is there someone else available and authorized to commit the time required to serve as project director?
5. Are other College resources identified and available to support the project, such as required matching funds, space, facilities, technology?
6. Will the project require you hire additional personnel?
7. Does the funder require institutionalization of the project beyond the funding period?
8. Are the post-award requirements (reporting, monitoring) reasonable given staffing and other resources of the project?
9. Is there a strong project team (including internal and external partners) in terms of experience, commitment to the project and working relationships with each other?
10. Have you consulted with Planning & Development [Grants or Institutional Effectiveness department]?
11. Does the funder allow indirect? If there is a cap, please specify
12. Will the project require that the College issue sub-award? If so, about how many
13. Does the College have any history with the funding agency?
14. Have you reviewed District Board Policy 4010 Grants Responsibility and 4011 Grants Management? BP4010 and 4011 are attached to this check list for your reference

Next step: Work with the Grant office to fill out the Intent to Apply for Grant form

BP 4010 GRANTS – STRUCTURE, ROLES and RESPONSIBILITIES

Reference:

Education Code Section 70902

Riverside Community College District embraces the acquisition of extramural funding in the form of grants to achieve the mission, goals, outcomes, and strategic initiatives of the District and its colleges. In this regard, the District and its colleges shall facilitate a coordinated program for the grant acquisition and management of federal, state, and local funding, both public, to support the students, faculty, and programs of the District and its colleges.

The Chancellor shall ensure that all grants applied for and received by the District and its colleges directly support the mission, goals, and outcomes of the District and its colleges and shall inform the Board of Trustees of these efforts.

The Chancellor shall establish administrative procedures at the District- and college-level to assure timely application and processing of grant proposals and funds. These procedures shall ensure that the grant funding received by the District and its colleges are administered in accordance with federal, state, and local requirements.

Date Adopted: November 18, 2008

Date Revised: December 15, 2009

Date Revised: December 14, 2021

Formerly: BP 3280

**Institutional Advancement &
Economic Development**

AP 4010 GRANTS – STRUCTURE, ROLES and RESPONSIBILITIES

References:

Education Code Section 70902

Purpose

To augment funding received from the state of California, Riverside Community College District (RCCD) and its colleges, individually and , pursue external funding through grants and contracts to support institutional efforts to achieve the vision, mission, goals and strategic priorities of the District and its colleges. This procedure outlines the structure by which the District and its colleges will pursue and manage grant funding and the roles and responsibilities of the parties involved.

Definition

As defined, a grant is a written proposal developed in response to a competitive or non-competitive request for applications solicited by a funder. The grant proposal or contract bid generally includes specific activities, outcomes, timelines and reporting requirements to be accomplished with the requested amount of money. Grants can be received from both public and private sources.

Organizational Structure

The District and its colleges pursue external grant and contract funding through a three-pronged structure that includes distinct, yet integrated, functions at the District-level, the college level and the RCCD Foundation. The following outlines the primary roles and responsibilities of each office on the pre- and post-award side.

Pre-Award – Grant Development, Roles and Responsibilities

District Grants Office

- Identify, develop, and submit public grant proposals to support District-wide initiatives
- Identify, develop, and submit collaborative grant proposals that support more than one college
- Submit federal grant proposals through online submission systems, including but not limited to Grants.gov, Fastlane, NSPIRES, etc.
- Monitor and track the development and submission of public grant proposals
- Communicate public grant development outcomes to RCCD Board of Trustees
- Maintain grant files on all grants submitted by the college and District Grants offices
- Provide technical assistance and support to the colleges with regard to pre-award functions
- Support the colleges and RCCD Foundation, as needed, with grant development, including grant writing

- Offer training for faculty and staff interested in pursuing grant funding

College Grants Offices

- Identify and develop public grant proposals to support college strategic initiatives
- Submit public grant proposals at the local and state level
- Coordinate with the District office to submit federal grant proposals
- Coordinate with the RCCD Foundation office to submit private grant proposals
- Monitor and track the development and submission of publicly-funded college grants, as well as other grants submitted and awarded to the colleges
- Communicate grant development outcomes to the college leadership and District Grants office for reporting purposes and District-wide tracking

RCCD Foundation

- Identify, develop, and submit private grant proposals to support initiatives at both the college and district level
- Submit private grant proposals in collaboration with the relevant District or College department
- Monitor and track the development and submission of private grant proposals
- Communicate private grant development outcomes to RCCD Board of Trustees
- Maintain grant files on private grants
- Provide technical assistance and support to the colleges with regard to pre-award functions
- Support the colleges with grant development, including grant writing

Post Award

District Grants Office

- Offer professional development for grant-funded personnel at the District and the colleges
- Provide technical assistance and support to the colleges with regard to post-award functions of publicly funded grants
- Maintain grant files on all active grants submitted by the college and District grants offices and awarded to the District and its colleges to include at a minimum award agreement, grant management guidelines, program reports, subaward agreements if applicable, and grant modifications and justifications
- Work with project directors of District-level grants to ensure that District grants are making satisfactory progress toward program goals, objectives and activities and are spending their funds in a timely manner in compliance with local, state and/or federal policies and procedures.
- Serve as the project manager for District led grants as appropriate
- Offer District-wide training for grant staff on effective grant management

College Grants Office

- Negotiate budgets as required, working in conjunction with project directors/project administrators
- Work with grant staff and college Business offices to process new grant awards and prepare contract documents

- Help connect new program directors to available resources, including those available at the District office
- Supervise grant administrative specialists, as appropriate and requested
- Provide grant management training in collaboration with District or by connecting college personnel to external professional development

RCCD Foundation

- Provide technical assistance and support to the colleges and grant funded personnel working on private grants managed by the RCCD Foundation regarding post-award functions
- Maintain grant files on all private grants awarded to the District and its colleges to include at a minimum award agreement, grant management guidelines, program reports, subaward agreements if applicable, and grant modifications and justifications
- Work with project directors of privately-funded grants to ensure that grants are making satisfactory progress toward program goals, objectives and activities and are spending their funds in a timely manner in compliance with the grant award agreement
- Work with project directors of privately-funded grants to ensure that reporting requirements are fulfilled in a timely manner in compliance with the grant award agreement
- Negotiate budgets with grantors as required, working in conjunction with project directors/project administrators
- Work with grant staff and college/District Business offices to process private grant awards that will be passed through from the RCCD Foundation to the college/District

The Grants Offices at the District- and College-level will develop a Grants Administrative Handbook to guide the process for identifying, pursuing, and managing grants and contract. This Handbook will be reviewed and updated, as necessary, once per year.

Office of Responsibility: Vice Chancellor, Institutional Advancement & Economic Development

Date Approved: September 22, 2008

Date Revised: September 14, 2009

Date Revised: April 20, 2010

Date Revised: February 27, 2012

Date Revised: January 29, 2013

Date Revised: February 23, 2015

Date Revised: December 14, 2021

Formerly: 3280

AP 4011 GRANTS – GRANT MANAGEMENT and IMPLEMENTATION

Reference:

Code of Federal Regulations Title 2, Subtitle A, Chapter II, Part 200

Procedure Statement

Riverside Community College District is committed to the efficient and effective implementation of grant award agreements on time, within budget and in compliance with the grantor policies, procedures, and requirements.

Procedure Rationale

Effective grant management requires adherence to institutional policy and procedures, the grant award agreement, the funding guidance and the funding mandate. Deviation from any of these requirements may result in project delays, an audit finding and/or the need to return funding to the granting source.

The District will develop, maintain, and adhere to grant management practices that comply with state and federal policies and procedures in the following areas:

PROCUREMENT

The District shall develop procurement processes and practices for procuring goods and services needed to carry out external grant awards in accordance with AP 5304 Bids and Contract. As appropriate, institutional procurement processes for grant awards may vary if specific requirements set out in the grant award agreements, as well as other more restrictive, state, federal and District policies and procedures regarding the procurement of goods and services exist.

CONFLICT OF INTEREST

Board Policy/Administrative Procedure 1710 Conflict of Interest will apply to all grants and contracts received, managed and implemented by the District and its colleges. No Governing Board member, District employee or District representative shall participate in the selection, award or administration of a contract supported by external grant funds if they have a real or apparent conflict of interest, such as when they or a member of their immediate family, their partner or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value.

PERIOD OF PERFORMANCE

The District shall establish operating practices to ensure that all obligations of external grant funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period (or sooner as specifically

outlined in a grant award agreement), unless specifically authorized by the grant award to be carried over beyond the initial term of the grant.

CASH MANAGEMENT

The District shall establish operating practices regarding cash management, payments and cost transfers in accordance with generally acceptable principles and practices. At a minimum, these practices shall minimize the time elapsing between the transfer of grant funds to the District and the District's disbursement of funds, particularly in regard to federal grant funding, which is governed by 2 Code of Federal Regulations 200.305, and requires that funds are disbursed within three days of transfer. When authorized by law, the District may receive advance payments of grant funds. Except under specified conditions, the District shall maintain the advance payments in an interest-bearing account. The District shall track interest earned on the advanced payment and report these earnings to the awarding agency as required

In addition, the District shall maintain accurate and timely accounting records with the proper classification of expenditures. To accomplish this requirement, the District shall coordinate transaction reviews with grant managers and reconcile appropriate cost transfers within a reasonable timeframe. The District shall maintain source documentation supporting the expenditure of external grant funds, such as invoices, time sheets, payroll stubs or other appropriate documentation.

USE OF FUNDS

The District shall establish operating practices to ensure that external grant funds are expended as outlined in the grant award agreement, particularly with regard to allowable and unallowable costs. When required, the District shall seek prior written approval from the awarding agency before expending funds in restricted and/or scrutinized areas as outlined in the grant award agreement. The Chancellor or designee shall review and approve all transactions involving external grant funds and shall ensure the proper coding of expenditures consistent with the Budget and Accounting Manual.

TIME AND EFFORT REPORTING

The District shall establish operating practices to ensure that all District employees who are paid in full or in part with external grant funds, including employees whose salary is paid with non-grant funds but is used to meet a required match or in-kind contribution to an external grant program, document the amount of time they spend on grant activities.

SUBAWARD MONITORING

The District shall establish operating practices for the development and monitoring of subaward agreements that ensure compliance with external grant award requirements for subaward monitoring. At a minimum, the District shall ensure that subawardees comply with implementation requirements of the grant award agreement with regard to use of funds, time and effort reporting and other expenditure documentation, procurements requirements, prior approval mandates, and financial management standards.

AUDITS

The District shall establish operating practices to ensure compliance with state and federal audit requirements.

Specified records pertaining to the audit of federal funds expended by the District shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 Code of Federal Regulations 200.512)

In the event that the audit identifies any deficiency, the Chancellor or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 Code of Federal Regulations 200.26, 200.508, 200.511)

RECORDS RETENTION

The District shall establish operating practices to ensure compliance with external grant funding record retention requirements.

GRANT MANAGEMENT HANDBOOK

RCCD will develop, maintain, an up-to-date Grant Management Handbook that provides an overview of the operating practices outlined in AP 4011, reflects current effective grant management practices, aligns with District and state budget and accounting policies and practices, and offers guidance and support to grant managers with regard to District processes and procedures for grant implementation.

Office of Responsibility: Vice Chancellor, Institutional Advancement & Economic Development
Vice Chancellor, Business and Financial Services

Date Approved: November 14, 2016

Date Revised: August 28, 2018

Date Revised: December 14, 2021

Formerly: AP 4010[E] and 3285