BP 3280   GRANTS

Reference:
Education Code Section 70902

Riverside Community College District embraces the acquisition of extramural funding to support District mission, goals and initiatives.

The Chancellor shall establish procedures to inform the Board of grant activity and to govern the approval, application, processing, and implementation of grants.

Date Adopted: November 18, 2008
Revised: December 15, 2009

4. Each college or District department will conduct an analysis of the grant to determine whether the grant aligns with the strategic plan of the college or District, to identify the impact of the grant on all operational areas, and to ascertain whether the college or District department possesses the expertise and resources to successfully implement the grant. This analysis will be conducted according to the process established by the respective college or District department and may involve college and District administrators responsible for the areas determined to be impacted by the grant, including the areas of Information Services, Facilities Planning and Development, Administration and Finance and Institutional Research. A Sample Funding Opportunity Analysis tool is available on the Grants Office web-site and may be utilized to guide this process.

5. If this analysis results in a decision to develop an application, the Chancellor/College President, or designee will notify the Grants Office administration by sending a written approval.

6. The content developer(s) will participate in the proposal development process with the Grants Office team members. The Grants Office will provide complete support in the development of the grant budget.

7. The Chancellor, college President, or designee, will work in collaboration with the Grants Office to determine the indirect rate to be charged in the grant (the minimum being 10% and a maximum being our full approved rate, unless alternatively prescribed by the funding agency).

8. Draft budgets for college grants will be forwarded to the College Vice President of Business Services for preliminary review.

9. The college President/highest level administrator of a District department will advise the Grants Office which individual has been designated as the grant administrator for the project. The content developer working with the Grants Office team will be advised of submission requirements and will be given a timeline of necessary deadline dates for a successful submission. In the event that deadline dates cannot be met, and this will impede successful submission, the Grants Office will send an e-mail apprising the grant administrator of the situation. After discussion with the content developer(s), the grant administrator will advise the Grants Office, in writing, of the proposed course of action.

10. The college Vice President of Business Services will review and approve the final grant budget and e-mail the Grants Office an approval.

11. The Grants Office will forward the approved grant budget and e-mail to

13.   In the event that the collective workload of the Grants Office

(see appendix C). Training will be offered every academic year. A minimum of two workshops will be offered each academic year on each campus.

B.   Training for current and potential project directors in audit-readiness for effective

Grant Management and Compliance Resources

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	Sample Project Director Issue Identification Tool		
	As a project director, ultimate responsibility for the administration of your grant and compliance with all applicable regulations vests in you. This issue identification tool has been developed to enhance your readiness for the project director role by helping you to identify any areas that may require action on your part. It is not mandatory, but rather a recommendation that you complete the survey, develop an action plan to address any areas that received a negative response and share both documents with your supervisor.		
#	Question	Response	
		Yes	No
1	, X Q G H U V W D Q G W K D W D Q \ F R P S O L D Q F H Y L R O D W L R Q M H S D U G L] H including federal student financial aid.		
2	I have read my grant application in its entirety.		
3	I have read and fully understand all of the terms and conditions of the grant that I administer.		
4	I have participated in all training workshops provided by Grants Office (GO).		
5	I have provided the GO with copies of all program reports, grant award documents, completed grant applications, and any documentation reflecting agency approved revisions.		
6	I have maintained a calendar of significant deadlines for my grant to ensure that all deliverables are completed on time.		
7	I know and adhere to all district policies relating to the implementation of my grant		

18	My performance report data is accurate and reliable. I have evidentiary documentation to demonstrate this.		
19	I document my deliverables (e.g. materials created, students served).		

20 I am proficient in preparing and submitting all required Board materials and fiscal transactions, such as final budget