

**GRANT DEVELOPMENT AND MANAGEMENT**

<b>AP No. 3280</b>
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Board Reviewed: NEW- *Pending Approval*

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- I. PRE-AWARD: Any College employee may initiate action to prepare a proposal for funding from an outside agency (Federal, State, County, City, or Private) but must do so through appropriate campus approval procedures. The Grants Office is available to brainstorm concepts and guide employees through the process.

If a college employee (Faculty, staff, administrator) submits an application and receives funding or enters a funding partnership with another institution without following the internal approval process, the employee will not receive institutional support to implement activities and will be required to execute the funded program on his/her own time.

- A. Proposed grant projects for funding must directly support the purposes of the district as stated in BP 1200. No proposal may be submitted to an outside agency or partner without written approval by the Superintendent/President.
- II. New grant applications. Prior to the development (writing) of, or partnering with another institution on a new grant application:
- A. Complete the online Launch Pad and estimated budget no less than **30 days prior** to proposal submission date unless warranted by compelling justification. Employees seeking grant funding will fill out, secure approval from appropriate Dean/immediate supervisor, and submit a RHC Launch Pad and estimate budget to the Grants Office. The online Launch Pad and estimated budget is located on the Grants Office website. (Hard copy: Appendix 3280)
- The intent of the Launch Pad and budget is to inform all the stakeholders as early in the process as possible, prior to writing, or creating project partners.
  - Employee to follow up with Grants Office for final review of the Launch Pad and budget. Grants office will initiate the internal approval process.
- B. Not less than **one week (7 calendar days) prior to submission**, or earlier, the Launch Pad must have been approved and signed by the College Superintendent/President, or designee, and the Vice Presidents (AA,SS,BO,HR). The grant application may be submitted to the granting agency upon approval of the Launch Pad/budget.
- III. Renewal funding, funding through appropriation/allocation, funding thresholds.
- A. A Launch pad is not required for multi-year funding/annual renewals as long as the multi-year award was approved by the Board in its entirety.
- B. Any new or additional funding provided to the same award or project requires approval through an abbreviated version of the Launch Pad, found on the Grant Office website and will be submitted for Board approval.
- C. Any new funding provided by the Chancellor's Office through an allocated apportionment requires an abbreviated version of the Launch Pad, workplan, and budget and will be presented for Board approval.
- D. Faculty and staff requiring project funding under \$25,000 will be routed

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through the Grants Office **or** the Foundation, depending on specific activities to be funded.

- IV. Negotiated Indirect Cost Rates (NICRA), In-kind, matching funds must be approved by the Business Office. All grant applications must include Rio Hondo's full NICRA unless capped by the funder.
- V. RECEIVE AWARD: A substantial percentage of grant awards go through some degree of budget negotiation and revision before the award is finalized and distributed.
- A. All new funding notices must be submitted to the Board for approval prior to work being done on the funded project. The Grants Office will initiate Board agenda placement process via Board Docs.
  - B. Subawards, contracts, MOUs generated by the funding can be developed prior to board approval but not signed or executed until after Board approval.
- VI. EXECUTE PROJECT: Once the contract is in place, the project lead, with the assistance of the Grants Director, Fiscal Services, HR, and other applicable departments, is responsible for the proper technical conduct of the project or program, compliance of accounting and legal requirements, management of funds within the approved budget, and administration of the project within the agreement/contract and award guidelines.
- A. Establish Grant Audit Files
    - Grant Accounting will establish temporary restricted account for project use.
    - The Grants Office uses a grant tracking system called Grants Navigator for reporting alerts, budget tracking, and filing applicable reports for audit compliance.
  - B. Records and Retention
    - All financial records and contracts pertaining to individual grants will be maintained by Fiscal Services for a period of seven (7) years.
    - All activity reports, work plans, evaluation reports will reside in Grants Navigator in accordance the specific requirements of the funding agency for a period of ten (10) years.

See Board Policy 3280, Grants

**Reference:**

Education Code Section 70902