



Pima County Community College District Administrative Procedure

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<i>Legal Reference:</i>	2 CFR 200; 40 USC 3141 1931, Davis- Bacon Act
<i>Cross Reference:</i>	

PURPOSE

The purpose of this Administrative Procedure is to establish the College's processes for pre- and post-Award Grant activities.

SECTION 1: Definitions

“**Application**” means the College applies for federal, state, or other funding through demonstration, competitive, or other Grant opportunities.

“**Award**” means financial assistance supporting a Grant in the form of money to the College and/or one or more of the College campus locations.

“Cost-Sharing or -Matching” is the portion of the project costs not paid by the Grantor. Voluntary cost sharing commitments are not expected. If a Grantor requires a cost share or match, it is expected to follow the Grantor’s definition. [Additional information can be found in 2 CFR 200.29.]

“Grant” means an Award that is made by a public or private source for a designated purpose. Grants are governed by regulations or other requirements as a condition of the Award and require separate accounting, reporting, liability, and/or additional financial or nonfinancial resources.

“Grant Agreement” is a legal instrument of financial assistance between a grant issuing entity and another entity. [Additional information can be found in 2 CFR 200.51.]

“Grantor” is a federal, state, or other entity that is the funding source of a Grant. Grantors seek and select applicants for the disbursement of funds or resources.

“In-Kind Contributions” are the value of non-cash allocations provided by the College. Contributions may be in the form of personnel, real property, equipment, supplies, or other items of value to provide goods and services directly benefiting the Grant program.

“Principal Investigator” is the College faculty employee responsible for the oversight of a Grant program.

“Program Manager” is the College staff employee responsible for the oversight of a Grant program.

“Reimbursement Payment” is a monetary disbursement made by the Grantor to the College based on eligible spending per the Awarded funding.

“Supervisor” is the College administrator assigned responsibility for the oversight of the Grant Program Manager/Principal Investigator and the Grant.

SECTION 2: Signature Authority for Grants

- 2.1 The Governing Board delegates authority to the Chancellor to apply for external funds, provided:
 - a. The purposes of such funds are in keeping with College goals and objectives; and

- b. Financial requirements can be met.
- 2.2 The Chancellor delegates authority to the Chief Financial Officer, who in turn delegates authority to the Director of the Grant Services Department (“GSD”), to apply for external funds in accordance with applicable laws and College policies.
 - 2.3 The Director of GSD shall oversee the development and maintenance of procedures for Grant operations.
 - 2.4 On behalf of the College and in partnership with campus administration, the Director of GSD may determine the eligibility, feasibility, and submission deadlines for all Grant Applications utilizing criteria developed by the GSD.

SECTION 3: Pre-Award – Grant Development and Application Process

- 3.1 College faculty, staff, and/or administrators interested in applying for Grant funds must contact the GSD before beginning the Application process.
- 3.2 The GSD, in conjunction with campus staff, shall:
 - a. Review the institutional commitment required by the Grant to determine the College’s obligations, which may include an In-kind Contribution or a cost-sharing contribution/match;
 - b. Identify additional obligations, such as partnerships with external agencies; and
 - c. Seek approval from campus administration for the development of the Grant proposal.
- 3.3 The GSD shall consult with representatives from support departments during proposal development. This may include, but is not limited to:
 - a. **Human Resources (HR):** HR shall review and approve all positions to ensure the appropriate classification, job description, and compensation;
 - b. **Information Technology (IT):** IT shall evaluate technology purchases to determine if the College can support the Grant with basic IT support, installation, maintenance, and storage;
 - c. **Facilities and College Police:** The department shall assess the need and provide an estimate of costs for construction and/or renovation of physical space.

- d. **Workforce Development and Strategic Partnerships:** The department shall evaluate the grant proposal for Workforce and Strategic Partnership priorities.
- 3.4 Each support department shall review the final Grant proposal and budget. After review, an authorized representative from the department shall provide an electronic signature of approval.
- 3.5 The GSD shall submit **all** Grant Applications on behalf of the College. Faculty, staff, and administrators from other work units are not authorized to submit Grant Applications on behalf of the College.

SECTION 4: Post-Award – Grant Implementation

- 4.1 The College shall initiate Grant activities after receipt of an Award notice from the Grantor.
- 4.2 The GSD shall submit a report to Governing Board to request authorization for the College to accept the Award and approve implementation of Grant activities per the proposal and in accordance with applicable laws and College policies and procedures. Grant implementation may include, but is not limited to:
 - a. Execution of Grant Agreements;
 - b. Acquisition of goods and services;
 - c. Recruitment of personnel; and/or
 - d. Construction or renovation.
- 4.3 The GSD shall coordinate the creation of a designated restricted fund to apply Grant expenditures for reimbursement. The GSD shall also create the annual budget setup and coordinate and/or process Grant-related budget adjustments.
- 4.4 The Program Manager/Principal Investigator of the Grant shall be accountable for all programmatic and fiscal objectives and performance measures in accordance with federal, state, or funding source regulations and College policies and procedures.
- 4.5 The Supervisor shall be accountable for providing Program Manager/Principal Investigator and Grant oversight and will assume the

Program Manager/Principal Investigator responsibilities should the position become vacant.

- 4.6 The GSD shall be the only department authorized to process reimbursement payments in the form of invoices or electronic payment requests. The frequency of reimbursement is determined by the Grantor; if no direction is provided, then GSD shall process the requests monthly.
- 4.7 The GSD shall serve as the point of contact for Grant-related audits. If additional documentation is required, the GSD will coordinate with Grant staff to expediently provide information.

SECTION 5: Grant Closeout

- 5.1 Upon completion of a Grant program and as outlined by the Grantor, the GSD shall initiate closeout procedures.
- 5.2 Grant documents shall be retained per federal, state, and College record retention schedules.