

February 10, 2014

To: SCCCDC Chancellor's Cabinet
From: Dr. George Railey
Dr. Shelly Conner
Re: Grant Application Approval and Submittal Process

Attached is the revised draft of the Grant Approval process. This has been updated as noted below.

This process was reviewed by the Chancellor's Cabinet on Sept. 23, 2013. There were additional updates from this body on 1/23/14.

This process was reviewed by the Communications Council on Oct. 8, 2013 and updated per their request.

Draft 2/10/14

Grant Application Approval and Submittal Process Including Post-Award Procedures State Center Community College District

Phase I: Initial Campus Approval and Notice of Interest to Apply

	Responsibility	Action
Step 1	Initiator	Obtain grant information and/or Request for Applications (RFA), and discuss concept with appropriate supervisor, manager or dean.
Step 2	Initiator	Follow campus internal steps for approval from area faculty, Dean, Vice President and President/Vice Chancellor's approval to submit electronic Notice of Interest to Apply for External Funding (NOI) form.
Step 3	Initiator	<u>16 working days prior to deadline:</u> Complete online NOI form (revised) found on the grants office page of the SCCCD Intranet site. (http://intranet.scccd.net/GrantsOffice/)
Step 4	Initiator	<u>16 working days prior to deadline:</u> Complete online 'Initial Grant Proposal Outline' (new) which is automatically routed to the following based on campus indicated on the form: <i>Campus</i> - I.S. Manager, Administrative Services, and Institutional Researcher. <i>District</i> – Human Resources/Personnel Commission, Facilities/Operations, Accountant/Auditor, I.S. Manager, and Grants & External Funding department.
Step 5	President	Via e-mail, each President/Vice Chancellor receives the NOI forms for their campus with an approve/decline option. A. <i>Approve the NOI:</i> Webmaster will receive an automated notice to send the NOI as a districtwide mail-all. B. <i>Decline to approve the NOI:</i> Initiator will receive an automated notice to contact the President for further instructions.
Step 6	District Webmaster	Send all approved NOI forms as districtwide mail-all within one week of receiving approval notice.

Phase II: Grant Preparation and Submittal*

	Responsibility	Action
Step 1	Supervisor, Manager, Dean, or Vice President	Identify grant manager or project director, and identify campus grant writer to work with the Director, Grants and External Funding to prepare the grant application. <i>NOTE: The content and accuracy of the information contained in the grant proposal are the sole responsibility of the area administrator and assigned staff/faculty member.</i>
Step 2	Campus grant writer	<u>15 days prior to deadline:</u> Consult with Director of Grants and External Funding for assistance. Grants office to provide application timeline (<i>applicant, Administrative Services, I.R.</i>), templates (<i>applicant, Administrative Services, I.R.</i>) and RFA (<i>Administrative Services, DO accountant/Auditor</i>) to noted personnel in a timely manner.
Step 3	Campus grant writer	<u>10 days prior to deadline:</u> Submit draft narrative/budget to appropriate supervisor, manager or dean for review and input.
Step 4	Campus grant writer	<u>10 days prior to deadline:</u> Submit budget, including all required documentation materials, to campus Administrative Services for review and approval.
Step 5	Campus grant writer	<u>7 days prior to deadline:</u> Submit draft application narrative to the Director of Grants and External Funding for review and input.
Step 6	Administrative Services	<u>5 days prior to deadline:</u> Submit approved budget to District Office Accountant/Auditor for review and approval, along with required documentation materials.
Step 7	D.O. Accountant/Auditor	Forward approved budget to the Director, Grants and External Funding.
Step 8	Campus grant writer	<u>3 days prior to deadline:</u> Work with Director, Grants and External Funding to compile draft document. Submit to VP, Administrative Services, Area VP and President for final approval (signed SCCCD Routing Slip). <i>NOTE: Grant proposals will NOT be signed/submitted by the District Office unless signed approvals are provided by the campus.</i>
Step 9	Director/Grants and External Funding	<u>3 days prior to deadline:</u> Submit draft document to VC, Finance & Administration for review.
Step 10	Campus grant writer	<u>2 days prior to deadline:</u> Forward the signed SCCCD Routing Slip to the Director, Grants and External Funding.
Step 11	Director/Grants and External Funding	When SCCCD Routing Slip with campus approvals is received, attach it to the draft narrative and approved budget and forward to D.O. Accountant/Auditor.

Step 12	D.O. Accountant/Auditor	Review the application package/budget forms and forward with routing slip to Vice Chancellor, Finance & Administration office for signature.
Step 13	Director/Grants and External Funding	Work with campus grant writer to prepare/submit application; submission of application to granting agency will follow that agency's application submission requirements. Create/distribute copies of submitted grant for Administrative Services and the project director.

**Electronic Submittals via www.grants.gov*

	Responsibility	Action
Step 1	Director/Grants and External Funding	Download RFA and application packet information from www.grants.gov .
Step 2	ALL	Follow grant preparation and approval processes as described in Phase II above.
Step 3	Director/Grants and External Funding,	Upload narratives and required forms into the grants.gov system. Grant initiator should be available to confirm any revisions prior to upload. <i>NOTE: The content and accuracy of the information contained in the grant proposal are the sole responsibility of the area administrator and assigned staff/faculty member.</i>
Step 4	Director/Grants and External Funding,	Inputs approved budget into grants.gov budget forms.
Step 5	Administrator named on grants.gov face sheet (424 form)	Receives three levels of confirmation e-mail: 1) Grants.gov has received application 2) Application packet is complete 3) Packet has been forwarded to funding agency <i>If any of these e-mails are not received, or indicate that there is an issue with the application, the Director of Grants & External Funding should be notified immediately.</i>
Step 6	Director/Grants and External Funding	Creates/distributes copies of final grant for Administrative Services and the Project Director.

Phase III: Post-Grant Award and Project Implementation

	Responsibility	Action
Step 1	Project director/campus grant writer	Send copies of notification of award or denial of the grant to: Campus Administration and Finance Department, area Dean or responsible administrator, and District Director of Grants and External Funding. The executed grant agreement will be sent to the District Office of Finance and Administration.
Step 2	District Office of Finance and Administration	Provide copies of executed grant agreement documents to the college VP of Administrative Services and the District Office of Grants and External Funding.
Step 3	District Accounting Manager	Prepare an agenda item accepting the grant for approval by the SCCCD Board of Trustees. As needed, provide a copy of resolution or minutes to the campus responsible administrator.
Step 4	Area Dean or VP	Appoint a project director to assume responsibility for day-to-day operations, monitoring and oversight of the grant. This may or may not be the grant writer.
Step 5	Project Director	Work with campus Finance and Administration Office to develop a detailed project budget and submit to the District Accountant/Auditor to assign categorical funding account numbers.
Step 6	Project Director	Consult with District Personnel Office and complete MAGIC forms for the funded positions in the grant.
Step 7	Project Director, Area Dean or responsible administrator	Hire or assign other grant funded personnel, set up program recordkeeping and reporting system. The District Office of Grants and External Funding will provide the <i>Grant Policy and Procedure Manual</i> as a guide for project management and recordkeeping. <i>NOTE: Project Directors at the campuses are responsible for knowing and complying with reporting requirements and deadlines. Fiscal reports must be reviewed by the administrative services and the District Accountant/Auditor prior to submission.</i>

OUTLINE OF APPLICATION DATES

(16 days prior to deadline)– Complete online ‘NOI’ and ‘Initial Grant Proposal Outline’ forms (SEE TEMPLATES, ATTACHED)

(15 days prior to deadline) – Contact Director, Grants & External Funding regarding application

(10 days prior to deadline) - Draft Narrative due to appropriate supervisor, manager or dean for review and input

(10 days prior to deadline) - Draft Budget due to campus Business Office for review including the following:

- **Personnel New:** Benefit Calculator *and*:
 - **Full-Time** (Classified or Faculty): Position Title/Step-Range of Salary/Number of Duty Days.
 - **Schedule C/Part-Time** (Classified, Faculty, or Student): Step-Range of Salary/Number of Hours per Work Period (Week/Month/Semester).
- **Personnel Existing:** Benefits Calculator (*for projected years, use the current ‘Benefit Estimates for Multi-Year Grants’ worksheet – SEE TEMPLATE¹*) & Budget Control Report from Campus Business Office.
- **Travel Costs:** Trip Title, Location (if available), Cost Estimate/Person (flight/hotel/per diem), Number of People Traveling.
- **Equipment Quotes:** Equipment quotes are required for all equipment with a total cost (tem, sales tax, shipping cost, set-up fees and any peripherals) of \$5,000 or more.
- **Construction Quotes**
- **Draft Narrative & Draft Timeline**

(7 days prior to deadline)– Draft Narrative due to Grant Department

(5 days prior to deadline) – Budget due to DO Accounting (Cindy Chang) for review

- **As Above to Campus Business Office and...**
 - **Match:** Information on how the total match was calculated including T&E or salary schedule information as appropriate.
 - **Indirect Cost Information:** If allowed by funding agency, standard SCCCD indirect cost will be maximum allowable up to 8%.

(3 days prior to deadline) – Completed draft copy to VP, Administrative Services, Area VP and President for final approval (signed transmittal form.)

(3 days prior to deadline) – Completed draft copy to VC, Finance & Administration for review.

(2 days prior to deadline)- Forward signed transmittal form to the Director, Grants and External Funding

¹ Grants Process Task Force – 01 09 13 – Summary: *Worksheet developed by accounting group appears at the end of this document.*

PROCESS FLOW

(FOR DISCUSSION PURPOSES ONLY – NOT FOR CHANCELLOR’S CABINET REVIEW)

- 1) Grants Department routes the following information at the beginning of the grant application process:
 - a. Timeline (*above*) to Campus Grant Seeker, Campus Business Office, I.R. Department;
 - b. Templates based on RFA and DO Grant Process Document (revised flowchart) to Campus Grant Seeker, Campus Business Office, I.R. Department;
 - c. RFA document to Campus Business Office & DO Accountant/Auditor (C. Chang).
- 2) Campus Grant Seeker completes NOI Form;² once approved by President this will be distributed via mail-all.
- 3) Campus Grant Seeker to complete the Application Notification Form, which will route to only the following departments – based on campus designation of grant application:
 - a. **Employees:** HR/PC Directors
 - b. **Technology:** I.S. Directors (campus based routing)
 - c. **Reporting/Institutional Research:** I.R. Coordinators (campus based routing)
 - d. **Reporting/Institutional Research:** Associate VC, Operations
- 4) Campus Grant Seeker to prep initial budget and submit to the Campus Business Office along with the required documentation (as in ‘Outline’ above);³
- 5) Campus Business Office will review and forward the approved budget to DO Accountant/Auditor (C. Chang) for review along with all required documentation (as in ‘Outline’ above).
- 6) DO Accountant/Auditor (C. Chang) will notify Campus Business office, Campus Grant Seeker and Grants Department of approval of budget.
- 7) Campus Grant Seeker seeks campus-level signatures for SCCCD Routing Form and returns completed form to Grants Department. Signatures to include⁴:
 - a. Vice President of Administrative Services (or equivalent);
 - b. President (or equivalent)

² Grants Process Task Force - 10 24 12 – Summary: *Revised NOI form based on this meeting at end of document.*

³ Grants Process Task Force - 01 09 13 - Summary

⁴ Grants Process Task Force - 01 09 13 - Summary

- 8) Grants Department sends SCCCD Routing Form and a copy of the completed grant application packet to DO Accountant/ Auditor (C. Chang).
- 9) DO Accountant/Auditor (C. Chang) to complete final approval of budgetary items and route packet to Secretary of the Vice Chancellor, Finance & Administration for signature.
- 10) Secretary of the Vice Chancellor to notify Grants Department when Vice Chancellor has signed documents and return final signed copy for necessary distribution and filing.

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**STATE CENTER COMMUNITY COLLEGE DISTRICT
GRANTS OFFICE**

NOTICE OF INTEREST TO APPLY FOR FUNDING

CAMPUS: *(drop down)* _____ INITIATOR: _____

DIVISION: _____ EMAIL: _____

GRANT SOURCE: _____

RFP TITLE: _____

APPLICATION DUE: *(calendar pop-up)* _____ GRANT PERIOD: *(fill in)* ____ TO *(fill in)* ____

MAXIMUM AWARD: _____

MATCH REQUIRED? YES NO

INDIRECT RATE ALLOWED? YES NO

NEW PERSONNEL REQUIRED? YES NO

NEW SPACE REQUIRED? YES NO

PROJECT SUMMARY:

CAMPUS STRATEGIC PLAN AREA ADDRESSED: *(FCC used as an example, but this would change depending on which campus was selected in the 'CAMPUS' field).*

Goal One: FCC will effectively provide quality services to our community.

Goal Two: FCC will assist students toward successful completion of their educational objectives.

Goal Three: FCC will provide broad access to programs and services.

Goal Four: FCC will be a cohesive and supportive environment for its administrators, faculty, staff and students.

Goal Five: FCC will partner with educational, business, and other local community organizations.

Goal Six: FCC will collaborate with SCCCD to create strategic alignments.

SCCCD DISTRICT STRATEGIC PLAN AREA ADDRESSED: *(Each applicant to answer)*

Goal One: Student success.

Goal Two: Student access.

Goal Three: Teaching and learning effectiveness.

Goal Four: Economic and workforce development.

Goal Five: Communication.

Goal Six: Organizational effectiveness.

Goal Seven: Community and resource development.

****Upon completion of the NOI form, the applicant will receive an email with a link to the online 'Initial Grant Proposal Outline' (see template on following pages). This form is used for notification and proposal communication purposes with the following departments: HR/PC, I.S., Institutional Research, & Operations.****

INITIAL GRANT PROPOSAL OUTLINE

Please complete the questions on the following pages as completely as possible in order to allow for a maximum level of responsiveness and assistance with your grant application.

CAMPUS: *(drop down)* _____

INITIATOR: _____

GRANT NAME: _____

EMAIL: _____

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INITIAL GRANT PROPOSAL OUTLINE

Does your application involve any of the following:

STAFFING?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
TECHNOLOGY?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
REPORTING/DATA?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
CONSTRUCTION/REMODELING?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

(Based on the responses above, applicants will either receive additional pages for completion – as follows – or the departments in question will receive an email notice stating that this initial grant proposal outline does not involve elements that would require their input.)

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INITIAL GRANT PROPOSAL OUTLINE

Please the following information regarding the staff you plan on employing as a part of your grant project.

JOB CLASSIFICATION: _____

DUTIES: _____

TERM OF EMPLOYMENT: _____

INTENDED SALARY RANGE: _____

JOB CLASSIFICATION: _____

DUTIES: _____

TERM OF EMPLOYMENT: _____

INTENDED SALARY RANGE: _____

JOB CLASSIFICATION: _____

DUTIES: _____

TERM OF EMPLOYMENT: _____

INTENDED SALARY RANGE: _____



Please click on button to provide additional entries.

INITIAL GRANT PROPOSAL OUTLINE

Please provide basic information regarding any technology you plan on purchasing as a part of your grant project. If this will require any new equipment, software or specific I.S. support services, please be sure to note this information.

TECHNOLOGY SUMMARY:



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INITIAL GRANT PROPOSAL OUTLINE

Please complete the following regarding the reporting or data collection requirements of this grant project. This includes any known objectives which will need to be tracked during the grant period.

<u>Objective Title</u>	<u>Timeline for Tracking</u>	<u>Data Required</u>

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INITIAL GRANT PROPOSAL OUTLINE

Please provide basic information regarding any physical construction to be included in this grant project. If this project will require the remodeling of current facilities, be sure to note that information here.

CONSTRUCTION/REMODELING SUMMARY:



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S.C.C.C.D.
Estimated - Benefits Costs for Multi-Year Grant Budgeting

Draft

Updated: 1-22-13

Fiscal Year	Salary	931xx	932xx	937xx	933xx	933xx	934xx	935xx	936xx	COLA	GROWTH	Total
		8.25%	11.417%	3.20%	6.2%	1.45%		1.10%	1.652%			
		STRS ¹	PERS ¹	PARS	FICA	MCARE	H&W ²	SUI	WC	(if applicable)		
		Choose One					Choose One					
		No	Yes	No			Certified/Class					
Current Yr	\$ 10,000.00	\$ -	\$ 1,141.70	\$ -	\$ 620.00	\$ 145.00	\$ 13,708.92	\$ 110.00	\$ 165.20			\$ 25,890.82
2017-18	+ 1.0%	+ 0.25%	+ 0.25%	na	na	na	Capped	na	na	na	na	
2016-17	+ 1.0%	+ 0.25%	+ 0.25%	na	na	na	Capped	na	na	na	na	
2015-16	+ 1.0%	+ 0.25%	+ 0.25%	na	na	na	Capped	na	na	na	na	
2014-15	+ 1.0%	+ 0.25%	+ 0.25%	na	na	na	Capped	na	na	na	na	
2013-14	+ 1.0%	+ 0.25%	+ 0.25%	na	na	na	Capped	na	na	na	na	
2017-18	\$10,510.10	\$ -	\$1,226.21	\$ -	\$651.63	\$ 152.40	\$ 13,708.92	\$ 115.61	\$ 173.63	add	add	\$ 26,538.49
2016-17	\$10,406.04	\$ -	\$1,214.07	\$ -	\$645.17	\$ 150.89	\$ 13,708.92	\$ 114.47	\$ 171.91	add	add	\$ 26,411.47
2015-16	\$10,303.01	\$ -	\$1,202.05	\$ -	\$638.79	\$ 149.39	\$ 13,708.92	\$ 113.33	\$ 170.21	add	add	\$ 26,285.70
2014-15	\$10,201.00	\$ -	\$1,190.15	\$ -	\$632.46	\$ 147.91	\$ 13,708.92	\$ 112.21	\$ 168.52	add	add	\$ 26,161.18
2013-14	\$10,100.00	\$ -	\$1,178.37	\$ -	\$626.20	\$ 146.45	\$ 13,708.92	\$ 111.10	\$ 166.85	add	add	\$ 26,037.89