The Offices of Instruction, Student Services, Administrative Services and the President may recommend and provide administrative coordination for the development and supervision of Specially Funded Programs. These programs shall be administered in accordance with the following regulations:

A. Program Development
   1. Requests for Proposals (RFP) shall be disseminated to appropriate college departments and staff.
   2. Grant proposals shall be written and submitted with the prior approval of the affected component(s) and division(s).
   3. Administrative Services shall be consulted in the budget development of proposals.
   4. The Faculty Senate President shall be notified of proposals originating from the Instruction or Student Services components.
   5. Proposals for Specially Funded Programs shall be summarized and submitted by the appropriate component to the Superintendent/President of the District as a Board information item.
   6. Upon notification of the award of the grant for the Specially Funded Program a Board item recommending action shall be prepared and submitted by the appropriate component to the Superintendent/President. This item will include a description of the special grant funds and the required college matching funds.
   7. Upon Board approval all necessary contracts will be signed and submitted to the funding agency.

B. Personnel Procedures
   When appropriate, existing college staff will be utilized to meet the goals of the Specially Funded Program. At other times, additional temporary staff will be employed pursuant to Sections 87470 and 87482 of the California Education Code.
   1. Faculty employed under Specially Funded Programs are employed on a year-to-year basis and are not eligible for tenure.
   2. Classified staff employed under Specially Funded Programs have the same employment rights as staff employed in general fund supported programs.

C. Program Implementation
   1. Courses or services offered within the Specially Funded Program must comply with all state and/or federal requirements and District policies.
   2. Specially Funded Programs shall be supervised and coordinated through the appropriate administrative unit in the same manner as those programs funded by the District general fund budget.

D. Budgeting Procedures
   1. Specially Funded Program budgets shall include the maximum indirect cost allowable by the funding agency.
2. Specially Funded Program budgets and District match shall be included and separately identified in the budget of the coordinating college unit.

3. Specially Funded Program budgets shall be monitored in accordance with approved college procedures and the requirements of the funding agency.

E. Program Evaluation
Specially Funded Programs shall be evaluated in accordance with District policy and specifications of the particular grant.

Legal Reference: California Education Code sections 87470 and 87482

Adopted: April 4, 1988
Revised: December 6, 2012