

SPECIALLY FUNDED PROGRAMS

AR 3160

The Office of Instruction and/or Office of Student Services shall recommend and provide administrative coordination for the development and supervision of all Specially Funded Programs and shall serve as the central point of access for information. 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 through Office of Instruction and/or Office of Student Services.
2. Grant proposals shall be written with the prior approval of the affected division(s), Office of Instruction and/or Office of Student Services, and Superintendent/President of the District and shall be submitted to the funding agency through the Office of Instruction and/or the Office of Student Services.
3. Business Services shall be consulted in the budget development of proposals.
4. The Faculty Senate President shall be notified of proposals.
5. During the submittal period, the Office of Instruction and/or Office of Student Services shall prepare and submit to the Superintendent/President of the District a Board information item describing the Specially Funded Program.
6. Upon notification of the award of the grant for the Specially Funded Program, the Office of Instruction and/or the Office of Student Services shall prepare and submit to the Superintendent/President a Board agenda action item recommending action on the Specially Funded Program. 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, 87471 and 87482 of the California Education Code. Faculty employed under Specially Funded Programs are excluded from other employment in the District.

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.