Glendale Community College District

6375
Administrative Regulation

SPECIALLY FUNDED PROGRAMS

I.   Definition: Specially Funded Programs are those activities supported with funds provided by an external source, federal, state or local, when the use of such funds is restricted by the granting agency to specific goods or services authorized in the terms and conditions of the award. Funding may be categorical, based on an application and plan, or as the result of a proposal. The restricted use of the funds and obligation to perform specified functions define the activity as a "Specially Funded Program."

A.   Examples: Vocational Education (Carl Perkins Act), Employer Based Training, Handicapped Student Services, Foundation Grants, Job Training Partnership Act, Chancellor's Office Fund for Instructional Improvement, Instructional Equipment Allocations.

B.   Programs funded by budget allocation from the unrestricted General Fund (Fund 01), such as the Staff Development Program, are not considered "Specially Funded" as no external funding or reporting requirements are involved.

II.   All College personnel are encouraged to identify potential sources of external funding and to develop proposals or applications for appropriate programs.

A.   Contact the Dean of Instruction/Career Education for assistance in locating potential funding sources and recommendations for preparation of proposal.

B.   When developing proposals, the following items must be addressed:
   1.   Will the District be able to provide the services and complete the objectives as stated in the proposal? If accepted for funding, these obligations become binding, and any funds received may have to be returned if stated objectives are not met.
   2.   I the budget adequate? Contact the Director of Accounting for assistance in budget preparation.
      a.   Do salary costs recognize possible salary increases during the period covered by the Grant proposal?
      b.   Have fringe benefits been included?
      c.   Have total equipment costs, including shipping and taxes, been budgeted?
      d.   Are room modifications, electrical work or extra air handling required?

e. Have follow-up costs such as maintenance, lease costs after termination of the grant or other continuing operating costs been approved by administration?

C. "Matching" Requirements

As noted in "B" above, provision should be made in the Special Program budget to cover all costs associated with the activity from the funds to be provided by the granting agency. In some cases District "Matching" is required, and in other cases it is felt to be necessary by the person preparing the program plan or grant proposal. While it may be possible for the District to provide matching money from the Unrestricted General Fund, all such requirements must be carefully documented in advance and approved at the Cabinet level. Matching funds must be accounted for in the regular budget, and each Special Program Manager is responsible for controlling expenditures to assure that costs do not exceed the funds designated for this specific activity.

D. All proposals other than EOPS, AB 77 or Financial Aids Categorical Funding must be submitted through the Dean of Instruction/Career Education to the Cabinet for review prior to being submitted to the funding agency. (See attachment A.) Proposals will be reviewed for:
1. Appropriateness of proposed activity.
2. Compatibility of proposed activity with regular college programs.
3. Accuracy of proposed budget.
4. Potential additional costs or subsequent commitments.
5. Reasonableness of the District being able to complete the project as proposed within the time period stated.

III. Once your proposal is accepted for funding, there are technical paperwork items that must be completed before your newly funded project can be started.

A. The Board of Trustees must accept all grants, gifts or awards to the District. This requires an action Board Report and possibly your appearance at the meeting to explain the project.

B. Concurrent with the report requesting the Board's acceptance, a Board Report prepared by Administrative Services is required which increases the District's total budget by the amount of the award and presents the itemized expenditure budget for this specific program for Board approval. (See attachment B.) Administrative Services must have the following items to support this report:
1. A copy of the award letter from the funding agency.
2. A copy of the agreement with the funding agency which specifies how funds may be spent and how the District claims reimbursement.
3. A copy of the budget you need established in the District system to permit expenditures for the program.

IV. As the Specially Funded Program Manager, you are responsible for the following:

A. To the funding agency and the appropriate College Instructional or College Services administrator for:
1. Fulfilling the program requirements specified in the award.
2. Preparing program progress reports according to the time schedule specified.
3. Formally requesting any time extensions or program modifications that may be required.

B. To the district through Administrative Services for:
1. Submitting all necessary award letters, agreements or terms and conditions statements to Business Services for establishing the fiscal records and audit documentation.
2. Preparing the expenditure budget request in sufficient time for Board action prior to requests for expenditure of funds.
3. Notifying the Business Office to issue invoices when you have met billing criteria or, if you prepare invoices, channeling these through the Business Office for verification and recording prior to mailing.
4. Informing the District Accounting office and also the Career Education office, when appropriate, of changes in the terms and conditions of the program by supplying copies of the documentation on approved changes. Student Service categorical grant changes will be reported to the College Services office.
5. Assuring that all funds received from a grantor are sent directly to the Business Office for deposit and reconciliation with invoices as submitted.
6. Following all regularly established procedures for hiring personnel, purchasing equipment and supplies, or any other acquisition of goods and services required for your program.

V. Appropriate, will-managed Specially Funded Programs are of great value to the college and our students. Managing a Specially Funded Program is, however, a demanding responsibility. The College administration is committed to assisting the project manager in conducting a successful program but requires that the project manager follow the established guidelines to assure that obligations to the grantor are fulfilled and fiscal integrity is maintained. The contractual nature of special programs adds extra layers of documentation which cannot be ignored. Please allow sufficient time, check your promised "outcomes" carefully, and make every effort to accurately estimate all costs as you plan your proposal.

GLENDALE COMMUNITY
COLLEGE DISTRICT SPECIAL
PROJECT CLEARANCE SHEET

PROJECT TITLE

_____

FUNDING SOURCE   _____

FUNDING REQUEST
SOURCE $ DISTRICT$ _____ OTHER $ _____
       _____

PROGRAM START DATE   _____ COMPLETION
                               DATE _____

REVIEWED BY:
1. DIVISION/UNIT   _____ _____
                         Signature   Date

2. CAREER EDUCATION   _____ _____
                         Signature   Date

   A) MEETS COLLEGE PLANNING
       GOALS   _____

   B) MEETS FINANCIAL
       REQUIREMENTS   _____

   C) BOARD REPORTS HAVE
       BEEN ESTABLISHED   _____

3. BUSINESS OFFICE   _____ _____
                         Signature   Date

   A) BUDGETS ARE
      ESTABLISHED   _____

   B) PROGRAM
RESPONSIBILITY
      IS DETERMINED   _____

4.SUPERINTENDENT/PRESIDENT _____
                         Signature   Date

* This Report Sheet and the Project Guidelines should be submitted along with this proposal to the Career Education Office.

Attachment A

Glendale Community College
Specially Funded Program Budget

Funding Source:
(attach award letter)

Amount of Award:

Program Dates: Start _____   Completed By:_____

The amount of the award above is to be allocated to the accounts listed below in the
District budget. The undersigned is to be listed as Program Manager, is to receive the
expenditure reports for this program, and must approve all requisitions or other
documents charging expenditures to this program.

                                                    _____
                                                              (Signature)
_____

Program No. _____Program Name_____

Activity (TOP) No._____

Object No.	Object Description	Budget Amount

Adopted: 4/26/88

Attachment B