

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: A 18.0  
Procedure Title: Grants Implementation  
Relevant Board Policy: [C.2.11.2](#)  
Originating Unit: Resource Development, Project Director  
Maintenance Unit: Resource Development

- I. Purpose: Palo Alto College receives funding from government entities and foundations as a result of competitive grant processes that serve to benefit Palo Alto College students. The following steps outline the process to be followed for implementing these grants.
  
- II. Procedures Statement: Once a grant is awarded, grant notifications may be received by various departments, but all notifications will be given to and processed by the designated Project Director or the originating department. Resource Development will assist with the initial implementation of a grant award until a Project Director is in place. Copies of any implementation documents, including the award letter, must be provided to Resource Development as soon as they are available.
  
- A. Securing Grant Agreement: The Project Director will submit the agreement to the President for signature. Resource Development will help ensure the progress of the signature process to meet any grantor agency deadlines. In the event a Project Director is not yet in place, Resource Development will work with the appropriate college and district offices to ensure grant agreements are implemented, until a Project Director is in place.
  1. The Project Director will provide copies of the grant award agreement to:
    - Vice President of College Services (VPCS)
    - Resource Development
    - College Budget Officer
    - Grants Accounting at District
  
  2. The Project Director will send the signed agreement to the funding source:
    - The funding source will send to the Project Director a copy of the fully executed agreement or an award letter that denotes funding amounts per year, total award amount, and the contract period.
    - The Project Director will retain this documentation as well as provide copies to the VPCS and Resource Development. Resource Development will provide copies to the Alamo College Foundation and/or District Grants Office as appropriate.
  
- B. Grant Set-Up: The Project Director will initiate the process of getting a grant set-up in the Alamo Colleges accounting system.

1. The Project Director will complete the Grant Approval Form, the Grants Operational Budget, the Banner Finance-New Client Access Request Form and the Alamo Colleges Foundation Grant Deposit Verification Form. Forms are located online in Alamo Share via the District Grants Office. The Project Director will obtain signatures from the President; however, Resource Development will assist as needed, including help with locating and completing form templates.
  2. The Project Director will provide the grant set-up forms, agreement, and award letter to Resource Development for internal review first. Once reviewed, these documents will be submitted to the District Grants Office by Resource Development. Copies of the documents will be kept by Resource Development and the Project Director.
  3. If stipulated in the grant, copies of the agreement documents will be submitted by Resource Development to the Alamo Colleges Foundation to initiate a payment request for grant funds to be used to create an endowment and/or match grant funds through private/corporate funds.
    - Once the Alamo Colleges Foundation receives the endowment portion of the grant funds from the Alamo College Grants Accounting Office, the Foundation will notify the college.
    - Once notification is received, the College will then commit matching funds from their resources for the purpose of creating an endowment with accounts set-up at the Alamo College Foundation.
- C. External Vendor: If an outside evaluator or other outside vendor will be hired as a part of the grant implementation, then the Project Director will work with the VPCS to execute a sub-agreement, sub-award or sub-contract to facilitate reimbursement for their services.
1. All individuals, organizations, and entities that will receive funding must be on the Alamo Colleges Vendor List before payments can be made.
  2. If they are not a vendor, then a Vendor Application and a W-9 must be completed and submitted to the Acquisitions Department.
- D. Oversight: The Project Director will oversee grant implementation:
- Coordinate with the President and appropriate Vice-President to initiate hiring of any project staff;
  - Maintain annual Time and Efforts reports;
  - Provide monthly status updates to Resource Development and VPCS
  - Upon approval by the VPCS, process significant changes in the grant such as key staff, budget, or project activities; and
  - Submit reports in a timely manner as required by funding agencies. Electronic copies will be submitted to the VPCS and Resource Development.

Issued: November 29, 2010

Approved: (signed: Dr. Mike Flores)  
President

Updated: July 20, 2016

Resource Development