

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 4/17/79

REVISED: 11/6/03

**SUBJECT: Special Projects, Grants/Contracts, and
Other Entitlements**

PAGE: 1 of 3

The County Superintendent of Schools establishes this administrative regulation to provide guidelines to staff regarding the application for and implementation of special projects, grants/contracts, and other entitlements.

Entitlements such as special projects, grants, and contracts are categorized as follows:

- ! Special projects are approved and funded from external sources, including federal, state, local, or private agencies; require special project budgets and audits; and may require financial reports. Special projects usually are conducted entirely in support of an instructional program or another support program.
- ! Grants/contracts are a contribution of funds to a local public agency to be used for a specific purpose or activity.
- ! Income driven cost recovery accounts and other entitlements are special accounts that are created periodically for a specific purpose such as conferences, workshops, and special events. They are complete cost recovery accounts, and funding could come from a variety of sources including participant fees from workshops and/or special events, donations, and bequests.

Records of all grant applications, reports, program information, and related documents shall be retained by the assistant superintendent responsible for the grant/contract. Official contracts relating to the grant/contract, as well as financial reports, shall be retained in the Internal Business Services Section.

For purposes of this administrative regulation, the above are divided into the following categories:

NEW SPECIAL PROJECTS AND GRANTS/CONTRACTS

An employee may initiate an application or request for any new special project or grant/contract only upon the approval by the appropriate division assistant superintendent, Cabinet, and the County Board of Education. Each application shall be consistent with the adopted mission and goals of the San Diego County Office of Education.

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PAGE: 2 of 3

Prior to submission of the grant application, the application must be signed by the assistant superintendent, Business Services Division, as the designee of the County Superintendent of Schools.

The County Board of Education recognizes that school districts have discretion in determining whether district governing board approval is required for a district to participate in a grant/contract application or whether that board has delegated grant/contract application approval to the district superintendent. School districts that wish to collaborate with the San Diego County Office of Education in grant funding applications will be included in such applications upon request from the district superintendent.

If a local school district wishes to participate in a grant/contract application being submitted by the County Superintendent of Schools, that district superintendent shall indicate in writing the desire of the district to be included in the application. If the grant/contract application submitted by the County Superintendent of Schools is approved by the funding agency, the district superintendent shall take the grant to his/her board for approval. If the grant/contract is not approved by the district board, the school district superintendent shall request that the San Diego County Office of Education remove the school district from the grant immediately.

If the County Superintendent of Schools wishes to submit an application for a new special project or grant/contract prior to the next available meeting of the County Board of Education, the Board President is authorized to give tentative approval to permit application prior to formal action by the County Board of Education.

If the funding agency approves the application or request and makes material changes in the terms and conditions of the new special project or grant/contract, as determined by the County Superintendent of Schools or designee, acceptance of the funding shall be submitted for Board approval prior to implementation of the new special project or grant/contract.

Upon acceptance of funding, the division assistant superintendent will transmit an operating budget to the Internal Business Services Section for commencement of the project. All new special project budgets must be approved by the County Board of Education in the detailed October Special Projects Budget or at a previous County Board of Education meeting as available.

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PAGE: 3 of 3

CONTINUING SPECIAL PROJECTS AND GRANTS/CONTRACTS

Continuing projects and grants/contracts refer to programs that were provided in the previous year and will continue in the new fiscal year with either additional funding or carryover funds. Prior to implementation of the continuing project, the program manager, with the approval of his/her division assistant superintendent, shall establish a budget with the Internal Business Services Section and shall provide verification of the availability of funds. This continuing special project or grant/contract shall be included in the detailed October Special Projects Budget for County Board of Education approval.

INCOME DRIVEN COST RECOVERY ACCOUNTS AND OTHER ENTITLEMENTS

Income driven cost recovery accounts are special accounts that are created periodically for a specific purpose such as conferences, workshops, and special events. They are complete cost recovery accounts, and funding could come from a variety of sources including participant fees from workshops and/or special events, donations, and bequests.

The creation of all income driven cost recovery accounts must be approved by the division assistant superintendent. The Internal Business Services Section will open an income driven cost recovery account to receive deposits and expenditures of funds for the purposes of the event.

Board Policy No.: 3200

Derivation: Former Operational Procedure No. 3230.2, (Originally adopted 4/17/79), Operational Procedure No. 3230, (Originally adopted 1/5/79) and Operational Procedure No. 3230.1, (Originally adopted 4/17/79) were repealed with the adoption of Administrative Regulation No. 3200 on 9/13/95. Amended 9/27/00, 11/6/03.

Legal Reference:

**Education Code
12400**

California School Accounting Manual