



# Grant Process

**Application Process:** Participants submit grant applications in accordance with the requirements of the Request for Application (RFA). Grant applications are prescreened by Chancellor's Office staff to ensure all requirements are met in order to be moved to the reading application pool.

**Reading Process:** Grant applications are read, competitively scored, and ranked to determine funding eligibility.

**Reading Results:** Readable grant applications are assigned in rank order to one of the following categories:

Category	Code	Explanation
Eligible for Award	EA	Application score at minimum points or above, awarded.
Eligible <u>Not</u> Awarded	ENA	Application score at minimum points or above, not awarded not enough funds available.
<u>Not</u> Eligible for Award	NEA	Application score below minimum points.
Disqualified	DQ	Application disqualified prior to reading.

**Notification of Intent (NOI):** The NOI to Award list is posted on the Chancellor's Office program page.

**Appeal Process:** Per the Contracts and Grants Manual, Grant Appeal Procedures, section 3470, applicants have ten business days from the day the NOI to Award List is posted to submit an appeal. If an appeal is submitted during this period, effected grant applicants will not be awarded until the vice chancellor renders the final decision.

**Application Document Revisions:** Chancellor's Office staff may contact a district receiving funds to request technical changes, including a budget change, that are needed to complete the execution of the grant agreement. Revisions must be received and approved *before* the grant agreement is executed.

**Executed Agreements:** The grant execution process is a two-part process that involves the Community College District and the Chancellor's Office.

- Part-one: The Districts execution process begins with the Grant Agreement Face Sheet being emailed by the Chancellor's Office to the grantee project director. Grant Agreement Face Sheets must be signed in **blue ink** and the grantee must mail the required number of *original* Grant Agreement Face Sheet hard copies to the Chancellor's Office.
- Part-two: The Chancellor's Office will then start the execution process of the *original* Grant Agreement Face Sheet hard copies.

**Award Letter:** An award letter along with the fully executed grant agreement will be mailed to the grantee project director and district Chief Business Officer. The district must retain the grant agreement, RFA Specifications and Instructions, and Standard Legal Terms and Conditions for a period of three years for audit purposes.

**Payments:** Payments are based on the RFA Article I *Program Specific Legal Terms and Conditions*, Cost and Payment section. Payments will not be issued until the Grant Agreement is fully executed. Grantees must use the Chancellor's Office Fi\$Cal Invoicing System to receive payment on the grant.

For more information, please refer to the [Chancellor's Office](#) program webpage.