

STATE AND FEDERAL REVENUE SOURCES

CB
(LOCAL)

Grants and Awards

All grant applications submitted on behalf of the District or its campuses, programs, staff, or students must be reviewed and approved through the Superintendent or designee prior to submission. District employees must submit an Intent to Apply for a Grant form in accordance with administrative procedures before initiating any application activity. [See Form – Intent to Apply for a Grant]

Students, parent organizations including parent-teacher organizations (PTOs) and parent-teacher associations (PTAs), booster clubs, vendors, external individuals, and outside organizations shall not independently apply for grants on behalf of the District, a District campus, or any District program unless coordinated and authorized through the District's established grant approval process.

All grant applications submitted in the name of the District or intended to support District students, campuses, departments, programs, or employees must be reviewed and approved in accordance with District grant procedures and applicable Board policy.

This provision shall not prohibit District-approved partner organizations, education foundations, or affiliated nonprofit entities from applying for grants intended to benefit the District when coordinated with and authorized through District procedures.

No outside individual or organization may represent itself as acting on behalf of the District in seeking or submitting grant funding unless authorized through District procedures.

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award plans and amendments as necessary. The Superintendent or designee is authorized to accept grant awards on behalf of the District unless Board approval is otherwise required as described below.

Board approval shall be required for submission or acceptance of grant applications or awards if the proposed grant:

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- Involves capital improvements, including construction, renovations, permanent fixtures, or infrastructure modifications to District facilities; and/or
- Includes naming rights, branding, signage, or other forms of public recognition associated with District property, facilities, or programs.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

Federal Awards

Public Notice and
Input

The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

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Gifts and Gratuities Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

~~1.~~ 1. Any single item with a value at or above \$50; or

~~2.~~ 2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

Effective Date

~~This policy shall be effective as of the adoption date, June 11, 2021.~~