

**INSTRUCTIONS:**  
**PHASE I - PRELIMINARY EVALUATION AND GRANT CONCEPT APPROVAL**

Approval of this form is required before applying for any state, federal and local grants. If you have any questions about the grant application process or this form, please visit <https://business.fhda.edu/grants/> or contact Mario Murillo at the District Grants Office.

For any other solicitations from foundations, corporations and individuals please contact the FHDA Foundation.

Instructions:

1. Please complete all the fields and required timeline (example dates included on page 2) and submit this form for campus approvals (Dean/Area VP).
2. Once the form is signed by the Dean and Area VP, forward this form to the VP of Finance/Administration Administrative Assistant.
3. After the form is reviewed and approved by the VP of Finance and Senior Management, this application will be placed as an agenda item at the next available Business Managers' Meeting at the District.
4. Upon approval of this concept form, the Project Director/Principal Investigator (PD/PI) will be notified via email by the Grants Office that the concept form has been approved and work can begin on the grant application and budget.

Disclaimer: Please allow 1 to 3 weeks before you are notified of a decision.

MAIN ROLES (DEFINITIONS):

Project Director – Principal Investigator (PD/PI):

Project Director/Principal Investigator is responsible and accountable for overall management and administration of the grant under the fiscal oversight of the Financial Manager, adhering to policies and procedures established by the granting agency as well as the District, and ensuring timely and accurate completion and submission of required grant, budget and expenditure reports to the granting agency. PD/PI also coordinates grant work, monitors budgeted funds and expenditures, budget revisions, cost/non-cost extensions, coordinates with sub-awardees on grant goals, and addresses any audit issues that may arise.

Financial Manager:

The Financial Manager assumes the overall managerial and fiscal responsibility of the grant and the individuals who are working on the grant. This is generally a Department Dean or senior level administrator at the campus pursuing the grant.

Grants Office:

The Grants Office provides fiscal oversight of the grant, working closely with the PD/PI to provide support and guidance; however, final responsibility for compliance lies with the PD/PI. The Grants Office monitors expenditures to ensure expenses are in accordance with guidelines outlined in the grant agreement, verifies adherence to District policies and procedures, prepares ad-hoc financial reports, coordinates budget revisions, expense transfers and other adjustments, creates invoices, reviews and facilitates quarterly and annual grant reports and budget and expenditure report certifications, coordinates with external auditors on issues related to the grant, and communicates with the granting agency, if needed.



**PHASE I  
PRELIMINARY EVALUATION AND GRANT CONCEPT APPROVAL  
COLLEGE ASSESMENT**

**Campus:** \_\_\_\_\_

**Grant/Project Title:** \_\_\_\_\_

**Grantor/Agency:** \_\_\_\_\_

**Project Director (PD)/Principal Investigator (PI) Name:** \_\_\_\_\_

**Select:** Faculty Staff Administrator **PD/PI Email:** \_\_\_\_\_

**Financial Manager Name (Required):** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**Grant Amount:** \$ \_\_\_\_\_

**Submission Deadline:** \_\_\_\_\_

**Source:** Federal State Local Foundation

**Type (Check One):**

- Fiscal Agent
- Sub-Awardee/Partner
- Fiscal Agent with Sub-awardees
- Indicate the No. of Sub-awardees: \_\_\_\_\_

**Grant Period:** \_\_\_\_\_ **To** \_\_\_\_\_

**Match Required (check one)** Yes No

**If yes, please specify:**

**Rate or Amount:** \_\_\_\_\_

**Funding source for Match:** \_\_\_\_\_  
(Provide Department, Program or FOP that would be funding the match)

**Indirect Allowable (Check one)** Yes No

**If yes, Indirect Rate** \_\_\_\_\_%

*Note: FHDA Federal Rate is 34% on labor and benefits*

**Estimated Budget Plan:** *Contact Department Dean for release time conversion estimates.*

<b>Certificated Salaries &amp; Benefits</b>		<b>Capital Outlay</b>	
<b>Classified Salaries &amp; Benefits</b>		<b>Student Awards (Grant-in-Aid/Scholarships/ Internship)</b>	
<b>Supplies &amp; Operating Expenses</b>		<b>Indirect</b>	
<b>Contracting Services</b>		<b>Total (must equal 100% of grant)</b>	

**Please select all that apply:**

Project will require contract reassignment

Project will require additional pays for faculty/staff

*Financial Manager/Division Dean is responsible for timely submitting a contract change or F/T faculty reassigned/released time authorization.*

**Does the grant require institutionalization of positions and/or services after the grant has ended?** Yes No

If so, how and what resources will be used? \_\_\_\_\_

**\*\*Please attach copy of RFA, grant proposal summary and or any other necessary background for concept evaluation\*\***

**DISTRICT SUPPORT**

**Institutional Research and Planning:** Will this project require sources from Institutional Research and Planning?

Yes No If yes, please describe \_\_\_\_\_

**Technology:** Will this project result in the purchase of computer hardware, software, or other technology?

Yes No If yes, please describe. Also, will this project require ETS maintenance or support? \_\_\_\_\_

**Facilities:** Will this project require additional space, alteration of space, or another facilities support?

Yes No If yes, please describe \_\_\_\_\_

**Human Resources:** Will this project require hiring of TEAs, students or other staff?

Yes No If yes, please describe \_\_\_\_\_

**Business Services:** Please check all the additional services that may be required from Business Services:

- Contract(s) requiring Board Ratification
- Contract(s) requiring (Board Approval) \*
- Online certifications or access to grantor's website

- District Training/Certifications
- Other (please describe)

\*[contracts agreements flowchart](#)

**Required timeline for review & approvals**  
**Please fill out as per the guidance provided**

Phase I – Preliminary Grant Evaluation & Concept Approval		Phase II – Grant Application Development & Submission to the Grantor			
Submission	Decision	Grant Application Development	Grant Application Approval	Electronic Submission to Grantor (if applies)	Grantor's Application Deadline
Submit completed & signed college assessment form to Office of VP of Finance/Administration.  <u>Friday noon</u> before the next Business Managers' Meeting.	Business Managers & Chancellor's Cabinet (if needed).  1-3 weeks depending on completeness and accuracy of college assessment form.	Allow <u>4-5 weeks</u> to work on grant application, workplan, budget and final application packet. (A coordinated effort between the program, campuses and Grants Office).  Please allow necessary time for Grants Office to review the final budget and application packet prior to submitting to the Office of VP Finance/ Administration.	Office of VP Finance/Administration submits Grant Routing Sheet & Final Grant Application Packet to Exec. Asst. Business Services for approval by VC-Business Services with copy to Grants Office.  <u>5 business days</u> prior to application deadline.	May involve coordination between program and Grants Office. (e.g., grants submission through NSF/research.gov, Grants.gov, etc.).  <u>1-2 business days</u> prior to application deadline to allow for delays due to technical issues.	
Submission Date	Date Range	Date Range	Grant Packet Deadline	Electronic Submission Date	Deadline
<b>Example Dates:</b> e.g., 3/30/21	<b>4/5/21 – 4/23/21</b>	<b>4/26/21 – 5/20/21</b>	<b>5/24/21</b>	<b>5/28/21</b>	<b>5/31/21</b>

The undersigned hereby certifies that:

- (a) grant aligns with the college and District goals to support student success, equity and access
- (b) assumes the responsibility of the grant maintenance and complying with District administrative policies and procedures
- (c) will adhere to the timeline indicated above

**SIGNATURES:**

Title	Print Name	Signature	Date
Project Director (PD)/Principal Investigator (PI):	_____	_____	_____
Grant Financial Manager/Division Dean:	_____	_____	_____
Area Vice President	_____	_____	_____
Vice President of Finance & Administrative Services	_____	_____	_____
Vice Chancellor, Business Services	_____	_____	_____

**Disclaimer:** Submission and/or approval of Preliminary Grant Evaluation & Concept Form does not guarantee that the final application will be approved. The approval decision can be revoked at any time during the process upon availability of the new information, that informs the organization to re-evaluate the commitment to the grant.