

GUIDELINES FOR SPECIALLY FUNDED PROGRAMS (SFPs)

OVERVIEW

Entering into purchases and contractual arrangements funded through Specially Funded Programs (SFPs) requires that the SFP Director follows:

1. Districtwide Procurement Procedures for initiating or entering into:
 - Purchase Orders
 - Personal Services Agreements
 - Short Term Agreements

2. Districtwide Procurement Requirements and Restrictions
 - Procurement Policies and Procedures are available online at the District's website, "Faculty & Staff Resources" on the Intranet.
 - Restrictions include a prohibition against using federal or state debarred contractors/vendors. Initiator must check the System for Award Management online at www.sam.gov to confirm the contractor/vendor has not been debarred. Additional restrictions may apply. Please refer to Procurement Policies and Procedures on the Intranet.

3. SFP Grant Oversight and Reporting Procedures
 - Ensure purchases are appropriate for budget cost centers
 - Purchase equipment, supplies, materials, or services
 - Track equipment properly as grant-purchased assets
 - SFP Director establishes a method of tagging furniture, fixtures, and equipment as recognizable from other District-owned assets
 - SFP Director sets up and maintains a log of SFP-purchased equipment and other assets, in accordance with Asset Management Procedure AM-05-08
 - Return or dispose of grant-purchased equipment properly

4. SFP Grant and Agreement Terms, Conditions, Requirements, and Limitations
 - Grant vs. District purchasing and subcontracting timelines/restrictions
 - "Flow down" provisions required in purchase orders, subcontracts, and subgrants
 - Administrative cost spending restrictions
 - Equipment purchase, use, and disposal guidelines
 - Faculty hiring restrictions

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PROCESS

Post-Award Phase	
SFP Director receives a written Award Letter or Offer from the grantor agency.	
SFP Director creates SFP document package which includes all of the following: <ul style="list-style-type: none"> ▪ Award Letter ▪ Original Grant Agreement ▪ Contract Request Form (CRF) (VP of Administrative Services approves) ▪ SFP Abstract ▪ SFP Fund/WBS Master Data Form (District Accounting Office assigns WBS Code) ▪ eBTA (College creates) 	
Board Approval	
Contract	Budget
SFP Director: <ul style="list-style-type: none"> • Ensures that SFP Grantor has vendor number in SAP. If not, then SFP Director completes the “Create Vendor Form,” provides a copy of the vendor’s W-9, and emails it to ProcurementVendorMaintenance@email.laccd.edu for processing. • Ensures that the Procurement Specialist receives hard copies of the SFP Document Package • Provides to the Procurement Specialist the original agreement number, if the SFP agreement already exists in SAP 	College electronically submits package via the Portal to the District Budget Office
College initiates Request for Contract (RFC) in SAP database: Account Assignment Category is “Y” for “Free Good” and Material Group is “03 Incoming SFP Agreement”, because the agreement will be income-producing and not an expenditure of funds.	
Procurement Specialist: <ul style="list-style-type: none"> • Converts the RFC to a Contract in SAP • Amends the Contract if it already exists in SAP • Assigns a new CO number if it is a new Contract • Obtains the necessary signatures on the Contract • Sends certified copies of the Contract to the VP of Administrative Services, the SFP Director, and the District Director of Accounting after the Board of Trustees approves the SFP agreement • Places the contract on the Board of Trustees Meeting Agenda 	District Budget Office places item in BF1 of the next appropriate Meeting of the Board of Trustees
Multiple College SFP Agreements: <ul style="list-style-type: none"> • If an SFP agreement involves more than one college in the award of funds and/or the administration of the program, the Contract shall be handled by the District Contracts and Purchasing Unit 	