

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3290

ADOPTED: 04/07/14

CLASSIFICATION: General Administrative Policies

REVISED: 08/14/17

SUBJECT: APPLICATIONS FOR GRANTS and SUBCONTRACTING AGREEMENTS

All applications for grants and subcontracting agreements pursued by the Ventura County Office of Education must be approved by the County Superintendent and/or branch administrator in advance.

All requests for approval to pursue grants and subcontracting agreements must be in writing and shall contain a brief description outlining the following:

1. Purpose of the grant or subcontracting agreement.
2. Types of activities necessary to implement and operate the grant or subcontracting agreement.
3. Timeline / Duration of the grant or subcontracting agreement.
4. Signed approval by the appropriate branch manager.

Before pursuing and accepting any grant or subcontracting agreement, the branch manager shall carefully consider any conditions or restrictions imposed by the grant's or subcontracting agreement's requirements to ensure its consistency with VCOE's vision, philosophy, and operations.

In addition, the branch manager shall ensure that acceptance of the grant or subcontracting agreement does not:

1. Involve creation of a program which the VCOE would be unable to sustain upon the expiration of the grant or subcontracting agreement.
2. Entail inappropriate or excessive costs and/or in-kind contributions
3. Promote the use of violence, drugs, tobacco, or alcohol or the violation of any law or VCOE policy.

If the grant or subcontracting agreement involves a contract with a consultant or a commercial vendor, the contract shall be reviewed by the County Superintendent or designee and shall have the express written consent of the County Superintendent of Schools. Activities which have individual profit as a motive shall not be sponsored by the Ventura County Office of Education.

All funds associated with grants or subcontracting agreements obtained by the Ventura County Office of Education shall be deposited, accounted for, and disbursed by the Business Service Department in accordance with established approval procedures.