



DIVISION	ADOPTION DATE
VIII Budget and Financial Services	1982
POLICY NAME	REVISIONS
08.02.00 Federal and State Funds	Revised: 03/2015, 02/2019, 06/2019, 09/2022 Reviewed:

08.02.00 FEDERAL AND STATE FUNDS

The Board of Trustees (Board) encourages the College staff to actively seek federal and/or state funds to be used to supplement the income received from tuition and fees and from private sources.

Lobbying

Joliet Junior College (JJC) ensures compliance with the Higher Education Opportunity Act 2008, regarding provisions pertaining to lobbying and sections of individual federal grant award agreements pertaining to lobbying. No Federal appropriated funds shall be paid to any lobbyist for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for these services, the Disclosure of Lobbying Activities paperwork must be completed and filed in accordance with federal law.

Matching/Leveraged Funds

If a grant requires the College to match or leverage funds, the required approvals must be obtained before the College submits the grant application. If a grant requires a match of hard dollars, the appropriate vice president must authorize the grant approval forms and identify the appropriate College funding. In-kind matches do not require vice president approval.

Grant Management

Periodic reviews of grant expenditures, including salary allocations, will be completed by identified individuals or entities throughout the grant process to ensure grant compliance. External audits will be completed annually in conjunction with the financial audit and results will be shared with the Compliance Officer.

JJC will provide continuing training of grant-related practices, Board Policies and Institutional Procedures for all relevant staff, including grant managers and employees likely to work on grant projects. JJC expects that prospective grant managers complete grant training/orientation with the Grants Office prior to managing a grant.

Failure to comply with the grant legislation, regulation, and guidelines, as well as applicable Board Policies and Institutional Procedures may result in disciplinary action, up to and including termination, as well as criminal prosecution if applicable.