GRANT MANAGERS BROWN BAG

JUNE 2021

STARTING THE NEW YEAR – DISCUSSION TOPICS

- Grant Management Handbook
 - Grants Function Structure
 - How can we help?
 - Ethics and Conflicts of Interest
- Time and Effort Reporting
- Questions



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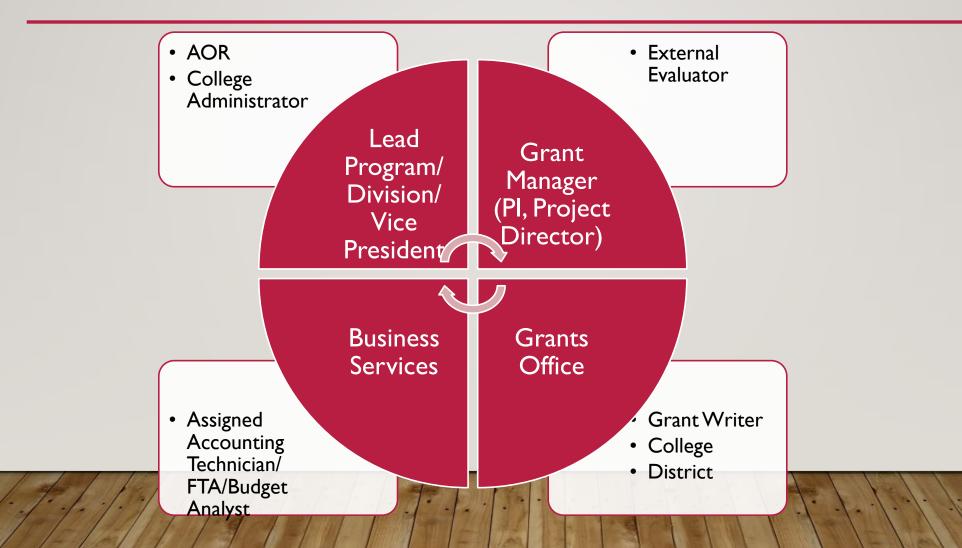
GRANT MANAGEMENT HANDBOOK

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- Roles and Responsibilities
- Getting Started
 - Ethics and Conflict of Interest
- Grant Implementation
 - Program Responsibilities
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 - Time and Effort Reporting



THE GRANT TEAM: ROLES AND RESPONSIBILITIES



POST-AWARD							
Grant Manager	College Grants		District Grants		College Business Services	D	istrict Budget & Fiscal Services
Lead day to day development and	Negotiate budgets as	•	Negotiate budgets as required,	•	Process new grant awards granted	•	Process new grant awards granted
implementation of grant activities,	required, working in		working in conjunction with		to college, assisting grant		to District, assisting grant manager
including evaluation and	conjunction with grant		grant managers, institutional		managers as they transfer their		as they transfer their grant budget to
sustainability plans as outlined in	managers, institutional		administrators, and assigned		grant budgets to the District's		the District's budget form
grant application	administrators, and assigned		accounting technicians		budget form	•	Setup new grant account codes for
Understand and adhere to local,	accounting technicians	•	Assist with the processing of	•	Send new award, budget		all grants awarded to colleges and
state, and federal grant policies, •	Assist with the processing of		new District grant awards as		documents, and supporting		District
procedures, and requirements,	new college grant awards as		requested		information to Office of Budget	•	Prepare documents for approval/
including allowable and	requested	•	Work with grant managers of		and Fiscal Services for account		acceptance by Board of Trustees
unallowable costs, documentation •	Help connect new grant		District grants to ensure that		code setup	•	Provide fiscal oversight for all grants
and reporting requirements	managers to available		District grants are spending	•	Provide fiscal oversight for all		awarded to the District, working
Initiate and approve all grant	resources, including those		down and drawing down grant		grants awarded to the college,		with grant manager to monitor and
expenditures, including	available at the District office		funds in a timely manner and		working with grant manager to		track grant expenditures
requisitions, travel requests,	Review and edit performance		making satisfactory progress		monitor and track grant	•	Review and approve payroll,
payroll, and contracts	reports, budget or goal		toward grant outcomes		expenditures		purchasing, travel, and contract
Document and track grant	modification, communications	s •	Review and edit performance	•	Review and approve payroll,		requests for District grants prior to
expenditures	with program officers, and		reports, budget or goal		purchasing, travel, and contract		processing
Reconcile monthly financial	other formal responses to		modification, communications		requests for college grants prior	•	Draw down funds in a timely manner
statements	funding agency requests		with program officers, and other		to processing		and provide copies to grant
Complete and submit all required •	Coordinate with District		formal responses to funding	•	Prepare invoices for		managers
programmatic and fiscal reports,	Grants Office and/or		agency requests		reimbursement, as applicable to	•	Work with grant managers of
working with assigned accounting	Business Services Office to	•	Provide technical assistance and		grant		District grants to prepare financial
technician as appropriate	ensure that college grants are	2	support to the colleges with	•	Work with grant managers for		reports for submission to funding
Serve as the institutional liaison	spending down in a timely		regard to post-award functions		college grants to ensure grants		source
with the funding entity, responding	manner and making	•	Offer professional development		are spending down in a timely	•	Oversee annual District audit as
to all inquiries and requests in a	satisfactory progress toward		for faculty, staff, and		manner		required by Office of Management
timely manner	grant outcomes		administrators working on	•	Work with grant managers of		Budget Uniform Guidance
Communicate grant successes and	Provide support and training		grants throughout District		college grants to prepare financial		
outcomes with constituent groups,	to grant administrative	•	To the extent possible, develop		reports for submission to funding		
including college President and	specialists at the colleges		tools, resources, and		source		
District Chancellor as appropriate			documentation strategies for use				

across the district

ETHICS AND CONFLICT OF INTEREST

Remember Allowable, Necessary, Reasonable, Allocable, Consistent, and Adequately Documented

- Conflicts of Interest in Fact occur when an actual conflict exists between the grant manager and the
 - Example: An example is when goods or services are purchased from a friend or family member, paying a *higher* price than the market value.
- Conflicts of Interest in Appearance occur when something looks bad, but is generally not illegal, inappropriate, or a risk to the grant

Example: If a Grant Manager contracts with a local agency for specific services to the target population and that contract is under the required bid threshold, it may first seem as if there is not conflict. However, upon closer inspection, the agency is managed by a friend, who will benefit financially from the agreement, thus resulting in a conflict of interest *in appearance*.

<u>6 Questions: Are Your Grants Free from Conflicts of Interest?</u>

(Taken in part from "How Safe is Your Grant from Conflicts of Interest?" by Lucy Morgan for blog.myFedTrainer.com, September 29, 2019)

- I) <u>Related Party Purchases:</u> Were the goods and services purchased from a *related party* such as a family member or business associate of an employee?
- 2) <u>Related Party Employment</u>: Was a person hired by the organization in a business or personal relationship with someone else in the organization?
- 3) <u>Outside</u> Influence: Was there *undue influence* by anyone within or outside the organization concerning the choice of a vendor or a sub-grant award decision?
- 4) <u>Inadequate Competition</u>: Was the procurement made *without* full and open competition, if competition was required?
- 5) Questionable Consultants: Was a consultant hired without using a fair selection process including determining a reasonable pay rate for the specific verifiable type of work to be done?
- 6) <u>Circumventing Controls</u>: Are managers or others able to override or circumvent established procurement controls and policies?

HOW CAN YOU HELP US HELP YOU?

- Share copies of all formal communications with the funding source with the Grants Office
 - Grant Award Notifications
 - Budget Modifications
 - Performance Reports
 - Audit Reports
 - Formal Communications from Program Officers
- Invite Grants Office to relevant training hosted by sponsor
- Invite us to review reports, communications, other information requested by the sponsor



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TIME AND EFFORT REPORTING An Overview

Time and Effort Reports:

- Reflect the percentage distribution of effort expended by employees involved in externally funded grants, contracts, and cooperative agreements
- Must be completed by all employees whose time is committed to an externally sponsored project, regardless of whether such time is paid by a federally sponsored agreement, a private foundation, or is an unpaid contribution, i.e. cost share match.
- Includes an "after-the-fact effort" reporting system.
- Represent, in percentages totaling 100%, a reasonable estimate of an employee's compensated effort, which includes all teaching, administration, service, or other activity for which an individual received compensation



• Is NOT the same as payroll distributions

TIME AND EFFORT REPORTING Grant Manager Responsibilities

- Work with College Administration to set up projected payroll/effort distribution as outlined in the grant application
- Distribute Time and Effort Reports to all employees funded by grant
- Collect Time and Effort Reports on a monthly basis
- Confirm % of time reported matches % of time charged to grant
- If there is a discrepancy, work with Accounting Technician to transfer charges
- Retain Time and Effort Reports in the grant file, sharing copies with Business Services as requested; often requested during annual audit



WHO NEEDS TO **COMPLETE THIS TIME** AND EFFORT FORM?

- 1) All salaried staff and administrators charged to the grant
- 2) All faculty receiving release time on a grant
- 3) All faculty on an Hourly Based Faculty **Special Project**
- 4) Faculty on a Lump Sum Faculty Special Project do not need to fill out a Time and Effort Report

RCCD **RIVERSIDE COMMUNITY** COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Time and Effort Certification Form

Time and effort reporting is essential to document that the time charged to a grant award matches the effort expended on a grant award. For this reason, each person employed, in part or in whole, directly or as part of a required match, on a grant-funded project must report the distribution of total time and effort expended on a monthly basis on all activities, including both grant-funded and non-grant-funded activities. The Grant Manager for each listed grant will collect monthly Time and Effort report from each employee and then review and certify the time distribution. If there are deviations between what is budgeted and what actually occurs, the Grant Manager will work with the Budget Analyst to adjust the Personnel expenditures for the month. Employees assigned to more than one grant will need to submit a Time and Effort report to each grant manager who will sign and certify.

Institutional Information					
District	Manana Mallau				

District Moreno Valley		Norco	Rivers	ide	
Name:		Permanent Full-Ti	me	Permanent Part-Time	
Title/Department (or Program):					

Reporting Period: Month

Provide a breakdown of your activities during this reporting period, including activities funded by both the institution and by grants and other external sources. The total must equal 100% of your time.

titutionally	Funded Activities:	
Teaching	and Teaching-Related Activities	

 Advising & Other Student Services Other Activities

Externally Funded Activities: (list Project Name and Budget Code for each project which time is applied) Check Box if Match

1)	Project Name			
	Budget Code:			%
2)	Project Name		_	
	Budget Code:			%
3)	Project Name			
	Budget Code:			%
4)	Project Name		_	
	Budget Code:			%
тот	AL (Mustequal	100%)		%

I certify the percentages of effort shown above represents a true and accurate report of my effort for the period indicated. (Sign electronically and push through Adobe for signature)

Employee Signature:	Date:	
Certifying Signature:	Date:	

Note: The Grant Manager is the Certifying Official for all grant-funded employees; if the Grant Manager is the Employee, his/her immediate supervisor or designee is the Certifying Official.

Above breakdown differs by 5% or more than how employee was paid and an adjustment to the salary expenditure is required. Submit a copy to Budget Office.

QUESTIONS???

Grants Team

- Mary Ann Doherty, Dean, Grants & Business Services, Moreno Valley College
- Gustavo Oceguera, Dean, Grants & Student Equity, Norco College
- Rachel Weiss, Dean, Grants Development & Administration, Riverside City College

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- Laurie McQuay-Peninger, Executive Director, Grants & Sponsored Programs, RCCD
- Sheryl Plumley, Assistant Director, CTE Projects/Strong Workforce Program, RCCD