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

GRANT MANAGEMENT HANDBOOK
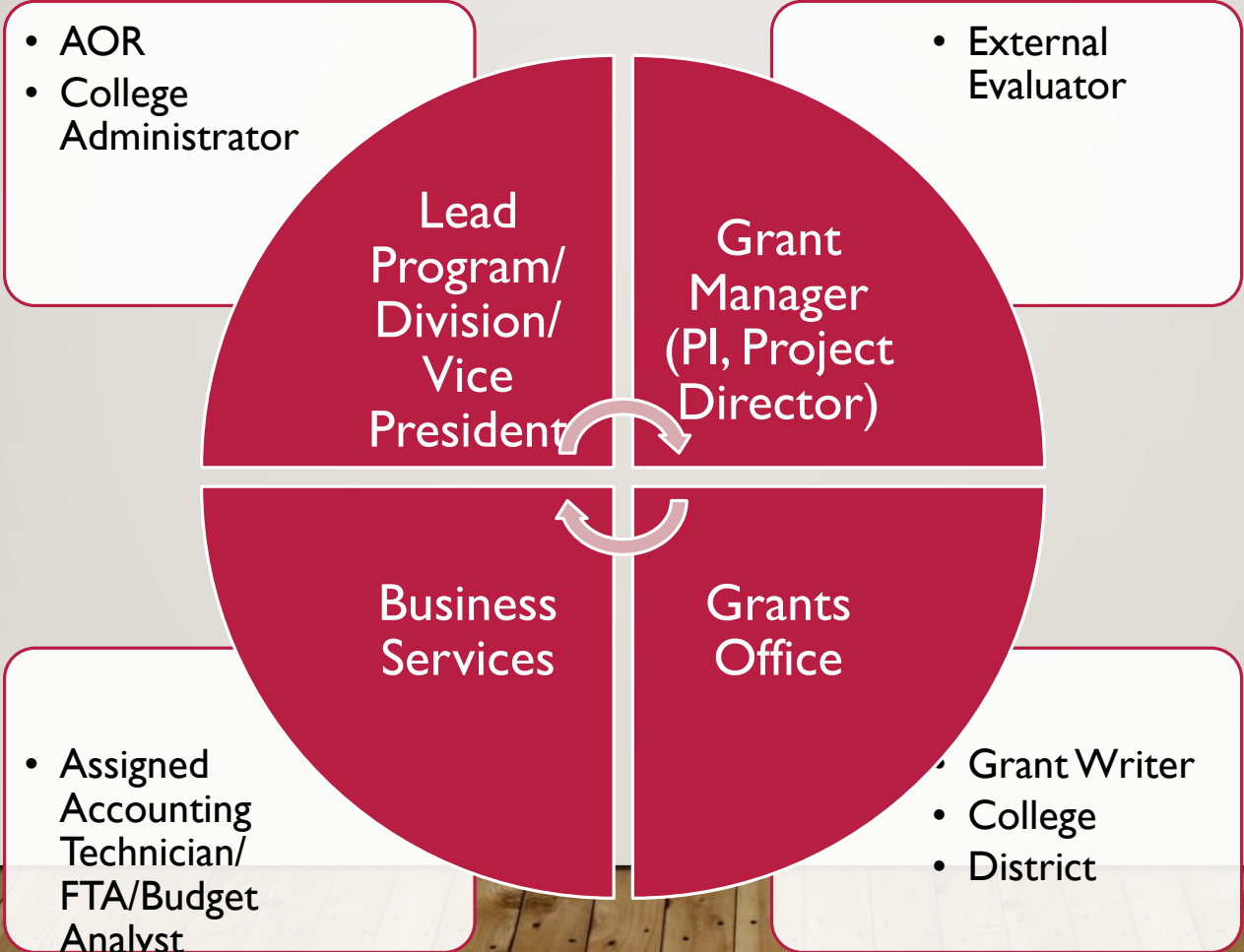
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THE GRANT TEAM: ROLES AND RESPONSIBILITIES

- AOR
- College Administrator

- External Evaluator

Lead Program/ Division/ Vice President

Grant Manager (PI, Project Director)

Business Services

Grants Office

- Assigned Accounting Technician/ FTA/Budget Analyst

- Grant Writer
- College
- District

POST-AWARD

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

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*.

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

1) **Related Party Purchases::** Were the goods and services purchased from a *related party* such as a family member or business associate of an employee?

2) **Related Party Employment:** Was a person hired by the organization in a business or personal relationship with someone else in the organization?

3) **Outside 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) **Inadequate Competition:** 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) **Circumventing Controls:** 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

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

QUESTIONS???

Grants Team

- Mary Ann Doherty, Dean, Grants & Business Services, Moreno Valley College
- Gustavo Oceguera, Dean, Grants & Student Equity, Norco College
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- Cindy Lendzion, Grant Specialist, RCCD
- Laurie McQuay-Peninger, Executive Director, Grants & Sponsored Programs, RCCD
- Sheryl Plumley, Assistant Director, CTE Projects/Strong Workforce Program, RCCD