

GRANT MANAGERS BROWN BAG

OCTOBER 2020



AGENDA

- Introductions
- Overview
 - Why a Brown Bag?
- Training Topic
 - Time and Effort
- Questions



TIME AND EFFORT REPORTING

- How many already do T&E Reporting?



TIME AND EFFORT REPORTING

- What is Time and Effort Reporting?
 - Simply T&E reporting documents the amount of time that each person assigned to a grant spends working on the grant; this time is then compared to what is charged to a grant and/or is used to charge time to a grant
 - Time and effort reporting ensures salaries paid to individuals by federal grants are consistent with time and effort actually expended on the project.
- Existing RCCD Administrative Procedure Pertains to Federal Grants Only
 - Uniform Guidance states that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed and adequately demonstrates that the employee worked on that specific grant
 - Applies to all employees whose salaries are paid in whole or in part with federal funds OR whose salaries are used to meet a match or cost share requirement
 - https://www.rccd.edu/bot/Board_Policies/Chapter%204%20-%20Institutional%20Advancement%20&%20Economic%20Development/4010B.pdf

TIME AND EFFORT REPORTING

- Proposed Administrative Procedure Changes
 - Time and Effort Reporting required for ALL grant funded personnel – federal, state, and local
 - Including Regional Strong Workforce project staff
 - Why?
 - Prevent Cost Disallowances
 - Ensure Audit Readiness
 - Maintain Grant Integrity
 - Facilitate Outcome Achievement On-Time and Within Budget

TIME AND EFFORT REPORTING

- The T&E Process
 - Monthly
 - After the Fact Reporting
 - Include 100% of Time (not just the amount of time on grant)
 - Certified and Signed by Employee
 - Certified and Signed by Grant Manager
 - Grant Administrator reviews and certifies Grant Manager form
 - Recorded in Grant File at this time

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 time expended on a grant award. For this reason, each person employed, in part or in whole, directly or as 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 will collect these reports, review the time distribution, and certify the time distribution. If there are deviations between what is budgeted and what actually occurs, the Grant Manager will work with his/her Budget Analyst to adjust the Personnel expenditures for the month.

Institutional Information

District Moreno Valley Norco Riverside

Name: _____ **Department:** _____

Reporting Period: Month: _____ **Year:** _____

Grant Manager

Provide a breakdown of your responsibilities for the reporting period identified above. The total, including externally funded activities must equal 100%.

College/Academic Activities:

Teaching and teaching-related activities	%
Advising activities	%
Other college/district activities	%

Grant Sponsored Activities (list each account number for which time is applied)

Project/Grant number	%
Project/Grant number	%
Project/Grant number	%
Other	%
TOTAL (Must equal 100%)	%

I certify the percentage of effort shown above represents the actual percentage of work performed during the period of time indicated.

Employee Signature _____ Date _____

Certifying Signature _____ Date _____

Note: If the employee named above is also the Grant Manager, his/her immediate supervisor or designee must provide the certifying signature. The Grant Manager may certify for all other employees assigned to the grant project.

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.

TIME AND EFFORT REPORTING

- What comes next?
 - Revised/Updated Administrative Procedures
 - Grant Administrative Handbook
 - Online/Electronic Time and Effort Reporting
 - e-Signatures
 - Monthly Brown Bag Meetings



QUESTIONS???

- **Grants Team**

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

* * * * *

- Cristina Cervantes, Administrative Assistant, Grants & Sponsored Programs, RCCD
- Rebecca Crippin, Grant Writer, RCCD
- Cindy Lenzion, Grant Specialist, RCCD
- Laurie McQuay-Peninger, Executive Director, Grants & Sponsored Programs, RCCD
- Sheryl Plumley, Assistant Director, CTE Projects/Strong Workforce Program, RCCD