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

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???

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