

Roles and Responsibilities for Grants Management

Loyanne Flinn de Guaracha
Director of Public Grant Development
and Operations

David Techaira
Interim Grants Accounting Manager
Administrative Services
Spring 2016



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VISION AND MISSION STATEMENTS



Vision

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Mission

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

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PRE-AWARD – OFFICE OF ADVANCEMENT



Grants Support ...



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PRE-AWARD – OFFICE OF ADVANCEMENT



- ❑ Work with faculty and staff to seek funding opportunities that align with the strategic priorities and goals of the college, and help sustain the college's main programs and services
- ❑ Apply for public and private grants:
 - Grant Concept Forms - must be approved by President/Superintendent before application process begins
 - Prepare and complete funding opportunity applications by working with grant writers, project directors, and Administrative Services
 - Coordinate letters of support from internal and external partners with project directors
 - Review all sections of funding proposal prior to submission
 - Complete Board of Trustees and Foundation Board documents
 - Support budget preparation and finalization by District Grants Accounting Manager
- ❑ Administer private grants coordination with District Grants Office
 - Long Term Funding Plan
 - Partnership Agreements HCCD and HCF

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PRE-AWARD – FINDING GRANTS



<http://infoedglobal.com/>

Hartnell College Foundation website – News & Events
From a Hartnell College computer automatically logged in
Training Videos
Shared Searches

US Department of Education
<http://www2.ed.gov/fund/grant/find/edlite-forecast.html>
US Health and Human Services
<http://www.acf.hhs.gov/hhsgrantsforecast/>
Grants.gov
<http://www.grants.gov/web/grants/home.html>
CCCCO
<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx>
CA Department of Education
<http://www.cde.ca.gov/tg/fo/>



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PRE-AWARD – FINDING GRANTS



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PRE-AWARD – GRANT CONCEPT FORM

HARTNELL COLLEGE

14. Budget Plan – over term of grant

	Grant	HCCD Match	Match Other
Personnel Instructional	\$	\$	\$
Personnel Non-instructional	\$2,712,750	\$776,000	\$
Operating	\$500,000	\$0	\$
Equipment	\$787,250	\$0	\$
Indirect	\$	\$	\$
TOTAL	\$4,000,000	\$776,000	\$

Budget Notes: Estimate for 5-year period of grant. Non-instructional includes continuing positions, new positions, and part-time positions. HCCD match includes new FT positions only.

15. Budget Plan –HCCD institutional commitment – after grant term ends

	FY	2021/2022	2022/2023	20xx/20xx
Personnel Instructional		\$	\$	\$
Personnel Non-instructional		\$388,000	\$100,000	\$
Operating		\$	\$	\$
Other		\$	\$	\$
TOTAL		\$	\$	\$

Budget Notes: Column 1 is estimate of FT staffing annual cost after grant. Column 2 is estimate of PT staffing annual cost after grant.


Budget Estimates – One More Time

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POST AWARD	HARTNELL COLLEGE
<p align="center">GRANTS OFFICE RESPONSIBILITIES (CONTINUED)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide grants and administrative procedures training <input type="checkbox"/> Provide the tools necessary to effectively manage the post award financial functions of the grant award(s) <input type="checkbox"/> Provide examples of agenda items required by the Board. <input type="checkbox"/> Set up budget codes for the grant award. <input type="checkbox"/> Maintain contracts/agreements. <input type="checkbox"/> Process expenditure and budget transfers. <input type="checkbox"/> Approve personnel paperwork to ensure available funds and appropriate account number use. 	
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POST-AWARD	HARTNELL COLLEGE
<p align="center">We received the award! Now what?</p>	
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POST-AWARD PHASE	HARTNELL COLLEGE
<p align="center">PROJECT DIRECTORS AND PROGRAM SUPPORT STAFF RESPONSIBILITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read award document carefully and pay close attention to terms and conditions of the award (ex: project period, allowable expenditures, reporting deadlines). <input type="checkbox"/> Submit award agreements, Grant Award Notices (GANs), or contracts to Administrative Services. <input type="checkbox"/> Submit Budget Augmentation/Budget Revision Forms to the Grants Office (signed/approved) in order to load the award into Colleague. 	
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FEDERAL GAN	HARTNELL COLLEGE												
<p align="center">  US Department of Education Washington, D.C. 20202 GRANT AWARD NOTIFICATION </p>													
<table border="1"> <tr> <td> 1 RECIPIENT NAME Hartnell Community College District - Science and Math Department Academic Affairs Science and Math Department Academic Affairs 411 Central Avenue Salinas, CA 93901 - 1697 </td> <td> 2 AWARD INFORMATION PR AWARD NUMBER P031C110068 - 15 ACTION NUMBER 10 ACTION TYPE Administrative AWARD TYPE Discretionary </td> </tr> <tr> <td> 3 PROJECT STAFF RECIPIENT PROJECT DIRECTOR Moises Almaraz (831) 770-7018 moisesalmaraz@hartnell.edu EDUCATION PROGRAM CONTACT Sarah T Beaton (202) 502-7621 sarah.beaton@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE 888-336-8930 HELPDESK edcops.user@ed.gov </td> <td> 4 PROJECT TITLE 84 031C STEM Regional Community College-to-University Success Program </td> </tr> <tr> <td colspan="2"> 5 KEY PERSONNEL <table border="1"> <thead> <tr> <th>NAME</th> <th>TITLE</th> <th>LEVEL OF EFFORT</th> </tr> </thead> <tbody> <tr> <td>Moises Almaraz</td> <td>Project Director</td> <td>45 %</td> </tr> </tbody> </table> </td> </tr> </table>		1 RECIPIENT NAME Hartnell Community College District - Science and Math Department Academic Affairs Science and Math Department Academic Affairs 411 Central Avenue Salinas, CA 93901 - 1697	2 AWARD INFORMATION PR AWARD NUMBER P031C110068 - 15 ACTION NUMBER 10 ACTION TYPE Administrative AWARD TYPE Discretionary	3 PROJECT STAFF RECIPIENT PROJECT DIRECTOR Moises Almaraz (831) 770-7018 moisesalmaraz@hartnell.edu EDUCATION PROGRAM CONTACT Sarah T Beaton (202) 502-7621 sarah.beaton@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE 888-336-8930 HELPDESK edcops.user@ed.gov	4 PROJECT TITLE 84 031C STEM Regional Community College-to-University Success Program	5 KEY PERSONNEL <table border="1"> <thead> <tr> <th>NAME</th> <th>TITLE</th> <th>LEVEL OF EFFORT</th> </tr> </thead> <tbody> <tr> <td>Moises Almaraz</td> <td>Project Director</td> <td>45 %</td> </tr> </tbody> </table>		NAME	TITLE	LEVEL OF EFFORT	Moises Almaraz	Project Director	45 %
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STATE GRANT AGREEMENT	HARTNELL COLLEGE								
<p align="center">THIS FORM MAY NOT BE REPLICATED AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED</p>									
<table border="1"> <tr> <td>BOG, California Community Colleges Chancellor's Office - 6870</td> <td> DISTRICT USE ONLY District (Grantee): Hartnell CCD College: Hartnell College </td> </tr> <tr> <td colspan="2"> Grant Agreement Academic Affairs </td> </tr> <tr> <td>MESA</td> <td> BOG-CCCCO USE ONLY Grant Agreement No.: 15 - 109 - 015 Funding Fiscal Year 2015-16 Total Amount Encumbered : \$ 50,500 </td> </tr> <tr> <td>RFA # 12 - 109</td> <td></td> </tr> </table>		BOG, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY District (Grantee): Hartnell CCD College: Hartnell College	Grant Agreement Academic Affairs		MESA	BOG-CCCCO USE ONLY Grant Agreement No.: 15 - 109 - 015 Funding Fiscal Year 2015-16 Total Amount Encumbered : \$ 50,500	RFA # 12 - 109	
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MESA	BOG-CCCCO USE ONLY Grant Agreement No.: 15 - 109 - 015 Funding Fiscal Year 2015-16 Total Amount Encumbered : \$ 50,500								
RFA # 12 - 109									
<p>This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 10/10 and II, Rev. 4/08), as set forth in the RFA Instructions are incorporated into this grant by reference.</p> <p>The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".</p> <p>The term of this grant shall be from July 1, 2015 to June 30, 2016. The Final Report must be submitted within 30 days of the grant end date.</p> <p>Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.</p>									
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SAMPLE TIME AND EFFORT FORM


HARTNELL COLLEGE

CERTIFICATION FORM
 Monthly Time and Effort Reporting for Grant-Funded Employees

Name: Almendra, Melissa Employee ID: W0310871 Department: HSD
 Time Period: January 11, 2015 through February 10, 2015 Fiscal Year: 2015-2016
 Type: Actual Time or Cost Share/Match? Hours: 176

ESTIMATED DISTRIBUTION OF EFFORT

Funding Type/Source	Program/Grant Name	Documented Effort (by %)	Documented Effort (by hours)	Initials	Date
Federal Grant / PHS1C110008	STEM Title III HBI / CLISP	45%	79.2		
Task/Description: (This is required unless there must be completed)					
Serve as Project Director for STEM Title III Cooperative grant. Manage the daily operations of the grant including budget monitoring, supervision of staff, planning meetings, and working toward meeting grant objectives. Work closely with college administration, staff, and faculty to strategically implement and plan activities, annual goals, and outcomes.					
Federal Grant / PHS1C110168	STEM Title III HBI / STP	45%	79.2		
Task/Description:					
Serve as Project Director for STEM Title III individual grant. Manage the daily operations of the grant including budget monitoring, supervision of staff, planning meetings, and working toward meeting grant objectives. Work closely with college administration, staff, and faculty to strategically implement and plan activities, annual goals, and outcomes related to grant project.					
Institution	HSD Initiatives	10%	17.6		
Task/Description:					
Work parallel with all Hartnell College departments to seek, identify, and implement new or existing HSD initiatives, either externally funded or not. These initiatives will be aligned closely with the college's Mission, Strategic Plan, and other campus development plans. The intent is to increase awareness both internally, and to the external community of Hartnell's Hispanic Serving Institution designation by provided quality evidence.					
		100%	176		

I certify that to the best of my knowledge, the above effort as stated in the "Actual Effort" column with any changes noted, reasonably reflects actual effort during the given time period. I understand that no changes are allowed once this statement is signed and submitted to the Grants Accounting Manager.

Definitions:
 Documented effort: Represents payroll charges reported as a percentage of effort during the given time period.
 Cost Sharing Effort: Reflects the effort donated to a sponsored project contributed by another account.
 Actual Effort: Reasonably reflects effort expended on each task area. Changes to "Documented Effort" amounts must be initiated and dated in the monthly. Any variance greater than 10% will be corrected on the period accounts.

Employee's signature: [Signature] Date: 2/10/2015
 Supervisor's signature: [Signature] Date: 2/10/2015
 Per Grants Accounting Office

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EQUIPMENT INVENTORY INFO. SHEET



HARTNELL COLLEGE

Hartnell College
 Equipment Inventory Information Sheet

Description of the property: _____
 Vendor Name: _____
 Serial Number or Other ID Number: _____
 Source of Funding (Grant Name): _____
 Award Number: _____
 Who Made This: _____
 Invoice Number/Purchase Order No.: _____
 Vendor Number: _____
 Fiscal Year Purchased: _____
 Acquisition Date: _____
 Cost of the property: _____
 Purpose for the purchase: _____
 Location of Equipment: _____
 Campus: _____
 Condition of the Property: _____
 Date of Report of the Property: _____
 For additional information contact: _____
 Contact phone number: _____
 Business Office use: _____
 HSD Asset #: _____

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GRANT CLOSE OUT



HARTNELL COLLEGE

PROJECT DIRECTORS AND PROGRAM SUPPORT STAFF RESPONSIBILITIES (CONTINUED)

- ☐ Prepare and submit all financial, performance, and other reports required within 90 days of completion of the grant
- ☐ Dispose of or return government-furnished equipment/supplies if necessary
- ☐ Submit final paperwork for grant closeout to Administrative Services (final progress and financial reports; review expenditures to resolve any outstanding items or compliance issues prior to closeout)
- ☐ Retain grant records for at least three years after final report has been submitted
- ☐ Assist in providing the necessary information/data requested during audits

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SUMMARY OF ROLES AND RESPONSIBILITIES


HARTNELL COLLEGE

PRE-AWARD PHASE						
Task	Grant Project Director	Grants Accounting Manager	Dean	Vice President	President	Advancement and Development/ Foundation
Seek Funding Opportunities	Work with Office of Advancement					Align with strategic priorities and goals of college
Grant Concept Form	Initiate form	Review for budget, indirect, salary and benefits	Review and sign	Review and sign	Review and sign	Route, review and sign
Hire Grant Writer	With Dean and Advancement Office		With Project Director and Advancement Office		Review and sign	With Dean and Advancement Office
Prepare and Complete Funding Opportunity Applications	Work with Office of Advancement, Grant Writers, Admin. Svs.	Provide salary and benefit projections; audit budget; submit application(s)	Review and sign	Review and sign	Review and sign	Finalize by working with Project Directors, Grant Writers, Admin. Svs.
Complete Board of Trustees and Foundation Board Documents	Prepare for submission including tracking sheet	Review and sign	Review and approve tracking sheet	Review and approve tracking sheet	Review and sign	Route, review and sign

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SUMMARY OF ROLES AND RESPONSIBILITIES


HARTNELL COLLEGE

POST-AWARD PHASE						
Task	Grant Project Director	Grants Accounting Manager	Dean	Vice President	President	Advancement and Development/ Foundation
Obtain Grant Agreement	Review and provide contract to Admin. Svs.	E-file agreement, Review	Review	Review	Review	Review; Provide partnership agreements if necessary
Budget Augmentation Form: New and Continuing budgets	Prepare for submission; Provide Supporting Docs	Review and process into Colleague	Review and sign	Review and sign		Provide partnership agreements if necessary
Personnel Paperwork: New Hires, Special Project Agreements, budget/position changes,	Work with HR, complete necessary HR forms, Prepare for submission, monitor deliverables, track submission of final	Verify funding; Review and Sign	Review and Sign	Review and Sign	Review and Sign (as necessary)	
Project Implementation	Implement project as detailed in terms and conditions of award	Review budget and assist in administrative tasks as needed	Monitor and meet with program staff as needed	Monitor and meet with program staff as needed		
Monitor Program Activities and Expenditures	Review budget reports (GLS/GLN) monthly; monitor subrecipients; assess progress	Provide monthly and mid-year expense reports. Provide Excel/Cognos reports as needed	Review	Review		

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SUMMARY OF ROLES AND RESPONSIBILITIES


HARTNELL COLLEGE

POST-AWARD PHASE						
Task	Grant Project Director	Grants Accounting Manager	Dean	Vice President	President	Advancement and Development/ Foundation
Budget Revisions and Transfers	Prepare for submission	Audit and process into Colleague	Review and sign	Review and sign		
Expenditure Transfers	Prepare for submission	Audit and delegate input: Provide backup for salary related transfers	Review and sign			
Time and Effort	Submit to Dean/VP	Copy only - inventory pre-audit	inventory	inventory		
Reports (Program/Progress) - Periodic (Quarterly, Annual)	Gather data and prepare for submission prior to deadline.		Review all report data prior to submission to funding agency	See Dean		
Reports (Fiscal) - Periodic (Quarterly, Annual)	Gather data and prepare for submission prior to deadline. Input data by funding category	Audit and troubleshoot. Download to Cognos/Excel. Submit/Certify Reports as necessary	Review all report data prior to submission to funding agency	See Dean		

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SUMMARY OF ROLES AND RESPONSIBILITIES						
CLOSE OUT PHASE						
Task	Grant Project Director	Grants Accounting Manager	Dean	Vice President	President	Advancement and Development/ Foundation
Final Reports	Prepare for submission within 90 days of completion. Provide supporting documentation for review	Audit; Submit/Certify Reports at necessary	Review all report data prior to submission to funding agency	See Dean		
Dispose of or return equipment	Prepare for disposal of Program equipment. Maintain inventory records	Work with Project Director to appropriately dispose of equipment	Review	Review		
Record Retention	Maintain necessary program records for annual audits, and retain for at least 3 years after final reports have been submitted	Maintain financial records for annual audits, and retain for at least 3 years after final reports have been submitted				

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GRANTS TEAM	HARTNELL COLLEGE
<p>FOUNDATION OFFICE:</p> <p><u>Office Location:</u> Building E, Room 103</p> <p><u>Staff:</u> Loyanne Flinn de Guaracha, Director of Public Grant Development and Operations (831) 755-6810 lflinn@hartnell.edu</p> <p><u>Website:</u> http://hartnellfoundation.org/about-us/grants/</p> <p><small>GROWING LEADERS Opportunity. Engagement. Achievement. www.hartnell.edu</small></p>	

GRANTS TEAM	HARTNELL COLLEGE
<p>ADMINISTRATIVE SERVICES (GRANTS MANAGEMENT OFFICE):</p> <p><u>Office Location:</u> Building E, Room 105</p> <p><u>Staff:</u> David Techaira, Interim Grants Accounting Manager (831) 755-6835 dtechair@hartnell.edu Kayla Dolan, Accounting Assistant (831) 755-6996 kdolan@hartnell.edu Adriana Magallanes, Program Assistant I (831) 755-6125 amagallanes@hartnell.edu</p> <p><u>Website:</u> http://www.hartnell.edu/grants-management http://www.hartnell.edu/forms-and-training</p> <p><small>GROWING LEADERS Opportunity. Engagement. Achievement. www.hartnell.edu</small></p>	

	HARTNELL COLLEGE
<p>Thank you!</p> <p>Q & A</p> <p><small>GROWING LEADERS Opportunity. Engagement. Achievement. www.hartnell.edu</small></p>	