Grants Handbook

Office of Grants and Sponsored Programs

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# Grants Manual

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OMB Circular A-110: Administrative Requirements

The Central Carolina Community College (CCCC) Grants Manual includes procedures to be followed in the management of grants.

Federal grants are administered by the CCCC Office of Grants and Sponsored Programs in strict adherence to OMB Circular A-1110: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. For more information, visit:
http://www.whitehouse.gov/omb/circulars/a110/a110.html
CCCC Mission, Vision, & Values

All grant-seeking activity should further the Institutional Mission & Vision of the College, the specific department’s mission, and the goals outlined in the department’s most recent Annual Program Planning and Review document.

Mission
Central Carolina Community College serves as a catalyst for personal, community, and economic development by empowering people through education and training.

Vision
Central Carolina Community College is the leading force for educational opportunities, economic progress, and cultural enrichment in the communities it serves.

Values

Community
We are committed to active and integral partnerships within the communities we serve. We are dedicated to maintaining positive relationships among our own community of faculty, staff, and students.

Diversity
We are committed to inclusiveness. We value and respect the unique attributes and contributions that enrich our college and its community.

Excellence
We are committed to continuous improvement, working to our full potential, and demonstrating quality at all levels. We demonstrate our excellence by meeting or exceeding our goals and establishing high expectations for achievement by everyone.

Innovation
We are committed to innovation and creativity. We demonstrate our commitment through our leadership in learning, technology, sustainability, and community partnerships.

Integrity
We are committed to fairness, respect, honesty, and accountability. We strive to earn our community’s respect through our dedication to high academic and ethical standards.

Student-Centered
We value our students. We provide a student-focused learning environment and a support system that promote the academic and career success of every student.

Sustainability
We are committed to achieving sustainability by implementing best practices in policies and operations and in the identification of priorities. We promote understanding and development of communities that are ecologically, socially, and economically sustainable.

CCCC Board of Trustees approved 2-10-10
Mission of the Office of Grants and Sponsored Programs

The mission of the Office of Grants and Sponsored Programs (OGSP) is to provide the necessary pre- and post-award support and guidance to acquire significant outside funding supporting the mission and goals of Central Carolina Community College.

Pre/Post-Award Support

This mission will be accomplished by connecting the identified needs of the College with stated funding priorities of grant-making entities including government agencies, foundations, corporations, or individuals. The mission of the CCCC OGSP will be guided by the following pre-and-post award actions.

Pre-award support will be provided through the following means:

- **Grant research**: Educating the CCCC community about current grant opportunities;
- **Identifying Opportunities**: Working with campus constituencies and external funding agencies to target opportunities that meet the institutional goals and priorities;
- **Submission Coordination**: Guiding project managers to successfully prepare and submit proposals on behalf of CCCC;
- **Writing assistance**: Providing support with writing and editing grant proposals. Visit [www.cccc.edu/grants](http://www.cccc.edu/grants) for Boilerplate Information;
- **Training**: Coordinating continuous opportunities for professional development sessions on sources of external funding and grant writing

Post-award support will be provided by:

- **Project Management**: Provide guidance and support for on-going project management including sub-recipient monitoring, account management, and closeout;
- **Evaluation**: Offer guidance and support to evaluate the success of existing grants and recommendations for continued support.
Grant Submission Steps

The CCCC Office of Grants and Sponsored Programs (OGSP) follows a simple 4-step process to help faculty and staff prepare for grant submission:

Step 1 – Click on “Process” at www.cccc.edu/grants to help determine if your idea is fundable. Next, submit the grant project idea online to the OGSP by clicking on the Grant Submission Steps link.

Step 2 - Follow-up phone conversation and checklist completion
After receiving your idea online, the OGSP will call you at the phone number submitted online for a follow-up phone conversation. During this contact, more specific questions about your request will be asked and an appointment will be scheduled for a Strategy Meeting with the Director of Grants and Sponsored Programs. After this initial conversation, potential grantees should download and complete the Dean’s/VP Checklist located at www.cccc.edu/grants. Have your Dean/Vice President sign it prior to the Strategy Meeting to ensure the proper channels of communication are kept open during the proposal planning process.

Step 3 - Strategy Meeting
There are two approaches possible for the Strategy Meeting.

a) Requests in the early stages of development: You have ideas for a project or grant proposal but no funding sources? During the Strategy Meeting, you will review and enhance your project ideas to determine if they are feasible and fundable, and assistance will be provided to determine a course of action in pursuing potential funding;

b) Requests already identified a potential funder (or funders) for a project: During this meeting, you will review the information and already-completed work on your proposal. The OGSP will help you create an activity checklist and timeline to detail the required activities and persons responsible for each activity related to your grant.

Step 4 – Continuous Proposal Support:
Depending on the details decided on during the Strategy Meeting, the OGSP will provide assistance with writing the grant proposal and will coordinate the submission of the documents to the grantor.

Step 5 - Proposal Completion:
The OGSP will help determine if all grant requirements have been satisfied and are ready for submission. As determined by the activity checklist and timeline from your Strategy Meeting, the OGSP will facilitate the process of a successful proposal submission by the due date of the RFP. Once funding has been awarded, the OGSP will also communicate with the Business Office to have the grant set-up with the Controller to designate appropriate budget codes.
Responsibilities of Grants Management Personnel

**Director of Grants and Sponsored Programs**
- Monitors the activities of all funded grants.
- Maintains a complete programmatic file on each grant that coordinates with fiscal records of each grant maintained by the College’s Administrative Services Office.
- Manages the specific compliance issues related to projects and activities funded through grants, including liaison with Grants Accountant, Project Directors and subcontractors.
- Prepares correspondence as necessary to solicit and secure changes in grant terms and conditions.
- Coordinates with directors on preparation of programmatic reports as necessary.
- Engages in year-to-year planning of continuing projects in coordination with appropriate College personnel.

**Grants Accountant/Controller**
- Under the Director of Fiscal Affairs, the Grant Accountant is responsible for the following financial aspects of grant programs:
  - Schedules Datatel Training for Project Directors
  - Responsible for the fiscal integrity of all grant expenditure reports
  - Provides project directors with expenditure reports
  - Responsible for all grant audits
  - Engages in fiscal projections for continuing projects in coordination with appropriate College personnel
  - Advises directors on start-up of grant-funded programs including development of financial and operational policies and procedures to ensure grant compliance

**Project Manager**
- Maintains a copy of the proposal and the approved budget
- Maintains copies of all budget amendments
- Correspondence to grants office
- Personnel paperwork including contracts and time sheet copies
- Subcontracts
- Consultant contracts, invoices, and reports
- Report forms and report copies
- Files related to grant activities such as client records, publicity, evaluation, etc.
- Copies of all requisitions and purchase orders
Post-Award Action Items

Award Notices
Depending on the amount and requirements of the grant, the award letter will come from the funding agency directly to the OGSP or directly to the Project Manager. Larger awards, typically over $100,000, will be routed through the OGSP. However, *if the award letter and communication is received by the Project Manager, it is his/her responsibility to “CC” the OGSP on all necessary communications between the College and the funding agency for documentation purposes.*

Grant Progress Meetings
The Project Manager and Grants Director will schedule a start-up meeting once the grant has been awarded. During this meeting the grant reporting deadlines will be reviewed or determined as well as the responsibilities assigned. The Grants Director will ensure the Project Manager has been trained in Datatel budget reports by the Business Office. Required paperwork for each new employee will be determined and *progress meetings will be scheduled a minimum of quarterly* by the Grants Director to review spending and discuss any programmatic changes and/or budget revisions.

Expenditure Reports
Expenditure Reports may be printed off of the Datatel System. All new Project Managers will receive training on this integrated system. Project Managers should review these reports to confirm they accurately reflect line item expenditures. The Grants Accountant will make any necessary changes after reviewing the request. Project Managers should utilize budget reports to monitor spending categories and overall budget expenditures.

Budget Revisions
The Project Manager will provide budget revisions to the OGSP. Most granting agencies have strict requirements and specific forms that must be completed. Budget revision requests will be communicated to the funding agency for approval.

CCCC Conflict of Interest Disclosure Policy
North Carolina law prohibits trustees and employees of the state institutions from letting contracts for services/materials/supplies or the like to themselves or to forms/corporations for which they may receive financial benefit. Violation of this law (G.S. 14-234, 236) constitutes a misdemeanor and will result in removal of the person from the position. Individuals who have questions regarding their status are encouraged to contact the vice-president for administrative services.

Publicity of Grant Award
Many granting agencies have strict policies regarding publicity and credit that is provided to the agency on material or publicity efforts. The OGSP will communicate with the Project Manager concerning who will coordinate publicity efforts for each respective grant.
**Travel Costs**
Employees may be granted permission to travel for college-related purposes and be reimbursed for incurred expense, subject to State of North Carolina regulations and limitations. A Travel Authorization request must be approved by the immediate supervisor and the president for all meetings, seminars, and workshops. Requests must be submitted two weeks prior to actual travel. A Request for Reimbursement of Travel form must be submitted to the Business Office by the fifth day of the month following the month of travel. For rules on in-state/out-of-state travel authorization, local travel reimbursement, and reimbursement of travel and other expenses, consult the CCCC Policy and Procedures Manual.

**Cost-Sharing and Matching Budget Items**

Draft delineation of matching or cost sharing budget items occurs initially during proposal writing between the OGSP and Project Manager. Input from the respective College Vice President, and especially the Vice President of Administrative Services is sought through this process. Cost sharing/matching on federal grants is frequently determined to include:

- The time of CCCC employees assigned to work on the project for which no grant resources are derived.
- CCCC costs for acquisition of equipment or supplies from allowable sources that directly impact the project’s activities.
- The value of donated equipment to CCCC received during the period of the grant that is used for grant-specific activities.
- The fair value of consultative expertise donated to the projects by industry or academic experts.
- CCCC costs for research or educational materials acquired by the College during the grant period which specifically further the objectives of the grant project.
- The travel of project staff – and CCCC associated staff both nationally and locally – to further grant-related objectives when such costs are not borne from grant funds.

**Accounting for Match and Cost Share**
The Project Manager, the Business Office, the CCCC Grants Director and the Grants Accountant will all have copies of agreed upon matching/cost share budgets.

**Employees Release Time/In-Kind Contributions**
Any CCCC employee whose salary is included as a match/release on a grant must provide the Project Manager with a certification memo every year over the life of the grant for time matched/released. The memo should certify that the employee's time was spent in accordance with the agreed upon match/release percentage. The memo should also summarize all services performed in meeting grant objectives. Certification memos will also be kept in the employee's personnel file and in grant files. The rate of salaries paid
to staff as match is maintained through the CCCC Business Office as payroll records. Periodic meetings between the Project Manager and Grants Accountant are facilitated by the CCCC Grants Director. Reconciliations of grant budget discrepancies are made via these meetings with recommendations generated as necessary for any budgetary line item changes. Accounting of matching resources will occur through the monthly meeting schedule and/or through specifically organized meetings to assess matching costs.

**Equipment Donations as Match**

Per section 1.12 of the CCCC Policy Manual, the CCCC Foundation serves as the conduit for receipt of all in-kind equipment donations received by CCCC, including those items of equipment received as match for a grant project.

The CCCC Foundation, a nonprofit organization established in 1988, serves to broaden the base of financial support to the college beyond that which is obtained through local and state appropriations. These funds come from the private sector and are used to improve instruction, upgrade equipment, enhance facilities and provide assistance to students. Management of the Foundation is by a board of directors composed of business, professional and community leaders from the service area. This board functions independently and is not governed by the college or its board of trustees. A list of current board members is available from the executive director.

*Procedures for accepting Gifts In-Kind for the college.*

Donations of equipment, supplies and other tangible items should be accepted through the Foundation using the following guidelines:

1) **Items must be of use to the college.** This will need to be established by Administration either by a site visit or detailed description provided by donor. Please note, items should not be accepted on behalf of the college unless there is either a need for a particular program, department or for fund-raising purposes.

2) The Gift-In-Kind form should be completed and delivered to the Foundation before pick up or delivery in order to determine that all necessary information has been provided. This form is located on the college’s Intranet under Foundation section.

3) After it is determined that the college can use items or has ample space to store until placed into usage, then delivery or pick-up will need to be arranged by designated department.

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**Equipment Match from CCCC Sources**

When a grant budget specifies an equipment match from CCCC sources (college purchases), the Vice President of Administrative Services must indicate, prior to the submission of the grant proposal, approval for allocation of existing departmental
budget sources to the match. In the event of proposed institutional equipment matches in excess of the associated Vice President’s annual budget, discussion with the CCCC President will occur to establish an administrative priority for a matching budget set-aside in agreement with the Vice President of Administrative Services, and the associated Vice President prior to proposal submission. The Vice President of Administrative Services accepts responsibility for managing such specially assigned matching funds as required to meet the match requirement for equipment acquisition.

**Communications/Marketing Costs**
CCCC uses a proration of its annual communications expenses (telephone/Internet costs, etc.) against the number of lines used by a grant project to assess the relative value of telecommunications costs for matching purposes. Project managers should also consider budgeting appropriate funds for communications and marketing costs such as flyers, brochures, postage, etc. It may be necessary to speak with representatives from the CCCC Marketing and Public Affairs or Business Services offices to determine whether this is necessary.

**Monitoring and Reporting on Subcontractor Cost Sharing**
It is the responsibility of the Project Manager to monitor and report on subcontractor's promised cost sharing. The Project Manager will require an annual cost sharing report with accompanying documentation from all subcontractors who have agreed in writing to provide cost sharing as a component of their subcontract. Subcontractor’s cost sharing reports will be included in the Project Manager's annual progress reports and final project reports. All cost sharing commitments must be met and documented before any payments to subcontractors will be released.

Any subcontractor that is an institution of higher education or other non-profit organization (including a hospital) whose subcontract is greater than $25,000 must also submit a copy of their annual audited financial statements to the Project Manager.

**Sub-recipient Monitoring**
The Project Manager will view all invoices submitted by the sub-recipient in order to monitor sub-recipient expenditures. Should there be discrepancies between the invoices and the project budget, the Project Manager will notify the Grants Director who will interface with the Business Office and sub-recipient leads in order to rectify the situation.

Additionally, sub-recipient monitoring will take place during formal and informal visits to the sub-recipient agency throughout the course of the year by the Project Manager.

**Reporting of Matching Funds to Agencies**
Reports that specify the value and sources of match contributed via institutional or donor sources will be compiled by the Project Manager only after meeting with the Business Office Grants Accountant and the Grants Director and a review of accounting records attributed to the match. Direct reporting by the Project Manager of any fiscal information
on a grant (including matching sources) without prior coordination with the Grants Accountant and/or Grants Director is not permissible. An authorized institutional representative must certify all annual progress reports and final project reports.

**Sub-recipient Monitoring**
The Project Manager will view all invoices submitted by the sub-recipient in order to monitor sub-recipient expenditures. Should there be discrepancies between the invoices and the project budget, the Project Manager will notify the Grants Director who will interface with the Business Office and sub-recipient leads in order to rectify the situation. Additionally, sub-recipient monitoring will take place during formal and informal visits to the sub-recipient agency throughout the course of the year by the Project Manager.

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Reports that specify the value and sources of match contributed via institutional or donor sources will be compiled by the Project Manager only after meeting with the Business Office Grants Accountant and the Grants Director and a review of accounting records attributed to the match. Direct reporting by the Project Manager of any fiscal information on a grant (including matching sources) without prior coordination with the Grants Accountant and/or Grants Director is not permissible. An authorized institutional representative must certify all annual progress reports and final project reports.

**Administrative Services Procedures**
The Grant Accountant and Grants Director are responsible to monitor all cash balances on a monthly basis. If required the Grant Accountant will bill the appropriate agency as the Business Office will be responsible for any FT/ACH drawdown as specified by the sponsoring agency.

**Assignment of Department Code**
Once a grant has been awarded, the Grants Director will notify the Grants Accountant and Controller of the award. The Grants Accountant will assign a cost center code for the new grant. The department code will be used as a unique ID on all financial documentation, i.e. (purchase requisitions, payroll, travel requests, etc.) The cost center number will be used throughout the life of the grant.

**Personnel Requisitions**
Personnel Requisitions must be processed for all employees of the College receiving pay from grant funds. The requisitions are found in the Human Resources Office. The Project Manager must have all requisitions signed by his or her supervisor. Once signed, the requisitions need to be brought to the Business Office where they will be coded by the Controller/Grants Accountant. They are then forwarded to Purchasing where they will be inputted into the college computer system.

**Contracts**
Contracts must be submitted to the Business Office for all non-college employees receiving compensation from grant funds. After contracts are signed, the project director
will need to complete purchase requisition. When completing the purchase requisition, the Project Manager must enter the correct grant code assigned to the project. This number is available once the budget has been loaded on Datatel by the Grants Accountant or Controller. Once the personnel requisition is reviewed and approved, it will be forwarded to the Purchasing. The requisition is then assigned a number. This number will be forwarded to the individual completing the personnel requisition. The number must be submitted on all invoices processed for that particular individual. Non-College employees are responsible for submitting invoices for reimbursement. The invoice should have the person’s name, address, SS number, institution (CCCC), grant title, and grant number assigned. Additionally, the invoice should indicate the number of hours worked, the rate of pay per hour, and the total amount billed. The invoice must be signed and dated.

**Purchasing Guidelines**
The College’s purchasing department will process all purchase requests and orders. A Purchase Requisition must be completed and submitted prior to purchasing any supplies, furniture, equipment, or services for the department. Completing a Purchase Requisition is not the same as ordering the item - it is the first step in the process. Upon receipt of the Purchase Requisition, the purchasing staff processes a Purchase Order which is sent to the vendor to actually order the product or service. A copy of the Purchase Order, which has been assigned a unique number, is returned to the person who completed the electronic Purchase Requisition. This copy is your confirmation that the product/service has been ordered.

**Vendor Information**
- Vendor Name
- Taxpayer Identification No. (Obtain from your chosen vendor)
- Contact Name
- Address

**Grant Information**
- Date
- Department/Grant Name
- Department Code (refer to Attachment C)
- Project Director’s name
- Building/Room/Ext.

**Purchase Information**
- Item # (if applicable, e.g., catalog item #)
- Quantity to be ordered
- Description (be specific)
- Unit cost
- Total cost (Quantity x Unit cost)
- Shipping & Handling
- Total Cost

**Signatures**
- Department Chair
- School Dean/Director
- Vice President

**Payment of a Purchase Order**
Once an order has been received by the receiving department it is delivered to the originator of the purchase. It is the responsibility of the department to sign the packing slip stating that they
have received the goods that they ordered. If the order is not correct/damaged then it is the
department’s responsibility to contact the vendor to get the order corrected. **Signing off on the
packing slip signifies that the purchase is in order and that payment may be made.**

If the department receives the merchandise directly, they should contact the Purchasing
Department to inform them the order is complete.

**Accounts Payable will not make payments without a signature on the packing slip.**

Once the Accounts Payable department receives the packing slip and the vendor’s
invoice, they will forward both to accounts payable where disbursement of funds is made

**Purchases Over $5,000**
The State has a bid threshold of $5,000; that is, any order for goods amounting to $5,000
or more requires the solicitation of written bids from three or more qualified vendors. A
key exception is that goods covered by state contracts can be ordered in any amount without
going out to bid. The $5,000 bid threshold requires that large purchases be planned carefully.

Bid specifications and a list of vendors must be submitted to the Purchasing Department.
The Project Director must allow at least three weeks for the Purchasing Department to
mail out the invitations to bid, receive the bids, and return the results. A purchase
requisition may then be written for the lowest qualified bid. **It is not acceptable to
avoid having to go out to bid by splitting one order greater than $5,000 into several
orders smaller than $5,000.** The Purchasing Department can assist you in preparing bid
specifications and determining a list of vendors.

Best practice is when preparing your grant proposal and budget, consult with the Grant Director
or the Purchasing Office to make informed decisions about your budgeting.
Grants and Sponsored Programs FAQs

Who is the contact person regarding program expenditures?
Controller
(919) 718.7498

Who is the contact person regarding program reporting requirements?
Director of Grants and Sponsored Programs
(919) 718.7426
grants@cccc.edu

Who is the contact person about a funding agency’s rules/grant compliance?
Contact the funding agency directly, or talk with the
Director of Grants and Sponsored Programs
(919) 718.7426
grants@cccc.edu

Who is the contact person about travel, purchasing, or personnel requisitions?
Business Office
(919) 718.7498

Who is the contact person for budget amendments?
Director of Grants and Sponsored Programs
(919) 718.7426
grants@cccc.edu

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