

GRANT DEVELOPMENT & MANAGEMENT GUIDE

MORAINÉ PARK TECHNICAL COLLEGE

Grants Office

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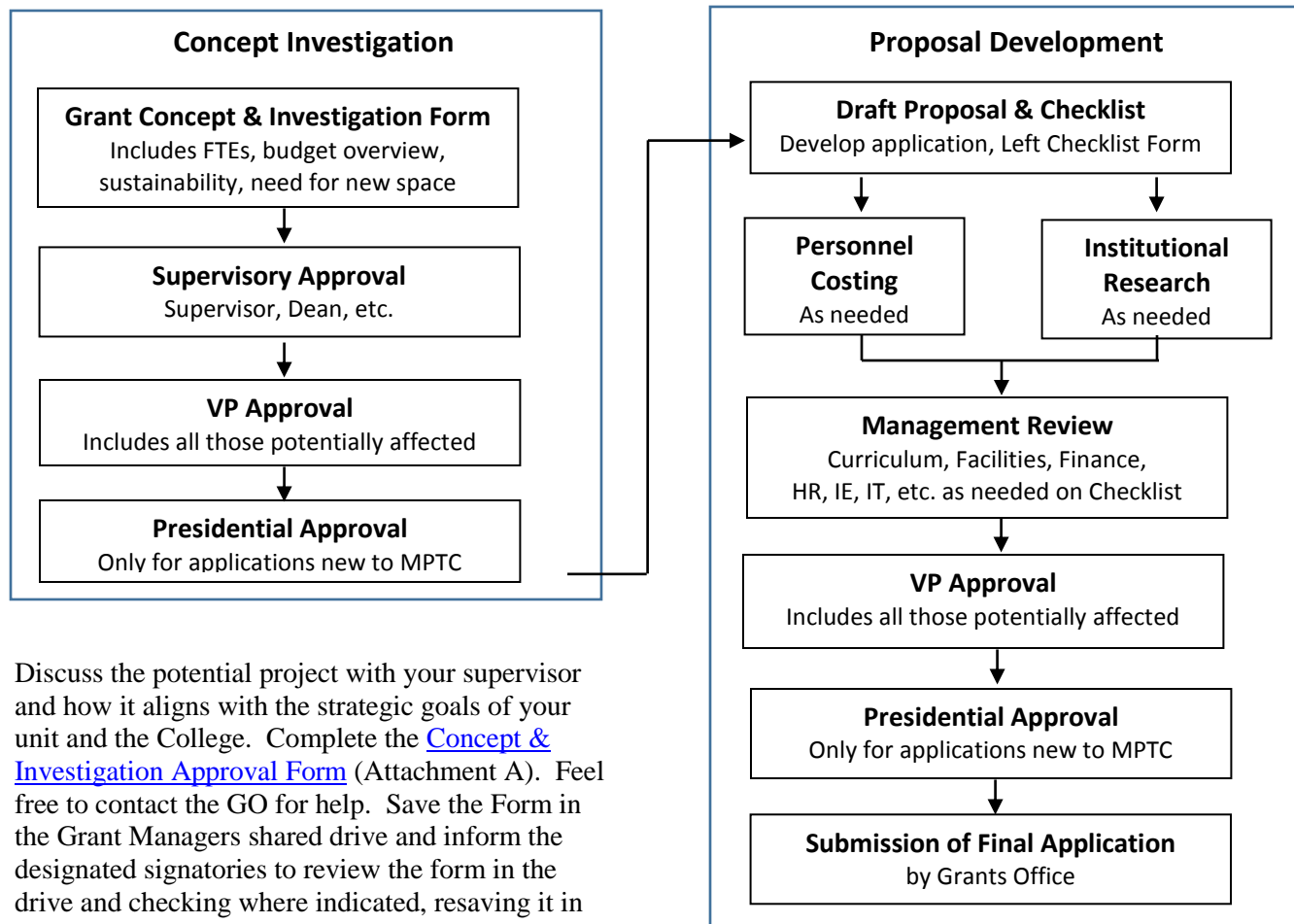
PURPOSE OF GRANTS

The primary purpose for securing external grant funds is to support activities that could not be made possible with current operating dollars. Funding sources typically use grants to invest in a unique or innovative project rather than to address budget relief or ongoing operations. This type of funding is typically used as “seed” money to develop a successful solution that can be institutionalized for long term sustainability. All proposals for external funds must be aligned with the College’s Strategic Plan.

GRANTS OFFICE

The Grants Office (GO) is a college-wide point of contact that advances academic and student initiatives, cultivates innovation, and supports collaborative partnerships. It assists with identification of funding sources through the development of ideas, and the preparation and submission of grant proposals. This office also supports College staff in the oversight of grant management, including compliance review, performance monitoring, report and modification submissions, evaluation and close-out. Initial grant implementation is the responsibility of the GO staff to ensure the College meets all provisions. The GO monitors grant reporting and budgets to check that proper documentation is collected, filed and submitted to the funding source. When considering outside funding you *must* consult with the GO *prior* to contacting the funding source.

GRANT PROPOSAL DEVELOPMENT



Discuss the potential project with your supervisor and how it aligns with the strategic goals of your unit and the College. Complete the [Concept & Investigation Approval Form](#) (Attachment A). Feel free to contact the GO for help. Save the Form in the Grant Managers shared drive and inform the designated signatories to review the form in the drive and checking where indicated, resaving it in the drive. You must complete (all signatures obtained) the Concept & Investigation Approval Form at a *minimum 30 days* in advance of the due date. Notify the GO upon completion. After submitting the form, you may start work on the application, but with the understanding that permission to submit a final proposal has not yet been granted. After concept approval, complete the *top* of the [Project Development Checklist](#) (Attachment B.1.) and save it in the folder with the Concept Form. Your VP will identify which of the key personnel listed (and others) will help you develop your proposal. Complete and save a draft proposal in the same folder. GO staff will assist you in writing the proposal. If your proposal involves personnel, Human Resources needs *at least one week* advance notice to prepare a ["Personnel Costing Worksheet"](#) (Attachment B.2). An ["Institutional Research Help Request Form"](#) must be submitted to MPTCTrackIR@morainepark.edu at least 4-6 weeks in advance for all requests (data, surveys, market research, etc.) (Attachment B.3).

Provide proposed measurable outcomes for a WTCS grant application to the Research Analyst for review. Use the WTCS grant rubric to assure all areas are addressed for a WTCS application. Present the complete final draft to your VP for review, edits and approval. Get all required management level check offs on the Checklist, and notify GO when complete. Submit all final documents to the GO *at least seven days* prior to deadline, which will use the right hand side of the Checklist to gain final approval from VPs (and the College President for new proposals only). The GO submits all required proposal documents to the funder.

Post-award modifications and reports: submit to the GO for review, routing to VPs for approval, and submittal to the funder.

GRANT MANAGEMENT

Know your grant(s). Review key documents, including the proposal, the budget, the award letter, the authorizing legislation, and any related guidance. Understand the grant goals, objectives, activities, and any deliverable products that are required, being particularly familiar with any scope of work or work plan document. Ensure that your immediate supervisor and all personnel involved in the project understand their roles, goals and activities.

The Grant Award Notification (GAN), typically associated with federal grants, has been interpreted by case precedent to carry the legal weight of a contract. Any cost or activity written in the grant, *must* be done, and generally, any activity not in the grant *cannot* be paid for with grant funds. Any deviation from the work plan usually requires a revision and needs to be approved in advance through the Grants Office and then by the funding source.

Kick off. As needed, the Grants Office will schedule a kickoff meeting. These meetings attempt to include all project stakeholders. It is important to note that most grants have requirements around publicity, including WTCS grants, but particularly federal grants. Please do not contact anyone about grant award publicity until GO has coordinated this work with other MPTC and external personnel.

Schedule. Put key dates and reminders on your calendar. Using your operational plan, work your way backwards through the calendar, allowing ample time and other resources. Pay special attention to publicity and marketing, hiring personnel, and purchasing equipment, which may need to be done promptly. Submit revisions, amendments, reports, budgets, evaluations, and deliverables on time or earlier. Note revisions, reports, etc., must be submitted to GO for review and submittal to the funder. Be alert to impending deadlines, and allow for the possibility of unforeseen delays.

Communicate. Attend all grant manager meetings hosted by the Grants Office. Most grant managers will meet with the Grants Office at least four times a year to track outcome attainment and expenditures. These meetings are documented on [Grant Management forms](#). Please contact the Grants Office *prior* to contacting a funding agency. All communication with funding agencies must be documented and copied to the Grants Office. Any Memorandum of Understanding, Letter of Agreement, sub-award or subcontract of any kind requires consultation with the Offices of Finance, Grants and the President as well as any other parties that could potentially be impacted. Information regarding WTCS client reporting can be found on the portal. If you are unsure whether a grant requires client reporting, please contact the Grants Office. Client reporting records are collected throughout the year but there are specific deadlines for submission. See the [MPTC Grants Calendar](#) or call the Grants Office.

Evaluate. The grant manager will work with the project team and many times an outside evaluator to complete all agreed upon evaluation methods and timelines in the grant. Reports are written by the grant manager, and submitted by the Grants Office after review by the Grants Office, Vice Presidents and President.

Document. Keep detailed, accurate, and well-organized records of all activities, documents, and communications related to the grant project. Back up all electronic records. Do not discard paper source documents without checking with the GO first. Collect client reporting data as needed for WTCS funded grants. Complete time and effort reporting documentation as indicated by the GO.

FISCAL RESPONSIBILITIES

Upon receipt of the award document, the Director of Finance creates an account code unique to each project and enters the grant budget into the appropriate accounts within Banner.

All grant related expenses should be appropriately coded using the College's standard account code format (per the [Financial Accounting Handbook](#)). Items to be charged to a grant must always include the six digit project/grant number as part of the account number string. Salary, benefit, and current expenses for grants will be coded to fund 200 (and in some cases fund 175). All major equipment purchases will be coded to fund 300.

The College utilizes a variety of approved procedures and forms to initiate expenditure transactions (i.e., timecards, online purchase requisitions, expense vouchers, purchasing cards). All expenditures must be in compliance with both the funding source's terms and conditions *and* the College's policies and procedures. The following should also be taken into consideration:

Account number – Is the account number valid? Are sufficient funds available?

Justification – Is the charge appropriate? Has sufficient justification been given?

Documentation – Have all original receipts or invoices been obtained? In the absence of original documentation, has an explanation been provided?

Time and Effort Reporting – Has sufficient detail or description been provided to satisfy audit requirements?

Supplies and Equipment

- Grant managers will consult with IT personnel prior to ordering equipment and software to verify the items are accurate and that they will be ordered and installed on time.
- Generate purchase requisitions as soon as possible after a grant has been approved. Indicate clearly that the requisition is based on grant funds by including the name of the grant and the account code.
- Keep a record of electronic requisitions for support professionals to track through the purchasing process. Bids can come in high or low and taxes or shipping and handling may be added after you signed the requisitions. Such changes will affect the grant budget.
- District purchasing requirements and procedures may change. The best source of detailed up-to-date information about requirements, procedures, and forms is the Purchasing Department itself or the College Purchasing Manager. Changes in procedures are generally communicated in the District's purchasing information on the portal (*Employee tab, Resources, Purchasing*).
- Add requests to the Equipment/Technology Requests data system. Information regarding this process can be found on the portal at the *Employee tab, Employee tools*.
- Prepare and submit College initiatives as needed for staffing projects and other resources needed during the normal College budget process. Complete a College Initiative for: 1) any new grant and/or personnel new to grant funding, or 2) personnel coming off of a grant, requiring general fund dollars.

*For details regarding district purchasing requirements, see the [MPTC purchasing rules](#).

Tracking Matching. Sources of match may include leveraged, in-kind and cash. To track matching sources, here is a sample online [leveraged resources](#) tracking form that you can use.

Expense Monitoring. Grant Managers have access to online reports to aid in tracking grant spending which may show year-to-date budgets, encumbrances, expenses, and budget balances remaining. Questions or concerns regarding the financial status of a project/grant should be directed to the Director of Finance. The Grants Office typically reviews expenditures in quarterly meetings with grant managers. One of the most significant impacts on project budgets occurs when grant personnel take FMLA. It is critical for grant managers to inform Finance and the GO immediately in order to address the potential need for budget modifications and avoid lapses in drawing down funds.

REVISING GRANT AWARDS

Circumstances often require a change in grant outcomes, activities and/or budget. Similar to the process for submitting a new grant application, work with the Grants Office and your immediate supervisor to discuss the need for a revision. Check the grant guidelines for specific details regarding revisions.

A revision must be submitted if a WTCS project's spending will change such that funds will be shifted between budget line items, resulting in an increase of 20 percent (20%) or more in the receiving line item. The proposed revision must be reviewed in advance with the WTC System Office education director.

All budget and program modifications as well as all reports must first be submitted to the Grants Office for review. The Grants Office will gain input from the accountable and impacted Vice Presidents, with the option provided for all VPs to review. Ensure that any applicable units, such as HR or Finance, are involved in modifications.

CLOSING OUT GRANT PROJECTS

Six areas need particular attention at close out: budget, personnel, purchasing activities, files, final reports, and document storage. The Grants Office will schedule a close-out meeting prior to the end of the grant.

Budget. Banner Financial System accounts will be closed soon after the grant's ending date, so inform project staff that no more changes can be made against the grant account. Do not make unusual expenditures at the end of the project. Expenditures using remaining grant funds must be reviewed and approved by the grant manager. Changes in the budget must be communicated with the Grants Office to ensure proper use of funds and documentation. Purchases of supplies or equipment may be disallowed if they occur too late to indicate legitimate need.

Personnel. Contact Human Resources and Finance Department staff to complete paperwork for all staff and if required, payroll changes for staff members transferred to other cost centers or to a new grant number assigned to a continuing grant.

Purchasing Activities. Goods and services must be purchased, received, and an approved invoice sent to the Finance Department prior to the end of the grant. Make arrangements for transfer, removal, or reassignment of office equipment. Check and reconcile bookstore charges. Match equipment purchases with requisitions and check receipt of items. All items purchased with grant funds must be inventoried and once liquidated appropriately documented. Each funding source has rules about liquidation of items purchased through grant funds.

Grant Files. Review grant documents, personnel records, purchase orders and requisitions, and budget records, including necessary documentation for changes.

Final Reports. Most grant makers have specific guidelines for the preparation and submission of the final report. Final reports typically include a detailed description of the work performed, progress made, suggestions for future areas of need or involvement, and any related publications that resulted from the grant activity. Failure to submit the final report in a timely manner may jeopardize subsequent funding for Moraine Park Technical College. The Grants Office will assist in preparing, submitting, and filing reports. Once reports are complete, copies must be submitted to the Grants Office. Please keep all grant records in one place, preferably electronically.

Document Storage. Hard copy grant documents will be scanned and stored indefinitely in an electronic format. Hard copy records will be stored by the Grants Office and placed in the store room. These records will be maintained for five years after the final reports are finalized and approved.

Proposed Budget continued		Totals	
Do <u>not</u> include administrative laptops and/or desktops, unless needed to meet equipment allocation		General funds	Grant funds
NONPERSONNEL (describe each item below)			
Travel:			
Equipment-Major:			WTCS definitions for 2019-20: \$5,000+ and useful life expectancy 2 or more yrs
Equipment-Minor:			< \$5,000; useful life expectancy 2 or more yrs
Software:			
Supplies:			tangible item of expendable nature that is consumed/worn out/deteriorated; shorter life span than equipment/machines
Other:			
Subtotal nonpersonnel		\$0	\$0
Total (personnel + nonpersonnel)		\$0	\$0
Total Project Cost (General funds + Grant funds)		\$0	
Reimbursement Rate Percent		%	Amt cannot be more than allocation (refer to official guidelines) The following pertains to WTCS grants: If no match, use 100%
Total Grant Funds Requested		#VALUE!	Total project cost times reimbursement rate %
Maintenance of Effort (Perkins) / Cost Sharing or Match (State) / MOE or Cost Sharing (AEFL)		#VALUE!	Total project cost minus total grant funds requested
This proposal may require new facility space***:		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, at: <input type="checkbox"/> BD <input type="checkbox"/> FDL <input type="checkbox"/> WB	
Signatures (type name, check box, and type date) (for approval to pursue grant initiative)			
Position	Name (type name & check box to represent signature)	Date	
Grant Developer	<input type="checkbox"/>		
Immediate Supervisor, if applicable	<input type="checkbox"/>		
Dean, if applicable	<input type="checkbox"/>		
***Director of Facilities, if applicable	<input type="checkbox"/>		
Unit Vice President (Please present this information to President's Cabinet as needed.)	<input type="checkbox"/>		
President (required for NEW applications)	<input type="checkbox"/>		
Grants Office:	<input type="checkbox"/>		
Y:\GRANTS\Grants office\templates\grant forms		7.23.18	

ATTACHMENT B.1: PROJECT DEVELOPMENT CHECKLIST

PROJECT DEVELOPMENT CHECKLIST
Grant Manager: Notify the Grants Office when completed.

Grant Proposal Title: Click here to enter text.
Funding Source: Click here to enter text.
Point of Contact: Click here to enter text.

Note: Staff on left need to review and check off on the proposal [prior](#) to submittal to the Grants Office.

The Grants Office will route finalized proposal to staff on right side.

<input checked="" type="checkbox"/> Accountable VP – NAME: Click here to enter text. Date: enter date. Indicate personnel required to check off (boxes at left and under “Final Grant Review & Approval” column at right)	Checking box below represents your signature
<input type="checkbox"/> Institutional Effectiveness <i>needs the following advance notice: 4-6 weeks for all requests (data, surveys, market research, etc.) (use IR Help Request Form) (Jacque Warnecke, jwarnecke@morainepark.edu, Ext. 3250)</i> - Consulted regarding data needs; reviewed outcome objectives	<input type="checkbox"/> Date: Click to enter date.
<input type="checkbox"/> Human Resources consulted regarding positions (<i>needs 1 week advance notice; submit Personnel Costing Worksheet to GO & save the finalized worksheet in the Grant Managers folder</i>) (Paula Stettbacher, pstettbacher@morainepark.edu , Ext. 3232)	<input type="checkbox"/> Date: Click to enter date.
<input type="checkbox"/> Information Technology consulted regarding technology needs (Christine Kuhaupt, ckuhaupt@morainepark.edu , Ext. 3326)	<input type="checkbox"/> Date: Click to enter date.
<input type="checkbox"/> Finance Office consulted regarding budget (Tara Wendt, twendt4@morainepark.edu , Ext. 3236)	<input type="checkbox"/> Date: Click to enter date.
<input type="checkbox"/> Facilities consulted regarding space needed (Roy Marquez, rmarquez3@morainepark.edu , Ext. 2136)	<input type="checkbox"/> Date: Click to enter date.

Final Grant Review & Approval	Checking box below represents your signature	To be completed only after all signatures are obtained on the left side.
<input type="checkbox"/> Bonnie Baerwald (new proposals must have President approval)	<input type="checkbox"/> Date: Click to enter date.	Comments: Click to enter text.
<input type="checkbox"/> Kathy Broske	<input type="checkbox"/> Date: Click to enter date.	Comments: Click to enter text.
<input type="checkbox"/> Jerry Richards	<input type="checkbox"/> Date: Click to enter date.	Comments: Click to enter text.
<input type="checkbox"/> Carrie Kasubaski	<input type="checkbox"/> Date: Click to enter date.	Comments: Click to enter text.
<input type="checkbox"/> Jim Barrett	<input type="checkbox"/> Date: Click to enter date.	Comments: Click to enter text.

<input type="checkbox"/> Technology/equipment request form information completed <input type="checkbox"/> Gloria Arenz (Academic Requests), garenz@morainepark.edu , Ext. 3121 <input type="checkbox"/> Jennifer Schoonover (Non-academic requests), jschoonover@morainepark.edu , Ext. 3295)	<input type="checkbox"/> Date: Click to enter date.
<input type="checkbox"/> Curriculum Development consulted regarding curriculum (Lisa Pollard), lpollard@morainepark.edu , Ext. 1441)	<input type="checkbox"/> Date: Click to enter date.
<input type="checkbox"/> Other review needed (enter explanation as needed) Click to enter text. (Name: Click to enter text.)	<input type="checkbox"/> Date: Click to enter date.
<input type="checkbox"/> Director of Institutional Effectiveness (Bojan Ljubenko, bljubenko@morainepark.edu , Ext. 3229) reviewed	<input type="checkbox"/> Date: Click to enter date.
<input checked="" type="checkbox"/> Grants Office reviewed (Pete Rettler, prettler@morainepark.edu , Ext. 5706)	<input type="checkbox"/> Date: Click to enter date.

<input type="checkbox"/> Jim Eden	<input type="checkbox"/> Date: Click to enter date.	Comments: Click to enter text.
<input checked="" type="checkbox"/> Pete Rettler	<input type="checkbox"/> Date: Click to enter date.	Comments: Click to enter text.

Comments & Questions: Click to enter text.

Point of Contact Signature (to certify this is accurate and complete – **to be signed off AFTER every signature above is obtained**): Click to enter text.

ATTACHMENT B.2: PERSONNEL COSTING WORKSHEET

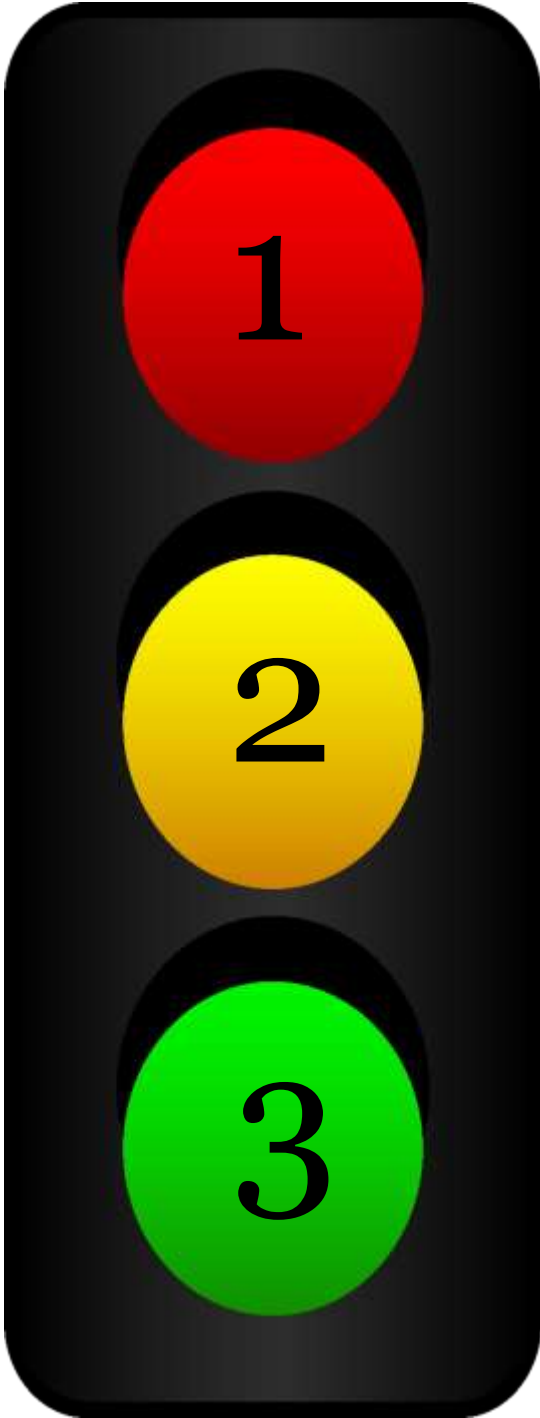
Moraine Park Technical College		Personnel Costing Worksheet			
Personnel Template for Grants		Save this form in the Grant Managers shared drive and notify the Grants Office (<u>one week</u> in advance of when you need information)			
Existing Position		Employee Name			
Grant year of July 1 - June 30					
<input type="checkbox"/> Check if nonstandard fiscal year; indicate grant funding period					
Position Title:		to be completed by Grants Office ONLY			
Position Number:		to be completed by Human Resources ONLY			
Employee Name:		to be completed by grant proposal author			
Current Distribution:		calculated field			
	% to FOAPAL				
	% to FOAPAL				
	% to FOAPAL				
Position costing obtained from:		• Also complete a College Initiative for: 1) any new grant and/or personnel new to grant funding, or 2) personnel coming off of a grant, requiring general fund dollars.			
Date Completed:					
Assumptions:					
Wage increase %	2.5%				
Health Ins increase %	6%				
Dental Ins increase %	5%				
Life Ins increase %	0				
Disability Ins increase %	0	Maximum cost \$162 for Faculty and Management. \$99 for Support Staff			
Employer WRS rate %	6.55				
SS/FICA rate %	6.2 up to \$128,400				
Medicare rate %	1.45				
Grant Funding Summary					
			Grant #1	Grant #2	
			Grant Title	Grant Title	
	Position Cost	Position Cost (hourly)	Grant Funded % (xx.xx%)	Grant Funded % (xx.xx%)	General Fund %
	100%	100%	0.00%	0.00%	100.00%
Total Annual Hours	0				
Wages/Salary	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Medicare	\$ -	#DIV/0!	\$ -	\$ -	\$ -
SS/FICA	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Life Ins	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Disability Ins	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Retirement	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Health Ins	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Dental Ins	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Workers Comp Ins	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Benefit Total	\$ -	#DIV/0!	\$ -	\$ -	\$ -
Grant budget 2019-20	\$ -	#DIV/0!	\$ -	\$ -	\$ -

ATTACHMENT C: MPTC RESOURCES FOR GRANT SUPPORT

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Email</i>
James D. Huycke	Grants Coordinator <ul style="list-style-type: none"> • Procedure • Uniform Grant Guidance • Time and Effort 	(262) 335-5784	jhuycke@morainepark.edu
Jackie Jarvis	Grants Coordinator <ul style="list-style-type: none"> • Grant development/language • Editing and compliance check • Funding searches 	(262) 335-5801	jjarvis@morainepark.edu
Sue Wiese	Grants Specialist <ul style="list-style-type: none"> • Primary point of contact • Scheduling, grants calendar • Grant Client Reporting System • Final proof and submittal 	924-3230	swiese@morainepark.edu
Tara Wendt	Director of Finance <ul style="list-style-type: none"> • Budgeting • Expenditures • Pre- and post-award finances 	924-3236	twendt4@morainepark.edu
Gloria Arenz	Instructional Technology Computer Specialist <ul style="list-style-type: none"> • Equipment/technology requests 	924-3121	garenz@morainepark.edu
Roy Marquez	Director of Facilities <ul style="list-style-type: none"> • Space/office requirements 	929-2136	Rmarquez3@morainepark.edu
Patty Lehn	Director of Marketing & Communication <ul style="list-style-type: none"> • Marketing coordination 	924-6326	plehn@morainepark.edu
Jacquelyn Warnecke	Research Analyst <ul style="list-style-type: none"> • Data needs 	929-3250	jwarnecke@morainepark.edu
Tim Keenan	Purchasing Manager <ul style="list-style-type: none"> • Purchasing requirements 	924-3240	tkeenan@morainepark.edu
Greg Kilgas	Compensation & Benefits Manager <ul style="list-style-type: none"> • Personnel costing information 	929-2137	gkilgas@morainepark.edu
Lisa Pollard	Dean of Beaver Dam Campus <ul style="list-style-type: none"> • Curriculum questions 	887-1441	lpollard@morainepark.edu



Grants at MPTC... easy as 1, 2, 3!



1. GET READY...

Grant Concept and Investigation Form

- Discuss the idea with your supervisor
- Align project with unit and College strategic goals
- Receive formal approval from your VP
- Complete GC&I Form *at least* 30 days before due date
 - Include basic info, FTE projection, draft budget
- Save the form in the Grant Managers shared drive
- Inform relevant parties of the need to sign promptly
- Notify the Grants Office when all signatures are complete

But you are not done yet...

2. GET SET...

Start Project Development Checklist (left side)

GC&I form approval grants permission to *start* an application process

- Complete (but do not submit) the grant application *at least* 7 working days before due date
- As appropriate, contact Curriculum, Facilities, Finance, HR, IR, IT, etc. (Note: some require six weeks advanced notice!)
- Complete required documents (e.g., Personnel Costing Worksheet)
- Save the documents in the Grant Managers shared drive
- Prepare Development Checklist for your VP
- VP indicates personnel required to approve (left & right side both)
- Notify personnel on left that Checklist is waiting for their approval
- Notify the Grants Office when signatures on the left are done

Almost there...

3. GO!

Finish Project Development Checklist (right side)

Now the VPs approve (and the President if a new proposal)

- After all approvals are granted above, notify the Grants Office
- Grants Office contacts VPs (and possibly the President) to approve
- After all VPs/President approve, Grants Office submits

Done!

And please remember...*ALL* grant applications, programmatic reports, fiscal reports and progress reports (including modifications) *REQUIRE* approval *before* submission by the Grants Office!

Please see the Grant Development and Management Guide at: Portal/Employee Tab/Data & Grants Channel for complete information.

Attachment E: Current and Prospective Grants



ATTACHMENT F: MPTC Grants Calendar

July 2018						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2 <i>WIA Training Navigator quarterly narrative progress report to GO</i> <i>TAA4 administrative data due in July</i>	3 <i>WIA Training Navigator quarterly narrative progress report GO/GM review</i>	4 Holiday	5 <i>WIA Training Navigator quarterly narrative progress report to VPs</i>	6 COLLEGE CLOSED	7
8	9	10	11 <i>WIA Training Navigator quarterly narrative progress report VP response</i>	12 <i>WIA report submittal</i> Reminder: T&E due to GO Reminder: T&E semiannual certification memo to GO Client Reporting System quarterly reporting for AEFL grants due	13 COLLEGE CLOSED	14
15	16 <i>WIA Training Navigator quarterly narrative progress reports due</i> ←	17	18	19 <i>Revisions to funded WATs due to GO</i>	20 COLLEGE CLOSED	21
22	23 <i>Revisions to funded WATs to VPs</i>	24	25 <i>Collaborative Welding triannual report due to GO</i>	26 <i>Collaborative Welding triannual report GO/GM review</i> <i>Revisions to funded WATs VP response</i>	27 COLLEGE CLOSED	28
29	30 <i>Collaborative Welding triannual report to VPs</i> <i>Revisions to funded WATs submittal</i>	31 <i>Revisions to funded WATs due (end date of Aug. 31)</i>				

MPTC Events

GO

●State

■AEFL

◆VEA

WTCS

Other Grants

Holidays

Attachment G: Documents of Grant Management

Documents of Authority	<i>Applicable to</i>
All grant proposals must comply with Grants Office Procedure . See Attachment L.	All grants
Planning and Budget Document District grant budgets will be prepared according to the Financial Accounting Handbook . This document contains complete definitions of all accounting and reporting codes and definitions.	All grants
EDGAR (Education Department General Administrative Regulations) Provisions of Title 34 Code of Federal Regulations, Parts 74-86 and 97-99 are presented by the U.S. Department of Education as the Education Department General Administrative Regulations , or EDGAR. This document outlines general provisions for seeking and managing federal grants.	All federal grants, including federal grants administered through state office
OMB (Office of Management and Budget) 2 CFR 200 Uniform Grant Guidance The District is bound by the regulations in 2 CFR 200 published by the Office of Management and Budget in the Executive Office of the President.	Applies to all federal funds
Time and Effort Information can be found on the portal at the Employee tab, Data & Grants channel, Time & effort reporting	Federal and WTCS grants
Grant Client Reporting Guidelines Information can be found on the portal at the Employee tab, Data & Grants channel, WTCS client reporting	Applicable state WTCS grants
Human Resources Information can be found on the portal at the Employee tab, Resources, Hiring Manager Approval Guide (under iCIMS Applicant Tracking System)	All grants
Information Technology Information regarding the equipment/technology request grant process can be found on the portal at the Employee tab, Employee Resources	All grants

Attachment H: Time and Effort Reporting

Moraine Park Technical College (MPTC) Time and Effort Reporting is primarily based on the *U.S. Department of Education Guidelines for Support of Salaries and Related Costs Under Programs of the U.S. Department of Education for Entities Governed by OMB 2 CFR 200*; guidance supplied by Schenck, SC, auditors; and WTCS policies for “Required Support Documentation” in *Remuneration Standards for Federal and State Grants*.

WTCS “Required Support Documentation” states, in part, that documentation must identify the employee, fiscal period, salary, and position. This documentation or ancillary documentation must identify the federal or state projects involved and the time and effort proration to each project. Also, position descriptions must be available. Salaries must be supported by confirming documentation which may consist of time and effort reports, written confirmation by the project supervisor, or similar documentation. Salaries or wages of employees assigned to more than one grant program or other cost objective must be supported by time distribution records signed by the employee. Confirming documentation must be generated contemporaneously at least monthly for instructional and non-instructional staff. Affirming documentation must be signed by a supervisor knowledgeable of the time and effort of the individual employee.

Accordingly, all MPTC personnel supported by federal funds as well as those supported by funds originating from WTCS, including, but not limited to AEFL, State, VEA and WAT grants, follow time and effort reporting standards as primarily set forth in the *Office of Management and Budget (OMB) 2 CFR 200*. There are two types of required time and effort records: general, semi-annual certifications and detailed monthly reports. The type of required record depends on whether job responsibilities reflect single or multiple cost objectives, the difference of which is determined by how an employee works, not how the employee’s position is funded.

An individual who has a single cost objective has a position dedicated to a singular purpose, and completes [semiannual certifications](#) that are signed by a supervisor with first-hand knowledge of the employee’s work. An individual with multiple cost objectives (e.g., serving different student populations with one or more grant sources) must complete detailed [monthly reports](#), after the work has been completed. Reports must reflect the individual’s total work time and identify the portion of time spent on the grant project. The report must be signed by the employee, and supported with documentation of actual effort, not estimates. Supporting documentation could be a work calendar, work product, time log, or class schedule. Relying on time estimates identified in the grant budget rather than actual time recorded through a work calendar or class schedule can result in an audit or monitoring finding of unallowable costs.

When payroll is processed based on budgeted or estimated time and activities, payroll records must be compared to time and effort reports at least quarterly. During the comparison, if the difference between what is budgeted and what is documented in the time and effort reporting is greater than 10 percent (when reviewing quarterly), then payroll charges must be adjusted at the time of comparison. In addition, subsequent quarterly estimates must be amended to more closely reflect actual activity. If the difference between what is budgeted and what is documented in the time and effort reporting is less than 10 percent, the adjustment does not need to occur until the end of the year. However, in the final quarter, payroll charges for the year must be adjusted to reflect actual time spent as supported by time and effort reports.

Specific instructions and required forms are located in the Data & Grants channel of the MPTC Portal.

Attachment I: Grant Initiative Tiers

All grant proposals will go through three primary stages during development and implementation, as follows: **Planning (Stage 1), Submission Process (Stage 2), and Modifications & Reports (Stage 3)**. During Planning (Stage 1), grant developers will gain approval from their VP to pursue the grant, complete the *Concept & Investigation Approval Form* (Attachment A), (except for Tier 3 applications) and prepare a proposal draft. Once a draft has been completed, the grant application enters the Submission Process (Stage 2) in which it is reviewed by GO and gains approval from VPs and the College President (new proposals only). At the successful culmination of this stage, the grant is submitted. Once awarded, grant projects will move into implementation and may require modifications and reports (Stage 3). Grant projects will be categorized by a “Tier” that articulates the level of approval needed by the VPs contingent on units impacted. A description and graphic of “Tiers” is provided below.

Grant Review Process				
		Tier 1	Tier 2	Tier 3
Stage 1: Planning				
Concept Stage Pre-Approval Process by Accountable Unit Leader (VP)		x	x	x
Approval by HR, IT, Finance, Facilities, IE, etc. – as decided by VP		x	x	x
Stage 2: Submission Process				
Accountable VP Approval of Draft (before Grants Office & other VP review)		x	x	x
Grants Office Review		x	x	x
VP Review	Accountable	x	x	x
	Impacted	x	Optional	Optional
	All	Optional	Optional	Optional
College President Review (R) & Signature (S) (new proposals only)		R & S	S	S
Stage 3: Modifications & Report Review				
Grants Office Review		x	x	x
VP Review	Accountable	x	x	x
	Impacted	x	Optional	Optional
	All	Optional	Optional	Optional

Stage 1 (Planning):

- Proposals in both Tier 1 and 2 require preapproval by the accountable VP using the Concept & Investigation Approval Form. Tier 3 does not require use of the Form.
- After this review is completed, the accountable VP indicates which personnel are applicable to the proposal review process (including additional personnel and optional VPs).
- The grant manager completes all necessary forms and develops a final draft.

Continuing to Stage 2 (Submission Process):

- The final draft proposal is initially submitted to the accountable VP.
- The accountable VP reviews the draft proposal and the Grants Office is notified that the review is complete. The Grants Office makes further edits and refinements and assures accuracy with guidelines.

- A final draft (saved to the shared drive) will be routed to designated impacted VPs for review and approval. The College President is then notified to make final approval (new proposals only).

Tier 1 proposals require review by the accountable VP and the VP of any impacted unit during the Planning Process (Stage 1). Tier 2 and 3 proposals require review by the accountable VP with impacted VP review being optional. Once the proposal is reviewed by applicable VP(s), the College President is alerted for approval (new proposals only). Any subsequent budget and program modifications and reports will be reviewed by Grants Office and reviewed and approved by the accountable VP. The Grants Office will ensure that any applicable units, such as HR or Finance, are involved in modifications. Any other VP will have the option to review, as well.

Tier 1 Examples: WTCS applications, except for WAT

Tier 2 Examples: WIOA and Workforce Advancement Training grants

Tier 3 Examples: FDL Area Women's Fund, Society of Plastics Engineers

Rationale

The system of classifying sponsored funding sources into tiers, and the associated policies and procedures are designed to minimize exposure to risk on the part of Moraine Park Technical College. Sources of external funding are to be classified based on an assessment of risk, including, but not limited to:

- the amount of funding,
- requirements for matching (particularly cash match),
- requirements to sustain the project and/or personnel beyond the grant period, and
- the extent of reporting requirements.

These rationale are designed to serve as general guidelines for the Grants Office in determining whether a given funding source falls into Tier 1 or 2.

Tier 1

- Funding in excess of \$100,000 per year
- Cash match requirement
- Requirements that mandate sustaining the project and/or personnel beyond the grant term

Tier 2

- Funding less than or equal to \$100,000 per year
- No cash match requirement
- No requirement that mandates sustaining the project and/or personnel beyond the grant term
- No new personnel

Tier 3 (small grants)

- Funding less than or equal to \$30,000 per year
- No personnel
- No cash match requirement
- No requirement that mandates sustaining the project beyond the grant term

Small Grants (Tier 3)

Criteria: Small grants at MPTC are those that have:

Purpose: Due to the unique nature of some grant funding, this procedure has been established in lieu of the MPTC Grant Concept and Project Development Checklist procedures. However, all pre-and post-award activities are subject to the same internal controls.

Management: All grants require the designation of a grant manager, and all grant managers have the same responsibilities, including signing the Agreement of Compliance, and attending required meetings and trainings.

Application: The designated grant manager completes the required application forms and processes according to the dictates of the funding opportunity announcement, and provides draft materials to the relevant supervisor(s) and Grants Office for review. The Grants Office assures that the grant manager routes application materials to the Finance Department, VPs and others as needed. The Grants Office signs and submits the application in accordance with MPTC policies and procedures.

Award: Award notifications are forwarded to the Finance Department and Grants Office to establish the appropriate accounts. Funding is provided to the Finance Department. With the approval of the relevant supervisor(s) the grant manager requests contingency dollars or prepares a College Initiative as needed when an award falls short of the amount required to complete an approved project.

Procurement and Expenditures: All MPTC procedures relevant to procurement and expenditure are to be followed as described in the Procurement Procedure, Financial Accounting Handbook, et al.

Monitoring: As with other grants, grant managers will meet at least quarterly with the Finance Assistant and members of the Grants Office for monitoring of project outcomes and expenditures.

Reporting: The grant manager prepares drafts of the required reports and circulates them through the Grants Office in accordance with MPTC grants policies and procedures.

PROPOSAL SUBMISSION DEADLINES

All grant proposals will be submitted to VPs based on the grant tier. The MPTC Grant Calendar lists the deadlines for submission of all draft grant proposals, as well as reports, to GO. *The Concept & Investigation Approval Form must be submitted to GO a minimum of 30 days in advance of the application due date to allow for the appropriate review and approval process.* Please note that deadlines will be monitored very closely; missing a deadline may jeopardize submission. The [MPTC Grants Calendar](#) is posted on *myMPTC* under the *Employee tab, Data & Grants channel*, and is available in Microsoft Outlook as “MPTC Grants.”

Attachment J: Grant Management Form



DEPARTMENT OF INSTITUTIONAL EFFECTIVENESS GRANTS OFFICE

Grant Management Form

Name Click here to type name of Grant Manager. **Title** Click here to enter Grant Manager's title.

Date Click here to enter meeting date. **Grant** Click here to enter grant name.

Progress towards outcomes and conducting activities Click here to enter progress.

Major accomplishments Click here to briefly list accomplishments.

Major challenges Click here to briefly list challenges.

Expenditures to date Click here to describe progress on spending down the grant.
(Attach Banner and/or other expenditures to date)

Changes in personnel Click here to enter changes (New hire, benefits, FMLA, hours.)

Time and effort reporting Click here to enter information about status of time keeping records.

Assistance requested Click here to briefly describe assistance requested.

Other Click here to tell us anything else that you might want us to know.

Action Steps Click here to describe actions to be taken prior to the next meeting.
(to be completed by Grant Manager and Grants Office personnel)

Signed _____

Name Grant Manager.

Name Grants Office Personnel.

Name Finance Personnel.

I hereby certify that funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Budget on following page

Attachment K: Institutional Review Board (IRB)

Some grants require IRB approval to protect human subjects. After a grant award, a funder may ask for documentation of IRB approval. Even if a funding source does not require IRB approval, projects that involve the collection of personally identifiable information (PII) should be referred to the MPTC IRB.

MPTC's IRB reviews human subject research proposals to ensure that the rights and welfare of human subjects used in research studies by College personnel are protected, that risks have been considered and minimized, that the potential for benefit has been identified and maximized, that all human subjects only volunteer to participate in research after being provided with legally effective informed consent, that all private information is maintained confidentiality and that research is conducted in an ethical manner and in compliance with established standards. Those individuals seeking to conduct such research may not solicit subject participation or begin data collection until they have obtained clearance by the MPTC IRB.

The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the College using human subjects. The IRB does not assume the role of evaluating the soundness of the proposed research study, the merits of the research design, nor the potential contribution of the research to the scholarly literature. In addition, the IRB does not facilitate the collection of data or disseminate surveys to the college population on behalf of individual researchers. Rather, the IRB is charged with evaluating each project's compliance with ethical standards in regard to issues such as informed consent, confidentiality, and any risk to the participants.

Some research projects involving human subjects may be exempt from IRB approval. These typically include normal educational practices such as work undertaken as a part of a course, educational tests when the subjects are not identified, and surveys or interviews in which the subjects volunteer and are not personally identified.

Attachment L: Grants Office Procedure

Update drafted;
going to PC

<i>PART I: TO BE COMPLETED BY FUNCTIONAL UNIT LEADER</i>	
Functional Unit	Academic Affairs
Procedure Development Delegated to:	Associate Director of Grants
Policy Type	Presidential Parameter (IV)
Policy Title	Budget Management
System Title	Organizational Leadership
Major Process Title	Resource Development
Procedure Number	4FRD0101
<i>PART II: TO BE COMPLETED BY INDIVIDUAL RESPONSIBLE FOR DEVELOPMENT OF PROCEDURE</i>	
Procedure Title	Resource Development
Keyword(s)	grant development and management, foundation funding, grant compliance
Reference(s)	
Original Date	09/2004
Revision Date	09/2013

Narrative Description of Procedure
e.g., principle/purpose/definitions/applications/limitations

Grants Procedure Statement for Moraine Park Technical College

I. Purpose and Authority

The purpose of this organization-wide procedure statement on grant administration is to establish the necessary rules for the administration of grants at Moraine Park Technical College. The authority to issue policies and procedures on grant administration is founded on the Presidential Policy Category #4 dated December 19, 1996, and adopted by the Board of Directors.

II. Persons and Areas Affected

This is an organization-wide Policy Statement affecting all departments that research, apply for or administer grants.

a. Guidelines Regarding the Authority to Apply for Grant Funding

Only the President or an authorized designee may sign and submit grant applications on behalf of Moraine Park Technical College.

b. Coordination of Grant Operations

Moraine Park Technical College must be able to track and manage grants at all stages of the grants process from preliminary research through project closeout. To accomplish this guideline

requirement, the Grants Office is hereby established within the Office of the Vice-President of Academic Affairs. The Grants Office will be responsible for:

- 1) Developing, revising, and distributing the official grants policies and procedures of Moraine Park Technical College.
- 2) Coordinating the tracking of grant applications, awards and major project decisions associated with awarded grants.
- 3) Assisting departments with the interpretation and application of city, county, state, federal or other grant policies.

The Grants Office is an organization-wide point of contact for preliminary funding research and the preparation of grant proposals. The role of this office is to:

- 1) Research appropriate funding opportunities.
- 2) Inform all departments about relevant funding opportunities.
- 3) Assist in the development and writing of grant proposals.
- 4) Upon request, review proposals written by other departments.
- 5) Ensure that all personnel involved in grant planning processes, proposal development, and subsequent program modifications follow the appropriate approval and review process as per the Grant Development and Management Guide.
- 6) Offer training and technical assistance in proposal writing.
- 7) Submit Grant Award and compliance guidelines to Finance Office. Copies are given to Grant Manager and/or their manager if needed.
- 8) Review budget and activities of grants twice a year.
- 9) Provide liaison between Grant Manager and College for access including Banner, training opportunities, etc.
- 10) Work collaboratively with Grant Managers and appropriate internal staff to prepare for external audits and evaluations as requested by funding source.

Departments are strongly encouraged to develop and share their own expertise in the grant development/proposal writing and to use the services of the Grants Office when needed.

c. Acceptance of Grants

Federal and Foundation grant awards must be accepted by the President's Cabinet or their designee. Prompt acceptance of grant awards either by regular or emergency adoption is essential in order to expedite the execution of awarded grants by the President or authorized designee. To ensure that grants are promptly accepted by Moraine Park Technical College, the following shall be observed by all departments:

- 1) The President or an approved designee is the only person authorized to sign and accept grant awards.

d. Responsibility for Grants

President of the College shall:

- 1) Inform Board of grant award
- 2) Sign any necessary documents for receipt of grant award
- 3) Provide information to community regarding the receipt of funds

Vice Presidents, Deans, Associate Deans, faculty and key technical staff are responsible for identifying problems within the system, generating project ideas/solutions, identifying additional funding opportunities, participating in program planning, proposal writing, managing the day-to-day functions and addressing compliance issues associated with a successful grant award.

Those aforementioned personnel charged with grants responsibilities shall:

- 1) Designate a Grant Manager for every grant awarded to the department.
- 2) Implement awarded grant projects according to the terms and conditions of each grant award.
- 3) Ensure the department's Grant Manager tracks grant awards and consults with the Grants Office on a regular basis.
- 4) Ensure that Grant Managers know how to assign project expense codes, complete drawdown forms and monitor funding using prescribed procedures.
- 5) Ensure that requests for grant funds are promptly submitted to minimize the advance of internal

- funds. Approve grant drawdown requests whether on an advance or reimbursement basis.
- 6) Attend Grant Managers' meetings when appropriate and ensure that the department's Grant Managers attend meetings hosted by the Grants Office.
 - 7) Ensure that project reporting requirements and deadlines for submission are observed.
 - 8) Self or designee shall act as certifier of all grant documents, as necessary.

Grant Managers shall:

- 1) Review grant personnel requirements with the Human Resources Department staff.
- 2) Work with Human Resources to post and fill positions.
- 3) Review grant objectives, activities, and budget and share with staff when applicable.
- 4) Work with IT staff to gain access to Banner.
- 5) Direct the allocations of funds for the grant by working with the Finance Office to set up accounts.
- 6) Inform staff working in grants via form letter of percentage of staff time in grants.
- 7) Oversee to ensure that Time and Effort logs are completed and filed monthly, if required, and/or Semiannual Grant Certification Memos completed, if required.
- 8) Monitor, approve and maintain monthly records of Time Accounting (after-the-fact), if required.
- 9) Maintain records of match or leveraged funds. Records will be retained with the grant budget documents for at least five (5) years.
- 10) Complete by the deadline all necessary reports (e.g., expenditure reports, mid-year or end-of-year, client reporting, reimbursement requests, and performance evaluations). Disseminate copies to supervisor and Grants Office as appropriate.
- 11) Forward any correspondence with funding sources including, but not limited to, copies of changes to award letters, denial letters/emails, major budget changes, reports, and other important documents related to the College's grant to the Grants Office.
- 12) Hold meetings as needed, at least quarterly, with Finance Office to review budgets and make adjustments.
- 13) Certification records, if required, will be signed by Grant Manager and Grant Manager's supervisor. Fiscal records will be certified by Grant Manager and Finance Office. A copy will be maintained with grant records by the Grant Manager.
- 14) Grant Managers will be required to attend all Grant Manager training and meetings and follow College procedure for professional development. Required training includes: new Grant Manager orientation, time and effort, budgets, reporting requirements, grant modifications, client reporting, and funding source training, if applicable.
- 15) Follow College procedure for purchasing equipment. Grant Managers must follow the equipment/technology request process for ordering equipment and software; be sure to check 'yes' if all or part of this request is funded with a grant. Inventory lists that include serial numbers, location and description of items will be updated annually and maintained by the Grant Manager.
- 16) Follow funding source guidelines for usage and disposal of inventoried items after granting period.
- 17) Sign and approve subcontracts or sub-grants. Involve Dean of Economic and Workforce Development and Finance Office as applicable to ensure compliance. Grant Managers will maintain records of all subcontracts.
- 18) Follow granting agency guidelines for grant closeout procedures. Grants Office and Finance Office will assist Grant Manager with closeout requirements. Grant records must be retained for five years in the event of an external audit.

e. Human Resource Department Grant Functions and Responsibilities

The Director of Human Resources or designee shall:

- 1) Receive personnel requirements and submit information to Human Resource Committee for approval. Grant Managers will use the process as identified in the Grant Guidelines, i.e., completion of the personnel costing sheet, when developing a proposal.
- 2) Work with Grant Manager to hire personnel in the grant.

f. Finance Office Grant Functions and Responsibilities

The Vice President of Finance & Administrative Services or designee shall:

- 1) Have exclusive authority to deposit all grant funding received by Moraine Park Technical College into appropriate accounts designated by the Finance Office.
- 2) Establish appropriate account code assignments for charging costs to grants. (Account codes must not conflict with the items of cost contained in the approved grant budget.) Finance staff to confer with Grant Manager to assure correct allocation of funds.
- 3) Record revenues and expenditures associated with approved grants.
- 4) Ensure that the accounting system of Moraine Park Technical College is capable of tracking revenue and expenditures associated with every grant award regardless of how grant funding is appropriated.
- 5) Issue regular reports on the status of grant-funded projects to operating departments and issue special reports, when needed, to the President and/or Grants Office.
- 6) Approve grant drawdown requests whether on an advance or reimbursement basis.

g. Independent Audit of Approved Grants

The Vice President of Finance & Administrative Services charges the independent audit firm with the responsibility for conducting grant compliance audits in conjunction with the single audit compliance requirements. All grants awarded to Moraine Park Technical College are subject to the possibility of a compliance audit. The President may request a special internal audit of any grant awarded to Moraine Park Technical College.

III. Policy Implementation

The Grants Office shall be responsible for implementing this Statement of Procedure on Grant Administration through procedures and other guidance documents.

The Distinguishing between Sub-Recipients and Contractors form is a part of the Uniform Grant Guidelines for Federal Awards procedure, [4FBM0303 - Uniform Grant Guidelines for Federal Awards](#).

Distinguishing between Sub-Recipients and Contractors

The following criteria are intended to serve as a guide to help determine whether a working partnership is a contractor or sub-recipient relationship. The table which contains the majority of items marked 'yes' is likely the relationship that exists. Whether the partner is an individual or an organization does not determine the sub-award or contractor relationship. It is the work being performed that determines the relationship. An individual may be a sub-awardee, just as an organization may be a contractor.

Grant managers are required to complete the following checklist and submit it to the Finance Department to be maintained with grant records for audit purposes.

Provider being considered _____

Sub-recipient Characteristics	Yes	No
Carries out a portion of the Federal award		
Determines who is eligible to receive Federal assistance		
Has performance measured in relation to meeting Federal program objectives		
Has responsibility for programmatic decision making		
Needs to adhere to Federal program requirements contained in award		
Uses award to carry out a program for public purpose		

Contractor Characteristics	Yes	No
Purpose is to obtain goods and services		
Provides goods and services in normal business operations		
Provides similar goods or services to many different purchasers		
Normally operates in competitive environment		
Provides goods and services that are ancillary to the operation of the Federal program		
Is not subject to the compliance requirements of the Federal program		

Based on the above criteria, we have determined that the above named provider is considered a

Sub-recipient Contractor

for purposes of MPTC award _____.

Signature of MPTC Grant Manager _____

Date _____

GLOSSARY OF TERMS

Please note that these definitions are those as currently used within the MPTC District. Precise meanings of some terms may vary from agency to agency.

Accountable Managers: In our district, this is the upper-level administrator who has overall responsibility and accountability for ensuring that the grant program is implemented as proposed, and for guaranteeing that all fiscal and program requirements are met. However, the Accountable Manager may or may not be directly involved in day-to-day grant project operations. Those day-to-day operations may instead be assigned to a **Grant Manager**.

Administrative Costs: A separate line item in the budget that allows the College to recoup some of the costs of administering a grant, such as supervision of a grant manager.

Allocation award: A type of non-competitive grant allocated to the district on a funding formula basis for a purpose authorized by the federal government. These are usually “pass-through” grants, in which the Wisconsin Technical College System is the grantee and the district is a sub-grantee.

Allowable Activities: Grant-funded activities deemed eligible for reimbursement by the grantor. All activities in WTCS applications need to be reflected in the budget.

Allowable Cost: A cost for which an institution or agency may be reimbursed under a grant or contract with a funding source.

Appropriation: Monies received as a pass-through from a governmental source based on a formula.

At-risk: In the Wisconsin Technical College System the term ‘at-risk’ is used to describe groups of students that are underperforming relative to “all students.” They may include the “traditional” special population groups (which each have a data element in client reporting) as well as other groups the college has determined through the use of local data as underperforming.

Audit: An examination of financial records or accounts to check their accuracy.

Authorized Organizational Representative (AOR): This is the person who has the legal authority to enter into agreements. This authority is limited to the President or designee.

Award Letter: Written notification from the funding agency indicating that a project has been funded, providing the length and the amount of the award.

Budget Cycle: The annual fiscal year (for example, July 1 through June 30) which indicates when funding sources will make their grants. Federal/foundation grants may not follow this cycle.

Budget Revision: This term is generally used to refer to a formal request to the external grantor agency to modify the project budget. Revisions require the signature of the President or designee.

Catalog of Federal Domestic Assistance (CFDA): Contains information about Federal grant and loan programs available from Federal agencies to assist the American people in furthering their social and economic progress. Each program is assigned a CFDA number. This is used in the audit for grant identification purposes, so it must be accurate.

Categorical Aid: Federal or state funds specified for specialized area.

Competitive Application: This describes a grant funding process for which applicants must compete.

Compliance: The act of fulfilling fiscal and program requirements of the grantor. This may include obedience to applicable law, regulations, and guidance that are not part of the grant itself.

Consortium: A group of organizations sharing in the finances and/or administration of a single grant to accomplish that which no one can do as effectively as when working together.

Consultant: A person external to an organization with relevant expertise.

Copyright: A statement of legal control over a document (usually by its author) such that anyone seeking to reproduce said document must first obtain permission of the copyright holder.

Deadlines: Dates by which materials must be submitted. For federal grants, pay close attention to time zone and whether the deadline is "to be received " or "postmarked." Most are now the former.

Demonstration Grant: Generally of limited duration which seeks to test the feasibility of an idea, approach or program.

Direct Cost: Expenses which can be itemized by categories having descriptive terms for utilization of funds, e.g., salaries and wages, travel, etc.

DUNS Number: Data Universal Numbering System often used for federal proposals. MPTC's: 066864515.

Federal Award Identification Number (FAIN): Specifically identifies a particular grant.

Federal Entity Identification Number (FEIN): Identifies a recipient of federal funding. The District's number is 39-1088212.

Federal Register: Contains proposed and final guidelines, and other administrative regulations of programs as announced by Federal agencies in precise working of the law. Found at: <http://www.gpoaccess.gov/fr/>

Finding: This usually refers to some violation of law or policy that was identified during a fiscal or program audit. Findings usually require an agency to take prompt steps to correct the violation. (This term also has an unrelated meaning in research fields, where it is used to identify some important information that has been learned.)

Fiscal Year (FY): Is designated by the calendar year in which it ends, e.g., FY 12 covers the period July 1, 2015 to June 30, 2016. The Federal Fiscal Year is Oct. 1 through Sept. 30.

Formula Grants: Funds distributed by the Federal government (usually to state agencies) for use in specified projects. The funds are awarded on the basis of demographic and economic data from which a formula has been computed.

Fringe Benefits: Benefits such as life and health insurance, retirement, unemployment compensation and workers compensation that are paid in addition to salary. Benefit packages change yearly.

Full Time Equivalent (FTE): Grant proposal budgets may require staff time to be recorded by FTE. One FTE = a full-time position.

Goals: Goals are large statements of what you hope to accomplish or see that are not measurable and create the setting for the proposal.

Grant Client Reporting: Records containing information about persons served through grants financed by WTCS administered funds. This information is entered by project staff into Banner. The client data is required by WTCS administered grants. Specific rules govern how information is entered by project staff into Banner. Grant client reporting data is used by the state for state and federal reporting, data analysis, and budget planning at the state level, and is critical to the college for planning and budget purposes.

Grant Manager: The grant manager is the employee directly responsible for day-to-day grant project operations. The grant manager may also be assisted by other staff members. This may not be an official job description title, but instead refers to a function that may be provided by employees typically (but not necessarily) classified as a coordinator, teacher-on-special assignment, program manager, program administrator, or grants specialist. The grant manager is sometimes also designated as the contact person for a grant. See also Principal Investigator.

Grantee/Fiscal Agent: One who receives and administers a grant.

Grantor: Agency that gives funds to carry out projects.

Indirect Costs: Those costs that cannot be assigned specifically to a particular program, project, or activity. These costs are incurred for purposes necessary to the operation of the institution or agency; for example, library resources, building maintenance, and general administration. Sometimes referred to as “overhead.” Indirect costs usually are calculated as a percentage of direct costs on a separate budget line.

In-kind Contributions: (see also matching funds) Costs such as personnel, office space, training space, supplies, materials, printing/copying, and loaned equipment in lieu of cash that are used as contributions to the project.

Institutional Review Board (IRB): A committee comprised of faculty and staff from diverse backgrounds and a community member, that reviews research protocols involving human subject participants to ensure that the rights of the participants are protected, that they are not subject to unreasonable harm (physical and emotional), and that information about them is kept confidential.

Letter of Intent: A letter from the College to the funder, before the application is due, indicating the intent of the College to submit an application. This does not obligate the College to submit, but it alerts the funder as to how many applications are likely to be submitted.

Letter of Support: A letter from a partner or supporter of the college urging the funder to grant an award. These letters typically do not commit the supporter to any participation in the project, as opposed to a Letter of Commitment.

Letter of Commitment: A letter from a grant partner indicating their role in the project and the resources they commit. These letters are increasingly required and can impact the probability of funding.

Leveraged Resources: (see also matching funds) Any resource, other than the federal share and non-federal contribution, expressed as a dollar figure, acquired or utilized during the project period that supports the project. These could include: cash, office space, staff salaries and benefits not covered by grant, printing and mailing services, staff computers, network support.

Matching: (see also in-kind contributions) Cash or "in-kind" support contributed by the grantee to fulfill objectives of project. Amount of needed matching funds varies with program. Matching funds and leveraged resources could include: cash, office space, staff salaries and benefits not covered by grant, printing and mailing services, staff computers, network support, and unrecovered indirect cost rates. Matching dollars are usually expressed as a percentage: for example, a matching grant might cover 50% of the project cost, which means you have to find another source or sources to cover the remaining 50%. "1:1" match means you must match every \$1 of grant funding with \$1 of non-funding source funding.

Measurable Objectives: Objectives are operational and measurable. There are two types of objectives: process objectives and outcome objectives. See definitions of each below.

Needs Assessment: A continuous, formal process for identifying in what areas and by how much the present system is short of an ideal state.

No-Cost Extension: A formal request to the grantor agency to extend the project period beyond the ending date. The extension may be requested for specified periods of time. No-cost extensions are to be regarded as suitable for truly unusual circumstances only, and habitual use is considered poor grant management.

Nonprofit Status: Both the College and the Foundation have 501(3)(c) status. This is especially important for funding sources that require only nonprofits to apply.

Outcome Objectives: Outcome objectives measure program's effectiveness. These objectives are Specific, Measurable, Action Oriented, Realistic, Time and resource limited.

Pass Through Agency: State or local agency that receives federal funds and conducts its own application and award process.

Principal Investigator (PI): Principal Investigator, Project Manager, and Grant Manager are generally used interchangeably and denote the same meaning.

Process Objectives: Process objectives measure the steps that the organization is taking to meet the goal. Examples of process objectives: to establish, to attend, to purchase, to implement, to train. Normally reflected in the activity section of the grant proposal.

Project Revision: This term is generally used to refer to a formal request to the external grantor agency to modify the project activities or timeline. Revisions require the signature of the President or designee. All revisions are sent from the Grants Office.

Project Period: These are the dates on which project activities will begin and end. The beginning date is often July 1 to June 30 (for most grants, especially state or federal administered through the state grants).

Project Program Officer: The Federal or State agency representative who has the task of monitoring the project, providing technical assistance to the project, and insuring that the objectives are carried out within the framework of regulations.

Request for Proposals (RFP) or Request for Application (RFA): An announcement by an agency that it is accepting proposals to accomplish a specific objective, using strict guidelines and technical components.

Subcontract: When another agency or department completes specific activities in the grant through contracted services.

Supplement: The use of grant funds to enrich, expand, or improve activities already funded through other means, while continuing the original funding. This is an appropriate use of grant funds.

Supplanting: Use of grant funds to pay for ongoing activities already budgeted or for the usual activities assigned to a position. This is not an appropriate use of grant funds, and could result in criminal prosecution.

Time and Effort Reporting: A requirement of grants using federal funds, including “pass through” grants. All individuals who are grant funded or provide match through in-kind are subject to time and effort reporting. See specific documents for more information.

Unsolicited Proposals: Agencies may allow institutions to submit proposals which may or may not match the priorities of those agencies. This may be an offer to perform tasks which are not the results of an RFP announced by the agency.

Agreement of Compliance

I have read, understand and agree to comply with all policies and procedures as described in the Moraine Park Technical College Grant Development and Management Guide. I understand that agreement to these policies and procedures includes agreement to comply with all relevant Federal, State, and local laws, statutes, regulations and ordinances, as well as the assurances, representations and certifications conditional on award acceptance such as those included in the SF 424. These sources specifically include but are not necessarily limited to:

Adult Education and Family Literacy Act
Age Discrimination Act of 1975 as amended
Americans with Disabilities Act of 1990 (ADA)
Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV)
Civil Rights Act of 1964 (particularly Title VII)
Coordinated Review Process, Executive Order 12372 (largely not currently applicable in Wisconsin)
Cost Accounting Standards (CAS) for Educational Institutions, 48 CFR Part 9905
Crime Awareness and Campus Security Act (Clery Act)
Department of Education's National Reporting System (Outcome Indicators)
Digital Accountability and Transparency Act (DATA)
Drug Free Workplace, Schools and Communities, and Workforce Acts
Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74-77, 79, 80-82, 84, 85, 86, 97, 98, & 99
Equal Employment Opportunity
Equal Opportunity for Veterans
Equal Pay Act of 1963 as amended
Family Education Rights and Privacy Act (FERPA)
Federal Acquisition Regulations (FAR) 48 CFR Chapter 1 (primarily for federal funds received prior to December 26, 2014)
Federal Funding Accountability and Transparency Act (FFATA)
General Education Provisions Act (GEPA), particularly §427 and 437
Government Performance and Results Act of 1993 (GPRA)
Hatch Act
Higher Education Act of 1965 (Title IV)
Improving Access to Services for Persons with Limited English Proficiency
Lobbying Disclosure Act of 1995
Office of Civil Rights Vocational Education Program Guidelines for the Elimination of Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap
Privacy Act of 1974
Rehabilitation Act of 1973 §504
Sex Discrimination (Title IX)
System for Award Management (SAM)
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.
Uniform Grant Guidance (2 CFR 200)
Wisconsin Fair Employment Law
Wisconsin Single Audit Guidelines, Standards, and Procedures
Wisconsin Statutes Chapter 38, Technical College System
Wisconsin Technical College System grant application formats, program evaluations, data collection and reporting requirements
Workforce Innovation and Opportunity Act of 2014

I further certify that to the extent I am managing federal funds, I have completely read, understand and agree to abide by 2 CFR 200 Subpart E, Cost Principles. I am aware that if I have questions or problems, I can contact the Grants Office for input.

Signed, Grant Manager

Date

Signed, Grants Office Personnel

Date

A copy of this form is to be maintained by the Grants Office.