

GRANT MANAGER BROWN BAG

NEW GRANT ACCEPTANCE AND SET-UP

MARCH 18, 2024

BACKGROUND

- Post Award Work Group

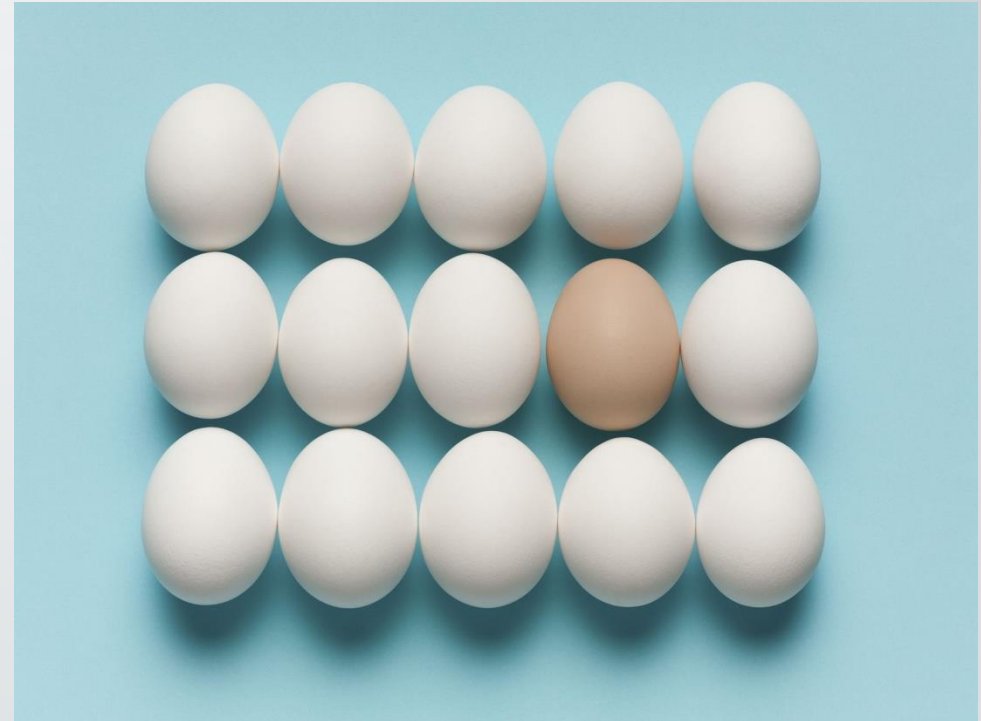
- Grants & Business Teams working together collaboratively
- College and District offices represented
- Two primary goals
 - To improve efficiency, effectiveness, and consistency in practice and process, while reducing duplication of effort and miscommunication
 - To ensure compliance with federal Uniform Guidance in the management and reporting of our federal grants

- Timeline

- Spring 2021: Work group began meeting informally
- 2022: RCCD contracted with FCMAT to review post award practices and make recommendations for improvement
- Winter 2023: Work group began meeting more formally to make recommendations for improvement in such areas as Grant Acceptance, Annual Budget Development, Financial Tracking & Reporting, Subaward Management, Drawdowns, and Closeout
- January 2024: First set of recommendations regarding Grant Acceptance were approved by DBAC.

GRANT ACCEPTANCE: MOTIVATION

- Goal:
 - 1) To separate the receipt of grant funds from the expenditure of grant funds
 - 2) To reduce duplication of effort
 - 3) To improve the speed with which we accept grants (and subawards)
 - 4) To reduce inconsistency and confusion



GRANT ACCEPTANCE

- Seven Recommendations
 - Approved by Post Award Group in December 2023
 - Approved by DBAC in January 2024
 - Approved by DSPC in February 2024
 - Approved by Chancellor's Cabinet March 2024



GRANT ACCEPTANCE - RECOMMENDATIONS

Recommendation	Background/Need
1) Process will separate grant acceptance from new grant set-up	<ul style="list-style-type: none">• Currently there is no specific process for accepting grants.• Grant documents are not consistently processed, which has led to delays.
2) Grant acceptance will be led by college grant and business teams as established by the colleges.	<ul style="list-style-type: none">• There is a lack of consistency in who processes grant award documents, which can lead to duplication of effort and/or delay the process.
3) College presidents, or designee, will sign all documents related to college-awarded grant, while the Chancellor, or designee, will sign documents related to district-awarded grants, unless otherwise requested by the funding source.	<ul style="list-style-type: none">• The college president is the Authorizing Organizational Representative on all federal, state and local grant applications.

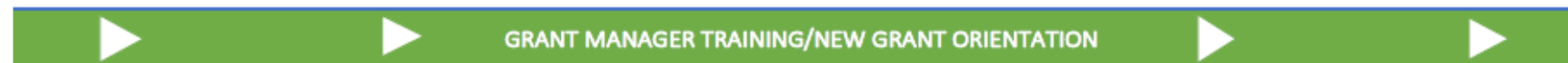
GRANT ACCEPTANCE - RECOMMENDATIONS

Recommendation	Background/Need
4) Grant and Business teams will develop and implement a Change in Status Form to replace the currently used Contract Transmittal Form	<ul style="list-style-type: none">• The Contract Transmittal Form is a Purchasing form to process expenditures, not revenue generating contracts.
5) All new grants will be presented to the Board of Trustees as consent action items.	<ul style="list-style-type: none">• Title V requires that all contracts are approved by the Board of Trustees.
6) Grant Navigator will serve as the repository for formal grant documents, including grant award agreements, modifications, amendments, and other signed documents; Business and Financial Services, including Purchasing, will receive a copy of these documents as part of the Set-Up process.	<ul style="list-style-type: none">• The Purchasing Office is the current repository for grant documents.• A grant focused repository that includes all grant documents will facilitate audit requirements, reporting, and other tasks.

GRANT ACCEPTANCE - RECOMMENDATIONS

Recommendation	Background/Need
<p>7) Colleges will develop a pre-award process that ensures grants are reviewed and approved prior to submission, particularly the grant budget, thereby facilitating a smoother grant acceptance process.</p>	<ul style="list-style-type: none">• The goal is to maintain control and authority over grants at the level closest to the work of the grant.• A consistently applied pre-award process will facilitate the grant acceptance process.

New Grant Award Acceptance and Set-Up



Responsible Parties: GSP, BFS, Grants Office, Business Office

Tasks:

- * Provide new grant orientation to Project Director/Project Team
- * Include Grant Manager in Grant Acceptance and New Award Set-up activities
- * Provide additional consultation as necessary *

- * Provide copy of Grant Operating Procedures
- * Add Project Director to Brown Bag Invite List

FROM RECOMMENDATION TO PRACTICE: AWARD RECEIVED

- All new grant award and subaward documents and other change in status documents should be shared with Grants Office immediately upon receipt
 - New Grant Award Agreement
 - New Subaward Agreement
 - Modifications
 - Amendments
 - No Cost Extensions
- These documents only come to the PD and the President; the Grants Office does not receive a copy



FROM RECOMMENDATIONS TO PRACTICE – GRANT ACCEPTANCE

- Each grant is different
- The majority of grants do not need to be signed
- A consistently followed pre-award process will expedite grant acceptance and set-up
- Grants Office will determine what happens next based on a series of questions



FROM RECOMMENDATIONS TO PRACTICE

GUIDING QUESTIONS

Guiding Questions	Response
1) Is the statement of work and budget still relevant?	If yes, no action necessary. If no, Grants Office will pull together Project Team, including project director, business, and others, to discuss strategy
2) Are there Conditions of Award to address?	If no, no action necessary If yes, Grants Office will work with Project Director and others to address Conditions of Award
3) Was application reviewed and approved prior to submission?	If yes, no action necessary If no, Grants Office will send application to Project Director, Project Supervisor, appropriate VP, and President for review/approval prior to acceptance and/or set-up

FROM RECOMMENDATIONS TO PRACTICE

GUIDING QUESTIONS

Guiding Questions	Response
4) Was the budget reviewed and approved prior to submission?	If yes, no action necessary If no, Grants Office will send budget to Business Office for review and approval prior to acceptance
5) Has there been any changes in circumstance since submission? <ul style="list-style-type: none">a. Changes in staffingb. Significant and unexpected change in Salary or Benefitsc. Discontinuation of targeted program/projectd. Changes in institutional priorities	If no, no action necessary If yes, Grants Office will pull together project team to discuss changes, the impact on the project, and if the college can still implement the grant.

FROM RECOMMENDATIONS TO PRACTICE

GUIDING QUESTIONS

Guiding Question	Response
6) Does document need to be reviewed by General Counsel? a. Local or Private Source of Funding b. Subaward Agreement c. Contract includes new items and/or other potential risks	If no, not action necessary If yes, Grants Office will send to General Counsel for review
7) Does document need to be signed?	If yes, and the above steps have been addressed, as necessary, Grants Office will send to President/Chancellor for signature If no, and the above steps have been addressed, as necessary, grant is accepted

FROM RECOMMENDATIONS TO PRACTICE SIGNATURE

- Most funders want the Authorized Organizational Representative (AOR) to sign the Grant Award Agreement
- The AOR is the President at the Colleges and the Chancellor at the District
- Unless otherwise specified on the grant document, the President should sign grant documents

Notables

- Grants from the California Community Colleges Chancellor's Office almost always want the Chancellor to sign; they are awarded to the "District"
- Grants from the federal government are almost always awarded to the "College"
- NOVA presents its own challenges

FROM RECOMMENDATIONS TO PRACTICE: NEW GRANT SET-UP

- Once the grant has been accepted, the Grants Office will work with the Project Director and the Business Office to complete the New Grant Set-Up form
- The first 4 tabs will be completed at the college/program level, while the last tab is completed by the District Business Office
- Fully executed grant agreement, Terms and Conditions, and grant application, including budget, should be attached to New Grant Set-Up form when sent to District Business Office

NEW REVENUE GENERATION / GRANT AWARD SET-UP				
		Type of Grant	Funder	Award Period
Source of Funds				
CFDA # (if a federally funded grant or subaward)				
What would you like to call your grant:				
Project Supervisor/ Project Director:				
Please provide the Galaxy Approval Tree for Requisitions				
Approval Priority	Approver Name	Approval From Amount	Approval To Amount	
1			999,999,999.00	Budget Director
2			999,999,999.00	Area VP over current bid limit
3			999,999,999.00	College FTA
4			999,999,999.00	District Budget Analyst
5			999,999,999.00	
			999,999,999.00	
			999,999,999.00	

FROM RECOMMENDATIONS TO PRACTICE: BOARD APPROVAL & BUDGET SET-UP

BUSINESS & FINANCIAL SERVICES

- Business Office will utilize the New Grant Set-Up Form to complete the Budget Resolution that is sent to the Board
- Board must approve the Budget Resolution before the grant can be set-up in Galaxy and before funds can be spent
- New Grant Set-Up and attached documents will be stored in Purchasing

GRANTS & SPONSORED PROGRAMS

- Grants & Sponsored Programs will develop a consent agenda item for all new grants received each month
- Consent agenda item will include funder name, amount of award, purpose of award, and responsible office/program
- New grant documents will be stored in Grant Navigator for ease of access by Project Director, Business Office, and others

OTHER CHANGE IN STATUS DOCUMENTS

- This process is designed to assist with other changes as well
- Anytime a grant changes status there should be a conversation among impacted parties, including:
 - Grants
 - Business
 - Vice President
 - President
- But you may also need to follow the pre-award process depending on the change

Change in Status Routing Form	
Date:	<input type="text"/>
Routing Person:	<input type="text"/>
Type of Action:	
<input type="checkbox"/> New Award Agreement (prime and sub)	
<input type="checkbox"/> Modification/Amendment:	
<input type="checkbox"/> No cost extension <input type="checkbox"/> Additional Funding <input type="checkbox"/> Change in Project Director <input type="checkbox"/> Other <input type="text"/>	
<input type="checkbox"/> Other <input type="text"/>	
Project Title (as listed on the award agreement): <input type="text"/>	
Funding Agency/Program (if pass through, list source as well as pass through entity): <input type="text"/>	

FROM RECOMMENDATIONS TO PRACTICE EFFECTIVE DATE

- At the District level, we are beginning to use the new process **now**
 - District is no longer using the Contract Transmittal Form to process new awards
- At the College level, each college is currently working to develop/revise existing processes to include the New Grant Acceptant and Set-Up process
- The college Grants Office will be sharing more information at the local level



WHAT'S NEXT

- The Grants Offices will work with the Business Offices to conduct college-specific workshops on new grant processes, including:
 - Applying for a grant
 - Accepting a grant
 - Setting up a grant
- The Grants Offices are looking at options for creating an electronic routing process that is trackable



QUESTIONS OR FEEDBACK??

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