FLORIDA STATE COLLEGE AT JACKSONVILLE
RESOURCE DEVELOPMENT

Mission: To seek and obtain eternal funds
for the support of new and existing programs that will improve
student achievement at Florida State College at Jacksonville.

Grant Programs / Sponsored Projects

Implementation Manual

A Department of

INSTITUTIONAL ADVANCEMENT

Resource Development
Grant Programs/Sponsored Projects
Implementation Manual

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INTRODUCTION

PURPOSE

Overview

This manual is intended to be the primary reference resource for managing your grant award. It provides nuts-and-bolts guidance on how to be a responsible and effective grantee.

Grants are awarded by a funding agency (often a government department, corporation, foundation, or trust) to a recipient, such as the College. In order to receive a grant, some form of “grant writing” occurred, often referred to as a proposal or an application. Most grants are for a specific project and require some level of compliance and reporting. The guidelines, as well as the application process, can be in writing or electronic, as specified by the funding agency.

Grant agreements may be in the form of an approved application or sometimes in a contract, causing some confusion. The terminology is important because different rules and regulations may apply to the awarded grants. Therefore, it is essential for the Grant Coordinator[1] to know and understand the specific parameters and regulations associated with their grant award.

This manual is provided by the Resource Development Officer (RDO) during your orientation (see Section D. Orientation) to help you understand the requirements of your externally funded program.

When you accept a grant award, you accept responsibilities regarding the management and administration of programmatic, financial, and reporting aspects for the grant project. These responsibilities may include hiring personnel, purchasing supplies, services and equipment, and planning authorized travel and training.

Guidelines and steps for you to follow in order to complete these responsibilities are outlined in this manual.

Types of Grants

Direct Federal Grants

When the College receives a direct grant, the College has a direct relationship with the granting agency. Funds do not flow through another entity. The federal granting agency is responsible for overseeing direct grants and ensuring that the grant is completed in accordance to all requirements and ensuring that funds are spent appropriately.

State-Administered Grants

In a state-administered grant, the applicable state agency is responsible for all aspects of the program, from approving the application for funds (either by formula or through a competitive

[1] The title of the staff member listed in a grant awarded project may vary (Project Coordinator, Program Manager, etc.). For consistency,this manual will use the term “Grant Coordinator” to refer to any person who serves as the key individual directly responsible for the delivery of program activities in order to achieve goals, outcomes, and deliverables. The term “Grant Coordinator” could be synonymous with Program Director, Program Manager, or Program Coordinator.

process, depending on the program), disbursing funds, and/or ensuring that the College's campus and departments comply with the programmatic and fiscal requirements of the program.

Local/Other Grants

Local/Other grant funding is available through local and national foundations as well as from city or county grant programs. These funds typically address a specific focus/need, are typically short term, and award amounts are smaller than direct and state-administered grants.

Formula Grant

A formula grant is based on a formula established by law. Eligibility for formula grants is typically based on criteria such as population, poverty level, or number of students in special populations (such as homeless students). Grant applicants are typically not competing with each other for funds, but the granting agency can impose s rigorous application process for formula funding.

Discretionary Grants

Discretionary grants, sometimes also known as competitive grants, permit the granting agency to exercise discretion over the selection of entitles for funding. The criteria for applying and receiving a discretionary grant could be defined by federal laws or regulations. With certain programs, the entity responsible for selecting grantees has a relatively wide discretion in the establishment of criteria.

Other

Other projects/grant awards may include gifts, contracts, etc. These vary in nature and by composition. When external funds are involved, it is best to work with the Resource Development department as well as Project Budgeting and Accounting to determine if the project needs to be set up via the Resource Development department.

THE KEY PERSONNEL

Overview

Resource Development Officers work collaboratively with the College department or campus personnel to obtain external funds. Many key players may be involved in the process throughout the life of the grant. The Resource Development Officers will assist in all processes in this section.

Resource Development Officer (RDO)

The Resource Development Officer (RDO) assists project staff with the management of grant programs. The RDO responsibilities include the following:

- Be familiar with the Request for Proposal (RFP)/guidelines and compliance issues
- Help facilitate meetings and discussion on proposal content within the program guidelines
- Assemble and submit required documents to project accounting to establish the budget and allow the hiring of required personnel (All position authorizations are processed through the **Resource Development Officer.**)
- Conduct an orientation meeting with the Director of Project Budgeting & Accounting for the project's supervising administrator, project staff, and the appropriate department and/or division staff as needed to discuss specific requirements for managing the grant
- Draft and obtain approvals and signatures for subcontracts, if necessary
- Assist in the development and submission of program and budget amendment requests, if required
- Provide the Director of Project Budgeting & Accounting (DPBA) with approved budget amendments
- Prepare revised position authorizations as needed in accordance with the provisions of the grant, the budget, and any amendments
- Obtain approvals and signatures (**All original documents must be processed through the Resource Development Officer**)
- Ensure that original documents are forwarded to project accounting via the Resource Development office with copies to appropriate College personnel (The Resource Development Officer maintains backup copies)

Name/Position	Phone	Email
Phyl Renninger Director of Grants	632-3327	prenning@fscj.edu
Tyler Winkler Resource Development Officer	632-3206	twinkler@fscj.edu
Jennifer Peterson Resource Development Officer	632-3291	jpeterso@fcj.edu
Sarah Reardon Resource Development Officer	632-3323	sstarkey@fscj.edu

Resource Development Fax: 356-5681
Bldg./Office: Urban Resource Center Offices (UO) 409

Director of Project Budgeting & Accounting (DPBA)

The Director of Project Budgeting & Accounting is located in the finance and accounting department. The DPBA works with the Resource Development Officer to generate the documents required to obtain position codes and to revise, establish, and amend, project budgets.

The DPBA's office is the official College repository of all original and pertinent records for externally funded grants. As such, the DPBA assists agency, state and federal auditors in reviewing fiscal and program performance of a project.

For grant projects, the Project Accounting Officer's duties include the following:

- Establish budget numbers
- Maintain budget records
- Monitor budgets to ensure compliance with funding source requirements and the Accounting Manual for Florida's College System
- Provide financial reports to the funding source
- Provide the financial controls required by the funding agencies
- Coordinate agency fiscal audit monitoring visits
- Determine the appropriateness of financial transactions and processes
- Assist resource development in developing, revising, and amending budgets
- Confirm the accuracy of information provided for position authorizations
- Provide guidance in program budget management
- Facilitate solutions to budget questions or problems
- Provide fiscal reports to funding sources as required
- Assist external auditors in review of grant financials and program performance

Bldg./Office	Name/Position	Phone	Email
AO 329	**Cassandra Blackmon** Director of Project Budgeting & Accounting	632-3347	cblackmo@fscj.edu
AO 304	**Jamica Bush** Project Accounting Officer	361-6358	jbush@fscj.edu

Project staff

Supervising Administrative Leadership

The appropriate Administrative Leader is the administrator who serves as the decision-maker on all grant applications and awards. The Administrative Leader is responsible to:

- Determine if the campus or department will pursue the grant opportunity
- Select member of the design team
- Review the application narrative and budet before submission
- Oversee projet hiring and implementation one a grant is awarded.
- Validate all reports before submission
- Ensure that records are maintained and files available for audit.

Supervising Administrator

A project's supervising administrator is the administrator who assumes responsibility for the grant project.

The administrator's responsibilities are to

- Provide guidance for the project manager or coordinator
- Serve as the liaison between the project and College administration
- Ensure the project meets its objectives in a timely manner in regard to performance implementation, agency reports and budget expenditures

Grant Coordinator

The Grant Coordinator is responsible for the day-to-day operation of the project and ensures that the objectives of the project are met in accordance with the grant and the specified timetable.

As delineated in the project award, the Grant Coordinator, under direction of the supervising administrator, will:

- Advertise, hire and supervise project personnel
- Expend the budget in a responsible and timely manner
- Maintain accurate and complete records
- Maintain open lines of communication with project accounting, resource development, human resources, the funding agency, and other College campuses and departments

NOTE: Refer to the proposal for a comprehensive list of responsibilities and tasks.

ORION

Overview

ORION is the College's enterprise software system providing college-wide administrative and instructional support. The sections used frequently are finance, purchasing, personnel, and payroll. These sections give online access to review the budget, human resources encumbrances, and expenditures. ORION enables staff to enter and track purchase requisitions.

Refer to the ORION manual for additional information. Review any discrepancies between project records and what appears in reports or on the screen with project accounting.

System Training

Training is required of all employees who need access to the system for input, approval, and review of financial transactions.

To schedule ORION training, call or email the below contact. Classes are offered on a monthly basis at the Urban Resource Center. The classes are supplemented by a self-help training manual available from the purchasing department.

Bldg./Office	Name/Position	Phone	Email
AO 305	**Regina O'Hara** Purchasing Agent III	632-3350	rohara@fscj.edu

Training may be scheduled on a one-to-one basis specifically about your projects.

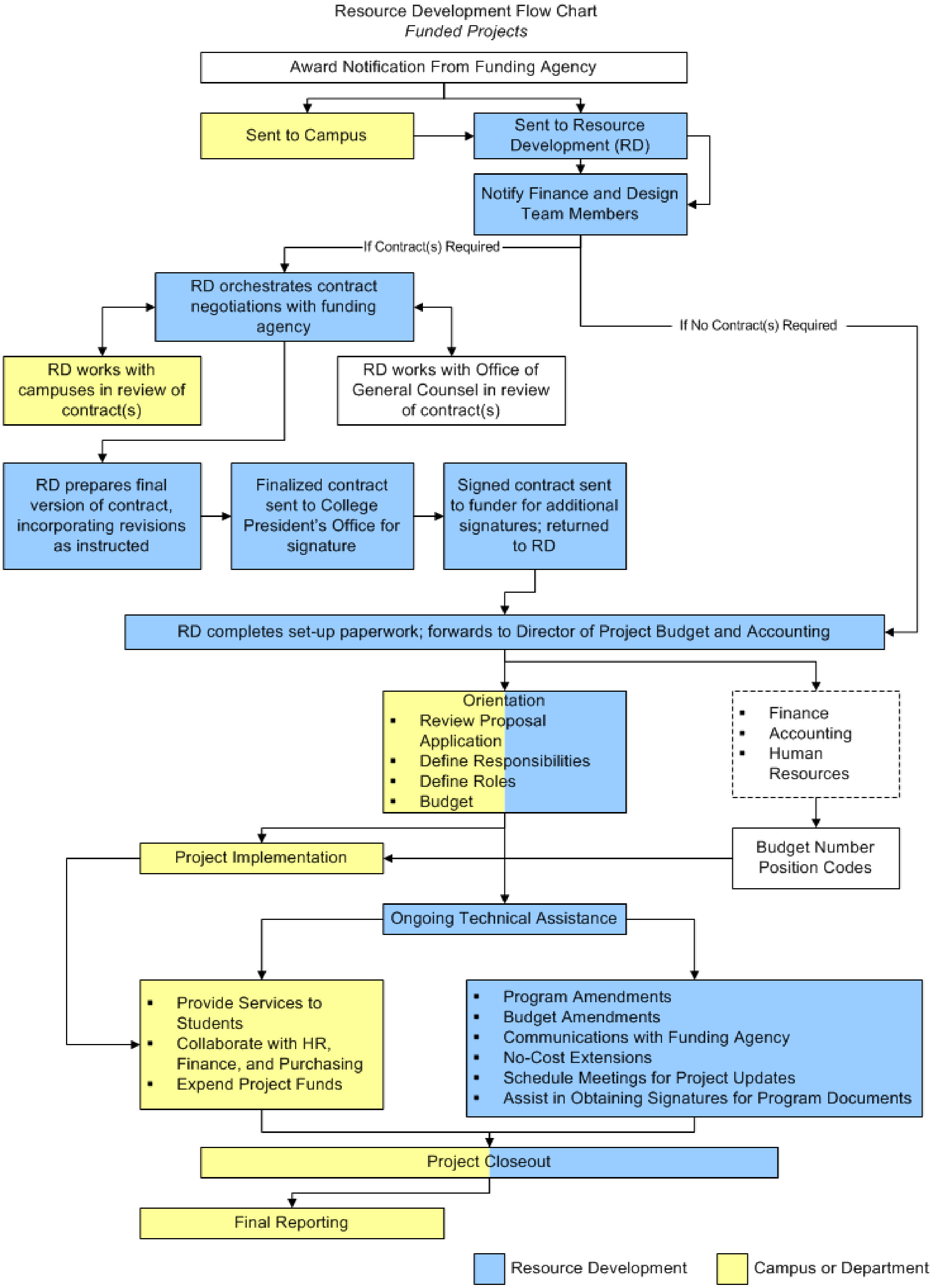
Personnel Changes

When a project employee with ORION access leaves the project, the project staff or campus Director of Administrative Services must immediately notify project accounting and human resources via e-mail or memo. Also, please copy your RDO on the message for awareness.

B.

AWARD NOTIFICATION & ORIENTATION

CHART 1: FLOW CHART



AWARD NOTIFICATIONS

Overview

When you accept a grant award you accept the responsibilities for the management and administration of programmatic, financial and reporting aspects of the grant project. These responsibilities may include the hiring of personnel, purchasing supplies, utilizing services, procuring equipment, and planning authorized travel and/or training. A project that does not commence in a timely manner may increase the risk of failing to complete the grant objectives. This may also result in unused grant funds. More importantly, the intended beneficiaries of the grant program, services, or activities may not receive all or some of the intended benefits of the program. For these reasons, the Resource Development Officer will assist you to reduce delays, improve start-up time, and complete project tasks before the end of the project period.

Award Notification

In the flow chart on page B-2, the grant process typically begins with an award notification. The notification should be received in Resource Development. If you receive the notification at your campus or department, please deliver to Resource Development as soon as possible. The award notification is required in order to commence any activities in relation to the funded grant proposal and kicks off a series of steps to get your project set-up. Without an official award notification, funds cannot be expended under the proposed project. The critical information provided by an award notification includes:

- Start and end dates
- Amount of award
- Terms and conditions of services.

Types of Awards

The type of award and program specific rules and regulations will be provided in your orientation. Funded proposals can be awarded in numerous ways including:

- Performance-based Award (deliverables)
- Cost-reimbursement Award
- Fixed Price Award
- Fully Funded Award

Process

Approximately only 10% of grant awards require a contract. When a proposal requires a contract or agreement, the process will be initiated and facilitated by the Resource Development Department. The College's process for contract negotiations may include the following:

- Contract negotiation may commence with the funding agency and Resource Development
- RD provides the contract to the Grant Coordinator. The project leadership team reviews contract and gives input to Resource Development
- RD provides the contract and pertinent support materials to the Office of General Counsel. They review the contract and provide input to Resource Development
- Resource Development continues contract negotiations to incorporate requested revisions
- Finalized contract is sent to the College President's Office for signature by Resource Development
- Signed contract is sent to funding agency for additional signatures and returned to the Resource Development Office for processing

Initial Orientation

Overview

Upon notification of grant funding, Resource Development will schedule an initial grant orientation meeting with the project staff and administrators to review the proposal, project timeline, and budget. The grant orientation also offers the opportunity for project staff to review the Grant Programs Implementation Manual and ask questions related to grant implementation and administrative procedures. The Director of Project Budgeting and Accounting will also participate in this meeting.

Initial Grant Orientation Agenda

The grant orientation meeting typically includes the following agenda:

- Welcome and Introductions
  - Sign in sheet
  - Grant Programs Implementation Manul (EIM)

- Award Review
  - Total Amount Awarded
  - Budget/Project Period
  - Objectives and Deliverables
  - Timeline (Program as well as Reports and Progress Meetings)
  - Staffing Roles and Responsibilities
  - Time & Effort Reporting
  - Partners, Collaborators and Evaluators (if applicable)
  - Process Budget Set-up Request
    - Advertising positions
  - Program Amendments (if needed)
  - Relevant Upcoming Dates and Reports

- Budget
  - Expenditures
  - Budget Monitoring Recommendations
  - Invoices
  - Budget Amendments (if needed)

- Maintaining records and files (Papertrail)

- Questions and Answers

Please keep in mind that more than one orientation may be scheduled for a project. For example, after the initial orientation, another might be held when grant staff is hired or if personnel changes are made to the program team.

C.

BUDGET

Budget Set-up

Overview

As soon as the award notification or final signed contract is received, Resource Development will submit a budget set-up packet to the Director of Project Budgeting and Accounting (DPB&A) consisting of the following items:

- Project board agenda item
- Official award notification or original contract
- Copy of the proposal
- Project Budget
- Personnel Position Authorization and benefits spreadsheet (if salaries and benefits will be paid out of grant funds).
- Any other pertinent documents to the project

The project budget may not be opened until those documents are received in the Project Budgeting and Accounting Office.

Steps

- Resource Development initiates the budget request and position authorization. This step includes confirmation of the project administration
- The Director of Project Budgeting and Accounting will set up the project and send an email notification to Resource Development and the campus team with the assigned fund II project number.
- The supervising administrator will confirm the Orion input assignment.
- DPB&A will review the position authorization. Once approved, the position authorization and budget number will be forwarded to Human Resources.

After the budget number is received and positions are authorized, the campus personnel continues into the implementation of the project and follows all college regulations and procedures. This process begins with an orientation meeting with Resource Development.

Basic Cost Principles

Overview

Cost principles are the basic guidelines describing permissible ways funds may be spent.

Grant personnel and administration should become familiar with the project budget. Funds can only be spent on items specifically listed in the budget. Adding new line items or personnel usually requires a budget amendment approved by the funding source. See your Resource Development Officer for questions or assistance.

Grant personnel should know whether the project is funded on a cost-reimbursement basis, cash advance, quarterly invoice, or is a performance-based contract. The major difference is that performance-based contracts can only spend funds within the expected range of income for a specific time based on completion of program performance or services rendered.

Allowable Costs

In the OMB Circular A-21, it is stated that in order for costs to be allowable, they must be:

- Reasonable and necessary (for example, sound business practices were followed, and purchases were comparable to market prices);
- Allocable to the federal award (meaning that the federal grant program derived a benefit in proportion to the funds charged to program – for example if 50% of a professor‘s salary is paid with grant funds, then that professor must spend at least 50% of his or her time on the grant program);
- Are properly documented (and accounted for on a consistent basis with generally accepted accounting principles (GAAP);
- Consistent with the provisions of the grant program;
- Not used for cost-sharing or matching any other grant agreement; and
- Legal under state and local law (i.e., the expenditure is not prohibited under state or local laws or regulations).

Travel

In order to travel and expend travel funds in your awarded grant, travel must be an approved line item. Most grants will designate if the travel is in-district, out-of-district, or out-of-the-state. If your awarded grant includes travel to required meetings or conferences, these meetings must be attended by grant personnel, usually the grant manager.

In-district travel

In-district travel (Duval and Nassau counties) follows the College’s procedures and processes. These include:

- Complete a Request for Line-of-Duty (LOD) Leave form (HR 096), using your grant budget number on the form and when a registration fee is involved, attach the agenda.
- Input an online disbursement request into ORION for any pre-paid registration fees
- Send both forms to the campus business office for processing

Complete an *In-District Travel Reimbursement Request* form to be reimbursed for mileage accrued as project-related travel between and among campuses or local agencies throughout Nassau and Duval counties. Mileage can be determined by odometer readings or the College’s mileage chart in Artemis. Submit the form, signed by the employee and supervising administrator, to the campus business office. This should be submitted every month.

Out-of-district and out-of-state travel

Complete a Request for Line-of-Duty (LOD) Leave form (HR 096), using your grant budget number on the form. On the LOD form, estimate your travel expenses (mileage, hotel, per diem, etc., registration, and training materials). When a registration fee is involved, attach the agenda, input an online disbursement request into ORION for any pre-paid registration fees.

Allow at least three weeks prior to the beginning date of travel to ensure pre-payment of registration fee is completed and allow at least 21 days prior to the travel date to obtain the best airfare.

NOTE: The funding agency may require prior approval for these categories of travel even though they are in the budget. Refer to the project's contract or award document.

Airline tickets

Purchase airline tickets using a Procurement Card (P-Card) or personal credit card. All airline tickets for official College travel, including travel for the project, must be authorized prior to the travel.

To make airline reservations, call the airline or Navigant Travel Agency, 904.396.3388.

Travel expense reimbursement

Upon return, complete the lower portion of the Line-of-Duty Leave form with actual costs and attach receipts for reimbursement.
Meal allowance is $36 per day; meal receipts are not required. See travel APMs for partial-day travel.

- Do not inlcude any meals served as part of the meeting
- Attach receipts for hotel, taxi, parking, and airline (tips and gratuities are not reimbursable)
- Attach original receipts and a complete program agenda to the leave form
- Sign the form and have it approved by the supervising administrator of the grant
- Make a copy for the project files and forward the package to the campus business office for processing

Allow one week for travel expenses to be processed. Reimbursement will be paid by direct deposit.

NOTE: For complete travel procedures, refer to travel APMs 04-1001 and 1007.

Unallowable Costs

An unallowable cost is any cost that cannot be charged to the grant regardless of whether the cost is treated as direct or facilities & administrative cost.

Purchase of alcoholic beverages and decorations are prohibited. Food purchases are prohibited unless specifically included in the grant budget approved by the funding source.

It is important to note that while a cost may be allowable under an OMB Circular, it may not be allowable under the terms and conditions of a grant program. Remember, each grant award has specific programmatic goals and requirements.

Some grant-funded programs cite specific restrictions on expenses. Refer to the award document for information as to whether a cost is allowable.

Only line items identified in the awarded budget may be used. Changes to the budget usually require an amendment.

NOTE: When regulations are in conflict, the most restrictive role will apply.

Seek advice from your Resource Development Officer for any questions.

BUDGETS

Overview

Become familiar with human resources, purchasing, and finance requirements for spending project budget. Refer to periodic bulletins issued by these departments, this manual, and the College APM.

For assistance with accessing budget information through the ORION system, see page A-7 and request training from Regina O'Hara in the Purchasing Department.

Get to know the campus Director of Administrative Services (DAS). Begin with that person to process all payroll documents, disbursement requests, receiving reports, and similar financial transactions.

For equipment purchases, please contact your Resource Development Officer (RDO) to confirm whether or not the funding agency requires prior approval for equipment purchases. Many funding agencies require equipment to be purchased in the first year of the project.

Supply purchases are typically encumbered as needed throughout the project period.

Project's funds should be spent in a timely manner. All expenses should be encumbered at least 60 days prior to the end of the project/budget period.

Enter the budget account number on all transactions.

Retain documentation for all expenditures.

Rules and Regulations

College policies and procedures regarding budgets apply to grant-funded projects. Specific Administrative Procedure Manual (APM) citations are referenced throughout the manual. Become familiar with the project award document and any supplementary guidelines provided by the funding source.

For federal programs, these may be:

- Office of Management and Budget (OMB) circulars (http://www.whitehouse.gov/omb/circulars)
- Education Department General Administrative Regulations (EDGAR),Title 34m, Code of Federal Regulations (CFR) from the federal Department of Education (http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html)

For state programs, rules and regulations may be found in:

- The Green Book of Regulations from the Florida Department of Education (http://www.fldoe.org/comptroller/gbook.asp)
- Accounting Manual for Florida's College System (http://www.palmbeachstate.edu/documents/Finance/State_of_FL_Acctg_Manual.pdf)
- Florida Statutes (http://www.leg.state.fl.us/statutes/)

These resources are located in project accounting, resource development, the general counsel's office, and on the Internet.

Check with your Resource Development Officer (RDO) for assistance or if you have any questions.

NOTE: Federal regulations supersede other regulations unless the funding source or College regulations are more restrictive. When in doubt, check with the resource development office.

Contingency Budgets

For grants that continue with annual award cycles (such as Carl Perkins, ILAB, EL Civics, etc.), may require a contingency budget in order to continue employment of project personnel without a break in service. The Contingency budget is limited to personnel and may be needed when there is a delay in receipt of an official notification for a continuing project. Typically the RDO will set up a contingency budget without prompts, but the Project Coordinator should call the RDO 30 days prior to the end of the project to ensure that a contingency budget has been set up.

Cash Match

Cash match for grant-funded projects must be requested through the Director of Grants who will work with the Administrative Leader and/or Budget & Finance Office to seek approval. Cash match request must also be approved by the District Board of Trustees. Cash match funds are typically drawn from the College's Fund I cash match account, the matching funds are placed into the project account at the beginning of the project.

All cash and in-kind matches required in the grant project must be documented.

Budget Set-up

When the College receives an award notification, the Resource Development Officer prepares the "Request to Establish a Budget." These are submitted by Resource Development to the DPBA (see seps on page C-3).

Indirect Costs

An indirect cost rate allows the College to cover indirect expenses such as utilities, facilities, and other administrative costs that represent the expenses of doing business that are not readily identified. In theory, costs like heat, light, accounting and personnel might be charged directly if little meters could record minutes in a cross-cutting manner. Practical difficulties preclude such an approach. Therefore, cost allocation plans or indirect cost rates are used to distribute those costs to benefiting revenue sources.

The College's federal indirect cost rate agreement (see Attachment 5) was negotiated with the Department of Health and Human Services. For all programs occurring on-campus, the rate is 35.5 percent. Off campus programs indirect cost rate is 14.5 percent. Generally, most federal, state and private funding agencies cap in-direct cost rates anywhere from 5 to 10 percent. Please refer to your specific grant to see what was allowed and requested.

As Project staff, you only need to be aware of the amount of indirect costs in your budget; you do not have access to these funds nor can you expend them. The DPBA will calculate and deduct the indirect cost from your budget.

Leverage

Many funding agencies want to see what resources you and your institution bring to the table which represents a commitment to the project. Examples of leveraged resources might include our college providing staff time, project materials, scholarship dollars or marketing resources. The grant application may also document leveraged resources from collaborators which may include advisory council participation, sustainability efforts, or program referrals. Sometimes these leveraged resources and/or funds will have a stated dollar amount confirmed by a support letter. It is important to note that the project staff is responsible for leveraged resources.

FSCJ requires that all leveraged resources be tracked using the "Letter of Commitment Verification Form" (see Attachment 1). The frequency of use of the form submission is based upon the awarding agency's invoicing requirements (monthly or quarterly).

A suggested process (to ensure the form is completed) may include the following:

- The Grant Coordinator distributes the form at each project based meeting (i.e. the advisory board meeting).
- The outside agency completes the form and returns it to the Grant Coordinator.
- After collecting all forms, the Grant Coordinator logs the information in a spreadsheet in order to monitor total amounts of match until the pledge is fulfilled.
- The Grant Coordinator makes copies for the campus program files and submits the original to the Director of Project Budgeting and Accounting for the official file.

The Grant Coordinator will maintain a spreadsheet to monitor leveraged resources. Leveraged Resources must be verified along with appropriate documentation and signatures. The leveraged resources may not be included as contributions for any other federally-assisted programs and are necessary and reasonable for proper and efficient accomplishment of the project or program objectives.

A leveraged verification letter is included in the Ataachment 1. Typically project staff use an Excel spreadsheet to track projected leveraged resources as well as verified resources. By the end of the grant period, those two figures should match (For example, $15,000 leveraged and $15,000 verified).

Time & Effort Reports

Time and effort reports (and timesheets) are required by federal regulations to confirm the amount of time a person devotes to fulfill their job responsibilities (see Attachment 2). That time includes the Fund I (College budget) time as well as the hours or percentages of time as stated by the grant application allocated to each activity representing a reasonable estimate of work performed. The time and effort report should be based on 100% of the person's time. For example, if you work 20 hours a week, 20 hours represents 100% effort, while a person who works 40 would document 40 hours as 100% effort.

Time and effort reporting varies by grant and the job responsibilities of the individual charged to the grant. That "effort" may include 1) support paid by a grant as well as 2) support expended in support of a grant but not paid by the grant. For example:

- A person may be paid by a grant, or more than one grant, with funds dedicated in the budget.
- A grant may state that a Fund I person will dedicate a certain percentage of hours each week to support the grant. In this case, dedicated funds might not be included in the grant budget, but the effort must be tracked to support the grant proposal. For example, if you are listed in a grant for an in-kind value of 10% of your time, 36 hours of your week would list your normal job responsibilities and four hours (10% of a 40 hour work week) would reflect grant activities

Please see the current Time & Effort form in the Appendix (Attachment 2). Occasionally check with Resource Development for any updates or changes. A sample Time & Effort form, showing details needed for the report, is included on page G-7.

D. PROJECT IMPLEMENTATION

Human Resources

Overview

Grant-funded projects must follow standard College policies and procedures regarding personnel but must also follow any specific requirement in the grant award.

Many questions can be answered by referring to:

- Rules of the District Board of Trustees, Section 3, Personnel
- Administration Procedures Manual (APM) Chapter III, Human Resources
- State Board of Education Community College Rules, Chapters 6A-14
- The College Pay Plan Board Rule Chapter 6Hx7-4.24

College Position: Position Authorizations

The process for authorizing the hiring of project personnel is as follows:

- Resource Development will prepare the "Position Authorization" form
- The DPBA forwards the position authorization to the College budget office Payroll Analyst
- The budget office assigns position codes on the position authorization, forwards it to human resources for activation, and e-mails the position codes to the project staff, human resources, and resource development
- The budget office enters the position into the personnel/payroll system, thus allowing completion of the advertising and hiring process

The position authorization process results in the assignment of the position codes necessary for any personnel transactions. The Resource Development Officer prepares the document and identifies the positions to be funded by the project as specified in the approved budget. In addition to the name of the project, project period, and budget account number, the position authorization indicates the following:

- Position classification
- Position hours: full-time (FT), regular part-time (RPT), temporary part-time (TPT)
- Annual salary for each FT position; hourly salary for RPT and TPT positions
- Hours per week or total number of hours allowed over term of grant (RPT and TPT)
- Special information regarding the position

NOTE: Position authorizations do not authorize hiring. They only indicate that sufficient award funds are available. A Recommendation to Hire (HR010) is required for each position according to the regulations.

College Position: Interim Personnel

Project staff may employ "interim" personnel when specific conditions are evident. Typically interim personnel are hired to ensure delivery of programs and deliverables while conducting the hiring process for key staff such as program directors, program managers, program coordinators, and administrative assistants. Conditions can include but are not limited to:

- Grant position is less than one year
- The interim is hired while the position is being advertised and the hiring process is being completed

Seek the advice of your Resource Development Officer to determine if you meet these conditions.

College Position: Position Advertisement

Project accounting sends the budget account number to the supervising administrator by e-mail. After the position codes are assigned, the project staff prepares a "Request for Advertisement of Open Position" form (HR020) for each position, attaches a copy of the position authorization e-mail, and obtains the supervising administrator's signature. These documents are then sent to the campus business office for approval and forward the request to the employment manager for processing.

Positions may be posted internally only for 10 working days or they may be externally advertised for 20 working days. Temporary part-time positions do not require advertising; however, a completed Recommendation to Hire (HR010) form is required.

NOTE: APM #03-0301 outlines the procedure for the advertisement of vacant positions and the recruitment of applicants for vacant positions.

College Position: Screening Committees

Professional positions and career positions in pay grade 14 or higher are screened and interviewed by a three to five-person screening committee. The process is described below.

- The project staff selects the chair and committee.
- Members should be diverse and include employees in similar positions.
- After the advertised closing or review date, the human resources' employment manager screens applications and forwards those meeting minimum qualifications to the project staff.
- For positions advertised with a "open until filled" review date, the employment manager continues to screen applications received and forward, upon request, those meeting minimum qualification to the project staff until notified that the position has been filled or a candidate has been selected.
- The project staff meets with the committee to discuss the hiring criteria and preferred qualifications.
- Invite the employment manager to attend organizational meeting and discuss staffing patterns in the area, legal and illegal pre-employment interview questions and testing of applicants, veteran's preference, and College hiring guidelines.
- The committee screens applications and selects candidates to be interviewed.
- The committee chairperson sends letters of regret to those not interviewed; forwards applicants' resumés and copies of letters to human resources
- The committee compiles a list of interview questions to provide consistency and uniformity throughout the process.

College Position: Interview Process

Interviews are scheduled and the committee should use questions developed by the screening committee. Initial interviews can be done by telephone and the committee typically recommends three to five candidates for in-person interviews.

Final interviews may be conducted by the project staff. When a final candidate is selected, check the references listed by the applicant. The candidate may be contacted and unofficially offered the position. Complete the Recommendation to Hire form (HR010), obtain the signature of the supervising administrator, and send the completed form to the employment manager in human resources.

NOTE: This must be done before the official offer of employment can be made.

College Position: Before an Offer

It is the hiring administrator's responsibility before making an offer to ensure that the line item for the position salary is sufficient to cover the entire expense. If the salary requirements of the candidate are higher than the line item, you must get approval prior to making the offer.

Contact your Resource Development Officer immediately before the offer is made.

Two conditions that may commonly present this problem are:

- If the candidate is currently employed with the college
- If the candidate's current employment with the college is in the employment status Administration or Professional

In either case you must verify with Human Resources before the offer is made the candidate's current rate of pay.

NOTE: Typically approval must be received from the funding agency via Resource Development before an offer is made with a higher salary than the approved line item. Resource Development will verify if this is allowable in the awarded project or if a project/budget amendment is needed.

College Position: Making an Offer

When the employment manager receives the recommendation, the employment manager schedules the full-time candidate for a drug and background screening tests. If the candidate passes, the hiring department is notified, the candidate's start date is confirmed, and the following steps are completed:

- the supervising administrator makes an official offer of employment, pending District Board of Trustees approval for full-time administrative, professional and faculty positions
- career positions may be filled and the employee can begin work as soon as drug and background screening tests are completed and the employment officer notifies hiring administrator
- each employee will be issued a contract for up to a year as provided by the grant (If the project continues for more than one year, a new contract will be issued for each year)
- the candidate accepts the offer
- the project staff notifies applicants not selected

Other Personal Services Agreement

(Reference Other Personal Services (OPS) agreement procedures in Purchasing section)

Temporary Staffing

Occasionally grant adminstrators are unable to get a person hired through the college's Human Resource selection system or the period of time is too short. In cases such as these, temporary staffing could be a solution. In order to provide temporary staffing, funding has to be available for "contracted services" The College has a temporary staffing contract (#2009-12) with Aerotek Inc. If temporary staffing is used the following steps should be followed.

First, have the person you are considering contact Aerotek to complete their application process.

1. Fill out a task order (Attachment "A" Staffing Order for Temporary Work Assignment" form located on the Purchasing website). Attach the job description and deliverables.
2. Give this package to the Associate Vice President of Human Resources
   The Associate Vice President of Human Resources will obtain signatures from the Director Budget and Financial Planning and the Associate Vice President Purchasing and Business Services, and next email copies to Aerotek and the college's Purchasing Agent
3. Prepare a Service Contract requisition (type SC) in Orion and provide the requisition # to the college's Purchasing Agent
4. Aerotek will send the employee for drug and level 2 background screening
5. Aerotek will advise Human Resources of screening clearances
6. Human Resources will advise you that the employee can start work

The following template outlines the formula to be used when hiring a temporary staff person:

		Position: _________________
# hrs per week		Hrs per week
x the number of weeks		Number of weeks
x the loaded Rate (hourly rate for the position x 1.2985% Aerotek markup Rate A* which includes the required benefits)	$XX.XX	Loaded rate ($XX.XX x 1.2985)
= $ needed	$XX,XXX	Total

*Rate A is used when a prospective employee has already been identified a prospective employee; Rate B is used when Aerotek must identify a prospective employee

Purchasing

Overview

Expending of all grant funds follows the procedures outlined by the College's purchasing department in compliance with federal regulations and the grant award requirements. It is important that staff know the purchasing procedures or engage the proper policies and departmental staff prior to making purchases (see Attachment 11 for Purchasing Flow Chart).

Rules and regulations

The Purchasing Department publishes and distributes alerts to and changes in, policies and procedures through *The Provider*, a periodic newsletter. Other sources of information related to purchasing rules, regulations, policies and procedures include the following:

- Board Rule 6Hx7-2.5 and APM 05-0403, Signature Authority, identify College officers authorized to sign contracts and other purchasing documents
- Board Rule 6Hx7-5.1 and APM 05-0203 address requisition preparation and processing, as well as bidding requirements
- APM 05-0102, Definitions, explains various purchasing acronyms and definitions
- APM 05-0304, Other Personal Services (OPS) Agreements, explains requirements related to OPS agreements

Process

All purchases from a company are processed through the ORION system.

NOTE: It is imperative that no purchases of equipment, supplies or services occur prior to issuance of a College purchase order, even if a College administrator has signed a contract. It is critical to encumber purchase orders as quickly as possible after grants are funded to record the College's liability.

When the project staff or designated employee successfully enters the department requisition online, the message "Document added successfully/sent for approval successfully" will appear at the bottom of the department requisition header screen.

The requisition is then routed by the system for the following approvals:

- Accounting approval of general ledger codes
- Project budget administrator's approval (supervising administrator)
- Information system approval required for computer hardware, including printers and non-central software
- Environmental specialist approval for hazardous chemicals or materials, such as laser toner cartridges
- Cell phone/pager telecommunications approval

When all required online approvals have been posted, the purchase requisition is printed in the purchasing department. Once printed, the requisition is routed to the appropriate commodity purchasing agent.

Sole Source Vendor

Schedule a meeting with the appropriate commodity purchasing agent to discuss the correct purchasing process to follow for obtaining approval for a sole source vendor. The options for obtaining a sole source vendor follow:

- Less than $2,500 — direct price (single suppliers' quote is obtained)
- $2,500 to $5,000 — informal quotation from two (2) suppliers is required
- $5,000 to $25,000 — informal quotation from three (3) suppliers is required
- $25,000 and above — formal, funded sealed public bidding or RFP
- Use of state contract, county, school board and university contracts that may be in place
- Previously approved sole source (if federal or state governmental entity)
- A request in writing for sole source designation to the associate vice president of purchasing and business services

Sole Source contracts should be developed in collaboration with the College's Procurement Officer (AVP Purching & Business Services).

Guidelines

Determine whether the contract is with an individual or a company.

- If contracting with an individual to provide services, use the College's Other Personal Services (OPS) process/procedures
- If contracting with a company, a purchase order must be processed and issued prior to services being rendered

For either type of contract:

- Identify the correct budget and general ledger code(s) for each item purchased or OPS agreement
- Verify, with the Project Budgeting & Accounting Office, that funds are available in the project budget
- Contact a College purchasing agent for assistance with the purchasing process, including changes after a purchase requisition has been printed

NOTE: From time to time, a grant solicitation may include the name of a supplier (For example, a DOL grant may include the local Workforce Investment Board). Because the College is a political subdivision of the State of Florida, it must ensure that all purchases are in compliance with Florida Statutes, State Board of Education Rules, Board Rules and College APM. Also note that if a supplier is named in a grant, this does not provide sole source authorization. All procurement procedures must be followed.

Other Personal Services (OPS) contract procedures

- For single payment OPS contracts to an individual, use an online disbursement request (DR) to commit funds (the individual will receive payment when deliverables are completed)
- For multiple payments to an individual input a blanket purchase order ORION department requisition to commit the total allocation
- Complete the OPS agreement form and have it signed by the associate vice president of financial services (if over $10,000, the vice president of administrative services must sign also)

- Submit the invoice with the DR number to the business office accounts payable section to pay for service rendered
- The accounts payable department will issue the check to the individual
- When the agreement is with a company (i.e., the check will be made payable to the company):
- Use an online department requisition to commit funds (include this statement: "Per grant or contract [account number]. Terms attached.")
- In an attachment, spell out the agreed upon services, products expected, and timeframes
- Purchasing will review the requisition, obtain competitive bids, and with assistance from project staff, issue a purchase order
- The company will submit an invoice and signed statement that all services and products have been delivered within the agreed-upon timeframes
- Accounts payable will issue the check to the company for services rendered

NOTE: A college employee may not be hired on an OPS contract.

Prepare a package that includes:
- Copy of Social Security Card
- Signed 1099
- Signed OPS agreement
- List of deliverables
- Orion requisition (showing money is budgeted in line)
- Sole Source Statement of how this person is uniquely qualified for the job. Also include a statement on the approximate hours that they will work on this agreement (40 hrs. per week x 23 weeks = 920 hrs.)

This package must then go to the Associate Vice President of Financial Services and the Vice President of Administrative Services for approval.

Approvals

Amount	AVP Financial Services	VP Admin. Services	District Board of Trustees
<$10,000	X		
>$10,000	X	X	
>$195,000	X	X	X

[TAKEN FROM APM: The supervising administrator forwards a complete Other Personal Service Agreement to the Budget and Payroll Office for processing.

OPS agreements require the pre-approval of the budget administrator, Campus President and the Associate Vice President of Financial Services. OPS agreements over $10,000 additionally require the pre-approval of the Vice President of Administrative Services.

OPS agreements shall not include subcontracting and those greater than $5,000/project should either be competitively solicited or a justification for single source/sole source form should be submitted by the requesting department and approved by the Campus President, Associate Vice President of Financial Services and the Associate Vice President for Purchasing and Business Services.

Proposals for OPS Agreements greater than $10,000 which are being awarded on a sole source basis must include a rationale for the total payment to be made. Such rationale shall include an estimate of the hours of work required, the comparable hourly rate implicit in the proposed agreement, the basis of the implicit hourly rate, and an estimate of the contractor's other expenses.]

Signature authorization

Signature authorization is required for grant contracts, memorandum of understanding (MOU), or agreements.

NOTE: Only the College President, executive vice president, vice president of administrative services, and the associate vice president of purchasing and business services are authorized to sign contracts, agreements, and purchase orders on behalf of the College.

See Board Rule 6Hx7-2.5 and APM 05-0403, Signature Authority.

The Resource Development Officer will seek general counsel review of contracts, MOU or agreements. After the general counsel's approval, the Resource Development Officer will process the paperwork for signatures. After documents are signed, the Resource Development Officer will make appropriate copies for the project team, keep one copy on file in the Resource Development Department, and file the original document with the College DPBA.

Procurement Card (P-Card)

If pre-approved by the Director of Project Budgeting & Accounting, grant-funded projects are allowed to use a P-Card to purchase items and services from companies. Its use is restricted to transactions of less than $2,500 and less than $750 per item. A College-funded purchase order is required.

Tracking a Department Requisition

Monitor department requisition header screen CM DR VI to track:

- What requisition approvals are required?
- What requisition approvals are posted?
- The actual date the requisition was printed and received in purchasing
- The purchase order number that was assigned

NOTE: If a requisition is not fully approved and does not print, the purchasing department can take no action on it.

Timeframe for Processing Requisitions

The length of time required for processing a requisition is based on the total dollar value, the complexity of the bid process, and the need to take requisitions over $150,000 to the District Board of Trustees.

The estimated timeframes for processing requisitions are as follows:

Value	Estimated Time
$0 to $1,499.99	2 weeks
$1,500 to $24,999.99	3–5 weeks
$25,000 to $149,999.99	5–6 weeks
$150,000 or more	9–12 weeks

Payment for Grant Purchases

The College uses purchase orders for procurement. A valid purchase order is a prerequisite for payment. Purchase orders are used only for purchases over $200. Grant purchases under $200 must use a disbursement request.

Items or Services Requiring Quotes or Bids

For the latest rules for obtaining bids and quotes, refer to APM 05-0203. Consult with a purchasing agent regarding the process of obtaining quotes and developing specifications for bid.

The College bidding processes are summarized below:

Value	Criteria
$0 to $2,499.99	Bidding is not required
$2,500 to $24,999	Must be informally quoted
$25,000 to $149,999.99	Select bidding or Request for Proposal (RFP required)
$150,000 or more	District Board of Trustees approval required

NOTES:

Purchasing agents take into consideration local suppliers' prices, the College's Minority Outreach Program, state contracts, annual contracts, etc.

Solicit a minimum of two vendors for purchases of less than $5,000 and three vendors for purchases of $5,000 to $25,000, when known; invite 25 percent minority suppliers to submit a quote as defined by the District Board of Trustees. Staff may suggest vendor to solicit.

Minority Outreach Plan

The Minority Outreach Plan is a concerted effort on the part of the College to increase its volume of business with minority and women-owned firms. Each purchasing agent has a bidder's list of these vendors for use when making purchase decisions. The College has instituted use of the Internet to increase minority accessibility to bid information and opportunities.

State Contracts Affecting Purchases

Because of the volume of sales involved, state contract prices and other State of Florida agency contracts and consortia-based pricing initiatives are frequently much lower than could be negotiated otherwise. When purchasing items that are on city, county, community college, or state university system contracts, bidding may be waived.

Documents to be Completed upon Receipt of Purchases

When items are purchased, they are to be shipped to the campus receiving department, and entered into ORION for an online receipt. If an item is picked up or is delivered to the department, take all packing slips to the campus receiving department. The paperwork should be sent to the campus business office. To generate payment to a vendor, the following items must be completed:

- Enter the purchase order into ORION
- Post an online receiving receipt in ORION
- Enter an invoice into ORION

If an order is picked up from or delivered by a vendor, it must be taken to the campus receiving department to document that it has been received. Receiving will post the ORION receipt online.

Inventory Procedures for Delivered Equipment

The Colleges Receiving department will attach property control bar code decals to all capital equipment and single items costing $750 or more, before they are delivered.

The College conducts an annual 100 percent physical inventory of all property.

If large pieces of equipment, such as a copier are installed directly by the vendor, call campus receiving and request a bar code decal.

Equipment Purchased with Grant Funds

Depending on the funding agency, equipment budgeted in the proposal and purchased with grant funds must have prior approval from the agency before being disposed of or transferred to the College. This means you will need to obtain documentation evidencing consent prior to incurring the specific equipment cost. Your Resource Development Officer will be able to confirm whether or not the College will need to make direct contact with the funding agency. Typically federal agencies such as the U.S. Department of Labor require prior approval. ***All equipment purchased with federal funds must be necessary and reasonable for proper and efficient accomplishment of project or program objectives.***

If equipment is a line item in your approved budget, follow the procurement processes to determine the proper process based on the cost of the items to be purchased.

Be aware that some funding agencies may have additional stipulations on the purchase. For example, the U.S. Department of Labor requires a second phase of approval on equipment purchases that includes the bid process, before the purchase can be made, even though you have that line item in your approved budget.

There are a few process steps as follows:

1. The individual gathering the bid should re-read written solicitation to create a list of what was specified such as "to be responsive the bidder must sign their bid and agree to complete delivery before XX/XX/2012, net 30 day payment terms etc"
2. The individual gathering the bid then read each quote to see if they meet all of # 1 requirements
3. The individual gathering the bid then see if the bidders bid the manufacturer and model # you specified or if they bid a technical equivalent and if so did the bidder provide an Original Equipment Manufacturing company technical specification sheets
4. If so then this is when the individual gathering the bid would meet with campus personnel (if appropriate) and ask them to look at the technical specification sheets provide you a memo as per # 5 below
5. The individual gathering the bid or campus personnel would be required to buy from the low bidder unless they can point out specific specifications the low bidders bid does NOT meet your written solicitation specifications.

A bid package should include a copy of the following documents:

- Witten specifications sent to multiple vendors
- Bidders lists as to the names/addresses receiving invitation to bid
- Copies of all bidders bids
- Completed and signed evaluation sheet
- A recommendation paragraph that defines which firm is being recommended and the total $ of the recommended award to that supplier

Question when soliciting bids for equipment

1. Have you "posted" on the internet (for 72 hours) the prices of the 3 firms and your recommended award? If not you will need to do this once the bidder package is reviewed and approved
2. If this is a federal grant that requires a bid process, have you gone to a federal excluded vendor web page and searched on the name of the supplier you recommend awarding a PO to and printed off the resultant page ? If not you will need to do so as all purchases > $25K using federal funds require this.
3. Have you required the winning supplier to sign a federal attestation page? If not you should do this

Purchasing requires authorization from the Director of Project Budgeting & Accounting before taking action on grant-funded (Fund II) assets. The disposition of Fund II assets is closely monitored to ensure that all approvals are documented.

Equipment such as computers must remain in the College's inventory until authorization is given by the funding agency for disposal.

Consult with the Resource Development Officer for guidance specific to your grant.

Marketing Material Purchased with Grant Funds

Some of our grants, such as those funded by the U.S. Department of Labor or a foundation such as Gates Foundation Gateway to College, have very specific marketing requirements. Those marketing requirements must be followed explicitly.

Consult with the Resource Development Officer for guidance specific to your grant.

Central Stores' Responsibilities

Central Stores is responsible for the following:

- Processing of bulk, non-profit mail, first-class mail
- Daily pickup of first-class mail at each campus and same day re-mailing to reduce postage cost
- Use of folding and stuffing equipment
- Consulting regarding use of off-campus, contracted, first-class pre-sort mail, bulk mailing
- Property control, surplus property and managing the College's records management vault
- Volume bidding and ordering of commonly used items
- Monthly pickup of surplus property and transportation to the warehouse at 35 West State Street (first week of each month at each campus)

NOTE: Only property that has been declared surplus and has appropriate property control transfer forms attached will be transported

The Central Stores catalog can be viewed via the Internet. Contact Gary Glisson at 632-3359 for information.

All property at the surplus warehouse is available for College use at no cost. Property taken from the warehouse must have a property control transfer form and arrangements for transportation. Maintenance staff on each campus can, by appointment, assist in moving or transporting equipment.

Central Stores responsibilities are also included in the close out section.

SUB-RECIPIENTS VS. VENDORS

Overview

In some grant projects external businesses or organizations are engaged in the successful completion of the program requirements. However, not all collaborators are the same. Their roles may vary from one grant to the next and should be discussed with your Resource Development Officer. Your Resource Development Officer will review the RFP or funding agency's guidelines to determine whether or not the external collaborator would be defined as a sub-recipient (also known as "subaward") or a vendor (also known as a "subcontract"). Determining the roles and responsibilities of your external business or organization is important in determining how the relationship will commence and be monitored for the life of the grant.

For example, in a recent Department of Labor RFP, the guidelines defined sub-grants and sub-contracts as the following:

Chart 2: Definitions and Usual Characteristics of Sub-grants vs Subcontracts

DEFINITIONS	Sub-grants	Subcontracts
*General Purpose	An agreement that provides for the transfer of money or property to accomplish a public purpose of support or stimulation through the grant, as authorized under statute.	Legal contract in which the purpose is to provide supplies and/or services.
* Focus	Carries out one or more major programmatic functions in support of the goals of the grant.	Does not support the goals of the grant directly; instead the subcontractor provides supplies and/or services that are ancillary or supportive to the operation of the grant.
* Recipient Responsibility	Has responsibility for programmatic decision making, adherence to applicable Federal program compliance requirements, and is able to determine which participants are eligible to receive Federal financial assistance.	Provides supplies and/or services for use by the prime grantee that are supportive to the operation of the grant. Subcontractor is subject to procurement regulations, but not programmatic compliance requirements and does not have decision-making authority pertaining to the grant.
USUAL CHARACTERISTICS	**Sub-grants**	**Subcontracts**
Terms and Performance Standards	Less rigorous to their terms and conditions than contracts. Performance is measures against whether the objectives of the Federal grant are met.	More rigorous to their terms and conditions. Performance is measures against the delivery of goods and services. The terms will define the deliverables and indicate when they are due.
Monitoring	Less regulated. If the task is not accomplished, there may be fewer legal and financial ramifications.	More heavily regulated and more likely to carry substantial legal or financial risk.
Scope of work	Scope of work, deliverables, and delivery schedule are more flexible and easier to amend when changes are necessary.	Scope of work may be less flexible and more difficult to amend. Firm delivery schedule with deliverables subject to rigorous inspection.
Payment Schedule	Fund usually drawn down by recipient or paid in lump sum. Payments are based on budgeted amounts rather than the unit cost of services.	Payment is usually made by invoice only after goods are delivered and services rendered. Advances are made under specific, limited circumstances. Payment is related to goods delivered or services rendered.

CHART 3: FEDERAL SUBRECIPIENT AND VENDOR DETERMINATION CHECKLIST

Reference OMB Circular A-133.210

General: An auditee may be a recipient, a subrecipient, and a vendor. Federal awards expended as recipient or a subrecipient would be subject to audit under this part. The payments received for goods or services provided as a vendor would not be considered Federal awards. The guidance in (a) and (b) of this section should be considered in determining whether payments constitute a federal award or a payment for goods and services

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(a) Federal Award: Characteristics indicative of a federal award received by a subrecipient are when the organization: (Check Yes or No for each statement)

YES	NO	
____	____	*1. Determines who is eligible to receive what Federal financial assistance.*
____	____	*2. Has its performance measured against whether the objectives of the federal program are met.*
____	____	*3. Has responsibility for programmatic decision-making.*
____	____	*4. Has the responsibility for adhering to Federal program compliance requirements.*
____	____	*5. Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.*

(a) Federal Award: Characteristics indicative of a federal award received by a vendor are when the organization: (Check Yes or No for each statement)

YES	NO	
____	____	*1. Provides the goods and services within a normal business operation.*
____	____	*2. Provides similar goods and services within normal business operation.*
____	____	*3. Operates in a competitive environment.*
____	____	*4. Provides goods or services that are ancillary to the operation of the Federal program.*
____	____	*5. Is not subject to compliance requirements of the Federal program.*

It is important that you speak with your Resource Development Officer to determine the appropriate external collaboration needed to implement your project while complying with the funding agency.

Monitoring Sub-recipients

Florida State College at Jacksonville monitors sub-recipients as required by OMB A-133 Circular. The College will develop a schedule for each project award specific to that project and notify sub-recipients at orientation.

Program Monitoring Reviews can be formal or informal to ensure there is continual monitoring of the program.

- The Informal review of the program is often conducted by the Grant Coordinator through email, quarterly meetings, and onsite visits. All Grant Coordinators should be well versed on the activities of their sub-recipients.

- The formal review of the sub-recipient is conducted by the Director of Project Budgeting and Accounting to ensure internal controls, effectiveness and targeted completions of deliverables.

Monitoring reviews should be conducted at least once a year.

EVALUATORS

Overview
External Evaluators are hired from an outside agency or company to provide an objective evaluation of the progress of the grant recipient in meeting goals and objectives. They could be considered a vendor or a partner, depending on the nature of their engagement with the project. Some Evaluators could be actively engaged in the development of the proposal and delivery of the project (partner) whereas others may be hired to conduct external evaluations, a task they would perform for any project (vendor). Discuss the evaluator and evaluation process with your RDO to make sure funds are allocated correctly and the proposal is clear in the evaluator's role.

Depending on the dollar amount, the process can vary. Please refer to Associate Vice President of Purchasing and Resource Development for further guidance.

Bid Process

Request for Information
If the grant specifies that an external evaluator must be used, the College has a current list of pre-qualified evaluators on file with Resource Development. If these potential candidates do not fit the needs of your program, new invitations to the list may be extended to other potential candidates. The Grant Coordinator will select several to apply for the project's evaluation.

Second Stage Proposal (SSP)
Once several qualified or applicable evaluators are selected, a Second Stage Proposal (SSP) inviting these candidates to provide further information that is project specific will be sent out. Candidates' SSPs will be reviewed, and the person/organization will be selected via a committee, scoring rubric, reference requests, and possibly a face-to-face or phone interview.

MONITORING AND AUDITS

Overview

The College or the funding agency will periodically conduct site visits or electronically audit grant projects to ensure compliance with proposal, program guidelines and timetables.

Audits

Official audits are conducted through the Project Budgeting and Accounting Office and usually include a detailed review of project finances. A funding agency will often schedule audits for a specific date and time. An audit may involve a single meeting or a series of meetings conducted over several days. The funding agency may request documentation prior to their audit visit, or request that project staff bring certain documents to the audit meeting.

Monitoring Visits

Monitoring visits are typically scheduled through the Resource Development Office and are usually more programmatic in nature. A funding agency usually schedules monitoring visits in advance and will notify the project staff of any specific information they would like to review or individuals they would like to meet. For example, the funding agency may request a tour of the project facilities or meeting with key players. Feedback from both audits and monitoring visits should be used for program improvement.

Many funding agency program officers will provide a Monitoring Visit agenda. If asked to design one for a visit, the agenda could include the following:

- Welcome, Entrance Briefing and Introduction of Key Players
- Program Overview and Current Status
- Tour of Facilities
- Meeting with Financial Staff and Review of Financial status (Chart of Accounts, General Ledger, Internal Controls, Processes, Procurement, Audits, etc.)
- Meeting with Program Staff
- Interview of Partners, Program Participants, or Instructors
- View Training
- Review of documentation and Record Keeping
- Exit Briefing and Summary of Visit

This agenda can be adjusted to add needed items or take away those not appropriate to the project.

Records and Recordkeeping

Overview

How funds and resources are spent to accomplish program goals must be documented and a clear paper trail maintained. The project staff is responsible for accurate and timely programmatic reports and record keeping. Projects may be monitored during the fiscal year by site visits from the funding agency. To facilitate the reviews, have complete reports on file...

Types of Reports

Mandatory reports

Refer to the proposal or application and the funding notification. Report requirements will be clearly defined and summarized. Sample forms are often a part of the award. The award notification provides the due dates along with the mailing information.

Standard reports

Programmatic reports are tied to the project's objectives and usually include information about the demographics of the population served, frequency and types of services provided, statements regarding any personnel changes, program successes, and written explanations of program objectives not achieved.

Fiscal reports itemize the expenditures in a given period and provide a comparison between the original budget and expenses to date.

Some agencies require monthly programmatic and fiscal reports. Although it may not be required, it is recommended that the project objectives and budget be reviewed quarterly. Most funding agencies require a mid-year and a final report. The latter is usually due 45 to 90 days after the end of the project year.

Internal reports

From time to time, Project staff may be asked to share the demographic statistics for the special populations served by the grant with other departments. These requests are usually to substantiate a legislative request or to document performance in a particular area.

Financial Reports

Budget Reporting

Grants must have funds budgeted in such detail as required by the grant. The College is required to follow the conditions of the grant that include, but may not be limited to: Spending funds inn accordance with the approved budget of the grant; Returning unused balancel of grant funds; Establishing property records of grant-acquired property, if so indicated; and Providing program and fiscal reports at given intervals as required.

The College, auditors, and field monitors must be able to compare actual expenditures to budgeted expenditures. It is important to obligate and expend funds in accordance with the approved budget. An obligation is when the College formally designates funds for a specific expense. Obligations must occur by the end date of the grant.

Expenditures must be made in sufficient time to allow preparing and submitting the final expenditure report by the due date. An expenditure is a charge made to a grant or propogram.

Creating budget and personnel notebooks

To facilitate record-keeping, it is recommended that the project staff set up a three-ringed notebook; for the budget and personnel.

The budget section of the notebook's purpose is to track expenditures for the current project year. The notebook may be organized as follows:

- place the negotiated budget in the front of the budget book (this section will always have the current, approved budget first)
- arrange tabs based on the general ledger codes (GLC) for each line item
- include a tab for memos to and from the Project Budgeting & Accounting Office and another for correspondence with the funding source
- after each GLC tab, create a ledger page for that line item and maintain a current running balance (retain a copy of each expenditure, and file documentation chronologically behind the ledger page)
- create a separate tab for the finance system's department listing, which is the statement of account generated through ORION and sent to the budget administrator
- compare the statement with project records, note any discrepancies, and discuss with project accounting
- retain meeting notes, copies of memos and e-mails, and notes relating to telephone calls

Set up a separate notebook for personnel associated with the grant with sections for:

- personnel information (including copies of applications, resumés, leave forms, and evaluations)
- payroll information (including copies of signed timecards and time sheets for those paid out of more than one grant)

In-kind match: tracking and reporting

In-kind match can be a percentage of a person's time or use of College equipment, such as copiers, telephones, or supplies such as postage as designated in the project proposal Tracking requires logs that keep a cumulative account of equipment use or supplies. Tracking personnel requires a time sheet. (This is especially important when a person is paid from or providing in-kind support for more than one grant.)

Program Reports

The project staff is responsible for ensuring that the program reports are accurately completed and delivered to the funding source by the stated deadline. The supervising administrator reviews and signs off on all reports.

NOTE: Send copies of all reports to the DPBA & Resource Development Officer.

The Project Budgeting & Accounting Office compiles and submits fiscal reports. The Project Budgeting & Accounting Office relies on the project staff to provide necessary back-up documentation for expenditures and in-kind match.

Some agencies require the programmatic reports to accompany fiscal reports. If so, provide the program report to DPBA in time to ensure prompt billing.

The Resource Development Officer is available to assist in report preparation, when needed.

<u>Evaluation reports</u>
Each proposal contains an evaluation plan that establishes the criteria against which the project will be measured to determine its success. The plan dictates the types of data that must be collected and by whom. Periodic formative evaluations may be completed by internal staff. Some grant-funded projects require an external evaluator to conduct a summative evaluation of the project and prepare a formal report of the evaluation. The terms of the contract determine when this summative report is submitted to program staff. After staff review, the evaluator’s report is forwarded to the funding source as part of the final report.

Data Validation

Project staff members are responsible for consistently collecting accurate program data that is required for reports that are submitted to the funding agency. Project staff should keep all back up data used to complete reports in case clarification is needed.

Letter of Commitment

Some grants include specific commitments from community organizations and industry collaborators to support the success of the project. These commitments are usually detailed in the original grant proposal through letters of commitment provided by the collaborators. During project implementation, project staff should keep comprehensive documentation of all support that is provided by collaborators.

Record Retention

Participant records and files related to grant activities and deliverables are maintained by project staff at their campuses and should be kept in a secure manner. These files should be stored for at least five years after the grant project ends.

Please see section E. Project Closeout for information about storing records.

AMENDMENTS

Overview

Even though the initial program and budget were carefully prepared, circumstances change that may require a revision or formal amendments.

Program Amendments

Changes to the scope and direction of an existing grant project require submission of a program amendment to the funding agency prior to implementation. Please contact your Resource Development Officer if you wish to develop a program amendment, as program amendment requests must be submitted by Resource Development to the grants program officer.

Budget Amendments

Even though the initial budget was carefully prepared, circumstances change. Budget revisions and amendments fall into three categories:

- Budget revisions when amounts are within the funding source's allowable percentage and categories. Many grants permit a transfer of up to 10 percent of the total budget between line items. The percentage varies by agency. To make an internal revision, send an e-mail to project accounting with a copy to the Resource Development Officer.
- Budget revisions that fall within the funding source's allowable percentage but are significant enough to require written notification be sent to the funding source subsequent to the revision. Contact the Resource Development Officer to generate the notification.
- Formal budget amendments sent to the funding source indicating a major modification to the budget (e.g., addition of personnel, out of state travel, change of objectives, scope of project or anything not in original budget setup). Amendments require prior approval from the funding source (See Attahcment 6). Contact the Resource Development Officer for assistance.

Review the budget at least quarterly and estimate expenditures to the end of the project year. When it appears a particular line item may not be spent, or when a line item appears to be over-expended, request a budget revision or amendment. This includes the calculation of personnel funds not spent due to positions not filled for the total project period. Contact the Resource Development Officer for assistance in this area.

No-Cost Extensions

In special cases, some funding agencies may allow grantees to propose to extend project end dates through a no-cost extension to allow for continuation of project activities. While no-cost extensions do lengthen the project period, they do not provide any additional grant funding. Please contact your Resource Development Officer if you wish to request a no-cost extension, as no cost extensions must be submitted by Resource Development to the grants program officer.

COLLABORATIONS

Overview

Internal and external collaboration is increasingly being required in grant proposals and is vital to the successful implementation of grant projects. Collaboration with other college departments provides insight on internal policies and procedures. External collaborators can leverage their resources to help support your project.

Types of Collaboration

Types of collaborations include:

- *Communication with funding agency:* For most grant projects, the Resource Development Office usually acts as the main line of communication between the College and the program officer at the funding agency. This arrangement promotes a consistent flow of communication, especially when one program officer may be working with the College on multiple grants.

- *Project update meetings:* Following the initial Grant Orientation meeting, the Resource Development Office will continue to schedule quarterly check-in meetings as needed with the Grant Coordinator, campus staff and administrators. The purpose of these meetings is to discuss the progress of meeting the grant deliverables, timeline, and budget.

- *External collaborator communication:* While project collaborations are discussed in the Grant Orientation and project update meetings, Grant Coordinators should continue to communicate with their external collaborators on a regular basis. External collaborator communication can be maintained through activities such as e-mail updates, advisory board meetings and conference calls.

Program Specific Needs

Overview

Many grants have programmatic or support needs that are specific to their program. In this section you will find some of the most commonly used program specific information. This information ranges from reporting systems to support services. If your proposal includes elements that you are not sure how to complete, contact your Resource Development Officer to plan the best course of action.

Bus Passes

Bus Pass Procedures -After determining which students need bus passes, the Bus pass authorization form and the monthly bus pass contract should be filled out.

- To determine if a student needs a bus pass
  - Ask them
  - Forms should be ready by the last week in the month for the next month
  - Email sent to Kathy Robertson with the total number of bus passes needed. List should include the student's first and last name and the last 4 numbers of their social security number
- Check column under bus pass heading to show this person will need a bus pass
- Bus pass authorization:
  - Student name, student ID (SS#) are filled in
  - Circle adult for type of pass and monthly for frequency of pass
  - Budget Name is Pathways out of Poverty
  - Budget Number 247090/68008
  - Bus pass is authorized by Grant Coordinator or supervisor signature
  - Pass # issued is left blank. Campus business office completes this line.
  - Amount due write a "0" (paid for by grant)
  - Receipt # leave blank. Campus business office completes this line.
  - Student signature. The student signs in front of business office personnel.
- Bus Contract
  - First and last name, SS# can be filled in
  - Authorized by signed/initialed by Grant Coordinator or supervisor
  - Month is the month the bus pass will be used
  - Student will sign and date in front of business office personnel

Childcare

After determining which students need child care services, a childcare application package is completed. Chappell provides monthly invoice billing statements to the Grant Coordinator for verification. The Grant Coordinator maintains an Excel tracking chart of all support services provided.

Electronic Reporting

The American Recovery Reinvestment Act established all Federally Funded Programs created under this legislation would utilize the Recovery Act Data (RAD) Management Information System. In accordance with this directive this system was adopted and incorporated into the Project GROW Student Information and Data Tracking System.

It is Mandatory that all Case workers receive instruction and permissions to utilize this system.

Once an applicant has enrolled in his / her first assigned course in their selected program they are then considered a participant. At the end of first benefit receipt they must be enrolled into the RAD Management information system.

- The Project GROW Case Managers are responsible for entering the participant into the RAD Management Information System
- Detailed instructions for data input can be found in the Project GROW, Policies and Procedures Manual.
- RAD case notes are entered (at a minimum) on a weekly basis.
- Program Exits are completed as necessary.

Monthly Data extraction for compilation into the Quarterly Report will be accomplished as the final section of the established reporting format. The process is as follows:

Case workers will ensure individual records are up to date with most recent entries, and a valid count for entries, enrollment, completion and exit are calculated for the reporting period.

Once the case workers are in agreement they will set up a meeting with the Grant Coordinator to review the data and he/she will insert into the Quarterly Report format box. Together the caseworkers and Project Coordinator will verify the check sum process and again validate the data.

After completing the Quarterly Report the Grant Coordinator will forward this document for approval through the Administrative Chain. Upon return and with any corrections recommended incorporated it will be then be forwarded to the Leadership and Resources Departments for transmission to the Federal Program Officer.

Diplomas & Test Scores

The College currently maintains an imaging system which collects official transcripts for all students admitted to the institution. TABE scores are recorded on the College's official transcript and this information is accessible by all staff that have access to the College's registration system. Per the College catalog all students are required to submit proof of high school diploma and/or TABE scores.

Typically grant participants meet with the Grant Coordinator, Case Manager, or Advisors. An interview log is completed in which the interviewee checks "yes" or "no" to each of the following categories:

- Selective Service validation
- High School graduation
- TABE scores

This is maintained as an "unofficial" checklist of documentation. The official collection is completed during student registration. Evidence is maintained and documented during enrollment and scanned into the College's Orion system by the Colleges Student Enrollment Service. This evidence is accessible by the Project GROW staff.

Working with Minors & Summer Camps

The College is committed to providing a safe, healthy, and productive learning environment for all minor children/students (who have not yet reached the age of majority, eighteen years of age) who are involved in the grant programs and/or summer camps at the College.

When being developed, many grant proposals include funds to help cover needed expenses that are particular to working with Minors. These might include funds for background checks and screeneing.

The College has developed an APM 03-0315 as well as Desktop Procedures for reference when a grant proposals includes summer camps. These procedures apply to summer camps as defined by the Department of Children and Families (Section V). The procedures for hiring staff for year-round grant-funded programs such as Upward Bound, First Coast Community Music School, and the Artist Series may vary from those below, even if these programs have a summer component. Discuss your camps with your RDO or campus DAS. The Desktop Procedures include steps for the following:

- Employment Process
- Accounting
- Orientation of Summer Camp Personnel
- Sample Summer Camp Planning Timeline
- Frequently Asked Questions for Background Screening
- DCF Background Screening Inquiry Form
- Local Criminal Records Check Form
- Drug Screening Procedures
- Summer Camp Business Plan Template

E.

PROJECT CLOSE OUT

GRANT CLOSE OUT

Overview

Grant programs have a specific life cycle with designated start and end dates. They may also be terminated by the funding source or the College, either at will, due to lack of funds, or breach of contract. Refer to the award notification for specifics regarding closeout of projects.

The contract or supplementary project management guidelines address these issues. In most cases, back-up documentation is retained five years after the close of the project. When in doubt, review the project's contract or contact the Resource Development Officer.

Financial Close Out

Approximately three to six months before the end of the grant, the Resource Development Officer will schedule a meeting with the project implementation team and administrators as well as with the DPBA. At that meeting, the team will discuss the grant balance, plans to expend grant funds, and any concerns that need to be addressed.

In general, the following activities must be completed when closing out a grant contract:

- encumber all expenses through a Purchase Order [not a Requisition Order]
- adhere to the College's standard purchasing end-of-year deadlines as closely as possible for projects that end June 30
- encumber all expenses 60 days before the end of the project whenever possible
- note that accounts for projects ending June 30 will remain on the ORION system for generation of final reports only
- inform the staff of the ending date as soon as possible, or a minimum of one month prior to the end of the project, unless the project is continuing
- notify human resources and copy the Resource Development Officer, by email or memo, identifying the personnel affected (See Attachments 9 & 10)
- check the award notification regarding retention guidelines, return, or disposal of equipment
- collect, label, and prepare all records, correspondence, budget documentation, schedules, and other pertinent documents for storage in the central warehouse, and inform project accounting where the records are stored (see Attachment 4)
- comply with agency requests or requirements regarding final reports, and coordinate with the campus director of administrative services and project accounting

NOTE: Dollars cannot be spent after the project ends.

Programmatic Close Out

Resource Development staff maintain copies of the grant activities and the DPBA maintains the official record of the grant. It is the responsibility of the implementation team and administrators to store the program or campus records once a grant has ended.

In general, the following activities must be completed when closing out a grant contract:

- Review grant specific programmatic closeout requirements

- Complete final programmatic progress reports
- Submit required programmatic items to the funding agency as applicable (such as materials created using grant funding)
- Plan for retention and security of program records. These files should be stored for at least five years after the grant project ends.*
- Identify any post-funding requirements such as tracking

Record Retention

For records retention, the DPBA maintains the official files for audit, RD maintains backup records, and the Campus maintains the program records. When a grant ends, the campus records should be maintained either at a designated location or at Central Stores for five years. An audit can occur after the grant has ended and sometimes after the implementation team members are no longer at the same location, so it is important that the DPBA knows where the program or campus record are housed. Please advise the DPBA as to the location of the files.

If the records are stored at the Central Stores warehouse, the following steps should be used:

- Request a Central Stores Records Control form from the Central Stores office (Packages of 25 to 100) or from the Resource Development department (See sample form in Attachment 4). *Please note, Attachment 4 shows a sample form only, the actually form is a No Carbon Required (NCR), or multiple copy form, and that form must be used for the storage request.*
- Box records in and label the files in an easy-to-locate-the-information manner (for example, file folders organized by dates or by topics).
- Fill out the NCR form (Fill in all information. The expiration date should be five years from the grant closeout date) and place the form in the top of the box.
- Central Stores will complete the form and return a copy to the campus with the storage location.
- Advise the DPBA as to the location of the files either by e-mail (Scanned copy of the completed form) or a hand delivered copy of the form.

Termination of Grants

A grant may be terminated by the awarding agency if the College fails to comply with the terms and conditions of the award with the consent of the College, or by the College through written notivicaiton.

Termination is effective on the latest of
The date of delivery to the grantee of the notice of termination
The termination date given in the notice of termination, or
The date of a final decision of the awarding agency under Part 78 of EDGAR. See EDGAR 34 C.F.R. § 75.903.

If costs are allowed under an award, the College's responsibilities will be considered in the termination and provisions much be made for continuing to the termination and provisions must be made for continuing the College's responsibiltiies after termination, as appropriate. See OMB Circular A-110, Subpart, See 61.

Enforcement

If the College fails to comply with the terms and condition of an award, the awarding agency may take one or more of the following actions:

(1) Temporarily withhold cash payments pending correction of the deficiency by the recipient or more severe enforcement.
(2) Disallow (deny both use of funds and any applicable matching credit) all or part of the cost of the activity or action not in compliance.
(3) Wholly or partly suspend or terminate the current award.
(4) Withhold further awards for the project or program.
(5) Take other remedies that may be legally available.

If any action is taken by the awarding agency, the College is permitted an opportunity for hearing, appeal and other administrative proceeding. Cost resulting from obligations incurred by the College during suspension or after termination of ann award are not allowed. See OMB Circular A-110, Subpart C, Sec. 62.

Human Resources and Project Staff

When a grant ends, the project admistrator is responsible for forwarding the completed Separation Form and for obtaining an approved Clearance Form from the grant employee(s) on the final workday (APM 03-1602). These forms should be forwarded via the organizational chain to the Associate Vice President of Human Resources.

Human Resources Separation Form

(See sample form in Attachment 9)

Human Resource Clearance Form

(see sample form in Attachment 10)

F. Glossary

Glossary

Accrued Expenditures — Project expenses incurred during the grant or contract period for:
- goods and other tangible property received
- services performed by employees, contractors, and other payees
- amounts "becoming owed" for which no current service or performance is required, such as insurance claims or other benefit payments

Acquisition Cost — Net invoice price of equipment purchased, including cost of modifications, attachments, accessories; auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired; and the cost of transportation and installation

Applicant — Organization requesting a grant or sub-grant under an externally funded program

Application — Written request for a grant or sub-grant from a funding source

Approved Budget — Budget, including any revisions, approved by the funding source

Award — Funds awarded by the funding source under a contract, grant, or cooperative agreement

Budget Administrator — Individual, usually the project's supervising administrator, designated to approve budget expenditures

Budget — Recipient's financial plan for carrying out the project or program

Budget Period —Period of time project is divided for budgetary purposes

Cash Match — Designated funds required by funding source that the College or grant partner agrees to invest in the project; College match requires approval by District Board of Trustees

Central Stores — Department responsible for College mail services; stocks an inventory of commonly used items, including office supplies, pre-printed forms, scannable forms, copier supplies, and software for College departments to purchase

Committed Funds — Portion of budget restricted via electronic requisition to ensure funds are available to pay for proposed purchases

Contract — Legal, binding agreement between the funding source and the College that defines the terms, conditions, and deliverables for a project

Cost Sharing or Matching — Value of in-kind contributions and the portion of project costs not supported by the funding source (i.e., percentage of College personnel time, space, services, supplies, or use of equipment)

Deliverables — Products or accomplishments such as curriculum development or number of job placements set forth in the grant or contract, often tied to exact due dates

Education Department General Administrative Regulations (EDGAR) — Published regulations governing the administration of grants and agreements to higher education institutions

Encumbrance — Portion of the budget restricted by a purchase order to ensure funds are available to pay for goods or services

Equipment — Tangible personal property having a useful life of more than one year and an acquisition cost of $750 or more per unit

Expenditure Report — Monthly or quarterly report submitted to the funding source in a prescribed format; completed by project accounting with input from project staff

Evaluation — Process of comparing a project's agreed upon deliverables with what was actually accomplished; ongoing evaluations during the project is formative, and evaluations conducted at the close of the project are summative

Fiscal Year — The period beginning October 1 and ending September 30 for the Federal Government and the city of Jacksonville; July 1 through June 30 for the State of Florida and the College

Fund 1 — The financial entity used to account for the general revenue funded by the legislature and other non-restricted funds available for the financial responsibilities of the College

Fund II — A financial entity used to account for restricted funds provided by external funding sources for the operation and support of grant programs; funds are restricted for a specific purpose and must be spent during the specific project period. All grant budget numbers begin with the number 2

Grant — Award of financial assistance, in the form of money or property in lieu of money, by an external funding source to an eligible grantee (often used interchangeably with *project*)

Grant Closeout — Required process to determine that all applicable administrative actions and required deliverables have been completed by the grantee and the funding source

Grantee — The legal recipient of a grant award and held accountable for the use of the funds provided; i e , the District Board of Trustees of Florida State College at Jacksonville

Green Book — Regulations for the use of state monies under the Florida Department of Education

HRS (Human Resources System) — A computerized information management system on the College's mainframe computer where College personnel records are maintained

Indirect Costs — Percentage of an award allowed by the funding source to help cover general administrative cost of operating a project, i.e., maintenance, depreciation, services of College staff, and other overhead costs When awarded, these funds are deposited in Fund 1 and used for College operations.

In-Kind Match — Contributions, other than money, that the College or grant partners contribute to a project; i.e., a percentage of a person's time; use of facilities, equipment, or services. Time must be documented through time logs. Usage records include amount of use and equivalent value based on standard College or third-party rates, usually compiled on a monthly basis.

Obligations — Cost of orders placed, contracts awarded, services received, and similar transactions during the project period that require payment during the same or a future period

OMB (Office of Management and Budget) — Department within the Executive Office of the President of the United States that develops "policy to assure that grants are managed properly and that federal dollars are spent in accordance with applicable laws and regulations for recipients of federal funds. " *OMB circulars* covering these rules are published approximately every two years.

OPS (Other Personal Services) Agreement — Contract with an individual or company in which the contractor and the College agree to terms related to the contractor's work, deliverables, and rate of pay, as well as invoicing and payment procedures

ORION — Computerized fiscal management system on the College's mainframe computer in which project budget accounts are maintained

DPBA (Project Budgeting & Accounting Office) — Office within the finance department responsible for grant-funded   accounts (may also refer to the *Director of Project Budgeting & Accounting*)

Personal Property — Tangible (having physical existence) or intangible (patents, inventions, copyrights) College property of any kind, except real property (land and buildings)

Position Authorization —Document required to initiate the process of filling positions defined in a grant project's budget; prepared by Resource Development Officer

Position Code — An identifier number assigned to specific employee positions, required for hiring personnel, online transactions, and payroll processing

Program Income — Gross income earned by grant-funded activities, i.e., fees for services performed during the grant or sub-grant period, and copyright royalties

Project — Activities described in a proposal and funded by an external agency (often used interchangeably with *grant*)

Project Period — Fixed project time period approved by the funding source; project expenses can be obligated only during approved time period

Purchase Order — Legal document that obligates the College to pay for the acquisition of goods or services totaling $200 or more.

RESOURCE DEVELOPMENT OFFICER — In partnership with project design teams, the College Resource Development Officer develops and writes proposals for submission to external funding sources; serves as the College liaison with external funding sources; assists project staff with amendments to project

Recipient — Organization awarded funding to implement a project

Requisition — Electronic request for the purchase of goods or services

RFP (Request For Proposal) — Funding source's guidelines for submission of grant proposals

Roll-Forward Funds — Funds not expended during the project period or funds added by the funding source that are allowed to be spent in the following year; a separate budget proposal must be submitted to the funding source

Sponsored Project — Another term for externally funded projects

Stipend — Payment for performance of a task, i.e., faculty stipends for course development; or financial assistance related to participation in a program, i.e., student stipends for transportation, child care, or other expenses

Sub-Recipient, Sub-Award — An outside agency, company or individual receiving funding to perform a portion of a sponsored research activity for which Florida State College at Jacksonville is the prime recipient of the funds, per OMB Circular A-133, Section B.210. A sub-recipient is significantly involved in the actual research program. Responsibility for the subcontracted work is assumed fully by the sub-recipient.

Supplies — All tangible personal property other than equipment

Surplus Property — Property no longer needed by College departments and housed at the surplus warehouse; available to departments at no charge

Term Employee — Employee hired on a grant-funded project

Terms of a Grant or Sub-Grant — All requirements of the grant or sub-grant, including statute, regulations, and award document

Unliquidated Obligations — Sum total of all obligations incurred by the grantee but not paid (for reports prepared on a cash basis)

Unobligated Balance — Any portion of federal grant funds authorized and not obligated by the grantee

Vendor (also called Contractual Services) — An outside agency, company or individual who is providing a service that is to be used for Florida State College at Jacksonville to conduct the project effort, per OMB Circular A-133, Section B.210. A vendor is not significantly involved in the actual program.

G. ATTACHMENTS

Attachment 1

Grant Support Verification

TO: ______(Name of company and address)____

FROM: ___________(Program manager name)_________

______________Campus

Florida State College at Jacksonville

RE: Verification of support pledged in Letter of Commitment for the
(Official name of grant) Grant

DATE: ________________, 20____

Please verify the amount of support provided this _(Quarter or year)_ for the time period of __, 20_ to __, 20_ as pledged **in** the attached letter of support. The support provided included __(Can list support provided or reference the letter if support is listed on the letter).

By signing this memo, I am verifying that the above listed support was provided to the above mentioned project and that documentation of this support is available upon request.

(Signature)_______________, (title)_____________

(Date signed)_____________

Attachment 2

Time & Effort

Employee Name: ______________________

____
(Enter Month and Year) MM/YY

Monthly Effort Report

All FSCJ employees whose salary is funded in whole or in part with grant funds, or whose salary is used to meet a match or leveraged funds must complete the following effort report on a monthly basis. The form must be completed and signed by either the employee or a supervisor with firsthand knowledge who can verify that the work described was performed. (OMB Circular A-21.)

Proj #	Title of Grant / (Cost Objective if Available)	Dates	Summary of Activities	Hours OR % of Time Spent	
				Hours	%
1					
			Total Project Time	-	0%
2					
			Total Project Time	-	0%
3					
			Total Project Time	-	0%
	Total Time on All Projects* *FSCJ Employees: Time must total 100% or reflect the total number of hours compensated by FSCJ.			-	0%

I ______________________ DO HEREBY CERTIFY THAT THE ABOVE TIME HAS BEEN SPENT IN THE MANNER AND THE AMOUNTS REFLECTED ABOVE.
(Please sign name)

(1) EMPLOYEE/SUPERVISOR WITH KNOWLEDGE SIGNATURE ______________________ DATE: __________*

(2) EMPLOYEE/SUPERVISOR WITH KNOWLEDGE SIGNATURE ______________________ DATE: __________*

(3) EMPLOYEE/SUPERVISOR WITH KNOWLEDGE SIGNATURE ______________________ DATE: __________*

**The form must be signed after-the-fact or after completion of work each month and must coincide with one or more pay periods.*

3/1/2012

Sample Time & Effort Report

Employee Name: ______________________

____
(Enter Month and Year) MM/YY

Monthly Effort Report

All FSCJ employees whose salary is funded in whole or in part with grant funds, or whose salary is used to meet a match or leveraged funds must complete the following effort report on a monthly basis. The form must be completed and signed by either the employee or a supervisor with firsthand knowledge who can verify that the work described was performed. (OMB Circular A-21.)

Proj #	Title of Grant / (Cost Objective if Available)	Dates	Summary of Activities	Hours OR % of Time Spent: Hours	%
1	DOL Project Grow Grant - Admin	5/2-6/2011	Quarterly Report	5.00	
	DOL Project Grow Grant - Admin	5/9-13/2011	Graduation	7.00	
	DOL Project Grow Grant - Admin	5/16-20/2011	Meetings	4.75	
	DOL Project Grow Grant - Admin	5/23-31/2011	Meetings	0.25	
			Total Project Time	**17.00**	**0%**
2	FSCJ College Responsibilities	5/2-6/2011	Assorted	38.00	
	FSCJ College Responsibilities	5/9-13/2011	Assorted	30.00	
	FSCJ College Responsibilities	5/16-20/2011	Assorted	35.00	
	FSCJ College Responsibilities	5/23-31/2011	Assorted	38.00	
			Total Project Time	**141.00**	**0%**
3	DOE Perkins	5/2-6/2011	Report	2.00	
			Total Project Time	**2.00**	**0%**
	Total Time on All Projects* *FSCJ Employees: Time must total 100% or reflect the total number of hours compensated by FSCJ.			**160.00**	**0%**

I ______________________ DO HEREBY CERTIFY THAT THE ABOVE TIME HAS BEEN SPENT IN THE MANNER AND THE AMOUNTS REFLECTED ABOVE.
(Please sign name)

(1) EMPLOYEE/SUPERVISOR WITH KNOWLEDGE SIGNATURE ______________________ DATE: __________*

(2) EMPLOYEE/SUPERVISOR WITH KNOWLEDGE SIGNATURE ______________________ DATE: __________*

(3) EMPLOYEE/SUPERVISOR WITH KNOWLEDGE SIGNATURE ______________________ DATE: __________*

**The form must be signed after-the-fact or after completion of work each month and must coincide with one or more pay periods.*

3/1/2012

Attachment 3

Sample Workforce Training Tracking Chart

PORT OPERATIONS, LOGISTICS AND SUPPLY CHAIN MANAGEMENT CBJT GRANT
COMMUNITY BASED JOB TRAINING GRANT
WORKSOURCE QUARTERLY PERFORMANCE REPORT

A. GRANTEE IDENTIFYING INFORMATION

1. Grantee Name:	2. Grant Number:
3. Program/Project Name:	
4. Grantee Address:	5. Report Quarter End Date:
City ________________ State ______ Zip Code __________	6. Report Due Date:

Performance Items	Previous Quarter (A)	Current Quarter (B)	Cumulative Grant-to-Date (C)	
B. CUSTOMER SUMMARY INFORMATION				
1. Total Exiters				
2. Total Participants Served				
3. New Participants Served				
Gender: 3a. Male				
Gender: 3b Female				
Ethnicity / Race: 3c. Hispanic/Latino				
Ethnicity / Race: 3d. American Indian or Alaska Native				
Ethnicity / Race: 3e. Asian				
Ethnicity / Race: 3f. Black or African American				
Ethnicity / Race: 3g. Native Hawaiian or Other Pacific Islander				
Ethnicity / Race: 3h. White				
Ethnicity / Race: 3i. More Than One Race				
Ethnicity / Race: 3j. Hispanic/Latino and More Than One Race				
3k. Eligible Veterans				
3l. Persons with a Disability				

C. Common Measures	
WIZARD State ID number	
1. Participant's Social Security Number	
2. Employment Status at Participation	
3. Date of Exit	
4. Reason for Exit	

	Previous Quarter (A)	Current Quarter (B)	Cumulative Grant-to-Date (C)	Goal	Percent of Goal attained
All of the above will be used to determine:					
1. Entered Employment Rate					
2. Employment Retention					
3. Average Earnings					

This report includes: WorkSource follow up services, employer retention and program graduate data. Please verify: Yes______ No______

WorkSource Signature ____________ Date ____________ FSCJ Program Manager Signature ____________ Date ____________

Attachment 4

Sample Central Stores Records Control Form

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

84800

RECORDS CONTROL FORM

CAMPUS/CENTER:	DEPARTMENT NAME:	DEPARTMENT SECTION:
RECORD YEAR: MM/DD/YYYY	RECORD SERIES:	RETENTION PERIOD/ # OF YEARS
RECORDS COORDINATOR:	PHONE (CONTACT):	EXPIRATION DATE: MM/DD/YYYY
SHORT DESCRIPTION:		
EXTENDED DESCRIPTION:		
** SIGNATURE AUTHORIZES DESTRUCTION OF RECORDS AT INDICATED EXPIRATION DATE: **SIGNATURE OF DEPARTMENT HEAD: ______ DATE: MM/DD/YYYY		NOTICE: FORM MUST BE COMPLETE BEFORE RECORD CARTONS WILL BE ACCEPTED.

RECORDS CENTER USE ONLY

RECEIVED BY:	ENTERED BY:	DATE RECEIVED:	STORAGE LOCATION:

RETAINED IN RECORDS CENTER FILES

Indirect Cost Rate Agreement (Page 1 of 3)

05/07/2010 09:02

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 596001874 DATE:04/29/2010

ORGANIZATION:
Florida State College at Jacksonville
501 West State Street
Jacksonville, FL 32202-4030

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
PRED.	12/01/2009	06/30/2013	35.50	On-Campus	All Programs
PRED.	12/01/2009	06/30/2013	14.50	Off-Campus	All Programs
PROV.	01/01/2014	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2013.

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), that portion of each subaward in excess of $25,000 and flow-through funds.

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Indirect Cost Rate Agreement (Page 2 of 3)

ORGANIZATION: Florida State College at Jacksonville

AGREEMENT DATE: 04/29/2010

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-SITE DEFINITION: For all activities performed in facilities not owned by the organization and to which rent is directly allocated to the project(s), the off-site rate will apply. Grants or contracts will not be subject to more than one indirect cost rate. If more than 50% of a project is performed off-site, the off-site rate will apply to the entire project.

Fringe Benefits include: Retirement, FICA, Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, and Long Term Disability.

Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of $5,000 or more per unit.

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Attachment 5

Indirect Cost Rate Agreement (Page 3 of 3)

ORGANIZATION: Florida State College at Jacksonville

AGREEMENT DATE: 04/29/2010

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:	ON BEHALF OF THE FEDERAL GOVERNMENT:
Florida State College at Jacksonville	DEPARTMENT OF HEALTH AND HUMAN SERVICES
(INSTITUTION)	(AGENCY)
SP Bowers	Darryl W. Mayes
(SIGNATURE)	(SIGNATURE)
Steven P. Bowers	Darryl W. Mayes
(NAME)	(NAME)
Vice President, Administrative Services	Director, Mid-Atlantic Field Office
(TITLE)	(TITLE)
May 7, 2010	4/29/2010
(DATE)	(DATE) 1768
	HHS REPRESENTATIVE: Steven Zuraf
	Telephone: (202) 401-2808

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Attachment 6

Modifications or Amendments

Modifications to a project require the RDO and the grant coordinator to gather needed information; the request is submitted by the RDO. The following checklists, provided from US DOL, can be used as a general guide in gathering needed information:

<u>Types of Modifications or Amendments</u>

Changes to the project narrative
- In the cover letter, reference the page numbers for the revisions
- Highlight the changes in the narrative and attach to the request

Budget Realignment or adjustments
- Refer to your grant award for any special clauses or conditions. Many grants allow a 20% Budget Line Flexibility and would not require a formal budget modification.
- The cover letter should include the specific dollar amounts being reallocated and identify line items to be increased or decreased along with a justification.
- Supporting documents should include the budget, budget forms, and budget narrative with changes highlighted.

Equipment Purchase Approval (for funding agencies such as US DOL)
- Refer to your grant award for any special clauses, procedures or conditions.
- Some funding agencies may require equipment to be purchased early in the implementation process.
- Federal grants often define equipment as: "Item of equipment with a per unit acquisition cost of $5,000 or more, and a useful life of more than one year." This regulation would consider equipment under $5000 unit price and software to be expended under Supplies & Materials (Code of Federal Regulations, Title 21).
- Whether the funding agency requires equipment purchase approval or not, the grant coordinator should follow the College's procurement policies and procedures when purchasing equipment (See section E, Items or Services Requiring Quotes or Bids).

Change of Authorized Signatory
- On the cover letter, include the contact information for the new Signatory
- Indicate the effective date of the change.

Change of Address
- On the cover letter, provide the new address information
- Indicate the effective date of the change.

Change of Organization's or Institution's Name
- On the cover letter, provide the new name.
- Indicate the effective date of the change.
- Provide documents that show official approval such as the Board Meeting Minutes or an official letter.

Indirect Cost Rate Agreement
- The cover letter should include the new indirect Cost Rage along with the date the rate is in effect.
- Supporting document should be a copy of the new negotiated approval.

No-Cost Extension

- Indicate how many additional months are being requested along with a strong justification for the extension.
- Address challenges and achievements during the grant period.
- Align the extension request with performance outcomes, if appropriate.

Modifications Require

A letter on College Letterhead
Subject line including modification type, grant name, and grant number (all pertinent information to the project)
Explanation and/or justification for the request
Letter signed by the Authorized Signatory on the grant (typically the College president or the Director of Resource Development per APM 6Hx7-2.5, Signing Authority)

Budget Change Worksheet

Typically, a budget change total should equal $0 (i.e., the line items being decreased equal the line items being increased). The following can be used as a sample worksheet:

	Approved Budget (Original or most recently approved)	Changes (+ or -)	New Budget
Personnel	$	$	$
Fringe Benefits	$	$	$
Travel	$	$	$
Equipment	$	$	$
Supplies & Materials	$	$	$
Contractual	$	$	$
Other	$	$	$
Total Direct Charges	$	$	$
Indirect Chagres	$	$	$
TOTAL	$	$	$

Attachment 7

Staffing Order for Temporary Work Assignment

ATTACHMENT "A"
FSCJ RFP #2009-12
STAFFING ORDER FOR TEMPORARY WORK ASSIGNMENT

Temporary Staffing Company: ______________________________

College Job Description Title (if known): ______________ College Pay Grade #: ______________

FSCJ Campus/Center: ______________ Department Name: ______________

Department Point of Contact: ______________ Phone Number: (904) ______________

Contact e-mail address: ______________@fscj.edu Fax Number: (904) ______________

Job description attached? Yes ____ No ____ Location of work: City______________ State Florida

"A" Rate: Name of temporary worker (if known): ______________________________

Drug and background screening are not required for this individual: ______________________________
Human Resources Authorized Representative

Contact address (if Known): ______________________________Phone number______________

"B" Rate: Position needs to be advertised? Yes _______ No _______ Initial interviews by contractor? Yes ______ No _______

Desired effective date? ___/___/___ Ending /Date? ___/___/___ Billable Rate of Pay: $__________/hr

Is candidate a current FSCJ employee? Yes _______ No ________ Position end date ___/___/_____

Projected number of weeks of service needed for project? _________ Weeks ____Hours/Week

ORION BPO Dept. Requisition No.: ______________ ORION Budget #/GLC to fund position(s)? ______________

Use hourly time card? Yes _______ No _______ Treat as a salaried position without time cards? Yes _______ No ________

Temporary employment will require travel? Yes ____ No ____

Requestor Name (Print)	Requestor Signature	Date
Supervisor Name (Print)	Supervisor Signature	Date
Daniel A. Richardson, Associate Vice President Human Resources	Signature	Date
Stephen Stanford, Director Budget and Financial Planning	Signature	Date
Laurence I. Snell, Associate Vice President Purchasing and Business Services	Signature	Date

* Any request for temporary staffing requires pre-approval through Human Resources. Completed signed staffing orders shall be submitted by end user department to Daniel A. Richardson.

Attachment 8

Other Personal Services Agreement

FLORIDA STATE COLLEGE AT JACKSONVILLE
OTHER PERSONAL SERVICES
INDEPENDENT CONTRACTOR AGREEMENT

This agreement made this _____ day of _________, 20____, by and between Florida State College at Jacksonville hereinafter known as the "College" and ____, Social Security Number. _______________________________________, hereinafter known as the "Contractor."

(Must attach a W-9 form for 1099-Misc. income reporting)

1. The College agrees to the following:
   A. Use the services of the Contractor for the period beginning __________________________, 20____, and ending ______________________________, 20____, to perform other personal services as described below. (Use attachments if additional space is required).
   ____
   ____
   ____
   ____
   ____
   B. Pay the Contractor the sum of __________________________ dollars ($______________) based upon invoice(s) submitted to the College's Supervising Administrator who thereby is responsible for attesting that all services under this Agreement have been satisfactorily provided to the College. Additional payment terms and schedules may be mutually negotiated and provided as an attachment to this Agreement. The College will withhold the final payment, until the College determines that the Contractor has fulfilled all of the terms of this Agreement.
   C. Mail a check to the Contractor at the address contained in this Agreement for such amount as set forth in paragraph 1B above. Issue a, Form 1099-MISC for remunerations of $600 or more in one calendar year.

2. The Contractor agrees to the following:
   A. Provide the services described in paragraph 1A, above, and invoice(s) as described in paragraph 1B, above. These will be the basis for the payment(s) agreed to by the College. Invoices will not be submitted until the contracted work is complete, unless interim invoices are authorized in paragraph 1B, above.
   B. Assume full responsibility as an independent contractor for the management of the means and methods for accomplishing the services described in paragraph 1A, above.
   C. Not to engage in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, or to perform any illegal acts while on College property or while conducting any activity involving the College.
   D. Assume responsibility for any income tax associated with the payments received from the College, as well as Social Security tax under the Self-employment Contributions Act (SECA).
   E. Provide all required materials, supplies, equipment, and to pay for all expenses related to this agreement unless the College specifically agrees to provide them as documented in paragraph 1A, above.
   F. Comply with all applicable federal regulations, laws, and Florida Statutes.
   G. Acknowledge that this agreement is not a binding agreement until all College signatures are obtained on page 2.

Both the College and the Contractor agree that this agreement may be cancelled at any time by either party, without cause, upon serving written notice, where the Contractor will be paid for services and tangible deliverables provided up to the receipt of the written notice. The Contractor further agrees that this Agreement may be cancelled by the College at any time during the term of this agreement if the Contractor violates the terms and conditions agreed to herein, without legal action. The Contractor may notify the College of the Contractor's desire to cancel this Agreement without any further obligation or legal action, provided the Contractor has no financial obligation to the College, and the Contractor has completed the service required at the time of desiring cancellation, and the contractor has turned in to the proper College official any books, records, keys, or other College property. Written notice of cancellation must be filed on a timely basis.

Page 1 of 2
Original to the Financial Services Office

By my signature, I attest that I am not currently employed in any capacity at Florida State College at Jacksonville.

I understand I will receive a Form 1099-Misc. from Florida State College at Jacksonville for remunerations of $600 or more in one calendar year. I understand that I am not entitled to receive benefits made available by Florida State College at Jacksonville to its full and/or part-time employees. I further agree and understand that my services are of a temporary nature, and that Florida State College at Jacksonville does not agree to provide me with any future contracts.

I have read and understand the above agreement for my services and do hereby certify that I am qualified to receive fees as an independent contractor under Florida Statues (I am not currently receiving monies as an employee of the State of Florida while contracting for the specified services).

____
Contractor's Name (please print) Date

____
Contractor's Signature Date

____
Social Security Number

____
Mailing Address

____
City State Zip

DONATION OF SERVICES

I, ______________________________
the Contractor to this Agreement, expressly desire to donate my services to Florida State College at Jacksonville

____
Contractor's Signature Date

Departmental Use	
Budget # ______________	(GL 65007)
DR # ______________	(use for one payment)
Dept Req # ______________	(use for multiple payments)

COLLEGE REQUIRED SIGNATURES:	
Budget Administrator Date	Associate Vice President, Financial Services Date
Supervising Administrator Date	VP of Administrative Services Date (OPS Agreements greater than $10,000 require the signature of the VP of Administrative Services)
EVP or Campus President Date	

Page 2 of 2
Original to the Financial Services Office

Attachment 9

Human Resources Separation Form

FLORIDA STATE COLLEGE
SEPARATION FORM

Date:________________________ Campus:________________________

Name:____ PID #:___________________

Position #:_____________ Position Title: ____

Reason:____

____

Last Day Worked ___/___/___ Last Day of Employment ___/___/___

I understand that my final pay check cannot be released until the separation form and the clearance form have been completed, signed by all parties and received by the Human Resources Department.

____
Signature of Employee

____
Mailing Address

____
City State Zip Code

ADMINISTRATIVE APPROVAL

____ ___________________
Supervisor (Please Print) Date

____ ___________________
Supervisor Signature Date

____ ___________________
Supervising Administrator Date

HUMAN RESOURCES DEPARTMENT USE ONLY

Approved for processing (clearance form must be attached for final processing):

Compensation:____ ____/____/____

Benefits: ____ ____/____/____

Records: ____ ____/____/____

Human Resources Administrator: ____________________________ ____/____/____

APM 03-1702
HR 004 (1/09)

Attachment 10

Human Resources Clearance Form

FLORIDA STATE COLLEGE AT JACKSONVILLE
CLEARANCE FORM

Status:
( ) Transfer/Reassignment
( ) Separation – type ________________
( ) Retirement
( ) Other ________________________

Effective Date ____________________

Profs ID ________________________

Eligible for rehire? _____ Yes _____ No

Name __________________________________ PID # ______________________________

Position Code _______________ Positions Title _____________________________________
(Full-time and Regular Part-time only)

I certify that I have complied with Board Rules for the following: (Please check each space)

_____ Equipment, property, (computers, cell phones, pagers etc.) credit cards and keys returned

_____ Procurement Card deactivated

_____ Property accountability transferred (APM 04-1309)

_____ Official records – completed and returned

_____ Separation form completed

_____ Financial obligations
- _____ Satisfied – approved for final paycheck release
- _____ Not Satisfied – payroll to be notified prior to release of final paycheck

____
Signature of Employee

____
Mailing Address

____
City State Zip Code

The final paycheck can be authorized for release to this employee upon the necessary approval and receipt of the completed separation and clearance forms in the Human Resources Department.

ADMINISTRATIVE APPROVAL

Supervisor ____ Date ___________

Supervising Administrator ____ Date ___________

HUMAN RESOURCES APPROVAL

Records Section ____ Date ___________

Human Resources Administrator _________________________________ Date ___________

APM 03-1602
HR 003 (6/03)

Attachment 11
Purchasing Flow Chart