

Policy and Procedure

Policy Number: 125

Date: 4/02/2010

Revision Date:

Division/Department: Administration

Author(s): Alison Holland

Subject: Grant Management

Authorities:

Core Monitoring Guide, United States Department of Labor Employment and Training Administration. April 2005.

Purpose:

Ensure Pine Technical College's compliance with applicable regulations in regard to awarded grants.

Policy:

As a grant recipient, Pine Technical College shall comply with:

- All state and federal laws and regulations governing federal awards (when applicable).
- All PTC Policies including 124 Records Retention and Destruction; 232 Disability Services; 238 Program Advisory Committee; 317 Admissions; 401 Establishment of Budget for Grants and Contracts; 402 Budget Planning, Control and Reporting; 403 Initiating and Processing Purchase Requisitions, Purchase Orders and Related Payments; 411 Indirect Costs for Grants and Contracts; 412 Accounts Receivable Management; 501 Hiring Process; and 506 Reasonable Accommodations in Employment.
- All MnSCU Policies including 1B.1 Nondiscrimination in Employment and Education Opportunity; 1B.2 Affirmative Action in Employment; 1B.3 Sexual Violence; 1B.4 Access for Individuals with Disabilities; 1D.1 Office of Internal Auditing; 5.14 Procurement and Contracts; 8.5 Local Advisory Committees; and MnSCU Procedure 1B.1.1
- All MnSCU Guidelines including 7.3.6 Capital Assets.

When applicable, time and effort certifications or time and effort logs are required from all grant-funded PTC personnel. This applies to personnel who are specifically grant funded, and those who perform related tasks and whose time may therefore be eligible to charge back to the grant either directly or as a form of match or leverage .

Sub recipients will be monitored by a minimum of annual reports addressing performance objectives and compliance with federal requirements.

Procedure:

All staff will comply with applicable state and federal laws and regulations, Pine Technical College Policies and Procedures, and MnSCU Policies, Procedures, and Guidelines.

Grant funded staff will complete a quarterly time and effort log which reflects daily duties that were performed in relation to performance objective and compliance with uniform administrative requirements. The certifications and time and effort logs must be signed by the employee and the related supervisor. All completed forms are to be submitted to the Project Director in a timely manner.

Sub recipients will be monitored by a minimum of annual reports addressing performance objectives and compliance with federal requirements. More frequent reports may be required at the discretion of the Project Director, based on project timeline, sub recipient budget, and other factors. The format of this report will be determined by the Project Director in conversation with the sub recipient on a case by case basis and will be expressed in an interagency agreement or contract. All completed sub recipient reports are to be submitted to the Project Director in a timely manner.

Responsibilities:

All staff is responsible for complying with appropriate laws, policies, procedures, and guidelines.

Grant funded staff are responsible for the completion of a quarterly time and effort log.

The Project Director is responsible for reconciling time and effort to actual pay and making necessary adjustments. He/she is also responsible for monitoring the performance of sub recipients through the reporting process.

Dissemination:

This policy will be included in grant staff hiring packet. Standard dissemination also applies.

Reviewed by Campus Roundtable: April 19, 2010; May 17, 2010

Reviewed by Faculty Shared Governance: N/A

Reviewed by Managers Meeting: N/A

Approved: May 17, 2010