Community College of Philadelphia Grant Project Director's Handbook

Version dated April 27, 2021

Contents

Introduction: Know your grant

Congratulations on receiving an external grant!

As the project director for your grant, you are primarily responsible for ensuring that the proposed activities are performed to meet the goals and objectives of the project. Institutional Advancement will schedule a grant kick-off meeting to go over the key aspects of your grant and meet the people with whom you will be working internally.

In order to manage your grant-funded project successfully, it is important that you are very familiar with the following:

- **GRANT PROPOSAL AND BUDGET***: The grant proposal and budget are the master documents guiding the execution of your project. The proposal outlines the project goals, objectives and activities, and will often include a timeline for completion. This is known as the **scope of work**.

  The budget describes in detail what costs are approved for the grant project and the assumptions used in developing those costs.

  Any deviations from these master documents must be approved by the funder <u>PRIOR</u> to making a change. If you think a change to the scope of work or budget is necessary, please contact Institutional Advancement as far in advance as possible.

- **REGULATIONS GOVERNING YOUR GRANT**: The regulations governing your grant depend on the funding source and will be referenced in your grant agreement and/or award letter. This document will also establish your **award period** - grant funds can only be spent during this award period. Each governmental agency has its own set of regulations, and some grants have regulations specific to that grant program as well. All Federal grants are also governed by the Uniform Grant Guidance (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). Private foundations will have their own terms and conditions. Please read your award letter and agreement carefully.

  It is very important that we comply with all regulations, policies, and terms and conditions that apply to the awards. Failure to do so may result in termination of the grant funds, audit findings, penalties and/or jeopardizing the College's ability to receive future funding. Key regulations will be discussed at the kick-off meeting. Please contact Institutional Advancement if you need a copy of the regulations guiding your grant or have questions about what a specific regulation means.

While you are the primary person responsible for carrying out grant activities, there are a variety of people and offices at the College that will support you in carrying out the grant activities and ensuring that all requirements and regulations are met.   Key contacts include:

FINANCIAL MANAGER: Each grant is assigned a financial manager, typically a dean. This person will sign off on all grant project expenses and support you in managing the budget.

INSTITUTIONAL ADVANCEMENT: IA will manage all communications with the funder and support you in making any changes to your grant.

- Pat Warner, Director of Grants, 215-751-8227 or pwarner@ccp.edu

- Anne Greco, Grants Compliance Officer, 215-751-8217 or agreco@ccp.edu

- Mawusi Simmons, Coordinator of Grants, 215-751-8725 or msimmons@ccp.edu

CONTROLLER'S OFFICE/SPECIAL FUNDS ACCOUNTING: The Controller's office performs all project accounting and is responsible for financial reporting.

- Maryna Dziubynska, Director, 215-751-8133 or mdziubynska@ccp.edu

- LaVern Allen, Coordinator, Grant Accounting, 215-751-8185 or lallen@ccp.edu

- Maleehah Ray, Accountant for Foundation Grants, 215-751-8139 or maray@ccp.edu

- Bayeh Harmon, Accountant for College Grants, 215-751-8353 or bharmon@ccp.edu

- Josephine Jones, Accounting Generalist, Student Disbursements and Bookstore Awards, 215-751-8096 or jvjones@ccp.edu

Section 1: Getting Started: What do I do first?

Establish a Grant File

You should establish a grant file(s) to maintain the required documentation for your grant. This can be an electronic file. This will serve as the primary programmatic grant file in the case of a project audit, and should hold the originals of all contracts and agreements. The requirements of this file will vary, but at a minimum should include a section for each of the following:

Master Documents	Contracts	Reports	Programmatic documents	Financial documents
•Submitted proposal •Submitted or revised budget •Fully executed contract	•Consultant and speaker agreements •Subcontracts •Student participation agreements	•Progress reports •Annual reports •Technical/data reports •Financial reports	•Participant files •Intake paperwork •Attendance, assessment, etc.	•Copies of all invoices, check requests •Backup documentation for expenses

Note: the official financial file for the grant will be held in the Special Funds Accounting office.

Hire Grant-Funded Staff

If your grant supports personnel, you need to set up the mechanisms to ensure personnel are paid as soon as possible after a grant agreement is received. C-form is the document which is used to authorize any changes to personnel: resignation, change in FOAPAL, one-time payment (extended time or stipend). A sample completed C-Form can be found further in this document. New C-Forms will need to be completed at the beginning of each new grant period, especially if the grant gets new fund code. If changes apply to a list of people with the same approvers pay sheet may be used for the list of people instead of individual C-forms.

- **NEW PROJECT STAFF**: If your grant supports new positions, your first step is to work with Human Resources to finalize the job description and post the position. Approval to hire is done electronically through PeopleAdmin. No C-form is necessary on initial hire.

- **EXISTING COLLEGE STAFF** (extended time, stipends, budget relief): Existing College staff are paid in a variety of ways depending on the type of work and how the funds were budgeted in the grant proposal. Extended time requires faculty to submit a report detailing work to be completed and a C-Form. Stipends and budget relief require a C-Form. If you are charging the group of employees to the same fund code pay-sheet may be used for the list of people instead of individual C-forms.

If your grant includes budget relief for another area of the College (e.g. Institutional Research), you will need to work with that area to charge those funds to the grant using a C-Form or pay-sheet. Please make sure to do this prior to the end of the grant period.

- **TIME SHEETS**: Once staff have begun working on your grant, time sheets must be maintained for all full-time administrators and any classified/confidential staff. For administrators, an attendance sheet must be used to track all employees time on a weekly basis. Classified/confidential staff will need to complete weekly individual time sheets.

Begin Planning for Evaluation

Most grants, especially government grants, require an evaluation. If your project requires an evaluation, it is important to set this up <u>as soon as possible</u>, particularly if you are using an external evaluator. Institutional Advancement will work with you to develop the evaluator subcontract, which will include the scope of work, deliverables and payment schedule.

Even if you are not using an external evaluator, setting up your program with the evaluation in mind will help to ensure that you are collecting the data needed for your project evaluation. Refer to the scope of work and evaluation plan in your grant proposal for what this entails.

Begin Program Activities

Finally, start the work that the grant funds support! Your scope of work lays out the goals, objectives and timeline of what you agreed to do in return for grant funds. If you determine that there is a need to alter the program activities, goals, or objectives, or if the program falls significantly behind the timeline, please contact IA so that we can keep the funder aware of program progress.

Grant-related Communications

In general, communication with your funder should go through Institutional Advancement. This is particularly important for any official requests to your funders, such as budget revisions or project extensions.

Please notify IA of any communication that you receive from the funder. If a response is requested, IA will work with you on drafting official communication with the funder. Please remember that nothing is "off the record" when speaking with or writing to the funding agency.

AUDITS/SITE VISITS: If the funder notifies you of a site visit or audit, please communicate with IA immediately. IA will pass this information on internally to all parties who should be aware of the visit. IA and Special Funds will work with you to address any audit findings.

Section 2: Managing Grant Financials

The Basics

All documents concerning financial activities in College are coded with FOAPAL which stands for:

F – Fund Code – it's the same as internal grant number;

O – Organization Code – Code of Department or Division;

A – Account Code – Budget or Expense Code;

P – Program Code – NACUBO classification of Expenses;

A – Activity Code – used to detail expense codes;

L – Location Code – is not used by Grants' area.

When your grant award is received, a **fund code** will be assigned to your project. The fund code is a 6-digit number that must be included on all financial documents to ensure that expenses are charged to your grant. Multi-year grants may receive a new fund code for each grant year.

Additionally, you will receive a **chart of accounts** for your grant. This chart will have organization code, program code, activity codes if applicable and, 4-digit account codes that are attached to each line of your budget (personnel, supplies, travel, etc.) This information will be used in the various financial forms discussed further to ensure expenses are charged to the correct line item of your budget.

The staff in Special Funds Accounting will support you and your grant's financial manager in managing your budget. They will apply all project expenses to your grant and invoice the funder as necessary to obtain grant cash. Clear communication with this staff will facilitate effective financial management of your project. In general, you should communicate with the accountant assigned to your grant type, and copy the Coordinator of Grants in the Controller's office and the Director of Accounting - Special Funds.

- o **Maryna Dziubynska** – Director, Accounting - Special Funds
- o **LaVern Allen** – Accounting Coordinator for College Grants - fund code #23XXXX.
- o **Bayeh Harmon** – Accountant for College grants – fund code #23XXXX.
- o **Maleehah Ray** – Accountant for Foundation Grants & Funds - fund code #7XXXXX.

Tracking Your Expenses

You and your financial manager should maintain your own records of all grant expenditures with back-up documentation. This should be reconciled occasionally with Banner records.

Financial managers should regularly check the current balances of their grant's budget through the self-serve portion of MyCCP at myccp.ccp.edu in Banner. This is especially important near the close

of the grant. If the Budget Queries section does not appear in your MyCCP, you will need to be granted access to Banner and complete Banner training. Training can be arranged through the Director, Accounting - Special Funds, who will demonstrate how to access your budget and how to interpret the information provided through the query.

When reviewing expenses in MyCCP, ask yourself:

1. Have all the expenses been paid?
2. Is the amount paid correct?
3. Are the expenses in the correct budget line?
4. Is there an outstanding invoice that should be paid by now?

Contact the Grant Accountant if there are any issues.

Budget Flexibility/Revision

The flexibility of your grant budget is guided by the pertinent grant regulations. The regulations and the agreed upon budget between the funder and College will dictate how flexible the budget can be. If you are unsure, check with Institutional Advancement and/or the Controller's office.

> **EXAMPLE A**: Grant X receives an award for $1,000 and the funder-approved budget specifies that it is for "general supplies;" Grant X therefore can purchase items that would be considered general supplies e.g. pencils, binders, cameras, beakers, erasers etc. Grant Y receives an award for $1,000 and the funder-approved budget specifies that it is for "computer supplies;" Grant Y can only purchase items related to computer supplies e.g. mouse, monitor, hard drive etc. Grant Y CANNOT purchase pencils, beakers, tissues etc. using this budget line.

EXAMPLE B: Grant Z received an award for $25,000; its regulations state that changes within a budget category are allowable without approval up to 10% of the total grant amount. Grant Z could therefore move funds around within the Personnel budget category up to $2,500. Any moves beyond that require funder approval PRIOR to the change.

All budget adjustments requiring funder approval need to be requested through Institutional Advancement. The Controller's office cannot make budget adjustments beyond what is allowed by the regulations without a memo from IA backed up by written funder approval for the budget change. If Funder Guidelines do not require approval of the budget revision, the budget adjustment form should be prepared and authorized by the Financial Manager prior charging the expense. The form can be found here:

All budget revision can be made only within one fund/grant. Budget revisions between grants and operating budget are disallowed.

Expenditures

All expenditures charged to grants must be allowable and reasonable. All grant expenditures must be requested using the appropriate form, depending on the type of expense. Various types of expenditures move through the College in different ways. It is important to understand the flow of the required documents, in particular the required signatures and approvals. Use information provided by this document to ensure that there is adequate time built into the process for your expenditures. Not all expense requests go directly to the grants' accountants - if you are close to the end of your grant and fiscal year, you may want to copy your grants accountant on the initial request

so they are aware of expected expenses and can book an accrual, if necessary. You should track when you submit expense requests, who you submit them to, and keep copies of both the request and the back-up documentation. Do not postpone expenses till the end of the grant. Not spending down the funds raises the red flag to the Funder, that the activities might be at risk not fulfilling grant objectives. The major types of expenditures and paperwork are described further.

Section 3: Managing Personnel

In general, grant-funded personnel should be managed in the same manner as regular College personnel. The Employee Handbook, which can be found on the Human Resources section of MyCCP or on the Human Resources web page, outlines a variety of personnel issues, policies and procedures. Please read this handbook carefully if you will be hiring or managing personnel. The Human Resources web page also has a multitude of information about benefits, the collective bargain agreements and other resources, as well as links to various forms that may be useful.

Employee Timekeeping

As the project director, you will need to sign off on the time of any grant-funded employees. Time for full-time administrative staff is kept on an attendance sheet. This sheet is used to record the type of time (sick, personal, vacation, etc.) for each day and should be signed by manager for the unit (project director for a team of grant-funded personnel).

Classified and confidential staff will complete individual red time sheets. Hourly employees complete blue timesheets. Work-study complete gray timesheets. Time sheets will be signed by the project director and/or financial manager and then submitted to payroll.

If your grant requires matching funds and staff salaries are used as a match, you should also keep track of the time of matched staff on the grant. You will need to certify this in the quarterly effort reporting certification (see Appendix D).

Employee Evaluations

Employee evaluations should be completed at the end of a new employee's probationary period (usually 90 days) and annually thereafter. Human Resources will send out a reminder and the evaluation form to the supervisors prior to the relevant deadlines. All forms can be found on the Human Resources website under: HR Forms - General HR Forms. It may be useful to review the form at the beginning of a grant in order to keep appropriate notes for the annual evaluation.

C-Forms

Where to find the document: Human Resources Department website (accessible from ccp.edu or MyCCP). Follow the link for 'HR Forms' on the left. Blank C-Forms are located in the 'General HR Forms' section.

How to complete the document:

The Project Director should complete the form, including at a minimum the name of the employee, dates of compensation, grant fund code to be charged, amount to be charged and any other relevant information. Use the remarks section for any clarifying comments. Below is a sample C-Form; the highlighted fields must be completed.

Note: Budget relief should be indicated in comments.

THIS FORM NOT TO BE USED FOR CCP STUDENT EMPLOYMENT

ACTION →

☐ HIRE ☐ PROMOTION ☐ TRANSFER ☐ DEMOTION ☐ TERMINATION
☐ SALARY CHG ☐ NAME CHANGE ☐ REHIRE ☐ LEAVE
☐ PERSONAL CHANGE ☐ DEPT. HEAD APPT. ☐ REINSTATE ☐ RETURN FROM LEAVE ☐ OTHER

1

NAME (LAST)	(FIRST)	(M.I.)	Employee J number	EFFECTIVE DATE	FULL TIME / PART TIME
					EMPLOYMENT STATUS ► ☐ ☐

COST CENTER NAME / FUND – ORG - ACCOUNT   HOME DEPARTMENT NAME

____ / ____ - ____ - ____

PRIMARY EMPLOYMENT CLASS

☐ Librarian/Counselor   ☐ FT Administrator   ☐ Temp. Classified   ☐ Athletic Coach
☐ FT Faculty Rank 5-8   ☐ Temp Administrator   ☐ PT Laboratory Spec.   ☐ Arts Coach
☐ FT Faculty Aid A&B   ☐ PT Administrator   ☐ Disability Aide   ☐ Student ACT. Advisor
☐ Visiting Lecturer   ☐ FT Classified   ☐ PT Librarian/Counselor ☐ Other
☐ PT Faculty   ☐ PT Classified   ☐ Tutor

2

PERMANENT ADDRESS (STREET)			PAYCHECK & W-2 ADDRESS (STREET) (FILL IN ONLY IF DIFFERENT FROM ADDRESS AT LEFT)		
CITY	STATE	ZIP	CITY	STATE	ZIP

HOME PHONE	BUSINESS PHONE	
( ) -	( ) -	**PAYCHECK DISTRIBUTION SITE** ☐

SEX   ☐ MALE (M)   ☐ FEMALE (F)

RACE ► ☐ AMER. INDIALASKAN NATIVE ☐ ASIAN/PACIFIC ISLANDER
        ☐ BLACK ☐ WHITE ☐ HISPANIC

SPOUSE'S NAME

▼ HIGHEST DEGREE ATTAINED ▼   PERSONNEL OFFICE USE ONLY

PROVIDE DETAIL OF EDUCATION IN EDUCATION BLOCK
☐ ASSOCIATE ☐ BACHELORS ☐ MASTERS ☐ FIRST PROFESSIONAL ☐ ABD ☐ DOCTORATE

UNIT CLASIFICATION

3

JOB TITLE   RANK/GRADE

SUBJECTS TAUGHT (INCLUDE COURSES & SECTIONS)	# SECTIONS	CLASS HRS.	LAB HRS.	CLINICAL HRS.	CR HRS.	

SALARY OR HOURLY RATE
RATE OF HOURLY PAY

RATE $_____
TIME SHEETS TO BE SUBMITTED FOR PAYMENT

OR

BASE RATE/ANNUALIZED SALARY

$_____

PAYMENT METHOD
☐ REGULAR PAY PERIOD
☐ ONE TIME ONLY
☐ OTHER (Explain in Remarks)

PERIOD OF APPOINTMENT			PAYROLL USE ONLY				
FROM	TO	☐ ☐ ACAD YR 12 MOS	FUND	CAMP	PROJECT	DEPT.	OBJECT

▼ BASIS FOR PAYMENT ▼

☐ EXT. TIME____ #HRS	☐ FALL	☐ DEPT. HEAD
☐ ANNUAL BASE SALARY ☐ CURR. ADVISING	☐ SPRING	☐ ABD/DOCROTATE
☐ OVERLOAD FALL ☐ OVERLOAD SPRING	☐ SUMMER I	☐ OTHER (Explain in Remarks)
TOT. HRS. ASSIGNED ____ OVERLOAD HRS. ____	☐ SUMMER II	

4

LEAVE INFORMATION

☐ EMERGENCY   ☐ MILITARY
☐ UNPAID LEAVE OF ABSENCE   ☐ SABBATICAL
☐ MATERNITY   ☐ LAYOFF
☐ SICK LEAVE   ☐ OTHER
                                 (Explain in Remarks)

FROM ►   TO ►

5

TERMINATION

WOULD YOU REHIRE?

☐   ☐
YES   NO

IF NO EXPLAIN IN REMARKS

☐ RESIGNATION   ☐ DEATH
☐ DISCHARGE   ☐ RETIREMENT
☐ END CONTRACT PERIOD   ☐ OTHER

EC DA UT I O N (EDUCATION)

DEGREE(S)	WHERE	DISCIPLINE	PAYROLL COMMENTS: BUSINESS OFFICE USE ONLY

REMARKS

SAMPLE REMARKS
For budget relief: "Please charge grant 231XXX for work done on GRANT TITLE and relieve cost center #XX in the amount of $XXX and related fringe benefits.

APPROVAL

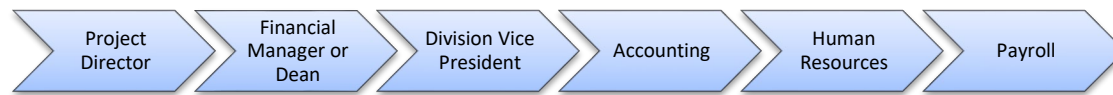| APPROVED BY PROJECT DIRECTOR	DATE	SENIOR OFFICER		DATE
APPROVED BY FINANCIAL MANAGER	DATE	PERSONNEL OFFICER		DATE
APPROVED BY	DATE	PRESIDENT		DATE

CONFIDENTIAL   COMMUNITY COLLEGE OF PHILADELPHIA   **BUSINESS OFFICE**

Document flow: The flow of approvals for the C-Form is below - all signatures are required. Due to the number of approvals, it is important to get the process started early so that grant-funded

personnel are paid in a timely manner.

Project Director → Financial Manager or Dean → Division Vice President → Accounting → Human Resources → Payroll

For the group of employees charged to the same Fund pay-sheet may be used, example is below

Paysheet for (group, semester, etc.)

LastName	FirstName	Id	Start	End	Hourly Rate	Semester or Annual Salary	Hrs per week	BiWeekly	Factor (# of pays)	Posn	Fund	Orgn	Acct	Prog	Notes
Example	Salaried or Semester	J01234567	1/14/19	5/2/19		6596	75	825	8	I00133	231111	G24010	6010	40	
Example	Hourly Part-Time	J12345678	1/2/19	6/30/19	21.00		25	1050		H00056	761001	F31021	6511	50	
Example	Extended Time	J00123456	1/14/19	5/3/19		2734				F00702	231112	F32000	6612	50	
Approved by	Project Director														
Approved by	Financial Manager														

Student Work-study hiring is done through Office of Financial Aid, Work-study Coordinator Quyen Ngo at 215-751-8269 or qngo@ccp.edu

Fringe Benefits

Fringe benefits charges to the grant reimburse College for benefits paid. It is approved percentage of the salaries. Charges are done by Special Funds and do not require any actions from the Project Director. Approved rates can be found https://myccp.online/controller/grant-and-general-accounting

Effort reporting

Federal grants require the time personnel spend on grant activities to be documented through a process called **effort reporting**. This is done on a quarterly basis through the Controller's office and is required by the Federal Government to prove that an employee is not paid over 100% by the College and grant. Effort reporting certificates will be sent to the financial managers for review and signature verifying that the amount of work indicated on the form was performed. A sample effort report is included in Appendix D.

Section 4: Non-labor Expenses

Procurement

Many of the expenditures on your grant will need to be made through the Purchasing Department. This includes: travel, supplies that aren't purchased through RGH, services requiring a bidding process, and equipment.

When purchasing will play a prominent role in your grant, a representative from the Purchasing Department will be included in the grant kick-off meeting. Key contacts in the Purchasing Department are:

- Marsia Henley, Director, Purchasing: 215-751-8905 or mhenley@ccp.edu
- Maritza Rodriguez, 215-751-8904 or mrodriguez@ccp.edu

Competitive Bidding Requirements

Certain purchases require that the item be put out for bid (outlined in College Policies 201 and 203). This is determined based on the value of the goods or services being purchased and on the Source of the funds as follows:

Federal Awards:

Over $25,000	$10,000-$25,000	Under $10,000
• Competitively bid • Purchasing will develop RFP and put out to bid	• Must solicit bids from at least three contractors	• No need to solicit bids

All other grants follow College Policy 201:

Over $25,000	$15,000-$25,000	Under $15,000
• Competitively bid • Purchasing will develop RFP and put out to bid	• Must solicit bids from at least three contractors	• No need to solicit bids

Notify Purchasing as far in advance as possible for the purchase of large items, particularly equipment or large service contracts. Purchasing will develop the RFP (if necessary) and solicit bids following College procedures. This may take some time, so it is important to allow adequate time. Any procurement action starts with Purchase Requisition.

Purchase Requisition

Where to find the document: Online purchase requisitions should be used for all purchase requests. The link to the form in is the "Financial Links and Forms" section of MyCCP. You may need to receive training in Banner to have access to this section - please contact the Director, Accounting - Special Funds for training.

If the requisition is prepared and submitted by other than project director staff member, on the same menu there is the link to approve the requisition.

Requisition process checks the budget. If there are no sufficient funds in the budget line, Banner will put the requisition to NSF suspense. DO NOT COMPLETE the requisition when it's in NSF. Please contact Grant Accountant to check if coding of the expense or budget line is correct. If there are still not sufficient funds, follow the Funder's guidelines to revise the budget. When the budget adjustment is processed, the requisition can be completed. If budget revision is not allowed do not proceed any further with the requisition. Not completed requisition number may be reused for the different purchase.

When requisition is approved, the grant budget query will show it as a commitment. Procurement department converts requisition into the Purchase order, and commitment will show under PO

number. If there is no purchase order number and no commitment after a few days, contact Grant Accountant.

When the item(s) are received:

1. Check the delivered items against the invoice/packing slip. If everything is good, ask Shipping/Receiving department to put receiver to Banner. Invoice cannot be paid without receiver keyed to Banner.
2. The invoice that comes with the delivery should be sent by e-mail to the Grant Accountant with the copy to the Financial Manager for their agreement. Keep a copy for your files.
3. If any item(s) are not received or if any item(s) are to be returned contact the Vendor or Purchasing Department.

Once the items are received, invoice may accompany commodity. This invoice must be submitted to Accounting for payment. When Accounting office gets invoice and it's a three-way-match (invoice amount equals PO amount, and receiving report is in Banner) invoice will be paid. Otherwise, invoice needs to be approved for payment.

Document Flow:

| Project Director | Financial Manager or Dean | Accounting | Purchasing | Accounting |
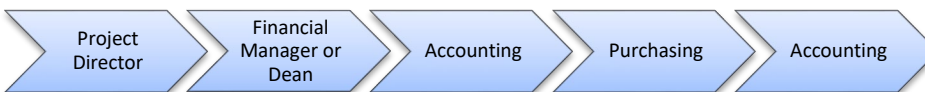
Check Requests (for general expenses not made through Procurement)
Where to find the document: MyCCP, under the Administrative Links section.

How to complete the document: Be as detailed as possible and provide all back-up documentation to support the expense. This may include the following:

- Receipts - should be itemized (not the credit card receipt with just the total amount). For meals, indicate the names of the diners on the receipt. Alcohol is not allowed.
- Contracts - if a speaker or consultant is being paid, include a copy of the executed contract or agreement along with an invoice for the expense.
- Travel Expense Report- see more information on the following pages of this manual.

Identify Payee	•Names as they appear in Banner •Supply W9's for new vendors
Address and Description	•Address as it appears in Banner •Descriprion of reason for expense (e.g. Workshops)
Account numbers	•Enter grant Fund Code •Organization Code •List appropraite Account Code (from Chart of Accournts)
Signatures	•Signed by: • - Project Director • - Financial Manager
Attach Back-up Docs	•Travel Expense Statement •Detailed receipts

COMMUNITY COLLEGE OF PHILADELPHIA
CHECK REQUEST/ACCOUNTS PAYABLE TRANSMITTAL

NAME OF PAYEE: _____ J#: _____
(If Employee – Include J#)
ATTENTION: _____

STREET ADDRESS: _____

STREET ADDRESS2: _____

CITY: _____ STATE: _____ ZIP: _____

DESCRIPTION: _____

☐ MAIL ☐ PICK UP: PLEASE CALL EXT: ☐

*FUND (GRANTS)	**ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	AMOUNT $

*Fund – Grant Accounts Only/**Org – Operating Budget Accounts Only

PREPARED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

AUTHORIZED BY: _____ DATE: _____

****

For Business Office use only:

Audited by: _____ Date _____

Vendor #___ ___ ___ ___ ___ ___ ___ ___ Bank Code ___ ___

Banner Voucher #	Vendor Type Code	Invoice #	Description	Invoice Date	Due Date

TOTAL: _____

Document flow: The flow of approvals for a check request is below - all signatures are required. Signed check requests with all appropriate back-up documentation must be received in Accounting by Friday at 3p.m. to make the check run the following week.

Project Director → Financial Manager or Dean → Accounting → Accounts Payable

Travel Arrangements

CCP Policy 217 (https://www.myccp.online/college-policies-and-procedures/travel-authorization-and-reimbursement).

The Purchasing Department can make travel arrangements for any grant-related travel. A Travel Authorization Request form must be completed prior to making arrangements for the travel. This form can be found in the "College Business Links" section of MyCCP.

The Travel Authorization Request form must be signed by the financial manager and grant accountant, and returned to the Purchasing Department at least two weeks prior to the travel dates.

Indicate the grant fund code next to the signature to ensure the travel is charged appropriately.

Attach any necessary information, such as discounted hotel rates for conferences and flight information if you would like a particular flight.

Community
College
of Philadelphia

Travel Authorization Request Form
ONE Form Per Traveler

Date: _____

Traveler's Printed Name: _____ Employee ID # J _____

Traveler's Signature: _____

Funding Source (FOAPAL): _____

Fund   Org   Account   Program

Grant Fund Code

Traveler's Organizational Manager's Name: _____

Traveler's Organizational Manager's Signature: _____

Traveler's Approval per Section III.A.1   http://path.ccp.edu/vpfin-pl/policies/217.html

Approver's Signature: _____

Purpose of Trip: _____
_____
_____
_____
_____
_____

Destination Location: _____

Arrival Date: _____ Departure Date: _____

Travel Methods (circle one):   Air   Rail   Bus   Personal Vehicle   Other (specify):

Projected Transportation Costs: $ _____

Hotel Name & Address Projected Costs: $ _____
_____

Projected Conference Fee (If applicable): $ _____

Projected Meal Costs: $ _____

Other Projected Costs: $ _____

Total Projected Costs: $ _____

NOTE: For multiple travelers traveling to the same destination all forms __must__ be submitted together.

Incomplete requests may be rejected

May 2016   1

Travel Expense report

Where to find the document:

How to complete the document: All travel expenses must comply with College policies on travel authorization and reimbursement (Policy 217). A travel expense statement must be attached to any check request for reimbursement of travel expenses. Travel-related expenses (local travel, food, lodging) should be listed on the statement and the back-up receipts and other documentation should be attached. Back-up documentation may include:

1. Travel Authorization Request form showing approval
2. Brochure and schedule of event
3. Original receipts for hotel showing breakdown of hotel stay and payment
4. Original receipts for train/taxi/flight showing date and payment
5. Original receipts for food showing itemized breakdown of food and beverage. Write the names of the diners on the receipt. Alcohol is not allowed.

Document flow: The flow of approvals for a travel expense statement is below - all signatures are required. Signed check requests with all appropriate back-up documentation must be received in Accounting by Friday at 3p.m. to make the check run the following week.

```
  ┌─────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
  │ Project  │  │Financial │  │          │  │ Accounts │
  │ Director │─▶│Manager or│─▶│Accounting│─▶│ Payable  │
  │          │  │   Dean   │  │          │  │          │
  └─────────┘  └──────────┘  └──────────┘  └──────────┘
```

All receipts must be itemized.

Acceptable receipt   **Unacceptable receipt**

```
        Order: 16
       Dockside Cafe
     916 E. Baseline Rd.
       Mesa, AZ  85204
       Dine In 3/29/2011
               12:17 pm

1   Grilled Salmon        14.99
    Add Dinner Salad       2.99
    Blue Cheese
1   Fettuccini Alfredo     9.99
    Add Dinner Salad       2.99
    Ranch
                        _____
           Sub Total:     30.96
                 Tax:      0.00

               Total:     30.96
          Amount Due:      0.00

          Change Due:

         Server: JW0
        Cashier: JW0
      Register: Register 1
  Order Number: 16
          Table:
    We value your comments!
```

```
     Thank you for dining with
     P.F. Chang's China Bistro.
           98 S. Second St.
         San Jose, CA 95113

   Server: Spencer   DOB: 02/17/2012
   06:40 PM                02/17/2012
   Table 26/1                 3/30026

              SALE

   Visa                      5242894
   Card #XXXXXXXXXXXXX0863
   Magnetic card present:
   Card Entry Method:  S

   Approval: 015101

          Amount:       $ 97?15

          + Tip:  ____10-___
          = Total: ___97?___

       I agree to pay the above
     total amount according to the
        card issuer agreement.

   X_____

       If a 15 Digit Survey Code
    is printed above, we cordially
       invite you to participate
          in our survey at
  councilmanchangs.com/survey
              Thank you!
```

RGH, Bookstore, Catering Orders, Duplicating
RGH/Staples

Office supplies must be ordered from RGH/Staples Online. Reimbursements will not be approved. Financial managers can approve administrative staff to make purchases through RGH/Staples. An access is granted by the Purchasing Office.

Bookstore

Orders for Bookstore should be written on a paper requisition, signed by the Financial Manager and sent to Special Funds Accounting. Based on the grant budget, these requisitions will be approved at this point.

If approved, you may then take the paper requisition to the Bookstore for fulfillment. Bookstore will give you a receipt for the item(s). Have the Finance Manager sign the receipt(s) and pass them to the Special Funds Accounting office. Keep a copy for your records.

You may open an account with the Bookstore for the students for the amount for the period of time. You have to send Accounting Generalist, Student Disbursements and Bookstore Awards Josephine Jones jvjones@ccp.edu list of students with J numbers, amounts authorized, period of time account to be active and goods authorized to purchase. Bookstore invoices CCP monthly. Invoice will be sent to Project Director and Financial Manager for approval.

CATERING

https://www.myccp.online/auxiliary-services/dining-catering-and-vending
https://ccp.catertrax.com/

Make sure there is money in the budget line before completing the form by checking self-serve or calling the Grants Accountant. If approved, complete the online form and print out a copy of it. Have the Finance Manager sign the form and send it to the Grants Accountant. If there are any changes to the order, let the Grants Office know and also send them a signed copy of the change order. Keep a copy for your records.

DUPLICATING

https://myccp.online/college-policies-and-procedures/central-duplicating-operating-reproduction-services

Make sure there is money in the budget line before completing the form by checking self-serve or calling the Grants Accountant.

Students Tuition, Awards & Stipends

Please provide Accounting Generalist, Student Disbursements and Bookstore Awards Josephine Jones, 215-751-8096, jvjones@ccp.edu with the list of students, J numbers, term, amount, and if award should be applied to student account or be refunded.

Tuition and fees reimbursement through grant/contract may be set-up through the students' accounts by exemption codes, please contact Director, Accounting - Special Funds to start the process.

Gift Cards

Please follow the Gift Card Policy #219 https://www.myccp.online/college-policies-and-procedures/gift-card-policy when the necessity to disburse Gift cards arises.

For the grants related gift cards complete copies of the Authorization for the purchase of gift cards, Disbursement Logs, Acceptance agreements and Acceptance of gift cards as a financial air resource should be submitted to the Accounting Generalist, Student Disbursements and Bookstore Awards Josephine Jones, jvjones@ccp.edu.

Budget Relief

If non-labor expense was charged to the different/operating budget than it's supposed to be charged, please send a Memo approved by the Financial Manager requesting to move/transfer expense/cost from original FOAPAL to the new one. Please attach original charge paperwork to the Memo for quick and easy identification.

Matching funds

Some grants require matching funds, which show the funds the College or other funders are providing in support of the grant project. Matching funds will be included to the quarterly effort reporting. The financial manager will be required to sign off on the matching funds, and produce documentation to support non-personnel matching funds expenditures.

Indirect Costs

Indirect (facilities & administrative (F&A)) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Usually, it is percentage from the certain base, either salaries, or direct cost or any other base defined by the funder. Sometimes indirect cost may be fixed. Charges are done by Special Funds and do not require any actions from the Project Director. Approved federal rate can be found https://myccp.online/controller/grant-and-general-accounting

Grant fiscal year vs. College fiscal year

The College's fiscal year is 7/1 – 6/30. Though grants year may be different expenses happened in College fiscal year must be booked in that fiscal year. Every April or May the list of deadlines will be provided for fiscal year closure.

Month and Year-End Closings

Fiscal months are closed on 15th of the following month; for example, April is closed on May 15th. Once the month is closed no entries, adjustments, expenses, etc., can be recorded in that month. This is a hard deadline; the Controller's office does not re-open months because an expense was missed or late. This deadline is extremely important when a grant is closing. The expense will be charged to the department's budget if the closing deadline is missed at the end of a grant.

> **EXAMPLE**: Grant X has a grant year-end closing date of 4/30 and a financial report is due to the funder 5/30. Any expense not received by the Controller's office by 5/15 CANNOT be recorded in the month of April. Consequently, the financial report provided to the funder will not reflect that expense and College will not be reimbursed for the expense.

Tax-exempt Status

Please be advised that College is Tax-Exempt organization. Any purchases including the ones made on CCP credit card should exclude sales taxes. To inform vendors of the status for them to be able to charge without the sales tax please e-mail Marsia Henley mhenley@ccp.edu with Company Name, Address, City, State and Zip and a tax exempt form will be created.

Section 5: Subcontracts

Many grants include external partners. For any individual or entity external to the College to be paid through a grant, a subcontract or speaker agreement must be in place PRIOR to the activity

occurring. This includes speakers, workshop leaders, consultants, evaluators and any other external partners. All contracts, subcontracts and speaker agreements must be developed through the Grants Compliance Officer and signed in accordance to the Memorandum # 213 Contract Procedures and Authorized Signatures https://www.myccp.online/college-policies-and-procedures/contract-procedures-and-authorized-signatures.

During the kick-off meeting, IA will review your budget with you and note which items will require a subcontract or speaker agreement. The Grants Compliance Officer will provide you with a contract template and will work with you to draft the subcontracts based on the proposal's scope of work and budget for the partner organization. Contracts should be submitted for approval using the College's electronic contract management system.

Developing a Subcontract

Consultants and subcontractors cannot begin work on the grant until there is a fully executed contract in place (a contract that has been signed by the consultant and College Representative).

Please make sure that you are following Procedure 213 established for all contracts and agreements https://myccp.online/college-policies-and-procedures/contract-procedures-and-authorized-signatures

Please be sure to provide IA with a draft contract based on the template of which you've been provided *at least 10 working days in advance* of when the consultant is to begin working on the project.

The general sequence of events in obtaining a fully executed subcontract or speaker agreement is:

Compliance Officer
- provides template subcontract or speaker agreement to project director

Project Director
- modify template with scope of work, timeframe and payment information
- check that consultant is not debarred from receiving funds (SAM.gov)
- completes contract information form and sends that and contract to financial manager for approval
- then sends contract information form and agreement to the Vice President for approval (initials on contract information form) and returns to IA

Compliance Officer
- sends agreement to general counsel for approval
- If agreement needs modification IA negotiates with the vendor
- If general counsel approves, IA inputs the contract information form and agreement into the electronic contract management system for internal approval of vice president and general counsel
- notifies PD that the agreement has been sent out for signature

Project Director
- notifies vendor that an agreement is being sent electronically

Compliance Officer
- distribute fully executed contract internally

Project Director
- distributes a copy of the agreement to the vendor

When developing the scope of work for a speaker agreement or consultant contract, it is important to consider what will constitute proof that the work contracted for was completed. Payment should not be made until this proof is received. Proof of work may be an agenda and attendance list from a speech or workshop, a report from an evaluator or other similar item. Necessary proof should be spelled out in the contract.

Some grant regulations require that the College bid out consultant services, even if a specific consultant is named in the grant proposal. If this pertains to your grant, IA will review this requirement with you during the kick-off meeting.

Requirements for External Partners

Individuals can work on grants either as a speaker or a consultant. There are different requirements for documentation for each. A speaker is an individual who is coming to the College one time for a limited period of time to speak on an area of expertise. A consultant is a person or an organization providing a specific service, such as a workshop, training or evaluation. All external partners require proof that they have not been barred from doing business with the Federal government. To find information on potential partners, go to www.sam.gov. Check the registry for their status and print a screenshot of this information for your records and provide a copy of the screenshot to IA.

Speaker	Consultant
• Speaker agreement • W-9 Form • Resume or CV • Debarment screenshot	• Consultant subcontract • W-9 Form • Insurance as specified in subcontract • Resume or CV (if an individual) • Debarment screenshot

The College has certain insurance requirements that must be met for consultants who will have substantial impact on students, project participants, College operations or other areas. It is important to develop your subcontracts as far in advance as possible both to understand what insurance requirements may be necessary and to give your consultant adequate time to meet them.

Once the subcontract or speaker agreement has been fully executed and the work has been performed as specified in the contract, the subcontractor will need to submit an invoice. Invoice, executed contract, W9, if necessary, needs to be accompanied by properly approved check request and submitted to grant accountant for payment. If necessary, IA can provide a sample invoice for the subcontractor.

Section 6: Working with Other Departments

Some grant projects, particularly those that involved hiring new staff, require working with other departments, including the College's Institutional Research (IR), Information Technology Services (ITS), Facilities, and Marketing and Government Relations departments.

Institutional Research

Institutional Research can play a vital role in the evaluation of grant projects and is an important source of institutional data and information. Ideally, you will have met with IR staff during the proposal development phase of your grant to discuss your project evaluation needs. This may

include instituting tracking of your program participants or other necessary data. IR may also serve as a project evaluator if it is necessary and is allowable.

Key contacts in IR:

- Courtney Raeford, Director, Institutional Research: 267-299-5892 or craeford@ccp.edu

Information Technology Services

If your grant involves new staff or implementation of new software or other technology, you will need to work with Information Technology Services (ITS). ITS can also support any general technology issues and generation of different kinds of reports.

Key contacts in ITS:

- ITS Support: 4ITSupport@ccp.edu or 215-751-6000

Facilities

If your grant involves anything with classroom and other physical space, and/or facilities modification, you must contact the Facilities Management department at the College. The Facilities Management Department is responsible for developing, maintaining, and protecting the Community College of Philadelphia's physical facilities.

Facility services are delivered through four operating groups.

- Building Services (maintenance and repairs to facilities including electrical, plumbing and carpentry, lock and key shop, interior signage systems, minor repairs and alterations to facilities)
- Environmental Services (housekeeping, classroom and public space management, grounds care)
- Technical Services (heating and ventilation, plumbing, electrical services, carpentry and in-house construction)
- Safety and Security (guard services, electronic security systems, fire safety, environmental regulation compliance, hazardous materials management)

At the beginning of your grant:

- Set up a meeting with Facilities to discuss your needs as soon as possible.
- Ensure that Facilities is aware of your timeline throughout the duration of the grant.

At the close of your grant:

- Notify facilities of any space changes made over the course of the grant, equipment to be removed, etc., far in advance of the close of your grant.

Key Contacts

- All general requests and communication should be addressed to the Manager, Technical Services, Erkan Elcin. eelcin@ccp.edu
- All Facilities budget inquiries should be addressed to Associate Vice President, Facilities and Construction Management, John Wiggins. jtwiggins@ccp.edu or 215-516-3785

Marketing and Communications

The Division of Marketing and Communications is responsible for the following areas: marketing and external communications, advertising, select internal communications, public and media relations, community relations, special events, facility usage and Web development. A list of specific activities performed by each area can be found at http://myccp.online/marketing-and-government-relations

Terms and conditions of your grant agreement may indicate rules around what can be posted on a website, language that needs to be included on materials, grant publicity and other rules.

At the beginning of your grant:

- Set up a meeting with Marketing to allow for careful and appropriate planning for development of materials and websites, promotion, recruitment and events.
- Inform Marketing of the deliverables you need and what your budgeted funds are for. Bring your plan for your grant roll-out, your timeline, and key audiences you'd like to reach.

During your grant:

- Think about the activities you're doing as promotional opportunities for the College.
- Keep Marketing abreast of progress of all activities involving them.
- Collect success stories.

At the end of your grant:

- Share accomplishments with Marketing.
- Inform Marketing if webpages/other posted materials should be taken down.

Key contacts

- Kris Henk, Marketing Director, khenk@ccp.edu or 215-751-8449
  (Kris Henk should be kept in the loop with all communication with the Marketing team.)
- Erica Harrison – Director, Events eharrison@ccp.edu or 215-751-8941

Section 7: Reporting

Reporting is an important component of grants, as it is an opportunity for you to provide the funder with updates on the progress and outcomes of your grant-supported project. This allows for course

corrections as necessary and lays the groundwork for future support from that funder. Part of your responsibility as project director includes writing progress and technical reports on your grant activities. The grant award notice will inform you of the reporting responsibilities (e.g., quarterly, semi-annual, or annual). IA will review the reporting requirements, reporting questions, and reporting timeline at the kick-off meeting.

Your financial manager/dean will need to review and approve narrative and technical reports before it is submitted. IA will submit performance reports and the Controller's office will submit financial reports. When developing a reporting timeline, it is important to build in time for both dean and IA approval to ensure that the report is submitted on time. The report should be submitted in advance of the deadline listed on the grant award notice to ensure that the College meets the reporting requirement. A late report submission could result in an audit finding which is to be avoided at all costs.

Performance Reports

Most grants require at a minimum an annual performance report. The format of the report should be provided in the award letter and/or grant regulations. The Grants Compliance Officer will remind you of upcoming report deadlines, ensure you have the appropriate format and work with you to develop an appropriate timeline for submission. Performance reports generally require reporting against the objectives and performance measures as spelled out in the approved grant proposal.

Financial Reports

The Controller's office is responsible for preparing and submitting financial reports based on the accounting records in Banner. It is good practice to check in with your grants accountant to make sure that your records match the records in Banner prior to report submission so that the most accurate information can be provided to the funder. Only incurred expenses during grant performance or budget period can be encumbers. Incurred expenses means that goods are delivered or services are served. If funds remain in the grant account at the end of a grant period and you would like to request a carry-over, please contact IA to develop the carry-over request.

Technical/Data Reports

Some grants require data to be entered into a grant- or funder-specific database. Depending on the nature of this data entry, either you as the project manager or IA will be responsible for submitting the report. For example, if the funder requires specific data points to be entered for each program participant (grades, demographics, etc.), you will enter this information directly into the database. If a signature is required to certify this data, IA will work with you to obtain that signature.

External and Internal Audits and Reviews

Because the College expends more than $750,000 in federal funds each year, certain federally funded grants and awards may be subject to audit by the College's external CPA firm. This audit is separate from the annual audit of the College's and the College Foundation's financial statements. The audit is governed by federal law under the OMB's Uniform Guidance Single Audit regulations (formerly

known as A-133) and requires audits of certain grants and awards, which meet the criteria stated in the regulations.

Grants and awards may also be subject to audit at any time by the grantors and donors (or their designees) if such language is included in the legal documents establishing the grant or award. These audits may be financial and/or compliance in nature and are conducted to ensure the purpose of the grant or award is being adhered to, and the financial transactions executed by College staff are in compliance with allowed expenditures. Legal documents may also require a period after the completion of the term of a grant or award for which the College must retain related records and may be subject to audit during that period.

Lastly, all areas and functions of the College including the Foundation, grants and awards are subject to audit by the College's Internal Audit function based on an annual risk assessment, or at the request of senior management or the Board of Trustees. Such audits may be conducted during the term of the grant or award, or after the term has ended.

College financial policy #215 (Management of External Audits and Program Compliance Reviews) https://myccp.online/college-policies-and-procedures/management-external-audits-and-program-compliance-reviews also addresses these subjects including who should be notified of requests for such external audits and reviews, and who should be requested to attend opening and closing meetings, review any reports received and review any responses from management to such reports before the responses are sent to the external parties. Audits and reviews with significant results may require review by the President and the Board of Trustees.

Section 8: Closeout

As the grant funding period is coming to an end, there are several areas for consideration. First, you should determine all grant funds will be spent by the end of the grant period. Check with your grants accountant and your own records to verify both that the amounts and expenditure categories match. Make any adjustments as necessary - for example, if a travel expense was charged to supplies, move expense to the correct budget line by Memo prior to preparing final reports.

If funds are anticipated to remain, there are a few options:

- Accrue funds: if expenses incurred during the grant period but not actually charged to the grant until after the grant closes, these funds can be accrued through a request to Special Funds Accounting. For example, if a charge to a credit card was made at the end of the grant period but the bill will not be received until following the close, these funds should be accrued.
- Carry-over funds: for a multi-year grant, funds that remain in one year may be carried over to the next year with funder approval. Institutional Advancement will work with you to develop and submit a carry-over request.

- No-cost extension: if the grant period ends but there are remaining unspent award, a no-cost extension may be requested that will extend the end date of the grant to continue project activities upon funder approval. Institutional Advancement will work with you to develop and submit a no-cost extension request.

Both carry-over and no-cost extensions should be requested well in advance of the end of the project period. Please contact Institution Advancement as soon as you anticipate that this will be necessary.

Larger grants, and in particular Federal grant, may have additional closeout requirements. These will be described in the regulations that govern your grant. If equipment was purchased with grant funds, the grant regulations should indicate what can be done with that equipment at the end of the grant. The U.S. Department of Labor has particularly strict close-out requirements. Institutional Advancement and the Controller's Office will work with you on any grant-specific close-out requirements.

Records Retention

As any grant activity retention of the records should follow Funder Guidelines and CCP Policy # 313. For example, Uniform Guidance directs to retain financial records 3 years since final financial report is filed, while CCP policy is to retain current and 7 preceding years. All financial records are retained for 7 previous years.

Appendices

Appendix A - Grant Inception Checklist

Grant Name: _____   Funder: _____

Grant Number: _____   Grant Org: _____

Financial Manager: _____   Project Director: _____

Start Date: _____   End Date: _____

Reports due to funder? Yes ☐ No ☐   Due Date(s): _____

Special Funds Contact: _____

Did you receive the following?

Award Letter

Contract

Grants Handbook

Chart of Accounts

Misc Notes: _____

_____

_____

_____

_____

_____

Appendix B - Directory

Institutional Advancement:
- Pat Warner, Director of Grants, 215-751-8227 or pwarner@ccp.edu
- Anne Greco, Grants Compliance Officer, 215-751-8217 or agreco@ccp.edu
- Mawusi Simmons, Coordinator of Grants, 215-751-8725 or msimmons@ccp.edu

Controller's Office/Special Funds Accounting:
- Maryna Dziubynska, Director, 215-751-8133 or mdziubynska@ccp.edu
- LaVern Allen, Coordinator, Grant Accounting, 215-751-8185 or lallen@ccp.edu
- Maleehah Ray, Foundation Grants Accountant, 215-751-8139 or maray@ccp.edu
- Bayeh Harmon, College Grants Accountant, 215-751-8353 or bharmon@ccp.edu
- Josephine Jones, Accounting Generalist, Student Disbursements and Bookstore Awards, 215-751-8096 or jvjones@ccp.edu

Procurement
- Marsia Henley, Manager, Purchasing: 215-751-8905 or mhenley@ccp.edu
- Maritza Rodriguez, 215-751-8904 or mrodriguez@ccp.edu

Institutional Research:
- Courtney Raeford, Research Analyst, Institutional Research: 267-299-5892 or craeford@ccp.edu

ITS:
- ITS Support: 4ITSupport@ccp.edu or 215-751-6000

Marketing
- Kris Henk, Marketing Director khenk@ccp.edu or 215-751-8449
- Erica Harrison- Events eharrison@ccp.edu or 215-751-8941

Facilities

- Erkan Elcin Manager, Technical Services. eelcin@ccp.edu
- John Wiggins, Associate Vice President, Facilities and Construction Management. jtwiggins@ccp.edu or 215-516-3785

Appendix C - Example Shadow Budget

Date	Amount	Payee	FOAPAL	Purpose	Invoice #	Paid?
5/5/15	$1,000	Bob's Bus Rental	761001-7002	Student Transportation	57	Yes
5/6/15	$5,000	Food Vending Co.	761002-7080	Community Event	2207	Yes
5/14/15	$750	Amtrak	761002-7277	Regional Meeting	1A2B3C	Yes
6/3/15	$15,000	World Books	761001-7002	Learning Materials	458A	No

Appendix D - Effort Reporting Certification Form

Community College of Philadelphia

EFFORT CERTIFICATION FORM

Last Name

Institution: CCP		FY:	2018	Period:	7/1/2017 - 9/30/2017
Employee: J01234567 Full Name		Primary Appt: F00285	Instructor	Dept:	25040 - Chemistry

Non-Sponsored	Operating	100001	6101	Full-Time Faculty-Credit	77.56%
Non-Sponsored	Operating	100001	6312	Overload Credit - Academic Year	1.11%
Sponsored Funding	NNCI: Mid-Atlantic	231233	6612	Ext. Time Administrative Projects	15.51%
Non-Sponsored	Operating	100001	6322	Full-Time Faculty Credit - Summer 1	5.82%

Total Percent		100%

Certification:

X _____

Certification by Responsible Official

Appendix E – Budgeting

- When creating a budget for a grant, first of all, follow the Funder guidelines.
- The only tool available to track expenditures versus budget is CCP Banner Chart of Accounts available under My CCP / Employee tab:

When creating a budget line, you may want to make sure that account code exists for the line. Maybe there is a need to split the line or consolidate it to fit into account description. The more budget lines correspond to chart of accounts, the easier consequent expense coding and reporting will be.

Pool accounts exists only for Budget.

The level of details should depend on the reporting requirements of the Funder. There may be single "Supplies" line, with details in narrative, but single amount budgeted for the line.

Equipment is considered if piece costs >$5k per item, unless Funder guides otherwise.

For salaries, please contact HR and/or Special Funds.

Approved Fringe Benefits and Indirect Cost rates can be found
https://myccp.online/controller/grant-and-general-accounting