PROCEDURE: 3.1.14p1 WGTC Grant Fundraising Procedure

Revised:
Last Reviewed:
Adopted: November 28, 2023

Purpose
WGTC has a Unique Entity ID (UEI), as required to do business with the government. WGTC requests funding to assist with projects that establish new educational programs that teach technical skills, purchase equipment, support educational opportunities, transition to careers, and enhance technical education.

- The College receives notice a grant funded opportunity has been awarded. The Unit Executive and/or Designee and Grant Specialist (GS) discuss areas of need within the communities served. The recommendations are shared with the President, who has ultimate oversite of the funding, for a final decision. A Project Manager is assigned.

- The Unit Executive/Designee and Project Manager develop project goals, identify equipment or other items needed, and assigns roles and responsibilities. If salaries are included, human resources as well as payroll services clarify fringe deduction amounts.

- The Project Manager develops a data management plan to keep the project on target. The plan is uploaded to a shared drive in an Adobe PDF and Excel format divided by Year 1, Year 2, and Year 3 depending on the length of the grant period. The document details travel, completion goals, salary with fringe, and equipment. The spreadsheet itemizes the activity, implementation date, and responsible party.

- The Project Manager contacts multiple vendors to request pricing for comparisons on equipment, services, and fees associated with each quote.

- The Project Manager meets with community leaders to establish support of the grant project and goals and secures letters of support if required for grant.

- The Project Manager, and Grant Specialist meet bi-weekly to discuss progress and next steps. A report is shared with the President.

- The Grant Specialist submits quarterly and semi-annual reports as determined by the grantor in the award package. The Project Manager submits Year 1, Year 2 and Year 3 progress reports.

- Submitted proposals, award documentation, and budget/expenditure records are kept in electronic or hard copy files by the Grant Specialist and Administrative Services.

Purchasing

The Office of Administrative Services has a process in place for the request and purchase of federal grant funded items. State Board of the Technical College System of Georgia Policy 3.1.16. Purchasing; GA Procurement Manual Online,
 http://pur.doas.ga.gov/gpm/MyWebHelp/GPM_Main_File.htm

- Requisitions are submitted through the Team Georgia Marketplace system by the Program Manager.
- Requests for grant funds are forwarded to the appropriate supervisor and then to the GS from the appropriate Unit Executive.
- The GS verifies the purchase order with the quote to ensure the requested purchase is included in the budget and then assigns the cart to the President.
- The President signs/approves the request and forwards to Administrative Services to confirm funds are available. The purchase order is then assigned the correct fund source for purchasing.

    If purchase is equipment or supplies:
    > The purchase is received at the College, assets are tagged appropriately for federal grant purchases, photographed, and delivered to the designated location.

    If personnel:
    > A position requisition is submitted using the Online Job Center. This requisition is approved by the Unit VP, Associate Vice President of Human Resources (AVPHR), Vice President of Administrative Services (VPAS), and President to be posted either in-house or externally in accordance with TCSG State Board hiring policy and procedures: State Board of the Technical College System of Georgia Policy 4.1.1.Recruiting and Hiring and the associated Procedure (4.1.1p1). Registrations and travel expense reimbursements are requested using SAP Concur Travel System.

    > Personnel paid by federal programs report time and grant responsibilities to the Project Manager. If the employee is paid to perform 100 percent of eligible activities under a single cost objective, they will record grant processes either in writing or during bi-weekly meetings. If required by the grant, grant paid personnel will complete any time and effort form or certification form.

    If contracted services:
    > An MOU that defines deliverables and pay cycle is established and normal purchasing processes will apply.

Budget Process

- The grant budget is approved.

- Faculty, Staff, and/or Administrator submits purchase requisition for equipment through online purchasing system; payroll for employees is submitted through a State of Georgia Employee Self Service portal.
- Purchase requisition is generated.
- Requisition is routed to generator's supervisor for approval.
- If approved, Generator's Unit Executive submits request to the GS or Designee who assigns to the President for final approval.
- The President submits the request to the Administrative Services office for submission to Purchasing Coordinator.
- Purchasing Coordinator creates a purchase order in the accounting system.
- Purchasing Coordinator provides a copy of the Purchase Order to the Program Manager to place order with vendor.

Reconciliation

- Director of Financial Services or other VPAS Designee provides a report of expenditures and encumbrances monthly to the GS and Project Manager for tracking and reconciling expenditures to date.
- Unit Executive, Project Manager, GS, VPAS, Director of Financial Services, Human Resource Representative and/or grant committee members meet as needed to reconcile the budgets.
- The Project Manager then prepares amendments if needed and submits a revised budget to the Unit Executive and VPAS who serve as the President's representatives.
- The amended budget is then submitted to the funding agency's Grantor Contact for approval.
- If amended budget is approved, spending will resume in accordance with the amended budget.

Responsibility
The Vice President of Administrative Services has the overall responsibility of ensuring this procedure is implemented.

References
TCSG 3.1.16 Purchasing Policy
TSCG 4.1.1p Recruiting and Hiring Procedure
TCSG 3.1.14 Indirect Cost Rate