# PACE FINANCE PROCEDURES

Dept. of Labor, Employment & Training Administration (TAACCCT) Trade Adjustment Assistance Community College & Career Training Grants Program.

LaVeta Key, PACE Management Team

# **PACE FINANCE PROCEDURES**

# TABLE OF CONTENTS

# REIMBURSEMENTS

FINANCIAL REPORT

# **EQUIPMENT**

EQUIPMENT REQUEST EQUIPMENT TAGGING

#### ALTERATIONS

**ALTERATION REQUEST** 

# TRAVEL

TRAVEL REQUEST FORM
REQUESTING REIMBURSEMENT FROM NWACC
TRAVEL TIPS

#### **PERSONNEL**

#### TIME & EFFORT

WEEKLY TIME & EFFORT DOCUMENTATION QUARTERLY TIME & EFFORT DOCUMENTATION

#### LEVERAGED RESOURCES

EXAMPLES OF LEVERAGED RESOURCES

# **BUDGET MODIFICATIONS**

BUDGET MODIFICATION REQUEST

# Reimbursements

Monthly financial reports must be submitted to NWACC on the template provided, along with supporting documentation in order to receive reimbursement for PACE expenditures.

- Each financial report must be filled out completely, contain no errors, and signed by the authorized official(s). Any errors, inconsistencies, or omissions may result in rejection.
- Supporting documentation is defined as evidence and/or records including but not limited to vouchers, bills, invoices, requests for payment, and time and effort reports.
- Proper payroll documentation is also required, showing monthly pay and fringe amounts.
- Supporting and payroll documentation must:
  - Comply with generally accepted governmental accounting principles through procedures/ practices that sufficiently and properly reflect all program cost expenditures in the performance of this project.
  - Copies of original documents may be substituted for the original documents with the appropriate college signature.
  - All grant expenditures must be allowable; necessary and reasonable for the proper and efficient administration of the grant; allocable to the grant; be authorized or not prohibited under state or local laws; and, conform to the limits or exclusions in federal laws and regulations.
- Upon request, consortium members agree to make expenditure records available to NWACC and/or USDOL/ETA for audit purposes.

NWACC will make payments to the co-recipient so long as the co-recipient is providing the services set forth in the MOU and Addendum which include the Scope of Work, Grant Assurances and Supplemental Terms and Conditions, and the process for disbursement/reimbursement is followed.

#### **Financial Report (FR):**

1. A hard copy of the FR needs to be submitted to the NWACC PACE Management Team at NWACC by the 15<sup>th</sup> of the month preceding the reporting month. It must include supporting documentation of expenditures (i.e. invoices, receipts, timesheets, payroll records, etc.).

Northwest Arkansas Community College LaVeta Key One College Drive Bentonville, AR 72712

- 2. An electronic copy of the FR must also be submitted via email to the PACE Management Team by the 15<sup>th</sup> of the month preceding the reporting month. lkey@nwacc.edu
- 3. FR's that do not contain the information required will be considered incomplete and will not be funded until complete information is submitted.
- 4. Both electronic and hard copies of the FR must be received and approved before funds are released.

Each FR will be reviewed by the PACE Management Team to ensure expenditures meet budget requirements and comply with Program criteria. Upon receipt and approval of payment requests, including required supporting documentation, reimbursement will be made within 20 days.

Pursuant to the Grant, the last financial report in 2014 shall be due October 15, 2014, and shall serve as the Final Financial Report.

# **Equipment**

Federal definition of equipment: tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

- Prior approval from the Federal Project Officer must be received before the purchase and/or lease of any equipment
- Equipment request(s) should be submitted to the PACE Management Team at NWACC for review. Once approved, NWACC will submit the request to the Federal Project Officer on behalf of the consortium member

Equipment Request Packet should contain the following information:

- 1. Letter to PACE Management Team requesting equipment purchase describing why the equipment is needed and how it will help accomplish grant objectives.
- 2. Completed PACE Equipment Request Form.
- 3. Two pricing quotes. If using sole source, include justification.

# **Equipment Tagging**

- 1. Institutional policy regarding property management standards should be followed.
- 2. Records of equipment acquired with federal funds should include the following information:
  - o A description of the equipment.
  - Manufacturer's serial number, model number, federal stock number, national stock number, or other identification number.
  - o Source of the equipment, including the award number.
  - Whether title vests in the recipient or the Federal Government.
  - Acquisition date (or date received, if the equipment was furnished by the Federal Government) and cost.
  - Information from which one can calculate the percentage of federal participation in the cost of the equipment (not applicable to equipment furnished by the Federal Government).
  - Location and condition of the equipment and the date the information was reported.
  - o Unit acquisition cost.
  - Ultimate disposition data, including date of disposal and sales price; or the method used to determine current fair market value where a recipient compensates DOL for its share.
- 3. Equipment owned by the Federal Government shall be identified to indicate federal ownership

- 4. A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The recipient shall, in connection with the inventory, verify the existence, current utilization and continued need for the equipment.
- 5. Adequate maintenance procedures shall be implemented to keep the equipment in good condition.
- 6. An additional tag should be placed on any piece of equipment purchased with PACE funds that identify both the funding agency and grant.
  - o DOL PACE

# **Alterations**

Rearrangement/alterations costs incurred for ordinary or normal rearrangement and alteration of facilities are allowable. Special arrangement and alteration costs incurred specifically for the project are allowable with the prior approval of the sponsoring agency.

- Cannot impact equity value.
- Requires prior approval from our Federal Project Officer before any alterations.
- Alteration request(s) should be submitted to the PACE Management Team at NWACC for review. Once approved, NWACC will submit the request to the Federal Project Officer on behalf of the consortium member.

Alteration Request Packet should contain the following information:

- 1. Letter to PACE Management Team describing why alterations are needed and how it will help accomplish grant objectives.
- 2. Bid documents that include plans, specifications, and drawings.
- 3. Contractor responses to bids and pricing quotes.

# **Travel**

If traveling to a PACE sponsored event, such as regional or statewide meetings/trainings/coaching sessions and local travel to meet with employer partners, intercampus travel for PACE planning meetings do not require a PACE Travel form.

The PACE Travel form is only for requesting the use of PACE funds for national meetings or professional development that is not organized by PACE.

# PACE Travel Request:

- Must be submitted to the Project Coordinator and then the PACE Management Team for approval <u>before</u> the event takes place.
- Include an agenda, website, flyer, etc. that provides information about the event.

Once the PACE Management Team approve, the Project Coordinator can move forward with the proper travel arrangements.

The travel expenses will come out of NWACC's PACE Professional Development budget. Each of the consortium members are budgeted \$5,000 a year for training opportunities.

To receive reimbursement for expenses from NWACC for these types of professional development expenses:

- 1. Your institution will pay individual(s) attending the workshop from regular institutional funds (the main college fund), not the PACE fund. Follow institutional travel guidelines when reimbursing.
- 2. The college business office then submits an invoice with proper backup documentation (registration forms, TR-1's, receipts, etc.) to the PACE Management Team for reimbursement.
- 3. Reimbursement will be made from NWACC PACE to your institution to cover professional development costs.
- 4. Reimbursement will not be made to your PACE fund/account because of your set budget amount in the MOU.

#### **TRAVEL TIPS**

- Make sure you get receipts for all expenditures. NO RECEIPT NO REIMBURSEMENT.
- One employee cannot be reimbursed for another employee's expenses. In other words, no buying each other meals, etc.
- To check federal per diem rates: <a href="http://www.gsa.gov/perdiem">http://www.gsa.gov/perdiem</a>

#### **►** MEALS

- You must provide a detailed receipt to be reimbursed for meals. This is usually the
  check they bring you before you give them your payment. Be careful, they do not
  always give you this copy back after they process your payment. You cannot be
  reimbursed from the credit card copy if it doesn't include the detail.
- Meal reimbursement is allowed only in connection with overnight travel, whether in state or out of state.
- If the event furnishes a meal, you cannot expense a meal; for example, if lunch is provided, you cannot skip the lunch, go out to eat and then ask for reimbursement.
- Tips up to 15% are allowed with a receipt.

#### > TRANSPORTATION

- You can only expense taxi, shuttle or other transportation from the airport to the hotel and/or the hotel to meeting place or place to eat (if they are not providing a meal) if it is too far to walk. You cannot expense a trip to the mall or site seeing.
- You can be reimbursed for parking at the airport or hotel.
- As with meals, tip amounts up to 15% can be reimbursed with a receipt.

#### HOTEL AND LODGING

Bring back a copy of the hotel receipt. If the college paid for the hotel, they will
need a copy to attach to the Purchase Order. If you paid for the hotel, attach your
receipt to your TR-1 (or other travel reimbursement document) in order to claim the
expense.

# **Personnel**

BEFORE ANY PERSONNEL CHANGE, ADDITION, MOVEMENT, ETC: PLEASE CONTACT THE NWACC PACE MANAGEMENT TEAM. THEY WILL VERIFY THERE ARE NO COMPLIANCE ISSUES.

Employee contracts/memorandums, time sheets, copies of institutional policies regarding pay, etc. may be requested by the NWACC PACE Management Team to verify compliance.

# THE INSTITUTION'S COMPENSATION POLICIES MUST BE CONSISTENTLY APPLIED, REGARDLESS OF FUNDING SOURCES.

According to our FPO: I've run into this often at colleges where things get "blended" in, meaning grant personnel are working on something entirely different from the positions they were hired to do. They get themselves into trouble and disallowed costs. Then when I get on-site they tell me, "well we're a small college and we all chip in where we can etc." That will not fly; DOL is giving you enough money to hire for these positions so there is no need for overlapping of positions, etc.

If using a person who currently works full-time at your institution to fill either the Project Coordinator position or the Advisement/Placement Lead, DOL requires a copy of your revised job duties.

If you are splitting the Project Coordinator and/or Advisement/Placement Lead between 2 or more individuals, DOL needs to know who is performing what duties so job responsibilities are clearly defined.

If using a person to fill both the Project Coordinator & Advisement/Placement Lead position: These have to be two distinct positions with separate time sheets, separate everything.

Faculty - Can Pay Overload, Stipend, or Part of FT Salary (Release Time)

- Must be working **DIRECTLY** on the PACE Grant
- If teaching course related to the grant (ie: redesigned class)
- If working on curriculum redesign
- Other PACE Administrative duties (ie: Project Coordinator)
- Pay in Accordance with Institutional Policy

# Classified Employees

- Cannot pay Overload
- DOL says no 50 hour work weeks
- Have to pay a percentage of their original 40 hours

#### Administrators

- No additional duties & No pay for additional duties
- Cannot pay salary in addition to their regular salary
- Can pay a percentage of their regular salary for FTE working on the grant
- Can pay Overload IF teaching a PACE redesigned class

# **Time and Effort Reporting/Certification**

Employees must complete a Time and Effort Report if *any* of the employee's salary is charged in whole, or in part, directly to the PACE project.

Time and effort should be documented on the template provided by NWACC, unless another format has been approved:

- Effort <u>must</u> be documented showing PACE activities.
- These reports should be completed on a weekly basis. Original signatures are required from the employee and the Project Coordinator.
- The Project Coordinator's time and effort requires an original signature from their immediate supervisor.
- All time and effort reports should be retained in the Project Coordinator's office.

Time and effort certification is reported quarterly on the A-21 and A-87 Certification form. Instructions:

- 1. Project Coordinator/Finance/Administrator filling out the certification form enters their information for questions #1 #2.
- 2. The Restricted Funds Account # is the PACE identifying fund/account number at your institution.
- 3. Certify by checking the box and signing your name with date. It has to be an **actual** signature, not a typed signature.
- 4. Certification:
  - Mark Yes to certify the PACE employee's Time & Effort
  - Enter employee Name
  - Enter employee PACE title (Math Lead, Math Support, Language Lead, Language Support, Pathway Lead, Pathway Support, Advising/Placement, or Project Coordinator)
  - Leave Budget Unit Payment Blank, the NWACC Management Team will fill this out based on reimbursement requests
  - Percent: How much time did this employee spend on PACE for the quarter?
  - Percent Calculation Examples:
    - If working 0.5 FTE = 50%
    - If released from a 3 hour course  $3 \div 15 = 20\%$
    - If being paid for a 3 hour course overload = 100% because PACE is paying 100% of the overload, so 100% Time & Effort
    - If employee hours are known, then divide number of hours spent on PACE by 480 (40hr week × 12 weeks)

PACE hours  $\div 480 = \%$ 

CERTIFY	EMPLOYEE NAME	PACE POSITION TITLE	BUDGET UNIT PAYMENT	PERCENT
X YES NO	Lindsay Robinson	Finance Manager		100%

# **Leveraged Resources**

No match requirement according to the SGA, and no promise to provide any. Our Federal Project Officer has requested we keep track of leveraged resources anyway and NWACC will include them on the reports to DOL.

Contributions must be spent on costs for grant activities which would be allowable if paid for with the federal grant dollars. They must be in accordance with cost principles and comply with any grant program restrictions.

All expenditures and costs incurred which are counted as a leveraged resource will be subject to the same documentation requirements as those paid for with grant funds.

Leveraged resources and value must be included on the financial report submitted monthly to the NWACC PACE Management Team. A brief description of how leveraged resources were utilized is also required on the narrative report (9159) submitted monthly to the NWACC PACE Management Team.

#### **List of Leveraged Resources**

#### Personnel:

- The hours of service provided to the grant program by staff of the grantee which are not paid for with the grant funds
- The personnel services performed for the grant program by volunteers or paid nongrantee staff
- Individual performing their regular job activity
  - Regular rate of pay + allocable fringes
- Individual performing other volunteer services
  - o Rates consistent with recipient pay for like work or
  - o Rates of other local area pay for similar work
  - Include reasonable amount for fringe benefits

#### Services:

- The services provided by the grantee which are not performed by staff of the organization(s) and which are not paid for with grant dollars
- Services provided to the grant program by a third party organization

#### Equipment and Supplies:

- The equipment and supplies used by the grant program but not paid for with grant funds
- Equipment and supplies donated by an outside entity and used for grant purposes
- Loaned equipment
  - o Fair rental value
- Donated equipment or supplies
  - o Fair market value at time of donation or
  - o Depreciation or use charges [when item has long term value]

#### Space:

- The space used for the operation of any part of the project which is not paid for with grant funds
- Space provided by an outside organization to be used for grant activities
- Donated space use
  - o Fair rental value of comparable space
  - o Established by independent appraisal
- Donated buildings and land
  - Depreciation or use charges attributable to the period for which the building is used for the grant program

# **Moving Money/Budget Modifications**

Prior Grant Officer approval is required for:

- <u>ANY</u> increase/decrease in **personnel**, **fringe benefits**, and/or **indirect cost** line items
- More than 20% change for any other line item
  - o So if we are allowed 20 percent flexibility, how much could I move when line A has \$1 million and line B has \$100,000?
    - The answer is: If either line were to change by more than 20 percent you would be required to submit for budget realignment because it's more than one line

Prior Federal Project Officer (FPO) Concurrence requested for:

- Change *within* personnel line item
- Change within fringe benefits

Any budget modification request must be submitted to the NWACC PACE Management Team for review and approval. Requests must be submitted by the Project Coordinator and the responsible fiscal person at your institution.

- Moving money between Strategies is allowable, if they are within the same line item. This type of modification can be approved by the PACE Management Team
- Movement between line items (excluding salaries and fringe) can be approved by the NWACC PACE Management Team as long as there is not a 20% change within any of the line items

Budget Modification Packet should contain the following information:

- 1. Letter to NWACC PACE Management Team requesting modification that indicates the purpose and why the modification is necessary.
- 2. Appropriate documentation to support modification (i.e. if moving money from supplies to equipment, the proper equipment request documentation must be included).
- 3. Include the Budget Modification Spreadsheet showing where money is moving to/from.

Once approved by the PACE Management Team and/or FPO:

- 1. The NWACC PACE Management Team will update the financial report with the amended budget amounts to be used going forward.
- 2. The NWACC PACE Management Team will send a letter to consortium member indicating the budget modification approval.