

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

GRANT POLICY

Date approved by cabinet: March 8, 2023

Effective date: April 20, 2023

Expiration date (5 years from effective date if not renewed): April 20, 2028

Section 1. Purpose

1.1 BridgeValley Community and Technical College (College) encourages and supports the efforts of the faculty, staff, and students to develop proposals for local, state, and federal agencies, private foundations, and other external funding sources.

Section 2. Procedures

2.1. LEARN AND EARN GRANTS:

2.1.1. All HB 3009 Learn and Earn state grants awarded through the Chancellor’s Office must be discussed with Career Services.

2.1.1.a. Before the grant request is submitted, the Principal Investigator (PI) must obtain a Letter of Support and MOU from the Employer and submit to Career Services.

2.1.1.b. Career Services will prepare and submit the grant request to the Committee at WVCTCS which meets once per month. The President must sign the request before submission.

2.1.2. When the award documentation is received from the Chancellor’s Office, signed copies are sent to the Office of Financial Affairs (FA), and the PI.

2.2. ALL OTHER FEDERAL OR STATE GRANTS

2.2.1. The President, Chief Financial Officer (“CFO”) and Vice President of Academic Affairs must approve projects obligating the use of institutional resources, including facilities, faculty, students, and/or staff.

2.2.2. Principal Investigators shall work with Financial Affairs and the Vice President of Academic Affairs to ensure that proposals meet accepted standards of style, content, format, etc. Hastily prepared documents sometimes result in weak proposals and may be rejected. The Principal Investigator will:

2.2.2.a. Prepare the proposal.

2.2.2.b. Ensure that the budget reflects appropriate fringe benefits for any salaries in the project as well as appropriate costing for other parts of the project. If the budget obligates College resources because of matching requirements, the budget will be reviewed by the College Financial Affairs Office and approved by the CFO.

2.2.2.c. Send completed packet to the Office of the President for final approval and submission.

- 2.2.3. Final grant applications from Community and Technical College faculty, staff, or students must be submitted to the Office of the President at least ten (10) business days prior to the due date at the funding agency.
- 2.2.4. All grant submissions must be approved by the President to ensure that cost sharing, salaries and benefits, overhead, release time, and other matters are consistent with college policies.
- 2.2.5. To ensure quality applications and an understanding of the scope of a project, the Principal Investigator(s) may be asked to make an oral presentation to the President in support of the project. Advanced, HB3009 and Technical Program Development grants are submitted to the WVCTCS Grant Committee for approval.
- 2.2.6. Upon approval of a grant award, required fiscal records and reports will be prepared by the Principal Investigator(s) and copies provided to Office of the President and the Office of FA.

2.3 ALL GRANTS

- 2.3.1. Any expenses that are incurred prior to receiving official grant notification will require a funding source prior to approval – this must include the specific department (org). In the event that the grant is not awarded these expenses will remain charged to the department budget and budgets will need to be adjusted appropriately to account for these expenses.
- 2.3.2. Once official notification is received that a grant has been approved, both the Office of the President and the Office of FA will receive immediate notification.
- 2.3.3. The office of FA's responsibilities are to:
 - 2.3.3.a. Set up a specific fund and org (if applicable) in Banner. All grants will receive a specific Banner fund and org number.
 - 2.3.3.b. Notify the PI of the Banner fund and org number so that s/he will use for coding all grants or contracts.

- 2.3.3.c. Assist the PI in determining the appropriate method of paying any grant personnel either through payroll or through contractual arrangements. Verify and approve Banner coding and grant fund availability for all expenses.
- 2.3.3.d. Work with PI to ensure fiscal monitoring of grant expenditures according to budget.
- 2.3.3.e. Assist PI in preparing the financial portion of grant reporting documents.
- 2.3.4. The PI's responsibilities are to:
 - 2.3.4.a. Code all expenditures through Pcard use and/or invoices to the applicable Banner org and fund provided by the Office of FA.
 - 2.3.4.b. Provide the Human Resources Office with same funding source (Banner org and fund) for all employment contracts.
 - 2.3.4.c. Monitor Banner at least monthly through Finance self-service to check for any expenditures not properly coded. Contact Financial Affairs if training is needed for self-service.
 - 2.3.4.d. Notify the Office of FA to investigate any questionable charges to the grant.
 - 2.3.4.e. Provide adequate documentation to the Office of FA for any grants that must be billed to receive funds.
 - 2.3.4.f. The PI is responsible for all reports due to the appropriate reporting entity regarding grant activity.
- 2.3.5. The PI, along with the Office of FA, is responsible for ensuring grant expenditures comply with the grant budget. Within six months of the grant expiration, the Office of FA will notify the PI of the grant expiration date and remaining fund balances. The PI must then submit a plan to the appropriate vice president, FA, and his/her immediate supervisor on how remaining funds will be spent. Alternatively, it may be necessary to request in writing and receive written approval for an extension of the grant expiration date. It will be the PI's responsibility to inform the Vice President of Academic Affairs, FA, and his/her immediate supervisor of this need and distribute approval of grant's extension once received. Three months prior to the grant expiration, the plan will be reviewed by the Vice President of Academic Affairs, FA, and his/her immediate supervisor to determine if grant expenditures are on target. If not, the Vice President of Academic Affairs will assume responsibility for final spending.

2.4. UNALLOWABLE COSTS:

- 2.4.1. BridgeValley Community and Technical College (College) shall adhere to applicable federal and state laws, the rules and policies of the West Virginia Council for Community and Technical College Education, BridgeValley Board of Governors (BOG) Rules, and applicable language within grant agreements as it pertains to allowable grant purchases.
- 2.4.2. Purchasing practices and procedures are necessary for unallowable costs established by the federal government, state law, the West Virginia Council for Community and Technical College Education (the Council) and the BridgeValley BOG to protect the interests of taxpayers, vendors, the Council, the College, the BOG and College employees. In addition, any purchase determined not to be in the best interest of the College may be deemed an unallowable expense upon consultation with the Chief Financial Officer and the President of the College.
- 2.4.3. Prior to using grant funds, the Grant Manager must submit to the Grants Accountant for review a Purchase Requisition containing a detailed description of the items to be purchased.
- 2.4.4. The following are general guidelines of items that could be considered unallowable unless otherwise noted in the grant agreement. These examples were taken from the Code of Federal Regulations 2CFR Part 220 but are not all inclusive.
 - 2.4.4.a. Alcoholic Beverages: Costs for such beverages are not allowable
 - 2.4.4.b. Capital Expenditures: The costs of equipment, buildings, and repairs that materially increase the value or usefulness of buildings or equipment are unallowable except when specifically provided for in the grant.
 - 2.4.4.c. Entertainment Costs: Costs incurred for amusement, social activities, entertainment, and any related items associated with these unallowable entertainment costs such as meals, lodging, rentals, alcoholic beverages, transportation, and gratuities are unallowable.
 - 2.4.4.d. Pre-Agreement Costs: Costs incurred prior to the effective date of the grant, whether or not they would have been allowable, are unallowable unless specifically set forth and identified in the grant, or approved through prior approval procedures.
 - 2.4.4.e. Memberships and Subscriptions: Costs of individual memberships in civic business, technical, and professional organizations are normally not allowable as a direct cost unless specifically identified in the grant or unless prior approval is obtained based on project need. Costs of

subscriptions to civic, business, professional, and technical periodicals are normally not allowable as a direct cost unless specifically identified in the grant or unless approval is obtained based on project need.

2.4.4.f. Advertising and Public Relations Expenses: Costs of meetings, conventions, convocations, or other events related to other activities of the institution including: displays, demonstrations, and exhibits, meeting rooms, hospitality suites and other special facilities used in conjunction with shows and other special events are not allowable unless prior approval is obtained from the granting agency.

Costs of promotional items and memorabilia, including models, gifts and souvenirs are not allowable.

2.4.4.g. Donated Property or Services: The value of donated or volunteer services by professional and technical personnel, consultants, and other skilled or unskilled labor are not reimbursable.

2.4.4.h. Lobbying Expenses: Lobbying costs are unallowable expenses.

2.4.5. Grants from the federal or state government may have additional unallowable costs requirements:

2.4.5.a. PERKINS GRANT:

| Allowable | Non-Allowable |
|--|--|
| Administrative costs (5%) | Alcoholic beverages |
| Advisory councils (printing, materials, etc. No food or beverages) | Capital expenditures |
| Career guidance and academic counseling to students who are enrolled in career & technical education programs | CTSO competition costs, including student travel |
| Consumable student laboratory manuals (e.g. accounting workbooks) | Donations and contributions |
| Consumable materials and supplies that support the instructional program | Entertainment |
| CTE teacher in-service | Expenditures associated with students not enrolled in CTE programs |
| Curriculum development | Expenditures for CTE programs below the 7th grade |
| Electronic-based curriculum that supplements content when the curriculum cannot be reused and/or shared (e.g. an individual student's access to a program or testing software) | Expenditures not related to project outcomes |
| Equipment/technology for approved CTE instruction, including computers necessary for CTE program software | Expenditures to support academic programs or remediation |

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| Fees and expenses for supplemental specialized instruction (e.g. Red Cross certified CPR instructor for short-term, specialized instruction in a health professions program) | Fines and penalties |
| Marketing and outreach materials | Food and beverages |
| Meeting and conferences | Fundraising expenditures |
| Professional development costs | Gifts, door prizes, etc. |
| Professional service costs, including services contracted by the district for CTE equipment and laboratory maintenance (e.g. equipment service contracts and hazardous waste disposal) | Goods or services for personal use |
| Program evaluation | Items retained by student |
| Rental/lease costs of equipment | Pre-awarded costs |
| Salaries (must provide time and effort) | Print textbooks, electronic textbooks, and/or other electronic media used as the primary source of content delivery |
| Single copy reference materials, including single-user electronic reference materials | Promotional items/materials such as T-shirts, cups, keychains, etc. |
| Supplemental staff for clinical or lab supervision of students enrolled in health programs | Professional dues |
| Technical skill assessment instructional materials and administration cost | Substitute pay for teachers |
| Training costs | Student scholarships |
| Transportation (related to CTE program standards and/or transition to postsecondary CTE programs) | Technology related to basic instructional delivery, e.g., Smart Boards, cell phones, etc. |

2.4.6. Allowable and unallowable cost are subject to change. Please check with Financial Affairs with any questions.

Section 3. Definitions

- 3.1. Office of Career Services – This office is responsible for overseeing all Learn and Earn awards.
- 3.2. Office of Financial Affairs (FA) – This office, under the leadership of the CFO ensures financial compliance with grant awards. To ensure grant financial compliance, the CFO must approve all proposed budgets for any grants that have matching requirements that will obligate the College resources prior to submitting such grant proposals to the President for signature and final approval. This office is also responsible for: setting up in Banner all grants (once awarded) and all relevant contracts so that expenditures can be tracked; fiscal reporting and monitoring of grant expenditures against budgets; payment of invoices or processing of grant payroll; and adherence to all financial reporting requirements.
- 3.3. Principal Investigator (PI) – Individual responsible for directing the grant project,

including writing reports, coordinating the hiring of personnel, and assuring that all objectives of the project are met.

- 3.4. WV CTCS Grants – Grants administered by the Office of the Chancellor (Advanced, HB 3009, and Technical Program Development) designed to assist colleges in funding rapid response to business and industry workforce training needs.