# 7.9.1 Department of Labor Grant Management Procedure

**Application Process**
All Central Lakes College (CLC) DOL grants must follow the SOP located on the DOL shared drive or SharePoint site.

**Successful Grant Award**
The college president or their designee must sign CLC grants. A grant director, designated by the president, is responsible for overall accountability for the grant outcomes. The grant director sends a copy of the grant to the Business Office. The Vice President of Administrative Services and/or the Director of Business Services establishes the account structure and approved budget in WorkDay and forwards them to the grant director for review and discussion, if appropriate.

**Purchase Order Approval and Processing**

1. All purchases must comply with the DOL Grant Purchasing SOP.
2. All Minnesota State Board Policies and procedures will be followed, as well as all CLC Policies and Procedures.
3. The Grant Director is responsible for ensuring compliance with the respective grantor's policies and regulations.
4. The Grant Director or designee is responsible for completing MinnState template contracts as required by policy. For example, Guest Lecturer and Professional Technical Contracts.
5. All purchase orders that require quotes, bids, or contracts will be held until the CLC Business Office receives the necessary documentation.
6. The CLC Business Office will process purchase orders per directions from the grant director or their designee and file them in the accounts payable files.

**Credit Cards**

1. All purchases must comply with the DOL Grant Purchasing SOP.
2. All purchases must be made in compliance with MnSCU and CLC policies and procedures.
3. The grant director will be responsible for purchasing cards in accordance with established policies and will serve as the approver for all expenses charged to the grant.
4. The CLC Business Office will encumber funds in the PO system to the credit card company and put it through the cost allocation process.
5. The Grant director or designee will return the original receipts and the cost center and object code details to CLC Business Office personnel for chargebacks to the cost center.
6. The CLC Business Office will determine if any further documentation or adjustments are needed.

## Accounts Payable Payment Processing

1. The grant director will approve all vendor invoices with a signature, PO number (if required), and cost center, and forward them to the CLC Business Office.
2. The CLC Business Office will review the purchase order encumbered amount to ensure sufficient funds are available and approve the expenditure for payment. Discrepancies will be emailed to the grant director or designee.
3. If the encumbrance and vendor invoices agree, CLC Accounts Payable staff will promptly pay all approved vendor invoices.

## Personnel, Payroll, and Employee Expense Reports

1. The Grant director will send Human Resources and VP Administrative Services all personnel assignments for the ensuing fiscal year by April 1, if possible.
2. The VP of Administrative Services will determine if budgets allow for the personnel plan. If issues arise, the VP of Administrative Services will work with the grant director to find solutions.
3. Employee payments will follow college-standard processes. However, timesheets for individuals partially funded by the grant will maintain time-and-effort logs documenting time spent on grant activities. These time and effort logs will be forwarded to the grant director and then the business office for processing as chargebacks.
4. Employee expense reports for the grants will follow the MinnState 5.19.3 Travel Management Policy. They will be reviewed and signed by both the employee's supervisor and the grant director, who serves as the cost center authority. They will then be forwarded to the payroll and business office departments for processing.

## Travel

1. Travel-related activities funded by DOL grant funds will comply with CLC's grant-related travel/expense policies and procedures.

## College Internal Chargebacks

1. CLC Business Office personnel will charge back for printing and copying according to CLC's managed printing system rates. Postage and bookstore supplies chargebacks will be billed monthly.
2. Chargebacks can be viewed through the WorkDay web-based application.

## Receipt of Funds

1. The CLC Business Office will receive advances of grant funds in the proper cost center.
2. Reimbursement requests will be calculated by CLC Business Office staff or, if applicable, a grant accountant, and then reviewed and approved by the VP of Administrative Services and/or the Director of Business Services.
3. CLC Business Office staff will properly receipt reimbursement funds.

## Budget Adjustments

1. The Grant Director must approve and notify the VP of Administrative Services and/or the Director of Business Services in writing of any budget adjustments.
2. If, during the processing of a purchase order, insufficient funds are noted, the grant director or designee must notify, in writing, the VP of Administrative Services and/or the Director of Business Services of the request for the transfer of funds, as per grant regulations.

3. VP Administrative Services and/or Director of Business Services will complete budget adjustments, print the grant director request and documentation, and attach it to the budget adjustments. These adjustments will be kept electronically and/or in hard copy.

**Grant Reporting**

1. Grant reporting will adhere to the requirements of the respective grant.
2. The grant director is responsible for ensuring compliance with the grant's sensitive time requirements and for reporting those dates to the VP of Administrative Services and/or the Director of Business Services, as well as to the grant accountant (if applicable).
3. The grant director, VP of Administrative Services, and/or Director of Business Services, and the grant accountant (if applicable) will meet periodically to discuss matters related to the grant.
4. All single payments will be reported on the OMB 1512 report.

**Grant Close Out**

1. Usually time-sensitive, the VP of Administrative Services and/or the Director of Business Services, and the grant director will meet three (3) months before closeout to discuss budget balances.
2. One month before closing out, the VP of Administrative Services and/or the Director of Business Services, along with the grant director, will meet to monitor progress, budget balances, and encumbrances.
3. Final closeout reports will be jointly reviewed by the grant director, the VP of Administrative Services, and/or the Director of Business Services, and the grant accountant (if applicable).

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