Grant Policies and Procedures:

A Post-Award Guide for Grant Funded Principal Investigators, Project Directors and Key Personnel

As of
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Office of Grants Administration

http://www.bergen.edu/grantsoffice/

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1. INTRODUCTION

Notification by the funding agency that Bergen Community College (BCC or the College) has been awarded grant funding is an exciting time for the College, and all individuals involved in the grants process. The awarding of grant funding is the Grant Project Director's opportunity to realize the vision described in the grant project plan and. to accomplish the goals, deliverables and objectives originally proposed.

The policy and procedure guidelines outlined in this document are intended to aid in the success of the grant project, and minimize any grant compliance issues encountered, as the grant award is now a legally binding contract between BCC and the funding agency.

2. ORGANIZATION AND PERSONNEL

Grant personnel includes a number of individuals within the College (staff and faculty) and outside (e.g. evaluators, vendors) of the college. Various individuals from the Grants Office will interact on a regular basis with the Grant Project Director and other grant project staff/personnel.

The Office of Grants Administration (Grants Office) will work with the Grant Project Director throughout the grant project period. However, Grants Office personnel should be contacted at any time with questions or concerns. The Grants Office consists of the following individuals:

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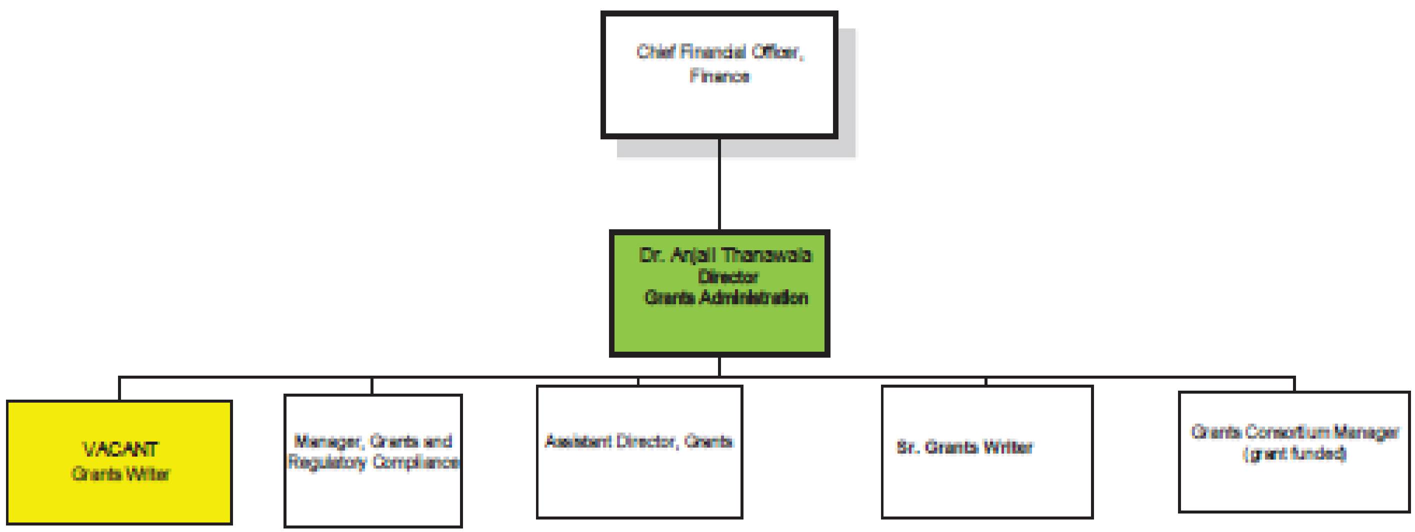

3. GRANTS AUTHORITY AND RESPONSIBILITIES

3.1 Notification of Award

The President of BCC and/or the Grants Office Director receives formal notification from the funding agency when a grant has been awarded, which is referred to as the Notice of Award or Grant Award Notification. Upon notification, the Grants Office will:

- Compare the Grant Award Notification (GAN) to the proposal that was submitted and, with the Project Director, resolve any differences.
- Negotiate with the funding agency any required budget and program modifications.
- Prepare a draft resolution from the appropriate Vice President for presentation to the Executive Council and to the Board of Trustees, for purposes of approving the grant award.

The Board of Trustees must authorize the acceptance of any grant awarded to the College. Once authorized, the grant award becomes a legally binding contract, with the proposal submission serving as the initial/core document. However, additional grant requirements and guidelines are also provided by the funding agency and can be found in the GAN award contract. The Grants Office will do the following:

- Arrange an initial grant management conference with the Project Director to review award details and operating guidelines.
- Initiate or approve all communications, including budget modifications and program reports.
- Establish and maintain a Project Control Book/contract file with pertinent grant information.
- Serve as the formal point of contact with the funding agencies.
- With the assistance of the Project Director, monitor and report on the status of all financial budgetary matters throughout the grant term.
- Address adherence and compliance with all operational and financial grant requirements, which includes ensuring the allowability of costs charged to the grant, and all reporting requirements are met.

3.2 Project Director Responsibilities

The Project Director has primary responsibility for attaining all agreed upon goals and objectives and for ensuring overall project success, and typically:

- Recruits/hires and supervises project personnel
- Oversees the project and staff to ensure successful implementation of goals, objectives and activities within budget (with Grants Office assistance)
- Ensures that he/she has access to the budget in the Colleague system and self-serve.

- Ensures that all deliverables are in compliance with grant requirements.
- Manages the grant budget and spend and ensures the grant project stays
- Purchases equipment & supplies (with Grants Office assistance)
- Develops subcontracts (with Grants Office assistance)
- Reviews/monitors and ensures the allowability of grant spend, including whether the grant is under/over spent in relation to the grant period, and the drawdown of funds is requested timely (with Grants Office assistance)
- Provides formal operational and financial updates to the Grants Office and College leadership, based upon a pre-determined cadence (e.g. monthly, quarterly, semi-annual)
- Identifies the need for and prepares budget modifications to be submitted to the funding agency (with Grants Office assistance)
- Maintains accurate activity files/reports, certifies time/effort, student & other data (Activities & Goal Attainment, Student Records, Personnel Time, Purchases, etc.)
- Publicizes/disseminates outcomes
- Implements evaluation plan and ensures methods are sound and produce results
- Prepares interim & final program fiscal reports & modifications to the funding agency (Grants Office will approve and submit)
- Maintains project quality control
- Tracks matching funds and in-kind contributions
- Identifies and performs an initial and on-going assessment during the grant period of the viability in sustaining or institutionalizing some or all grant project activities, post grant funding (with Grants Office assistance)
- Ensures the completion of the project on time and within budget (with Grants Office assistance)
- Coordinates and facilitates all requests of the funding agency, including any audits/program reviews (with Grants Office assistance)

The Grant Director should carefully re-read and familiarize him/herself with the guidelines and requirements of the grant proposal/contract and the applicable funding agency Grant Award Notification terms and conditions.

In Appendix A, federal, state, and local regulations, requirements, and guidelines, as well as specific BCC policies and procedures can be accessed.

4. INITIAL STEPS WHEN A GRANT IS AWARDED

Once a grant is awarded, a number of steps are taken to ensure a smooth transition and execution of the grant project.

4.1 Initial Grant Management Conference

The Project Director and Grants Office staff meet to:

- Specify next-steps and timelines for project implementation and planned activities
- Review funding agency grant requirements
- Review the fiscal management process
- Prepare college budget forms
- Review the allowability of costs charged to the grant project per funding agency and College requirements
- Examine issues, policies, and procedures pertaining to equipment and supply purchases and consultant subcontracting, as appropriate
- Review staff hiring, effort reporting, and compensation procedures
- Specify record keeping and reporting requirements, timelines and responsibilities
- Address other issues and concerns as needed

4.2 Project Control Book

The Grants Office provides the Grant Director with a Project Control Book at the initial project conference, which contains the following:

- The RFP, original proposal, and notice of award contract
- Board of Trustees actions
- The approved grant budgets

The Project Control Book will become a valuable tool to document project activities and documents including:

- Goal/objective
- Purchase requests
- Vouchers
- Brochures
- Student records
- Meeting minutes
- Staff time and effort
- Schedules and calendars

The documents compiled as the grant progresses will be useful as interim and final reports to the funding agency are prepared, and will ensure that the Grant Director is prepared for any audits or required monitoring visits.

<u>Supporting materials must be kept at least 3 years after the final grant report is accepted by the funding agency</u>. In addition, the State of New Jersey requires records be retained for 7 years. The Grants Office can provide guidance regarding record retention and storage at the end of the grant period of performance.

4.3 Project Budget
During the project period, it is essential to establish, monitor, and modify (when appropriate) the project budget, as outlined below:

4a. Establishing the Grant Project Budget
When BCC is awarded a new grant, an account number (Cost Center) must be assigned to properly record all financial transactions associated with the grant. The Grants Office is responsible for securing new account codes from the Controller's Office. The Grants Office will also complete a Grant Budget Sheet, which summarizes the budgeted amounts by revenue and expense categories, and obtain the necessary signatures. The Grant Budget Sheet is then submitted to the Controller's Office for input into the Colleague system, which is BCC's financial system of record.

Because funding agency budget systems may vary from the college's Colleague system, the Grants Office works with the Grant Director to match the approved budget to BCC budget lines and complete separate budget sheets for each applicable funding source (e.g., grant funds, partner contributions, college cost-sharing/match). The Grant Director can begin expending and disbursing allowable funds once the budget is activated in Colleague.

4b Monitoring and Modifying the Grant Project Budget
The Project Director should review actual grant spend versus the grant budget regularly via COLLEAGUE. Expenses should be regularly monitored and kept in line with the approved budget and the grant contract should be reviewed periodically to ensure appropriate and timely spending. For example, it is reasonable to expect that approximately half the budget is expended six months after the grant start date for a 12-month grant project. The Project Director, with Grants Office assistance, should provide timely and insightful reasons why the grant project is significantly under or over spent, compared to budget, and through the inception to date period of the grant.

There are times when actual costs (e.g. equipment purchases, classroom supplies) are lower than originally proposed/anticipated. Most funding agencies therefore recognize that project success may require budget flexibility and will typically allow the reallocation of budgeted funds from one approved budget line to another, up to 10% of the budget before a formal modification is required. The Grants Office will provide guidance regarding budget transfers and modifications.

The Grants Office should be contacted as soon as possible if there are budget concerns or questions or if budget adjustments/modifications are required. The following should be kept in mind:

- Most funding agencies require Budget Modification Requests to be submitted no later than <u>*90 days before the end of the grant funding period*</u>

- Budget modifications may also require Board of Trustees approval, so there may be a need to prepare materials *four or five months in advance of the project end date.*

5. HIRING AND SUBCONTRACTING PROCESS

Grant project staff may include those already employed at the College, those recruited from outside the College, students attending the College, or vendors or consultants who are utilized to provide a specific service to fulfill one or more goals/objectives of the grant.

Upon budget activation, and approval from the Board of Trustees, the Grant Director can authorize, hire, and compensate project personnel. The Grant Director must follow staffing and compensation plans specified in the grant proposal, as approved by the BCC Executive Council and Board of Trustees as well as HR hiring practices, employment contracts and applicable state and federal regulations.

5.1 Timekeeping Policies for Grant Funded Personnel

Institutions of higher education are REQUIRED TO maintain records of funds used to compensate individuals for work on a grant. This includes accurate time and effort records for organizational employees working on federally-funded projects, in compliance with federal guidelines. Payments of any type to personnel must be supported by complete and accurate records of employee time and effort.

The Grant Director and personnel working on the grant project are responsible for completing all required time and effort reports. These reports vary depending on the classification of employment and may be required monthly, quarterly or annually. The Grants Office will provide assistance with time and effort documentation procedures and requirements. All time and effort records must be maintained and retained as documentation of grant expenses. A sample time and effort sheet is provided in 10.1., and a sample time and effort certification is provided in 10.1a.

The timekeeping process may require multiple steps depending on the individual's employment status at the College and the source(s) of salary. General processes are outlined in the rest of this section for fulltime college faculty and staff, part-time staff, student workers, and non-college faculty. The status of each grant employee and their timekeeping requirements will be discussed at the initial Grant Management Conference, or as grant staff are hired. The Grants Office should be consulted as questions arise.

5.2 Assigning Existing College Faculty and Staff

Onboarding:

It is not unusual that active college faculty and/or staff are assigned to work on a grant. Faculty members generally receive release-time from instruction to work on grant funded projects. The Request Form for Administrative Assignments is required for release time.

Staff may have all or part of their salary charged to a grant if their grant work takes place during normal working hours, or may receive additional compensation at their base rate to cover work performed outside normal working hours (i.e. after work or on weekends).

Timekeeping:
Full-time faculty and staff whose salary is charged 100% to the grant project budget are not required to complete Time and Effort reports, but must provide a signed certification that 100% of their time is devoted to a particular or multiple grant project (see 10.1a). Full-time faculty whose salary is funded through multiple sources – such as through both a college department and a grant, or through multiple grant projects – are required to complete Time and Effort reports (see 10.1). This includes documenting hours worked on the percentage of time allocated towards, and tasks completed for, the specific grant project, in compliance with funding agency and college regulations.

For example, a full-time faculty member whose salary is funded 20% by a grant and 80% by a college department is only responsible for documenting activities carried out for the 20% grant funded project work. Full-time faculty and staff receiving extra service pay from the grant project budget must also complete Time and Effort reports (see 10.1).

Staff who receive additional compensation at their base rate to cover work performed outside normal working hours (i.e. after work or on weekends) must provide a Time and Effort report to be compensated (10.1).

Payroll:
Faculty members generally receive release-time from instruction to work on grant funded projects. Although compensation may be directly covered by the grant, it is usually in the form of continuing pay, with adjunct faculty replacement costs charged to the grant.

The Payroll Department handles ALL compensation whether grant funding covers actual or replacement costs, and extra service pay. The Payroll Department records approved administrative reassignment compensation for faculty members providing advisement or evaluation services as specified in a written or verbal agreement. The Grants Office will direct which grant budget expense lines faculty and staff should be assigned to for payroll purposes. The time and effort reports must be maintained as part of the Project Directors book.

5.3 Hiring New Project Staff - Full-Time and Part-Time
Onboarding:

Occasionally new grant projects require recruitment of new staff. Standard search procedures of the College are required and must be followed. The initial step is to speak with the Grants Office to determine staffing requirements written into the grant application and approved by the funding agency, so that the search process can begin.

For new full-time positions, the Job Description (see 10.2a) and Job Requisition forms (see 10.2b) are available online in the Human Resources department webpage of the College website, and must be completed to accurately reflect the requirements/responsibilities of the position as described in the grant application. Approval/signatures from the Dean/ Director/Department Head/ Executive Team Member, must be provided on the form, and budget approval/assignment from the Grants Office is required. These forms are submitted to Human Resources, who will obtain the final approval of the College President and Board of Trustees before the job will be advertised.

For new part time positions, the Job Description form (see 10.2a) is required for documentation and advertising.

Positions must be approved at all levels and, ultimately, by the Board of Trustees for the position to be posted and filled. The Board of Trustees must approve the position and must also approve the specific candidate under consideration for the position. Because the hiring process can take as long as 2-4 months for full time positions, project staff are generally hired by the college for multi-year grants, as opposed to single-year projects. Grant-funded project positions must be advertised as TEMPORARY, with clearly stated start and end dates that correspond with grant period specifications in the approved grant contract.

Timekeeping:
Full-time staff hired for the purpose and duration of the grant project, and therefore whose salary is entirely grant-funded, are required to complete a time certification form (see 10.1a). Part-time Grant funded project staff are required to submit Time and Effort reports (see 10.1), detailing hours worked on the project and project activities as per funding agency and college guidelines.

Part-time employees should complete the Part-Time Employee Timesheet (see 10.1c) with hours worked, division/department and the required grant code, and the signature of their supervisor.

Payroll:
Compensation is processed by the Payroll Department, requiring W-4 and I-9 document processing for salary disbursement to commence.

5.4 Non-College Professional Services

External professionals/consultants are often utilized to deliver specified services such as project evaluation, lecture/workshop services, etc. Tasks are performed in accordance with a clearly written agreement developed by the Grant Director and/or the Grants Office. Contracts/agreements must include specific services to be rendered, starting and ending dates, deliverables to be provided, and payment schedule with benchmarks.

The cost and type of service will determine what process and documentation is required prior to the event or service.

5.4a External Evaluators

External evaluators are independent consultants hired to monitor and assess the project progress and other critical benchmark achievements in an unbiased fashion. The grant funding agency will determine if an evaluator is required for the project, and will include the requirements as part of the grant request for proposal.

Depending on the anticipated cost for evaluation, evaluation contracts may need to be secured through a competitive bidding process through the Purchasing office. The Grants Office will provide the specifications for the bid based on the grant scope and requirements. Once an evaluator is chosen, a contract for services is prepared and approved by the Board of Trustees (based on the amount of the contract). At times, this may also require legal review.

A purchase requisition must be created in Colleague and processed/approved in order for payment of evaluation services to commence (see Requisition Training Manual in the appendix). The Purchasing Department will issue a Purchase Order, after which the vendor can submit an invoice for payment.

The invoice should have the person’s name/company name, address, social security or taxpayer ID #, grant name, number of hours worked, total dollar amounts invoiced, and summary of activities performed. Invoices must be approved by the Project Director and the Grants Office prior to submission to Accounts Payable for payment.

5.4b Practicing Professionals, Speakers, Presenters

BCC frequently works with external individuals or organizations to appear on campus to deliver presentations or present workshops. A short-term engagement such as a lecture or workshop requires the vendor complete the Standard Performance Contract (see 10.3), the Vendor Information Questionnaire (see 10.3a), and the W-9 (see 10.3b). Invoices from the vendor are required for payment.

5.5 Subcontracts
Subcontracts outline agreed-upon services of grant partner organizations, developed by the Grants Office and Project Director. Agreements include specific services to be rendered, starting and ending dates, deliverables to be provided, and payment schedule with benchmarks. The final agreement is reviewed by the College's legal representative and approved by the Board of Trustees, and other appropriate authorities at BCC, and the subcontracting agency. Subcontracts are often utilized when a grant has multiple partners. Invoices from subcontractors are required for payment.

5.6 In-kind Contributions by College Faculty and Staff
In-kind contributions often support grant project implementation or institutionalization (that is, extends the project beyond the funding period). Such efforts may initially be built into the grant proposal as institutional match or in-kind contributions, or they may just naturally emerge during the grant period, as a result of faculty and staff interest that is generated by the project's success. In either case, it is important to document the time and effort for reporting purposes.

5.7 Student Workers
Grants may utilize college enrolled students as peer mentors, tutors, or to perform a paid or unpaid internship.

Onboarding:
Standard hiring procedures will be followed, including W-4 and I-9 document processing.

Timekeeping:
Students are permitted to work a maximum of 20 hours per weekly pay period. The college's Student Timesheet (see 10.2c) must be completed for payroll purposes. No Time and Effort Report is required, as students are usually paid through one grant only.

Payroll:
Student timesheets must be submitted to payroll according to the published payroll calendar for each fiscal year.

5.8 Honoraria
It is not unusual that a one-time payment for a non-recurring service (for example, a speech to help fulfill one or more grant goals/objectives) is made through honoraria. This type of payment would be made for professional services when fees are not legally or traditionally required.

Generally, honoraria payments are not allowed to be charged to Federal grants unless a contract or grant specifically authorizes such payments. The grant application will require approval for such payment(s), and the grant budget will require a budget line for such a payment to be made. Payment of Honoraria is made by completion of the Standard

Performance Contract (see 10.3), Vendor Information Questionnaire (see 10.3a) and the Payment Request Form (see 10.4).

5.9 Extra Service Pay

There are instances where faculty will be compensated for attendance at training events or workshops as part of faculty development. These are agreed upon situations where a Payment Request Form (see 10.4) is usually used for compensation.

6. PURCHASING

Grant funded projects typically allow for the purchase of goods and services to fulfill the goals and objectives of the grant. Expenditures must be allowable, reasonable, allocable, and necessary for grant fulfillment and progress. A responsible approach is required to ensure funds are wisely and legally spent. For all federal grant awards, Project Directors should be familiar with the cost principles set forth in the Code of Federal Regulations Title 2/Subtitle A/Chapter II/Part A/Subpart E (2 CFR 200, Subpart E).

The Purchasing Department is responsible for ensuring that the College complies with NJ State laws for procurement. When the budget account is activated, the Project Director may immediately begin the purchasing process for items proposed in the grant application. It is important that the Project Director work first with the Grants Office and then through the Purchasing Department for all grant project procurement needs. Not following Purchasing Department guidelines may put the college at risk for violations of the law. It is possible that a supplier will not be paid if college purchasing procedures or public purchasing law is violated. The Purchasing Department will provide guidance on those purchases that require a competitive bid process and those that don't (i.e. sole-sourced).

Suppliers are not permitted to perform services or deliver materials until the appropriate documents are in place, and a purchase order has been issued. All new vendors must complete a Vendor Information Questionnaire (see 10.3a) and W-9 (see 10.3b) as well as Pay to Play documentation prior to award of a purchase order. Vendor contracts require legal review prior to signature. In this instance, these forms are provided to the vendor by the Purchasing Department.

The duration of a grant project time is of a limited/specific timeframe. Therefore, all funds must be expended by a certain date before the end of the grant project, or by the conclusion of the grant project period. In some instances, a no-cost extension may be granted by the funding agency, in order to accomplish incomplete activities and utilize any remaining unspent awarded funds, subsequent to the end of the grant period. This will require the Project Director, with assistance from the Grants Office, to submit a formal request to the funding agency, with a viable justification and reason why a no cost extension is requested.

6.1. Purchasing Guidelines

The Project Director will need authorization to access the Colleague system requisition screen to be able to enter requisitions. A Requisition Training manual is available per Appendix C. The following current guidelines apply to purchasing:

- Purchases exceeding $5,295 will require a NJ Business Registration Certificate from the vendor prior to purchase order award. This applies to yearly total per vendor.
- Purchases between $7,060 and less than $41,600 require competitive quotations. Purchasing personnel will obtain quotations based on the specification provided in the requisition.
- Purchases exceeding $41,600 require Board of Trustee approval prior to award and must be supported by one of the following:
    - Request for Proposal (RFP) – Generally for Professional services and other bid exempt goods and services. Based on a “fair and open” procurement process (Award is conditioned on price and other criteria)
    - Formal bid (“fair and open” procurement process, advertised in the newspaper, publicly opened and announced, and awarded to the lowest responsible bidder) Bid threshold is $ 41,600
    - State or County Contract
    - Pay to Play (P2P) applies to non- “fair and open” awards. It requires the public entity to obtain paperwork related to the vendor’s political contributions. Certain contributions may ban the award of the contract. P2P applies to yearly aggregate totals per vendor exceeding $17,500.

Emergency purchases when Purchasing Department staff are not available MAY be permissible. However, a requisition must be entered into the Colleague system the following workday. NOTE: County College Purchasing Law defines an emergency as a circumstance that affects “the health, safety, or welfare of occupants of college property”. There may be other documentation required if the procurement exceeds the Pay-to-Play threshold.

The Accounts Payable Department keeps the Purchasing Department informed of any issues that may arise related to processing of Payment Requests and invoices received without a purchase order or invoices received that pre-date the issuance of a purchase order.

For the purposes of federally funded purchases, equipment is defined as any single item costing $5,000 or more. Supplies are defined as items costing less than $5,000. Other non-federal funding agencies may have other limitations, which Project Directors need to be aware of.

The Purchasing Department should be contacted if there are concerns or questions related to the procurement needs of a grant project.

6.2 Equipment Purchases

Because the process to purchase equipment can be time-consuming, it is recommended that Project Directors begin to purchase equipment as soon as possible following the award of the grant, using these procedures and guidelines:

- Project Directors are responsible for creating a requisition in COLLEAGUE that is a clear and concise specification or statement of work, so that all requirements can be communicated to the supplier.
- To facilitate the purchasing process the Project Director should possess manufacturer, vendor, product, and cost information before creating a requisition. It is recommended that the Project Director meet with the Purchasing Department prior to creating a requisition, to review and finalize materials and equipment specifications. See the Requisition Training manual in Appendix C for instructions.
- Product specifications should be obtained from vendors on their letterhead to ensure the most current and accurate price as well as important details such as shipping and delivery costs.
- Shipping costs must be included as part of a requisition and becomes a separate line item in the requisition.
- Grant funding agencies do not always allow for inclusion of extended warranty costs. Please check with the Grants Office and/or the Purchasing Department before including the cost of a warranty.

NOTE: <u>All IT-related expenditures, including grant-funded initiatives, must be generated and approved by IT</u>. All planned technology purchases must integrate seamlessly with the current environment, must be supported by the IT Department, and must be complemented with a replacement or maintenance plan. All requests for IT purchases (software, hardware, peripherals) must be emailed to the Service Desk before a purchase requisition is created.

Because purchasing is a multi-stage and multi-person operation, it is critical that Project Directors oversee the various parts of the approval process to ensure successful, timely completion of purchases. The following should be kept in mind:

- The Grants Office must approve grant related requisitions once created.
- Follow up, if necessary, with those who need to approve the requisition. If the required and appropriate approvals are not obtained, the requisitioning process does not proceed and the purchase is not made.
- Delivery of equipment and furniture can take up to 8 weeks or longer.
- The Purchasing Department does not expedite orders.
- The College Fiscal Year is July 1 through June 30. Therefore, in order to be charged to a current College fiscal year budget, all purchases must be made, received and paid for before June 30.

- Goods and services received or paid for after June 30 will be charged to the next fiscal year budget starting July 1.

Following notification of the delivery of the purchased items, Accounts Payable will send an invoice to the Project Director or the authorized person on his/her staff. The Project Director should approve and sign the invoice immediately, obtain any other necessary signatures, and return to Accounts Payable. The Grants Office should sign/initial all invoices so that accurate records of items purchased through grant funds can be maintained.

6.3 Supply Purchases

Supplies for grants fall into a number of categories. Supplies can include office supplies, instructional supplies, and supplies used for workshops and symposiums. Care should be taken in the purchase of supplies to minimize the expense to the funding agency and tax payer.

W.B. Mason is the College's current supplier for all office supplies. Requisitions for items not carried in the BCC supply room must be created to purchase any items from W. B. Mason.

Instructional materials such as books can be purchased through the College bookstore or other means. Price comparison with other vendors can save funds when purchasing books. The grant funding agency will provide information regarding whether books are a permissible expense.

Most funding agencies do not allow grant funds to purchase food and beverages except under specific circumstances, such as for recruitment events or meetings where grant information is exchanged. In addition, grant funds usually cannot be used for the purchase of promotional items, t-shirts and giveaways, unless the grant specifically states these items are allowable. Please ask the Grants Office for assistance BEFORE purchasing food, promotional items, or items that are not clearly defined in the grant guidelines as allowable.

6.4 Maintaining and Installing Supplies, Instrumentation and Equipment

If major equipment purchases are included in the grant, the appropriate departments (e.g. Facilities) should be consulted for installation needs and requirements. The Project Director must follow up with the respective offices (Campus Planning, Physical Plant, and or OIT, as appropriate) as soon as possible to arrange for all needed services and assistance. Additional considerations include:

- Personnel making campus deliveries must check in with Public Safety before bringing their materials to the College's Shipping Office. Smaller items will be brought to the Project Director's office (or his/her designee's office) by the Mailroom.
- The Project Director will be notified if an item is too large for mailroom delivery, and a "Physical Plant Work Order Request" can be submitted for delivery.

- Should it be necessary for an outside vendor to deliver something directly to the Project Director's office, Public Safety will issue a signed and dated pass to the vendor. If outside delivery personnel appear without this pass, contact Public Safety immediately (ext. 9200, 7116, or speed dial 6).
- Extended warranties are not always a permitted expense by the grant funding agency. Check with the Grants Office before purchasing extended warranties.

7. TRAVEL

Travel and reimbursement requests are required by BCC and grant policy. All travel must be pre-approved for liability purposes, and to ensure the funds are available to support the travel. The forms required for travel approval differ for in-state and out of state travel. The current BCC Travel Policy can be found in Appendix B. In addition, a Travel Checklist has been included per 10.10 to ensure all required forms and information are provided.

7.1 Guidelines for In-State Travel
In-state travel requires approval in advance using two forms: The Off-Campus Participation form (see 10.5) and the Pre-Travel Summary form (see 10.6). Off-Campus Participation requests must be submitted at least 2 weeks (10 working days) before the event. Only one form is to be submitted for each trip. Hotel accommodations will not be reimbursed for in-state travel, and thus not allowed. Submit all Approved Travel requests to Accounts Payable prior to any expense being incurred.

7.1a Guidelines for Personal Vehicle Reimbursement
Where the use of a personal vehicle is necessary for business travel, BCC will reimburse the employee at the mileage rates approved by the Board of Trustees at the time of the travel. Mileage policy follows:

- Reimbursable mileage represents miles incurred for business purposes in excess of the normal commuting miles from an employee's residence to their regular location at the College. Mileage will be calculated from the College to the destination and back to the College.
- Mileage should be calculated from one's home to destination and back if shorter than from the College.
- MapQuest or Google report is required for mileage verification.
- Receipts or an EZ Pass statement is required for toll reimbursement.

7.2 Guidelines for Out-of-State Travel
The appropriate department Vice President and the Grants Office must pre-approve travel and assign a budget code. Out of state travel requires approval in advance using two forms: Request for Travel Authorization form (see 10.7) and the Pre-Travel Summary form (see 10.6).

Out of state travel requests must be submitted at least 2 weeks (10 working days) before the event. Only one form is to be submitted for each trip.

If multiple funding sources are used (e.g. Perkins Grant, Department Operating Budget, Faculty Development) each budget code must be listed with amount approved. Individuals may choose to make their own travel arrangements or call Direct Travel at 201-847-2000 who will do so on their behalf. Submit all Approved Travel requests to Accounts Payable prior to any expense being incurred. If registration, hotel, or airfare are pre-paid from personal funds, the individual may be entitled to reimbursement prior to travel. A Payment Request form (see 10.4) must be completed and submitted with all appropriate expenditure backup.

7.3 Guidelines for Out-of-State Reimbursement
For out of state travel, the following currently applies:

- For travel by personal car, see mileage reimbursement under 7.1a above and the current BCC Travel Policy found in Appendix B.
- Meal allowance: $80.00 per day. Receipts are required for reimbursement. Only meals for the authorized traveler will be reimbursed.
- Hotel (per day maximum): $150.00 or at the published Conference rate. Itemized bill is required for reimbursement.
- Gratuities (per trip maximum for luggage handling, parking etc.): $10.00 per trip.
- Travel to and from Public Carrier: $150.00 for the entire trip. Receipts are required.
- Tolls: Receipts or EZ Pass statement required for reimbursement.

Travel reimbursement requests for both in-state and out of state travel must be approved and submitted on the Travel Reimbursement Request form (see 10.8) to the Accounts Payable Office within 30 days of return to Campus. This also applies to travel between BCC locations.

Following the trip, both the Travel Reimbursement Request form (see 10.8) and the Trip Report form (see 10.9) MUST be submitted, in compliance with funding agency guidelines. The Travel Reimbursement Request form must be accompanied by RECEIPTS of specific expenditures for full reimbursement. Credit card statements, bank statements, etc. are not permissible.

The Trip Report should be a brief, but detailed summary on the benefits of the event attended.

8. PROJECT REPORTING AND MONITORING

The grant contract between the funding agency and BCC specifies that financial and project status/compliance reporting is required. Most contracts require interim/quarterly as well as end of grant project narratives and financial reports. The Project Director is responsible for the preparation of reporting to the funding agency which must be reviewed and generally submitted by the Grants Office.

In addition to quarterly reporting requirements of the funding agency, a quarterly or semi-annual Grant status meeting provides the Project Director with an excellent opportunity to discuss and review grant operational and financial progress, areas of opportunity or concern, status of spend and drawdowns, , and closeout procedures, etc., with Grants Office staff, and College leadership The content discussed at this meeting is more broad based than funding agency reporting requirements, which is more detailed. The intent of this meeting is focused on the overall status and strategic direction of the grant project, including anticipated plans to institutionalize grant project activities.

8.1 Program Narrative Reports

This report outlines the grant project status and work performed, which is required to the Grants Office, a minimum of five (5) working days prior to the agency designated due date. The Grant Director must follow funding agency directions when preparing the program report, and review the contract guidelines to make sure every goal, objective, and activity specified in the proposal are addressed. If there are unanticipated changes or goals that were not fully attained, exceptions to the plan must be clearly explained. The funding agency may also require responses to specific questions in the report, which must also be fully addressed.

8.2 Program Fiscal Reports

The Project Director must work with the Grants Office to ensure that all funding agency requirements are met, and the budget report is reconciled with the Grant Accountant's and BCC's financial records. All required signatures are obtained and the Grants Accountant must approve and initial all financial reports.

Financial reports come in several formats as required by the funding agency, which generally consist of a spreadsheet displaying the approved budget versus actual expenditures incurred. Difficulties can sometimes arise when attempting to reconcile the differences between the funding agency budget categories and the college budget line items. There may be a need to review notes included in the budget activation process, to ensure college budget categories are properly re-coded for consistency with the funding agency's approved budget lines.

Fiscal reports will likely require the approvals and signatures of the Chief Financial Officer and the President of the College. It is essential that the following is adhered to:

- Fiscal reports are prepared on the funding agency's reporting forms.
- Expenditure reports are based on the most current Budget Detail supplied by the Grants Office or Grants Accountant. This information should be requested at least two weeks before the report is due. In addition, the Grants Accountant should be given a minimum of 5 working days to approve the report.
- Most agencies will accept encumbrances in an interim fiscal report. However, BCC operates on a cash basis. In order to provide an accurate picture of interim project

financial activity, it may be necessary to provide a budget narrative which includes encumbered funds. This is not usually an issue with the final report submission, as it is generally due 30 – 90 days after the project concludes and funds are expended by then.

- Final fiscal reports may require completion of an Equipment/Software Inventory Form, as well as other grant specific closeout documentation. The College Inventory Control Office will tag and record the location of all equipment items costing $300.00 or more. The Inventory Control Office should be contacted to obtain an Inventory Report for the grant project a minimum of five (5) days in advance of the report due date.

8.3 Monitoring

The funding agency may choose to monitor the grant project. A monitoring visit allows the funding agency to assess if the grant is meeting the goals and objectives according to the grant contract, if the grant is following all grant requirements, if all spending is responsible and allowable, and if all required documentation and reporting requirements are being achieved. If notification is received that the grant will be monitored, the Grants Office will work with the Grants Director to gather the information required for a successful outcome.

8.4 Sustainability and Institutionalization Considerations

When grant funding is awarded, and throughout the grant period, the Project Director and his/her team should continuously assess if the grant project will provide a significant benefit to current and future students and the College. If it does, the Project Director and team will determine if, and how all or specific project activities will be sustained or institutionalized, post grant funding. Sustainability is the process or actions taken to keep the project in existence, by providing resources necessary to survive. It means that the major grant project activities and priorities will continue after grant funding expiration. Institutionalization involves incorporating project activities within the on-going operations and processes of the College. Project activities and benefits become part of the College and imbedded in its structure and service offerings.

9. CLOSEOUT AND AUDIT

For all grants, unless otherwise specified by the funding agency, grant expenditures must be completed within the period of performance (time frame) of the grant project. Some grant projects allow for extensions while others do not. For information on extensions and other requirements, consult the grant project contract.

The Grants Office provides for the opportunity to review project accomplishments, identify ways to strengthen the grants management process, and initiate next-steps for project continuation.
Specifically, the Grants Office will:

- Review accomplishments and benefits of the project and assist in report writing and submission to the funding agency
- Assess the value of Grants Office services provided to the grant project
- Identify policies, procedures, and services that facilitate or impede effective grant project operations
- Oversee the financial status, reporting requirements and overall compliance of the grant project
- Review the status and allowability of grant spend
- Submit requests to the Controller's Office to drawdown funds

- Review and address any remaining outstanding grant operational or financial issues
- Ensure availability of materials and resources for an audit, if required
- Determine next-steps for institutionalizing effective project elements or for continuing the project through new grant funding opportunities

9.1 Project Closeout

Project closeout involves making sure that all grant requirements described in the grant contract have been met. Throughout the project duration, but especially two to three months prior to the project end date, the Project Director should review the progress of the grant project to ensure that all contracted activities were or are being conducted, project goals and objectives are attained or on target for completion, grant funds are utilized, all spend is allowable and funds drawn down, and the project is following all grant requirements. By the conclusion of the grant the Project Director must ensure the following:

- All supply, material, and equipment purchases are completed (received, installed, and paid for)
- All project staff effort is documented and all staff are paid
- Formal project evaluation is completed
- Institutional match and in-kind contributions are completed and documented

- The final financial report is completed, certified by the Grants Accountant, and delivered to the Grants Office a minimum of five (5) days prior to the due date of the funding agency
- Equipment and Software Inventory is completed and certified
- All program reports are completed and reviewed/approved at appropriate levels, and provided to the Grants Office a minimum of five (5) days prior to due date of the funding agency
- The project control book is up to date and complete

9.2 Audits

Each year, auditors are required to perform an audit of the entire organization. Grants are selected to be audited depending on the dollar amount of grant funds received. Therefore, any grant project may be audited and the Project Director must therefore be prepared to provide documentation of all requested items. In addition, the funding agency may choose to audit a project after the completion of the grant term and the project is closed out.

10. USEFUL FORMS

There are a number of commonly used forms required by BCC for various purposes. Please note that Travel Requisition and Travel Reimbursement forms are three-part forms. The forms previously mentioned are provided in this document in the following pages.

10.1: Time and Effort Sheet

Bergen Community College

GRANT PROJECT PERSONNEL
Time and Effort Certification Report

NAME: ___________________ **Title/Position**: ___________________ **Project**: ___________________

Funding Source: ___________________ **Award #:** ___________________ **Employee #:** ___________________

Reporting Period: **July 1 – September 30,** _____ **October 1 – December 31,** _____ **January 1 – March 31,** _____ **April 1 – June 30,** _____

PROJECT WORK SCHEDULE
Please use as much space as necessary to describe your activities

TIME PERIOD	PERCENT OF TIME OR NUMBER OF CREDITS	NUMBER OF HOURS	ACTIVITIES

___________________ ___________
Project Personnel Signature **Date**

___________________ ___________
Project Director Signature **Date**

___________________ ___________
Director of Grants Signature **Date**

10.1a Time and Effort Certification

Grant Project Personnel Time and Effort Certification Report

Name: ____
Office: ____
Grant Project Title/Job Title: ____
Fiscal Year: ____
Reporting Period: ______________________________ through _______________________

I hereby certify that I spent 100% of my time working on the ________________________________ grant during the time period indicated above

____ ___________________
Employee Signature *Date*

____ ___________________
Project Director Signature *Date*

____ ___________________
Dean/Vice President Signature *Date*

10.1b: Daily Attendance Record

Bergen Community College

Daily Attendance Record

Month: ______________________ **Year:** ______________________

Project Title: ____

Employee Name: ______________________ **Social Security Number:** ______________

Job Title: ______________________________________

Date	Hours	Activity

Total Hours ______________________________

I certify that to the best of my knowledge the above information is accurate.

Employee Signature ______________________________ **Date:** ______________

Project Director Signature __________________________ **Date:** ______________

Director of Grants Signature _________________________ **Date:** ______________

10.1c: Part time Employee Time Sheet

Bergen

PART-TIME EMPLOYEE TIMESHEETS

TOTAL HOURS: ____________________

Name: ______________________________ Division/Department: ____________________

Date: ______________________________ Division/Department Code: ____________________

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED/DAY
	Mon							
	Tues							
	Weds							
	Thurs							
	Fri							
	Sat							
	Sun							
							TOTAL HOURS WORKED/WEEK:	

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED/DAY
	Mon							
	Tues							
	Weds							
	Thurs							
	Fri							
	Sat							
	Sun							
							TOTAL HOURS WORKED/WEEK:	

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS WORKED/DAY
	Mon							
	Tues							
	Weds							
	Thurs							
	Fri							
	Sat							
	Sun							
							TOTAL HOURS WORKED/WEEK:	

EMPLOYEE'S SIGNATURE:

I hereby certify that the time and all other information on this form is complete and accurate.

Name: ______________________________ Date: ____________________

SUPERVISOR'S APPROVAL SIGNATURE:

I hereby certify to the best of my knowledge that the time and all other information recorded on this form is complete and accurate.

Name: ______________________________ Date: ____________________

Revised 4/2013

10.2a: Job Description Form

BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION (Individual Contributor)

TITLE:

DEPARTMENT:

FUNCTION:

REPORTS TO:

SUPERVISES:

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1.
2. Performs additional tasks or duties as assigned by the XXX or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission. Possesses a strong understanding of the uses of information technology to deliver, monitor and evaluate programs and services for students and the ability to work collaboratively across various constituencies of the College. Strong interpersonal as well as technical skills and must be detail-oriented. Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education:

Experience:

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by: ____________________ Date: __________
Name/Title

10.2b: Job Requisition Form

BERGEN COMMUNITY COLLEGE JOB REQUISITION FORM
Department of Human Resources

Please print or type all information and attach the current job description

Job Classification Title/ Functional Title	Bargaining Unit (if applicable)	Division	Department
Salary	Schedule (Hours of Work)	Location (Room/Building)	Supervisor
Type of Position ☐Full-Time	Position eligible for the following ☐Shift Differential ☐Overtime	Budgeted ☐Yes ☐No	☐Replacement for: ____________ Term date: ____________ ☐New Position Budget Code Approval____________

POSITION OVERVIEW (Attach current job description)

I. **POSITION PURPOSE:** Briefly state the primary purpose of this position.

II. **POSITION DESCRIPTION:** Briefly state the primary duties and responsibilities of this position.

III. **SPECIAL SKILLS:**
List the specialized clerical, administrative, technical, or managerial skills needed to perform this position.

IV. **PHYSICAL REQUIREMENTS:** List the minimum physical requirements or manual labor skills for this position i.e. lifting, etc.

V. **ADDITIONAL SKILLS/PROFESSIONAL CHARACTERISTICS:** List any education, formal training, knowledge, skills, abilities, and other characteristics which are desired for this position.

Do current or previous incumbents possess these qualifications and skills? If no, please describe the reason for these requirements when hiring for this position.

APPROVALS		FOR HUMAN RESOURCES USE ONLY
Dean/Director/Department Head	Date	Start date ____________
Executive Team Member	Date	New employee ____________
Budget Approval	Date	
Director, Human Resources	Date	
President	Date	

Rev. 9/17

10.2c: Student Timesheet

Bergen

STUDENT ASSISTANT (NON-WORK STUDY) TIME SHEET

Last Name	First Name	Social Security Number

Department or other organization for which work was performed | Period Ending_____________ 20________

Week 1 Date	Time In	Time Out	Time In	Time Out	Net Hours	Week 2 Date	Time In	Time Out	Time In	Time Out	Net Hours

TOTAL NET HOURS __________

(Refer to On Campus Employment Form for proper codes)

Program Code ______ Job Code_____ Department Code______

PLEASE NOTE STUDENTS ARE NOT TO WORK MORE THAN 20 HOURS A WEEK DURING THE ACADEMIC YEAR

EMPLOYEE

Signature Date

SUPERVISOR Extension_______ Date________

Print Name Signature

While –Payroll Yellow –Supervisor Pink-Student

To avoid delayed in processing, all information MUST be filed in!

10.3: Standard Performance Contracts

Bergen Community College
400 Paramus Rd.
Paramus, NJ 07652
STANDARD PERFORMANCE CONTRACT

Bergen Community College, a not for profit educational institution, organized and existing under and by virtue of the laws of the State of New Jersey and the undersigned Performer mutually agree to contract for the personal services of the performer and agree as follows:

Name of Performer: ____

Type of Performance: ____

Date of Performance: ____

Time of Performance: Arrival: __________ Start Time: ____________ End Time: ____________

Location of Performance: _______________ Approx. Length of Performance: __________________

Event Sponsor: ____________________ Purpose of event: ______________________________

The performer will report to the following contact person 48 hours prior to the performance regarding arrival time and method. Contact will also function as host to the artist and be available on the day of performance:
Name: _________________________ Title: ________________ Email: __________________
Contact Phone #: _________________________

The agreed price of $____________ (US) is payable by Bergen Community College check only.

Performer/Agent must complete the following:

Check payable to: ___________________________ SSN # or Federal Tax ID #: ________________

Permanent Mailing Address: ____

Telephone (Performer or Agent): ____

Additional Technical Requirements:
Sound/Lighting: _______________ Special Equipment (stage, tables/chairs): __________________
Special Assistance with set-up or show: ________________Rehearsal Time: __________________

The parties acknowledge that this Agreement shall be construed in accordance with the laws of the State of New Jersey, without regard to choice of law principles, and the policies and regulations of Bergen Community College. The Performer hereby consents to the jurisdiction of the Superior Court of New Jersey, County of Bergen, or the United States District Court, District of New Jersey, as sole venue for any causes of action brought under this Agreement.

Agreed and Accepted by:

____
Purchaser: Bergen Community College

____
Date

Agreed and Accepted by:

____
Performer or Authorized Agent

____
Date

Rev. 2/15/16

10.3a: Vendor Information Questionnaire

BERGEN COMMUNITY COLLEGE

Purchasing Department
400 Paramus Road
Paramus, NJ 07652
Telephone 201-447-7112 Fax 201-447-7850

VENDOR INFORMATION QUESTIONNAIRE

Please complete this form and return it to the address above or via fax at 201-447-7850.

VENDOR NAME			REMIT TO		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
TELEPHONE NUMBER			FAX NUMBER		
CONTACT PERSON AND TITLE			EMAIL ADDRESS WHERE PURCHASE ORDERS CAN BE SENT		
FEDERAL EMPLOYER IDENTIFICATION NUMBER PLEASE ATTACH A COPY OF YOUR W-9 FORM					
ORGANIZATION TYPE ☐ CORPORATION ☐ PARTNERSHIP/LLP/LLC ☐ INDIVIDUAL/SOLE PROPRIETOR ☐ NON PROFIT					

Your response below is strictly optional.

CHECK ALL THAT APPLY

☐**MINORITY BUSINESS ENTERPRISE (MBE) (At least 51% minority owned)**
Classification
☐African American ☐Asian American ☐Hispanic American ☐Multiple Ethnicities ☐Native American ☐Unspecified

☐**WOMEN BUSINESS ENTERPRISE (WBE) (At least 51% woman owned)**
Classification
☐African American ☐Asian American ☐Caucasian American ☐Hispanic American ☐Multiple Ethnicities
☐Native American ☐Unspecified

☐**SMALL BUSINESS (SBE)** (businesses that have no more than 100 full time employees and are incorporated or registered to do business In New Jersey)
GOODS & SERVICES WITH GROSS ANNUAL REVENUES:
☐**Category I –** Not exceeding $500,000 ☐**Category II –** Not exceeding $5,000,000 ☐**Category III –** Not exceeding $12,000,000
CONSTRUCTION SERVICES WITH GROSS ANNUAL REVENUES:
☐**Category IV –** Not exceeding $1,000,000 ☐**Category V –** Not exceeding revenue standard as set by 13 CFR 121.

Is your organization certified with the State of New Jersey as an MBE, WBE or SBE? ☐ YES ☐NO
(**If yes, please attach a copy of your certification**)

INFORMATION FURNISHED BY	TITLE
SIGNATURE	DATE

rev. 8/2013

10.3b: W-9 Form

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ►

☐ Other (see instructions) ►

Exemptions (see instructions):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ►** **Date ►**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X Form **W-9** (Rev. 8-2013)

10.4: Payment Request Form

Payment Request Form

Bergen Community College
400 Paramus Road
Paramus, NJ 07652-1595
201-447-7103

Print Form

Date ____________ Vendor # ____________

PAYEE	
Name	
Address	
City	State	Zip Code
Country	
SS#/ Federal ID#	

DESCRIPTION / DETAIL	AMOUNT ($)
TOTAL	
Verified documentation and arithmetical accuracy (Initial Here ----->)	

BUDGET CODE	AMOUNT ($)

APPROVALS
Division/ Department Head
Cabinet Officer
Accounting

10.5: Off-Campus Participation Form

Submit at least 2 weeks (10 working days) before the event.

BERGEN COMMUNITY COLLEGE
OFF-CAMPUS PARTICIPATION

Name: ______________________ **Date:** ______________________

Name of Event (Conferences, Meeting, etc. Include role: guest speaker, panelist, discussion leader, etc.)

____

____
(Institution or Place) (Address)

Date of Event ____

____
(Day of Week) (Date)

Purpose of the ____

____

Means of Transportation: ☐ Automobile ☐ Airplane
☐ Public Transportation ☐ Other:

Starting Point: Time of Leaving:

Returning Point: Time of Return:

TOTAL Amount of Expenses to be incurred (no advance requested) (include registration fee, transportation, etc.)

TOTAL $______

Signature of Attendee: ______________________

Approved by Appropriate Dean or Academic Vice President/President: ______________________

NOTE: Complete the form first, and only use the Application for Travel and Expense Authorization if expenses will exceed $50.00

10.6: Pre-Travel Summary Form

Bergen COMMUNITY COLLEGE

Pre-Travel Summary

(NOTE: Must accompany Off-Campus Participation Forms and Requests for Travel Authorization)

Today's Date:

Name of Event:

Event Date:

Location of Event:

Purpose of Event:

Attendee(s):

Estimated Total Cost:

10.7: Request for Travel Authorization Form

BERGEN COMMUNITY COLLEGE
Request for Travel Authorization

Name: ______________________ Departing (Date/Time) __________ __________ a.m./p.m.

ID Number: ______________________ Returning (Date/Time) __________ __________ a.m./p.m.

Department: ____

Travel Destination and Purpose: ____

____

Estimate of Total Expenses to be Incurred:

	Estimated Cost (A)	**Expenses Paid Directly by BCC**
Transporation	________	________
Registration Fee	________	________
Meals	________	
Hotel no. ______ days @ ______ (Rate)	________	________
Mileage and Tolls	________	
Other a)	________	
b)	________	
c)	________	
TOTAL	$ ________	$ ________

Budget Code: ______________________ ______________________ **Signature of Traveler**

Budget Code: ______________________ ______________________ **Date of Request**

A) ( ) Travel approved for a sum not to exceed $ __________

( ) Travel Disapproved

______________________ **Dean/Dept./Division Head**

______________________ **Vice President**

______________________ **President**

Accounting Only	
Check #	Date

WHITE: Accounts Payable YELLOW: Division PINK: Traveler

10.8: Travel Reimbursement Request Form

BERGEN COMMUNITY COLLEGE
TRAVEL REIMBURSEMENT REQUEST

NAME: ______________________ I.D. NUMBER: ______________

DEPARTMENT/DIVISION: ______________ DEPARTURE: (Date/Time) __________ RETURN: (Date/Time) __________

EXPENSES	DATES - ENTER ONE DATE PER COLUMN							TOTAL
DATE								
TRAVEL: # of miles								
Mileage $ amount								
Parking (1)								
Tolls (1)								
Airfare/Train (1)								
MEALS: (1)								
Breakfast (1)								
Lunch (1)								
Dinner (1)								
HOTEL: (1)								
Telephone: (1)								
Gratuities: (1)								
Registration Fees: (1)								
Guest Meals: (1)								

(1) Read Board Policy for required documentation.

Travel Destination & Purpose

____

____

____

____

____

Approvals (as Required)	**Date**
Employee	
Dean/Dept/Division Head	
Vice President	
President	

Total Expense Incurred	$
Deduct Pre Paid	$
Balance Due Employee	$
Balance Due College	$

Budget Codes

1. ______________
2. ______________
3. ______________

WHITE: Accounts Payable YELLOW: Division PINK: Traveler

10.9: Trip Report Form

Bergen COMMUNITY COLLEGE

Trip Report

(NOTE: Must accompany Travel Reimbursement Request)

Name: **Today's Date:**

Date(s) of Travel:

Business Purpose:

Sessions Attended or Presented:

Key Lessons Learned:

Information Being Brought Back:

How Information Might Be Shared:

10.10: Travel Checklists

IN-STATE TRAVEL CHECKLIST

PRE-TRIP (at least 2 weeks or 10 business days before the event):

- Off-Campus Participation Form, with approval from your supervisor
- Pre-Travel Summary Form

POST-TRIP (within 30 days of return to campus):

- Trip Report
- Travel Reimbursement Request, accompanied by:
  - MapQuest or Google report for mileage verification
  - Receipts or EZ Pass statement for toll reimbursement

OUT-OF-STATE TRAVEL CHECKLIST

PRE-TRIP (at least 2 weeks or 10 business days before the event):

- Request for Travel Authorization, with approval from your supervisor and Department Dean
- Pre-Travel Summary

POST-TRIP (within 30 days of return to campus):

- Trip Report
- Travel Reimbursement Request, accompanied by:
  - MapQuest or Google report for mileage verification (if traveling by personal car)
  - Receipts or EZ Pass statement for toll reimbursement (if traveling by personal car)
  - Receipts for meal reimbursement
  - Itemized bill for hotel reimbursement
  - Receipts for travel to and from Public Carrier

APPENDIX A
Compliance & Closeout Resources

OMB Uniform Guidance: **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

https://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html

Grant Award Notification (GAN). This is your grant award document that includes terms and conditions specific to your grant award.

EDGAR. Education Department General Administrative Regulations: http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

Grant Recipient's Manual for Discretionary Grants. New Jersey Dept. of Education: https://www.nj.gov/education/grants/discretionary/management/

National Science Foundation Grant Policy Manual. Basic policies & procedures from award issuance through closeout: http://www.nsf.gov/pubs/manuals/gpm05_131/gpm3.jsp

Travel & Per Diem Rates: U.S. General Services Administration. U.S. Government-wide Policy Per Diem Rates http://www.gsa.gov/portal/content/104877

Code of Federal Regulations: https://www.ecfr.gov/cgi-bin/ECFR?page=browse

Appendix B

BCC Travel Policy

Bergen Community College
Board of Trustees
Section (C) Audit/Finance/Legal

Policy # C-111

Effective Date: November 1, 2017

Responsible Official: Executive Director of Finance

Travel, Mileage, and other Reimbursable Expenses for College Personnel

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Reason for Policy: To update and supersede all previous travel policies.

Entities Affected by this Policy: Faculty and Staff

Policy Statement:

This policy covers all College employees. Any person seeking reimbursement under this policy shall obtain from his/her supervisor, prior approval for any item or expense for which reimbursement is sought.

Travel requires approval from the appropriate Executive Team member in advance using the *Request for Travel Authorization* form whenever expenses over $100.00 are incurred or the trip involves an overnight stay.

The President **must approve requests for and reimbursement of international travel**.

Travelers are expected to use the most economical mode of transportation where practical. Travel arrangements may be made through the College designated travel agent or by the employee him/herself. If there is a discrepancy in cost, the College will reimburse the employee for the lower cost of travel.

All Travel reimbursements must include a brief report explicitly stating the purpose, sessions attended or presented, any key lessons learned, information being brought back to the Institution and how this information might be shared.

Any employee of Bergen Community College who meets with any other individual related to the business activities of Bergen Community College and who wishes to be reimbursed by the College for any expenditures made by that employee for the meal of the person with whom the employee has met, must use prudence in such expenditure, otherwise, reimbursement may be denied.

No reimbursement shall be given for any expenditure by a College employee for any alcoholic beverage.

Expenses such as cleaning, pressing of clothing, laundry, etc., will not be reimbursed.

The cost of special activities associated with a conference, e.g., tours, recreation fees, etc., will not be reimbursed by the College.

The cost of viewing in-room movies will not be reimbursable.

A monthly travel expense report will be prepared for the Audit and Finance Committee of the Board of Trustees by the Accounting Department.

Reimbursement allowances are as follows:

- The mileage allowance is in accordance with the annual IRS rate, effective upon approval by the Board of Trustees.
- Mileage will be calculated from the College to the destination and back to the College.
- Mileage should be calculated from one's home to the destination and back if shorter than from the College.
- MapQuest or Google Maps is required for mileage verification.
- Meal allowance: $80.00 per day, receipts required
- Hotel (per day maximum): $175.00 or at the published conference rate (An itemized bill is required for reimbursement.)
- Gratuities (per trip for luggage handling, parking etc.): $10.00
- Travel to and from public carrier: $150.00 for the entire trip, receipt required
- Tolls: receipts or EZ Pass statement required

If shuttle service is available for round trip travel, the shuttle should be used.

Where the use of a personal vehicle is necessary for business travel, Bergen Community College will reimburse the employee at the mileage rates approved by the Board of Trustees at the time the employee travels. Reimbursable mileage refers to miles incurred for business purposes in excess of the normal commuting miles from an employee's residence to their regular location at the College.

Insurance

A. The automobile insurance liability policy of the employee using his/her personal vehicle on official College business will be the primary insurance in case of accident and resulting suits. If the suit exceeds the amount of the employee's automobile coverage, then the College and its insurance carrier will be responsible for such excess.

B. Whenever an employee is on an official trip representing the College, he/she is considered an employee during the entire period of the trip and maintains the benefits afforded by the College insurance, including worker's compensation.

The following mileage schedule represents one-way distances between college sites and should be used when submitting travel documents for reimbursement:

Paramus to Lyndhurst	13.7 miles
Paramus to Hackensack	7.5 miles
Paramus to Fort Lee	12.1 miles
Paramus to Mahwah	13.8 miles
Paramus to Englewood	10.4 miles
Lyndhurst to Hackensack	7.8 miles
Lyndhurst to Fort Lee	12.6 miles
Lyndhurst to Mahwah	22.4 miles
Lyndhurst to Englewood	12.3 miles
Hackensack to Fort Lee	7.2 miles
Hackensack to Mahwah	17.2 miles
Hackensack to Englewood	4.9 miles
Fort Lee to Mahwah	21.0 miles
Fort Lee to Englewood	4.8 miles

Procedures:

1. The **Request for Travel Authorization** form (for expenses over $100.00) must be submitted to Accounts Payable prior to any cost being incurred. Only one form is to be submitted for each trip. If multiple funding sources are used (e.g. Perkins, Department Operating Budget, Faculty Development) each budget code must be listed with the amount approved.

2. All requests for reimbursement related to travel and other reimbursable expenses, including those for travel between Bergen Community College locations, must be submitted to Accounting within 30 days of a return to campus. Original receipts must accompany the requests.

Related Documents/Policies:

Board of Trustees Travel Policy

Policy History: (adopted/amended)

Adopted: 2/1/95
Resolution: P15
Updated: 11/1/17
Amended: 4/5/06, 12/5/07, 2/6/08,

10.9.2017

Appendix C

Colleague User Guide

Ellucian Colleague

Purchase Requisition Training

D R A F T

Contents

Revised –February 2024

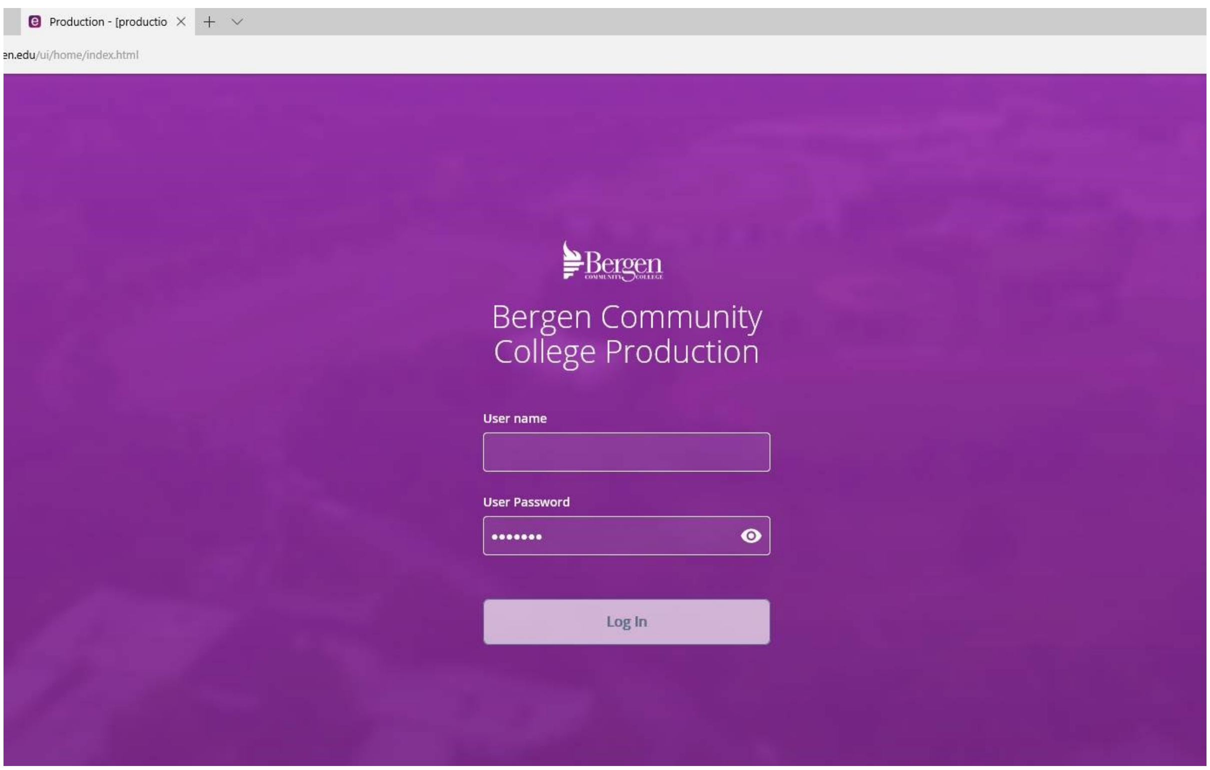
Colleague Purchase Requisition Training

Login to Colleague:

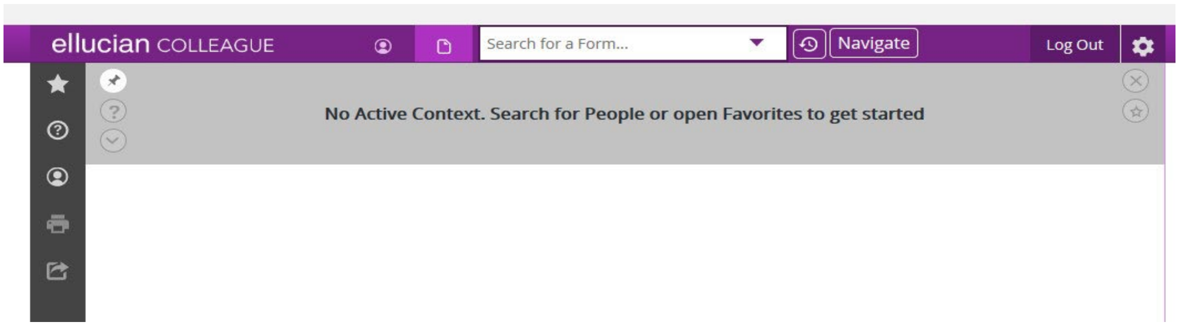
The Colleague user interface (UI) is accessed through your internet browser. UI 5x, the most current version, is best accessed via Firefox or Chrome using this link:

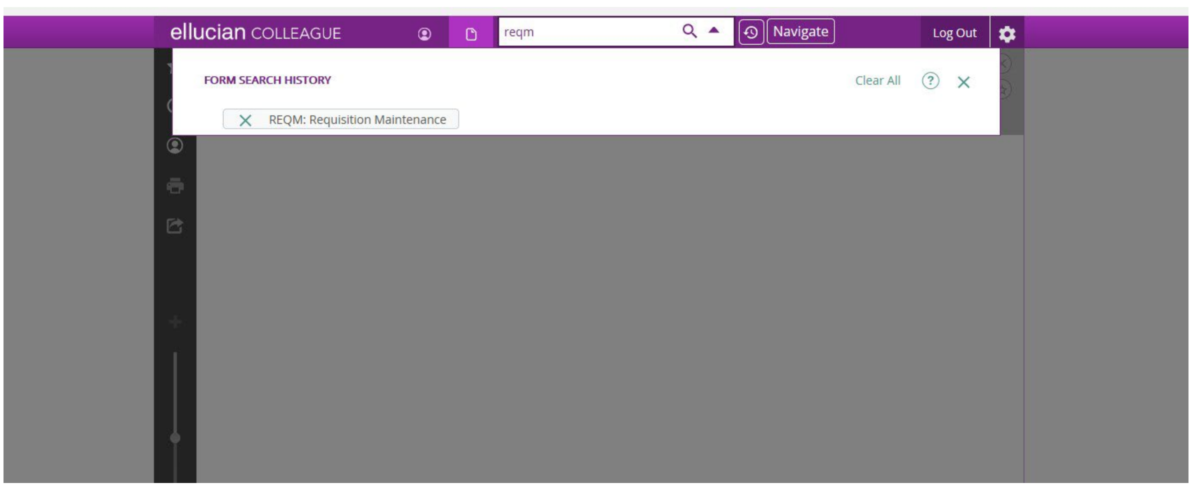
https://ui5.bergen.edu/ui/home/index.html

The link leads to the following login screen, where you will enter your college issued user ID and password, and click Log In.

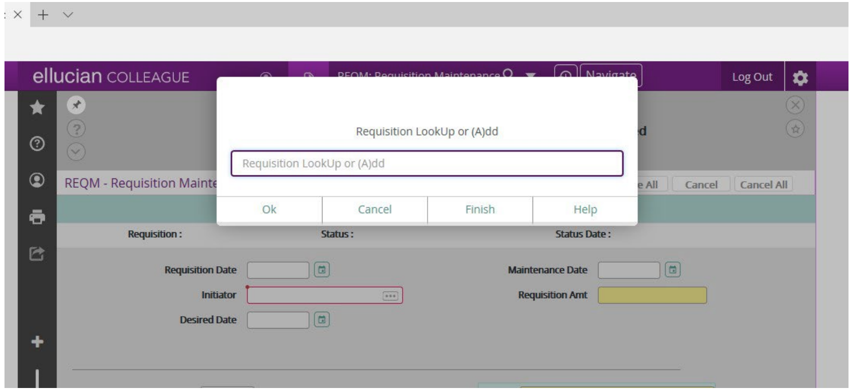


After logging in, Colleague takes you to the main screen seen below. In the “Search for a Form” field at the top of the screen, type in “REQM” and hit the enter key.

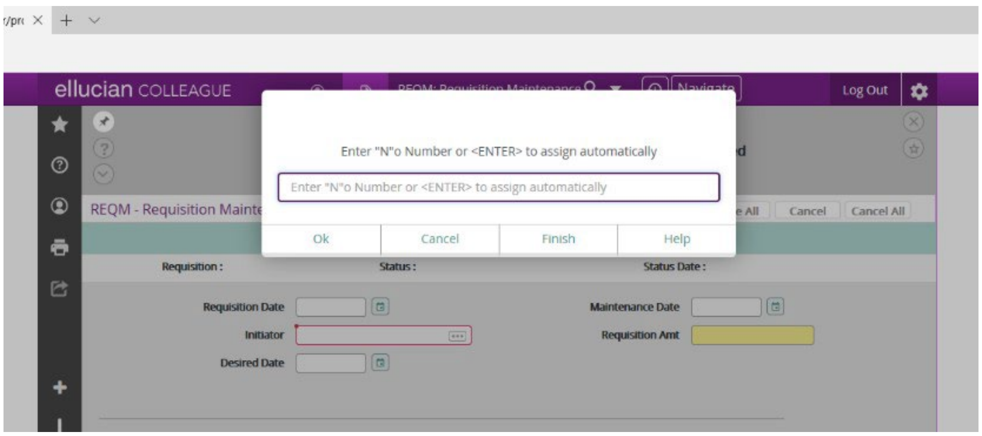




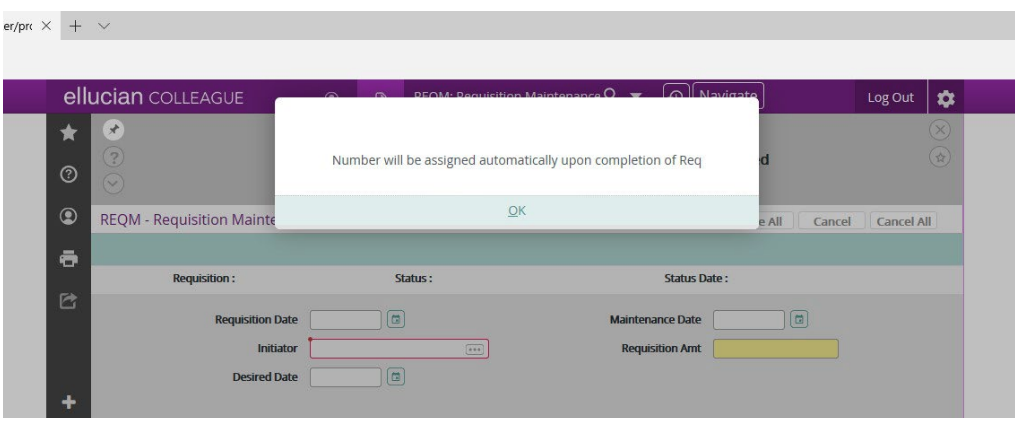
The Requisition Maintenance Screen will open and you will be asked to Lookup or Add a requisition. Type in “A” to add a new requisition.



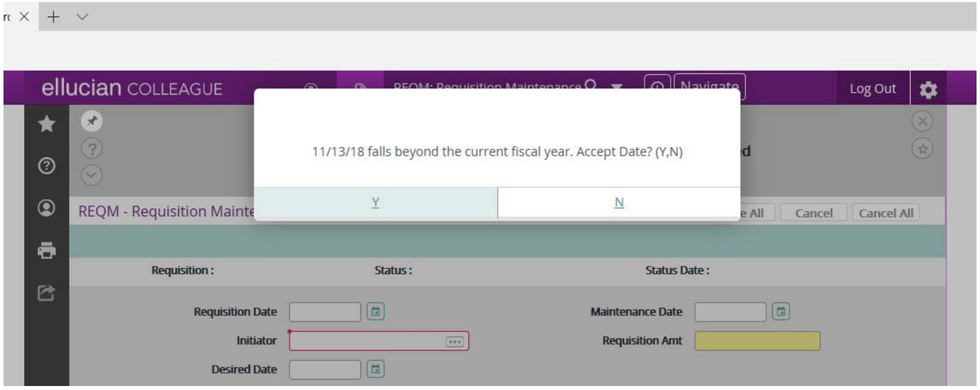
Colleague responds with the following screen. Press ENTER so that Colleague assigns the number automatically. Do not enter "N".



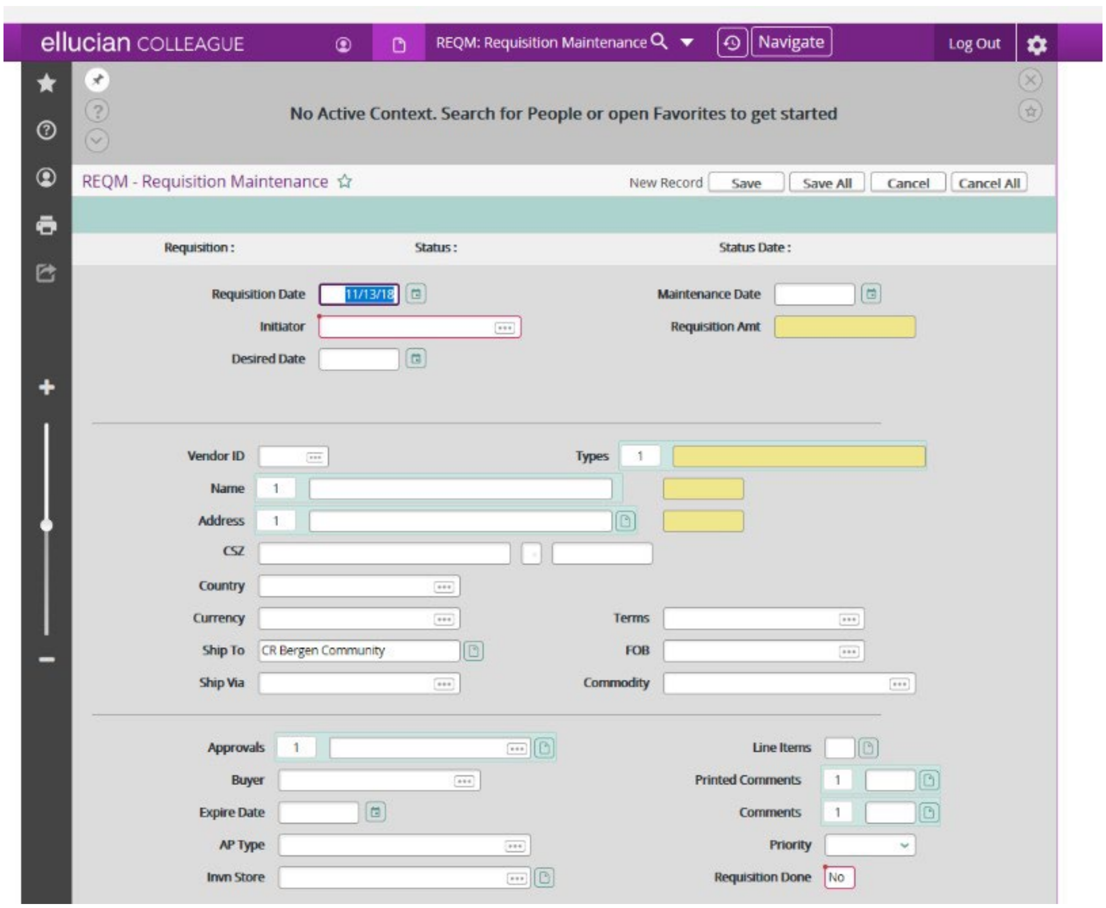
Colleague confirms that the requisition number will be assigned automatically upon completion of the requisition. Click OK.



After June 30 every year, the following screen may appear. Check "Y" to continue.



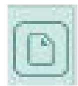
The requisition form is now ready to be filled out.



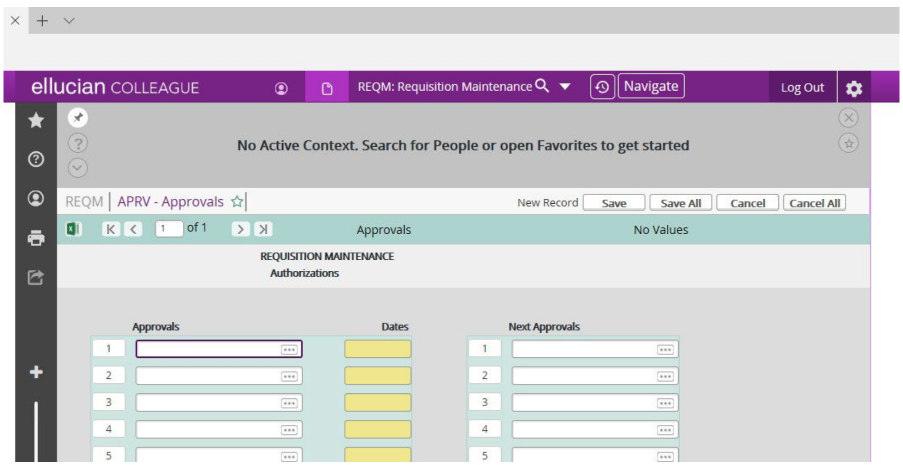
Complete the following fields, starting at the top left of the REQM screen. After completing each field, press ENTER:

- Requisition Date: Colleague completes this field with today's date. Press ENTER.
- Initiator: Enter your last name and press ENTER. Select your name from the resolution list and press ENTER.
- Desired Date (optional field): Type in a date or click on the next field to continue.

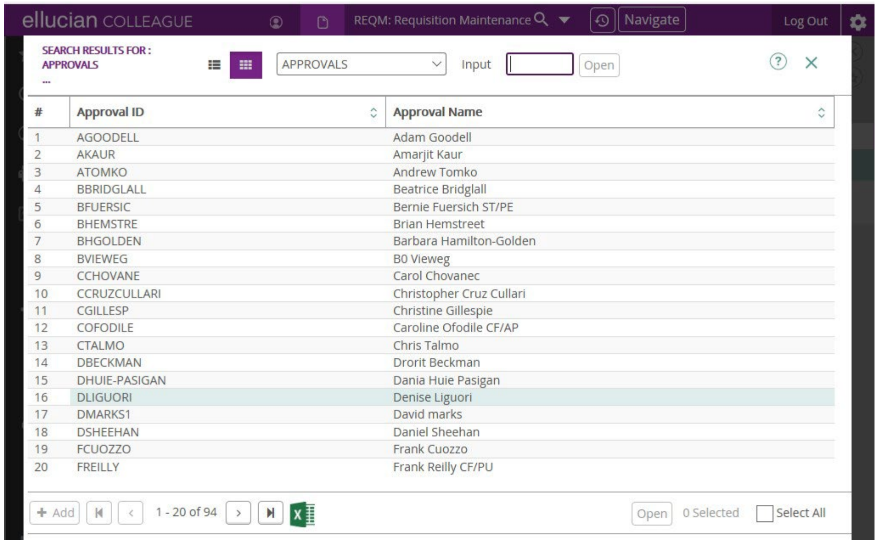
- Vendor: Type in the complete name of the vendor (if known) to check if it is on the vendor file, and contact information. Complete the Name, Address and CSZ (city, state, zip) fields. After completing each field, press ENTER.

Next, click on the Approvals field detail icon  to continue.

The following screen appears:



To populate the approvals required, under "Next Approvals", enter three dots … and hit enter to get a list of people able to approve requisitions. Choose the person and click "Open" to populate the "Next Approvals" field. When all approvers have been entered, "Save" the form.



#	Approval ID	Approval Name
1	AGOODELL	Adam Goodell
2	AKAUR	Amarjit Kaur
3	ATOMKO	Andrew Tomko
4	BBRIDGLALL	Beatrice Bridglall
5	BFUERSIC	Bernie Fuersich ST/PE
6	BHEMSTRE	Brian Hemstreet
7	BHGOLDEN	Barbara Hamilton-Golden
8	BVIEWEG	B0 Vieweg
9	CCHOVANE	Carol Chovanec
10	CCRUZCULLARI	Christopher Cruz Cullari
11	CGILLESP	Christine Gillespie
12	COFODILE	Caroline Ofodile CF/AP
13	CTALMO	Chris Talmo
14	DBECKMAN	Drorit Beckman
15	DHUIE-PASIGAN	Dania Huie Pasigan
16	DLIGUORI	Denise Liguori
17	DMARKS1	David marks
18	DSHEEHAN	Daniel Sheehan
19	FCUOZZO	Frank Cuozzo
20	FREILLY	Frank Reilly CF/PU

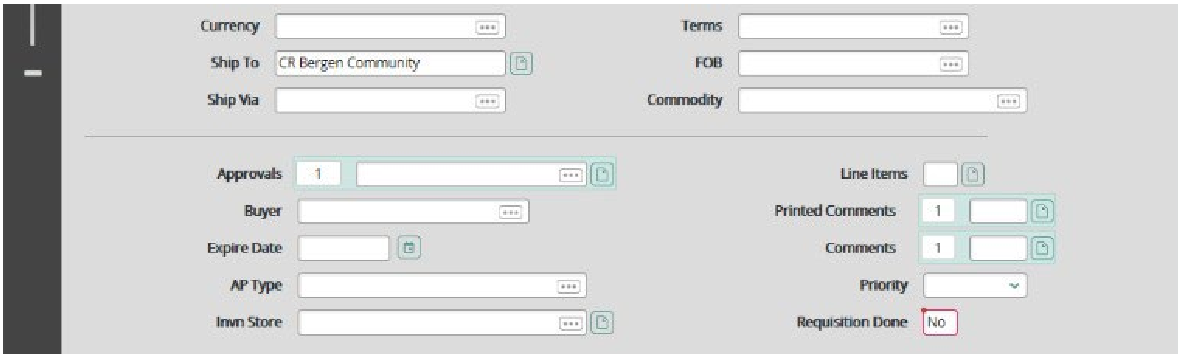
Approval guidelines:

Approvals are required on all purchase requisitions created in colleague. Approvals are usually determined by the amount of the requisition and/or item(s) being requested. Items funded by a grant require approval by grant personnel. Other guidelines are as follows:

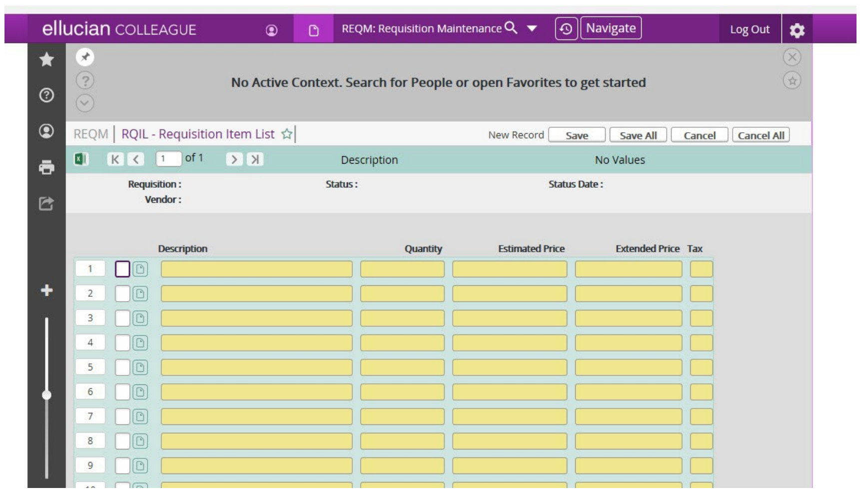
- For items costing $1,000 or less, obtain approval from the Director of Grants.
- For Items costing more than $1,000, obtain approval from your Department Head, Dean, and Vice President.
- Vice Presidents have approval ability up to $10,000
- Items above $10,000 must be approved by the VP of Finance or the President of the college.

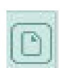
NOTE: All IT-related expenditures, including grant-funded initiatives, must be discussed, generated and approved by IT. All planned technology purchases must integrate seamlessly with the current environment, must be supported by the IT Department and must be complemented with a replacement or maintenance plan. Email all your requests for IT purchases (software, hardware, peripherals) to the Service Desk before you create a purchase requisition.

Once you have entered and saved the approvals form, you are now ready to enter information about the item(s) you are ordering. Click on the Line Items detail icon field (lower right side of the REQ form).



The following screen appears:

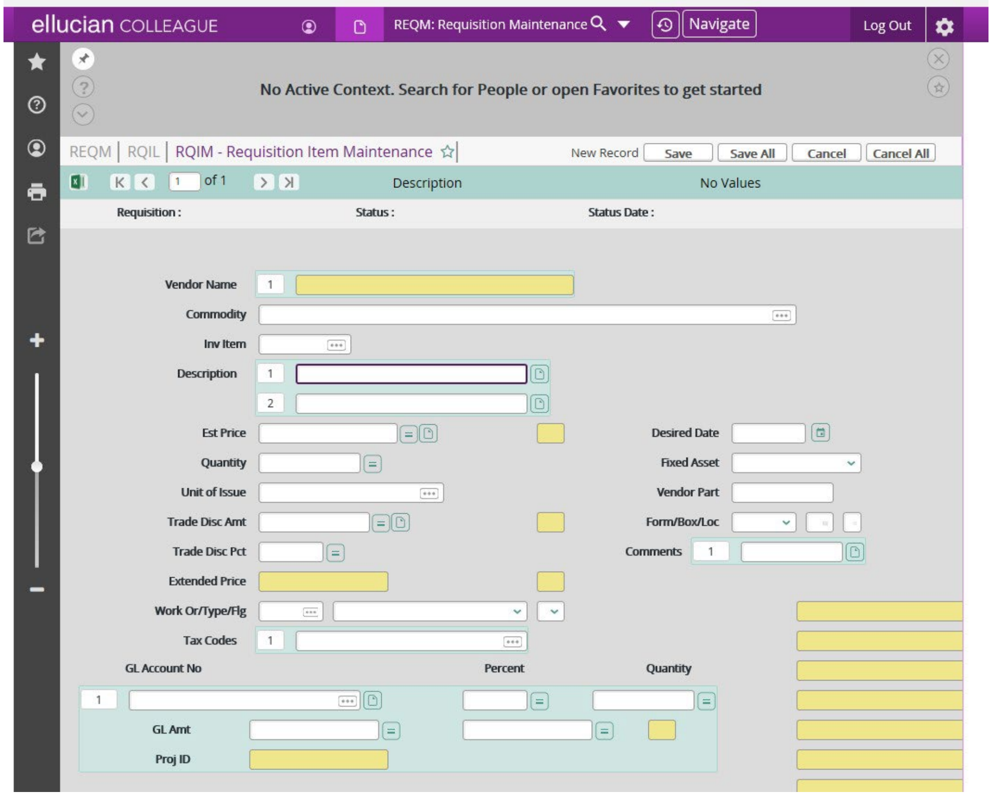




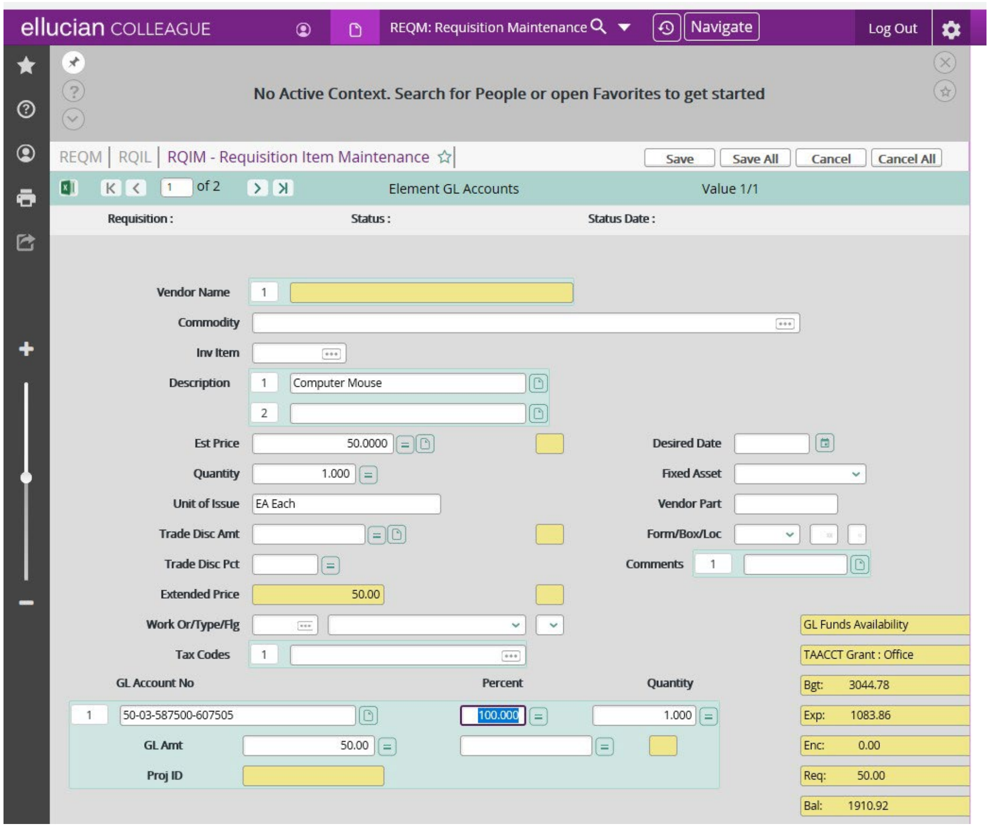
Click on the Description detail icon field next to the first item number (upper left side of the REQ form). A detail sheet will open which needs the following fields populated. Press enter after each field is populated:

- Description
    - Click on the Description detail icon  field to type in your description. Be as detailed as possible including, complete specification, manufacturer, item and model number, scope of work for the item or service being requested.
    - Product and shipping/handling costs are included as a separate line item. This information can be obtained through Purchasing or going on manufacturer or supplier websites.
- Estimated Price
- Quantity
- Unit of issue (enter EA or … to expand the options for the field)

- GL Account Number

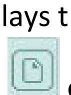


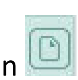
Once you populate the form and enter your GL account number, your budget status for that budget code will be displayed on the bottom right side of the screen. Funds must be available in the budget code you have entered to be able to proceed with the requisition. A note indicating insufficient funds will appear if there are insufficient funds in the budget line you have entered. A budget transfer will need to be requested of the grants office to be sure funds are available and requested purchases can be funded.



GL FUNDS AVAILABILITY ABREVIATIONS

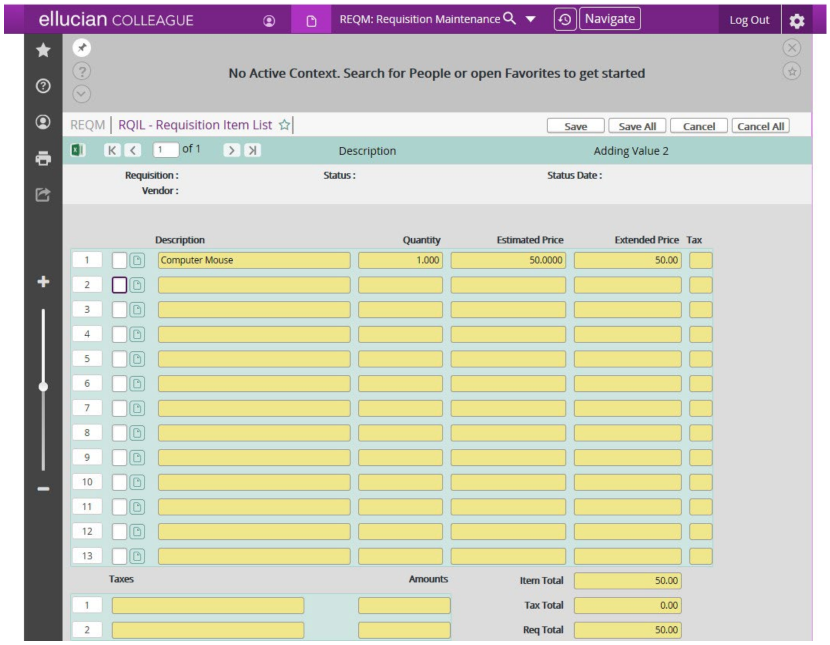
GL	General Ledger
PU	Purchasing
Bgt	Budget
Exp	Expenditures or Expenses
Enc	Encumbrances or Outstanding orders
Req	Requisitions
Bal	Available Balance

Click “Save” at the top of the form. Click update on dialog box. The summary form (next page) displays the item you just entered. Continue entering your next item by clicking on the detail icon  of the next item number. Remember to save after each entry.

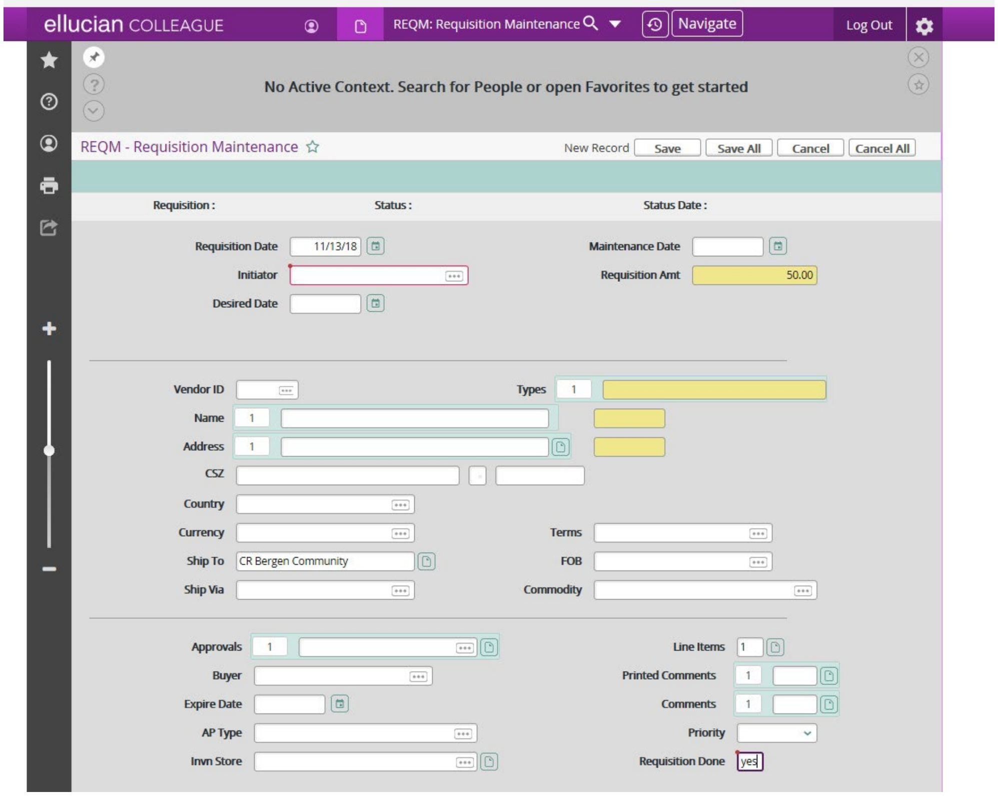
If you wish to make a change, click on the detail icon  of the item you wish to change to open the detail screen for that item.

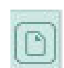
When you are finished entering items, click “Save” then “Update”

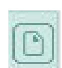
Summary form:



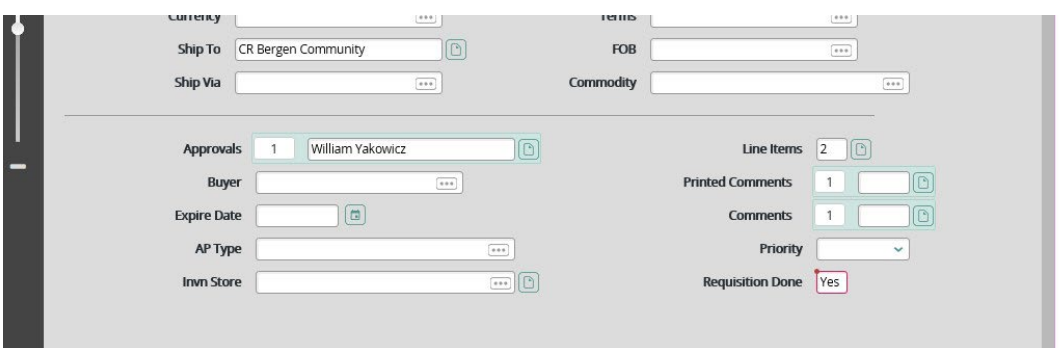
Clicking “save” on the summary form, returns you to the main requisition page. The line items field (lower right side) now shows the number of items you have entered.



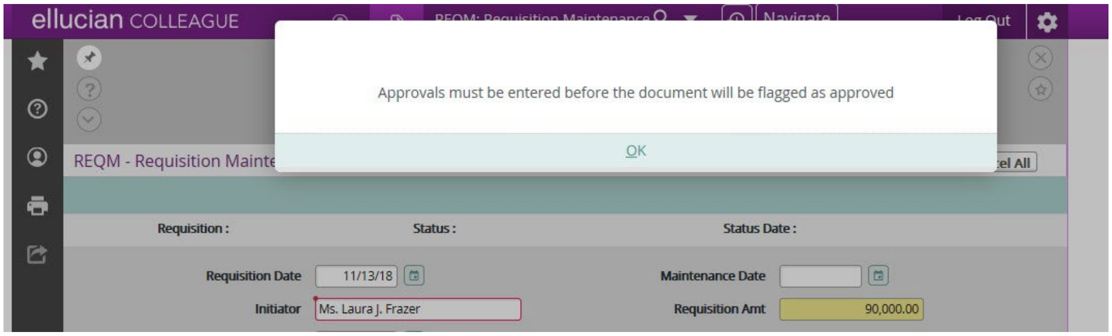
Printed Comments (optional field): Click on the detail icon  if you wish to make comments that will appear on the printed requisition. Include in this area comments about delivery information – person, building, room number.

Comments (optional field): Click on the detail icon  if you wish to make comments that will NOT appear on the printed requisition. The comments will only display on your screen for future reference.

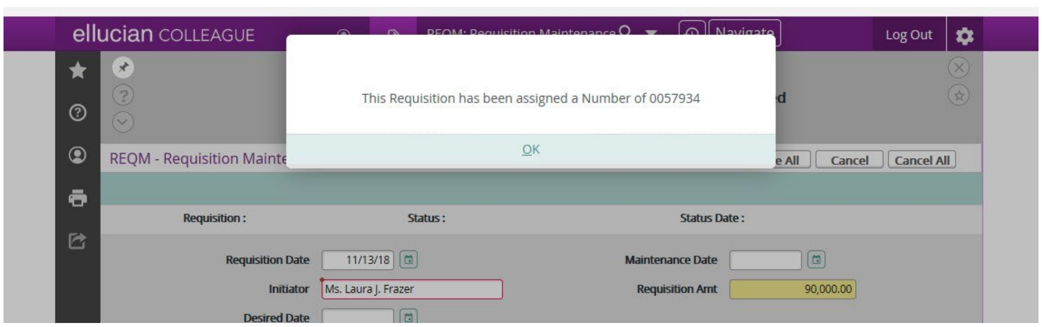
When you have completed your Requisition, type "Y" for Yes in the field at the bottom right of the screen, and press enter.



The following message will appear. Click OK:



Once you click OK, the following message will appear. Please note the assigned requisition number for future reference.



Because purchasing is a multi-stage and multi-person operation, it is critical that you oversee the various parts of the approval process to ensure successful, timely completion of purchases. Keep in mind:

- The Grants Office will need to approve grant related requisitions once created.
- Follow up, if necessary, with those who need to approve the requisition. If approvals are not given, the requisitioning process does not proceed and the purchase is not made.
- Delivery of equipment and furniture can take up to 8 weeks or longer.
- The Purchasing Dept. does not expedite orders.
- The College Fiscal Year is July 1 through June 30. Therefore, in order to be charged to a current College fiscal year budget, all your purchases must be made, received and paid for before June 30 (i.e., cash basis).
- Goods and services received or paid for after June 30 will be charged to the new College fiscal year budget starting July 1.
- Keep track of your purchase requests and follow up with Purchasing periodically to ensure requisitions have been received and it there are any problems that need to be resolved to move the requisition forward.
- You can check the status of the requisition with the menu item RINQ

Congratulations. The requisition entry process is complete!