

**Strengthening Historically Black Colleges and Universities Program**

**TITLE III PROJECT IMPLEMENTATION GUIDELINES**

**October 1, 2019 – September 30, 2020**

**Part B**

**Activity 1 Institutional Effectiveness**

**Activity 2 Academic Quality and Excellence**

**Activity 3 Strengthening the Office of Development**

**Activity 4 Nurturing Human Capital**

**Activity 5 Program Administration and Institutional**

**Fiscal Management**

**SAFRA** (**S**tudent **A**id and **F**iscal **R**esponsibility **A**ct of 2009)

**Activity 1 Student Writing Center**

**Activity 2 Center for Workforce and Human Capital Development**

**Activity 3 Student WellBeing**

**Activity 4 Program Administration and Institutional**

**Fiscal Management**

Cheyney University Title III Program Administration and Institutional Fiscal Management Office

Biddle Hall,3rd floor, Office 303, 610-399-2057

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**Cheyney University Title III Programs 2019-2020**

**Staff Responsibilities**

**University President:** The university president sets the parameters and overall goals and objectives for the Title III Program, provides executive oversight, and is ultimately responsible to ensure that all goals and objectives are achieved and funds are expended appropriately.

**Title III Program Director:** The program director has oversight responsibility for the administration of the Title III program at the University, ensures that expenditures are in compliance with the Title III federal guidelines, maintains a fixed assets inventory of equipment purchased with Title III funds and the documentation of grant funded staff, and prepares and submits, with the approval and review of the University president, all reports and proposals as required by the U.S. Department of Education.

**Activity Coordinators:** The Title III Program is divided into several program activities focused upon an academic or administrative area of the University. Each activity is assigned an activity coordinator who is responsible for the daily management of the activity, to include supervision of budgeted expenditures, submission of quarterly reports and continuation proposal, maintenance of grant secured equipment and property, and convening a meeting with members of the activity at least once each quarter to review activity status.

**Budget Manager:** The budget manager ensures that expenditures are in compliance with all university guidelines, draws down funds in a timely manner in accordance with federal guidelines, provides monthly budget reports to the University President, the vice president for finance and administration and the Title III program director, and notifies the Title III program director of any long standing budget encumbrances.

**Title III Personnel:** Any employee whose salary (whole or part) is paid with grant funds is required to submit a monthly Time and Effort Reporting Form. Grant funded personnel are expected to work on grant related activities at the same rate as they are funded by the grant. Title III personnel are expected to attend all quarterly meetings convened by the Title III Program Coordination Office.

**Requisition Approval Process (Equipment and Supplies)**

**Step 1**: A University requisition form should be completed in detail by the activity coordinator. **Only an activity coordinator may initiate a requisition to expend Title III funds within an activity.** All requests must be tied to both a line item from the **approved** activity budget and a specific activity goal. All University, PASSHE, and Federal and State policies and procedures for procurement must be followed. No items should be entered into SAP prior to the full approval of the request. This includes bids and contracts when indicated. A service provider may not begin work until a Service Purchase Contract has been developed and a notice to proceed is sent by the Office of Procurement. Please view the link below for detailed information.

<http://www.cheyney.edu/business-support/documents/procurement_policyfeb11.pdf>

**Step 2**: The completed requisition form and all related documentation should be sent to the Title III Program Coordination Office. The requisition will be reviewed in accordance with the grant guidelines. The program director will sign the requisition and provide the required account codes. Incomplete requests or those not meeting the program guidelines will be denied and returned to the submitting activity coordinator with an explanation.

**Step 3**: The Program Coordination Office will forward the request to the University President. The president will review the requisition and sign if approval for the expenditure is granted. If denied, the request will be returned to the submitting activity coordinator with an explanation.

**Step 4**: The form with all signatures will be forwarded to the budget office. The activity coordinator will be responsible for putting the request into the SAP system for processing. The Title III Program Coordination Office will notify the submitting office of approval and provide the necessary codes to enter the request into the SAP system.

**PROCUREMENT/Service Purchase Contracts (SPC)**

When requesting funding for an on campus professional development group training (this includes bids and contracts when indicated) for faculty or staff, the University Procurement Policy should be reviewed and the following procedures are to be followed:

**Step 1:** Obtain a written Scope of Work from the identified trainer which includes, dates of service, specific services to be provided, target audience to be trained, training objectives and expected outcomes, training assessment.

**Step 2:** Obtain a signed W-9.

**Step 3:** Complete a requisition.

**Step 4:** Submit all of the above (originals) to the Title III Program Coordination Office

**Step 5:** Once approved by the Title III Director, forms with all signatures will be forwarded to the budget office. The Title III Program Office will notify the submitting office of approval and provide the necessary codes to enter the request into the SAP system.

**Step 6:** Once approved and fully released, the trainer will receive a Service Purchase Contract (SPC) to sign and return to the University.

**Step 7:** Upon receipt of the signed SPC from the trainer, the trainer will be issued a Notice To Proceed. **Trainers cannot come to campus without a fully executed SPC and Notice To Proceed.**

**Step 8:** An invoice must be provided to generate payment.

**PLEASE NOTE: OMITTING ANY OF THESE STEPS WILL DELAY THE PROCESSING**

**OF YOUR REQUEST.**

**Time and Effort Reporting**

A time and effort report must be completed monthly by each employee who is paid with Title III funds (Attachment A). The reports are due no later than the fifth day following the end of each month. The reports are to be sent directly to the Title III Program Coordination Office. The report with original signatures is required. **Copies cannot be accepted.**

**Quarterly Reporting**

Each activity coordinator must submit a quarterly report (Attachment B) in accordance with the outlined schedule. (Attachment C). These reports are used to complete the annual grant performance report demonstrating outcomes and institutional impact. Failure to submit reports in a timely manner will result in limited access to activity funds. Requisitions will not be accepted until reports are current.

**Continuation Proposal**

In accordance with the parameters set by the president, a continuation proposal may be requested of each activity coordinator.

**Compliance and Unallowable Costs**

**Quick Reference – OMB Circular A-21**

* Advertising and marketing, public relations
* Cost of convocations; displays; exhibits; promotional items, gifts, souvenirs, memorabilia
* Alcoholic beverages
* Setting up and coordination of Alumni events and similar activities
* Fundraising
* Collection of bad debt
* Entertainment (sporting events, meals, lodging, gratuities)
* Lobbying
* Goods and services for personal use
* Cost of fundraising, capital campaigns, endowment, and similar purposes
* Over-expenditure of approved total costs
* Membership in any civic or community organization
* Intramural publications, student clubs and student activities unless provided for in the approved proposal and budget
* Institutional Annual Report
* Foreign Travel and travel outside the contiguous United States

**Compliance and Allowable Costs**

**Quick Reference – OMB Circular A-21**

* Purchase, rental or lease of scientific or laboratory equipment for education purposes, including instruction or research
* Construction, maintenance, renovation, and improvement in library, classroom, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services
* Support of faculty development
* Academic instruction in disciplines in which Black Americans are underrepresented
* Purchase of library books, periodicals, and other educational materials
* Tutoring, counseling, and student service programs designed to improved academic success
* Funds administrative management, and acquisition of equipment for use in strengthening funds management
* Joint use of facilities, such as laboratories and libraries

**ATTACHMENT A**

**(Time and Effort Reporting)**

**Staff Time and Effort Distribution Monthly Report**

**(Please submit original report, not a copy, by the 5th day of each month for the preceding month.)**

Date of Report (month/year):

Activity Name:

Employee:

Title:

Distribution of Time and Effort Budget Code Percentage of Time and Effort

Title III Duties \_\_\_\_\_\_

Non-Title III Duties \_\_\_\_\_\_\_\_\_

TOTAL: **(cannot exceed 100%)**

I certify that this distribution of time and effort represents a true accounting of my effort expended on Title III duties during this reporting period.

Employee’s Signature Date

Title III Director’s Signature Date

**This is to certify that this report has been reviewed for accuracy and is in agreement with payroll charges**.

Payroll Manager’s Signature Date

**ATTACHMENT B**

**(Quarterly Report Template)**

**QUARTERLY REPORT GUIDELINES\***

Title III Quarterly Progress Report for the Period:

ACTIVITY:

**This report is to be submitted by the Activity Coordinator.**

1. Give an account of Title III activity objectives achieved for this reporting period in **measurable terms**, using the Process Measures and Legislative Allowable Activities provided for your activity.
2. Explain status of objectives not achieved.
3. Detail problems encountered in meeting your objectives and provide suggested remedies for barriers to success.
4. Describe how activities have addressed the following as applicable:

Academic quality, student services and outcomes, institutional management, fiscal stability

1. Describe significant purchases (e.g., equipment, software) and contracts during this reporting period. Include copies of contracts if secured.
2. Describe any collaborative activities with other Title III activities and other units of the University.
3. Please provide budget update.

Report prepared by:

Report submitted by:

Activity Coordinator Date

\* The Activity Coordinator should submit **one comprehensive report** for the activity.

**ATTACHMENT C**

**(Quarterly Report Schedule)**

**Title III Quarterly Report Schedule**

***Program Year 2018-2019***

First Quarter (October – December) **December 14, 2018**

Second Quarter (January – March) **April 15, 2019**

Third Quarter (April – June) **July 15, 2019**

Fourth Quarter (July – September) **October 15, 2019**

***Program Year 2019-2020***

First Quarter (October – December) **December 13, 2019**

Second Quarter (January – March) **April 15, 2020**

Third Quarter (April – June) **July 15, 2020**

Fourth Quarter (July – September) **October 15, 2020**

\* Per the schedule above, each Activity Coordinator should submit **one comprehensive report** to the Title III Program Office each quarter.