

# **GRAMBLING STATE UNIVERSITY**

**TITLE III PROGRAMS**

**STRENGTHENING HISTORICALLY BLACK COLLEGES AND  
UNIVERSITIES**

**2022-2027**

## **POLICIES & PROCEDURES HANDBOOK**



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# TABLE OF CONTENT

<b>PREFACE .....</b>	<b>5</b>
<b>USING THIS HANDBOOK.....</b>	<b>6</b>
<b>GSU TITLE III PROGRAM MISSION STATEMENT.....</b>	<b>7</b>
<b>GRAMBLING STATE UNIVERSITY HISTORICAL BACKGROUND.....</b>	<b>8</b>
<b>INTRODUCTION</b>	
♦ Purpose.....	9
♦ Allowable Activities.....	11
♦ Unallowable Costs.....	15
<b>ADMINISTRATIVE GUIDELINES</b>	
♦ Administrative & Operational Policies.....	16
♦ Administrative Structure.....	17
♦ Roles & Responsibilities of Activity Directors.....	19
<b>TITLE III ACTIVITY START-UP</b>	
♦ Overview of Title III Start-Up Forms.....	22
♦ Start-Up Forms and Personnel Checklist.....	23
♦ Personnel Roster.....	24
♦ Grant Funded Position Form.....	29*
♦ Banner Finance Access Request Form.....	25
♦ Budget Coding Form.....	26
♦ Information Form for Grant Directors.....	27
<b>TITLE III PERSONNEL</b>	
♦ Overview of Personnel.....	29
♦ Personnel Action Form Checklist.....	30
♦ Personnel Action Form.....	31
♦ Pre-Appointment Form Instructions.....	32
♦ Pre-Appointment Form.....	33
♦ Board Prior Approval (BPA) Form Instructions.....	34
♦ Board Prior Approval Form.....	35
♦ Position Justification Sample.....	36
♦ Job Description Sample.....	37
<b>BUDGET PROCESS</b>	
♦ Overview of the Budget Process.....	39
♦ Administration of Activity Budgets.....	39

# TABLE OF CONTENT

## ACTIVITY BUDGET REVISIONS

♦ Budget Revisions.....	40
♦ Minor Budget Revision.....	41
♦ Major Budget Revision.....	41
♦ Budget Adjustment: Details to Remember.....	42
♦ Budget Adjustment Form.....	43
♦ Budget Management Procedures	
♦ How to Check your Budget.....	44
♦ How to Check Commitments.....	44
♦ How to Check Approval Status.....	44
♦ How to Disapprove a Requisition.....	45
♦ How to Check to Status of a Purchase Order.....	45
♦ How to Change the Date on an “old” Purchase Requisition.....	46
♦ How to Delete a Purchase Requisition.....	46
♦ Budget Spreadsheet .....	47

## PROCUREMENT POLICIES AND PROCEDURES

♦ University Account Codes.....	48
♦ Equipment and Supply Requisition: Details to Remember.....	56
♦ Purchase Requisitions.....	57
♦ Purchase Order.....	57
♦ Vendors.....	58
♦ Sample Completion Report.....	59
♦ Procedures for Checking Vendor Obligations.....	60
♦ Sample Document Text.....	6*
♦ Contract Approval Process.....	6*

## ADMINISTRATIVE GUIDELINES

♦ Applications for Continued Funding Under Title III.....	64
♦ Monthly Reporting.....	65
♦ Time & Effort Reporting Form.....	66
♦ Equipment Inventory Report Form.....	67
♦ Quarterly Progress Reporting.....	68
♦ Year-End Progress Reporting.....	6*
♦ Quarterly Progress Report Transmittal.....	6*
♦ Quarterly Progress Report Form.....	6*
♦ Year-End Progress Report Form.....	7*

## EXTERNAL EVALUATIONS SITE VISITS

### RECORDS MANAGEMENT

♦ External Evaluations.....	81
♦ Site Visits.....	81

# TABLE OF CONTENT

♦ Records Management .....	82
----------------------------	----

## **EQUIPMENT & SUPPLY INVENTORY**

♦ Equipment Management Requirements.....	8
♦ Supplies.....	8
♦ Limitations on Purchase of Equipment.....	8
♦ Moving/Transferring Equipment.....	8
♦ Identification of Equipment.....	8
♦ Transfer of Equipment Between Departments.....	9
♦ Procedures for Equipment Used Away from Campus.....	9
♦ Inventory Specialist Responsibilities .....	9
♦ Request For Transfer Form.....	9
♦ Off-Campus Transfer Form.....	9
♦ Equipment to be Tagged Form.....	9

<b>THEFT/ MISSING TITLE III PROPERTY.....</b>	<b>9</b>
---	----------

## **CONSULTANT SERVICES/CONTRACT REGULATIONS & PROCEDURES**

♦ Overview of Contracts Administration.....	9
♦ General Guidelines for Contract Formation.....	9
♦ General Guidelines for Routing Contracts.....	9
♦ General Guidelines for Contract Administration after the Approval Process.....	1
♦ General Guidelines for Post-Award Contract Administration.....	1
♦ Contract Approval Instructions.....	1
♦ Contract Approval Form.....	1
♦ Contract for Consultant Services.....	1
♦ Certification Letter Addressed to Susan Gillen.....	1
♦ Contract Monitoring Form .....	1

## **TRAVEL POLICIES & PROCEDURES**

♦ Pre-Travel Process.....	1
♦ Post-Travel Process.....	1
♦ Travel Procedures: Details to Remember.....	1
♦ Processing a Travel Encumbrance.....	1
♦ 2013-2014 Travel Guide.....	1
♦ Form #4: Post Travel Narrative.....	1

## **APPENDIX**

# **PREFACE**

The Title III Information Resource Manual is designed to assist University personnel in the implementation of activities funded by the Title III grant awarded to Grambling State University. It is designed to provide specific policies and procedures unique to the Title III HBCU program, support the proper monitoring and evaluation of program activities, and ensure the appropriate expenditure of program funds.

This Manual serves as a resource document in carrying out the approved Plan of Operation. Compliance with the guidelines and regulations included will ensure that the Federal grants are administered in accordance with Title III, Part B of the 1965 Higher Education Act, the U.S. Department of Education General Administrative Regulations (EDGAR), and other Federal directives, and affirms that Grambling State University has the documentation necessary to show compliance.

The Manual will be updated as changes in policies are made by the U.S. Department of Education and/or Grambling State University. This tool and all contents shall remain in effect until replaced by an updated version or revised insertions.

# USING THIS HANDBOOK

The Title III Programs Information Resource Manual is designed to assist in carrying out the objectives of the Title III Part B, Strengthening Historically Black Colleges and Universities grant at Grambling State University.

Administrative procedures for the Title III funded activities follow the approved policies and practices of Grambling State University; however, Federal Law (EDGAR) requirements and Federal auditing practices (OMB Circulars) may conflict with current University policies and procedures. In all cases, Federal law will supersede the policies and practices of Grambling State University. Periodic updates to this Manual may be required to ensure that the University's current policies and procedures reflect applicable Federal guidelines and practices.

In support of our compliance efforts, this Manual provides assistance to Activity Directors and other key personnel in carrying out the objectives and implementation strategy of the approved Plan of Operation. Activity Directors and all persons involved with the Title III grant should refer to the handbook as a guide to ensure adherence to all guidelines and regulations.

As grant requirements change, revisions or additions to the Manual will be necessary to ensure compliance. All Activity Directors and Title III personnel must become familiar with the grant requirements herein, keep up-to-date on all administrative procedures and ensure that policies are followed carefully.

# GRAMBLING STATE UNIVERSITY

## TITLE III PROGRAM

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**M**ISSION STATEMENT The Grambling State University (GSU) Title III Program is committed to supporting the institution's overall mission. In particular, the primary goal is to ensure that funds are utilized to promote the quality enhancement, expansion and development of programs, services and activities that strengthen the University. These efforts are executed under the President's directive and are aligned with the University's priorities.

Through the efforts of those funded programs approved by the administration, Title III seeks to improve the institution's academic quality, student services, institutional management, and fiscal stability.

Additionally, the Title III Programs Office serves as a liaison between GSU and the U.S. Department of Education—Institutional Services (IS). This includes monitoring goal achievement and the attainment of objectives, ensuring compliance with federal regulations and statutes, articulating and clarifying the purpose of Title III to activity directors, and preparing and submitting reports to the U.S. Department of Education as required.

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# **GRAMBLING STATE UNIVERSITY**

## **TITLE III PROGRAM HISTORICAL BACKGROUND**

On November 1, 1976, Grambling State University submitted a grant application for the Advanced Institutional Development Program (AIDP), Title III, Higher Education Act 1965, P.L. 89-329, as Amended, which contained a request for \$5,404,016 to be used over a period of five years. On June 14, 1977, in response to the application, the University received a grant of \$2,800,000. Faced with the necessity to alter its program, designed with a budget request of \$5,404,016 and funded for only \$2,800,000, the institution elected to retain all activities but to reduce the scope of each program.

For five activities of the funded program, the required reduction of scope resulted in the decision to terminate the components on June 30, 1978, at the close of their third year of operation. Those program components were: Activity III-Component 2: Developing the International Curriculum: Afro-American Studies; Activity III-Component 3: Improving the Humanities course; Activity IV: Integrating the Use of the Computer in Teaching and Learning; Activity V-Component 1: Training for Mainstreaming in Special Education; and Activity V-Component 2: Training Teachers for Inner City Schools. Hence, the 1979-80 fiscal year saw the termination of these elements of the program.

The fiscal year 1979-80 was also significant in at least three other regards. The first year saw a merger of the two title three programs within the Office of Education - The Basic Institutional Development (BID) Program and the Advanced Institutional Development (AID) Program - to form the Strengthening Development Institutions Programs (SDIP). Thus, during the third year of its operations at Grambling State University, the Advanced Institutional Development Program experienced a name change. No longer was it referred to as AIDP but henceforth as SDIP.

A second occurrence of significance was the inclusion of the Office of Education policy that the program's administration should be reported similarly to all other Activities. Finally, a significant characteristic of 1978-80 was that it was the peak financial year for the Grambling State University program. Consistent with Title III policy, the expenditure of federal funds reached its maximum during the third grant year.

At the close of the fiscal year 1979-80, Grambling State University had participated in the Title III program for thirteen consecutive years-ten years of funding under its five-year grant awarded under the Advanced Institutional Development Program. The development that the institution has experienced as a result of the Title III Program is attested by the contents of this handbook.



# INTRODUCTION

## PURPOSE

Title III of the Higher Education Act of 1965, as amended, Strengthening Historically Black Colleges and Universities (HBCU) Programs, authorizes special assistance to strengthen the quality of developing institutions with the desire and potential to contribute substantially to the higher education resources of the nation. Amendments to the Act have altered some program elements, but it remains as written— an instrument to assist institutions demonstrating a constructive effort to strengthen themselves.

The Title III Program is a formula-based discretionary grant program also designed to help HBCUs improve their programs and enhance educational opportunities for students, while ultimately facilitating a decrease in reliance on governmental financial support, and to encourage reliance on endowments and private sources. It also provides financial assistance to Historically Black Colleges and Universities (HBCUs) to establish or strengthen improvements in academic resources, institutional management, financial stability, student services, endowment-building capacity, and physical plants. The Title III Program supports various focus areas at qualifying post-secondary institutions. At the institutional level, a wide range of activities are funded under these objectives. Even within a single institution, Title III funds are typically used to support more than one activity.

Funding is focused on institutions that enroll large proportions of minority and financially disadvantaged students with low per-student expenditures. The programs provide financial assistance to help institutions solve problems that may threaten their ability to survive, improve their management and fiscal operations, and build endowments.

From its inception, one of the primary missions of the Title III programs has been to support the Nation's [Historically Black Colleges and Universities \(HBCUs\)](#). The Title III programs have been expanded to support American Indian Tribally Controlled Colleges and Universities, Alaska Native and Native Hawaiian Serving Institutions. The program also includes activities funded under Title III, including student services, educational equipment acquisition, facility renovation/construction, and faculty and staff development. To be eligible to receive a grant under the Strengthening HBCU program, an institution must be designated by the Secretary of the U.S. Department of Education as an HBCU. The Higher Education Act of 1965, as amended, defines an HBCU as an institution established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must:

***(1) Satisfy Section 322 of the Higher Education Act of 1965, as amended (HEA);***

***(2) Be legally authorized by the State in which it is located:***

***To be a junior or community college; or***

***To provide an educational program for which it awards a bachelor's degree; and,***

***(3) Be accredited or pre-accredited by a nationally recognized accrediting agency or association.***

The Title III Program is a comprehensive improvement program for developing colleges/universities. Its goal is to strengthen the four major areas of an institution:

- ***Academic Quality:*** Train and develop curriculum, develop academic programs, retain faculty, increase diversity in faculty, acquire library materials, etc.
- ***Fiscal Stability:*** Establish development office, train development staff, strengthen alumni relations, establish donor database, build and manage endowment, etc.
- ***Institutional Management:*** Create and maintain information systems, develop, integrate and update databases, staff and train an institutional research office, train and develop staff (other than teaching faculty), library facilities, infrastructure for the internet, construction and renovation, etc.
- ***Student Services and Outcomes:*** Counseling, tutoring and mentoring, create and support learning communities, improve retention, etc.

# LEGISLATIVE ALLOWABLE ACTIVITIES

## **Title III, Part B, Strengthening Historically Black Colleges and Universities Sections 321-327 of the Higher Education Act, as amended.**

### **(20 U.S.C. 1060-1063c) (HBCU) – CFDA: 84.031B**

#### **§1062. Grants to institutions**

##### **(a) General authorization; uses of funds**

From amounts available under section 1068h(a)(2) of this title for any fiscal year, the Secretary shall make grants (under section 1063 of this title) to institutions which have applications approved by the Secretary (under section 1063a of this title) for any of the following uses:

- (1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- (2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services.
- (3) Support of faculty exchanges, and faculty development and faculty fellowships to assist in attaining advanced degrees in their field of instruction.
- (4) Academic instruction in disciplines in which Black Americans are underrepresented.
- (5) Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials.
- (6) Tutoring, counseling, and student service programs designed to improve academic success.
- (7) Funds and administrative management, and acquisition of equipment for use in strengthening funds management.
- (8) Joint use of facilities, such as laboratories and libraries.
- (9) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.
- (10) Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification.
- (11) Establishing community outreach programs which will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education.
- (12) Acquisition of real property in connection with the construction, renovation, or addition to or improvement of campus facilities.

(13) Education or financial information designed to improve the financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs under subchapter IV of this chapter and part C of subchapter I of chapter 34 of title 42.

(14) Services necessary for the implementation of projects or activities that are described in the grant application and that are approved, in advance, by the Secretary, except that not more than two percent of the grant amount may be used for this purpose.

(15) Other activities proposed in the application submitted pursuant to section 1063a of this title that—

(A) contribute to carrying out the purposes of this part; and

(B) are approved by the Secretary as part of the review and acceptance of such application.

## **(b) Endowment fund**

### **(1) In general**

An institution may use not more than 20 percent of the grant funds provided under this part to establish or increase an endowment fund at the institution.

### **(2) Matching requirement**

In order to be eligible to use grant funds in accordance with paragraph (1), the eligible institution shall provide matching funds from non-Federal sources, in an amount equal to or greater than the Federal funds used in accordance with paragraph (1), for the establishment or increase of the endowment fund.

### **(3) Comparability**

The provisions of part C of this subchapter regarding the establishment or increase of an endowment fund, that the Secretary determines are not inconsistent with this subsection, shall apply to funds used under paragraph (1).

## **(c) Limitations**

(1) No grant may be made under this chapter and part C of subchapter I of chapter 34 of title 42 for any educational program, activity, or service related to sectarian instruction or religious worship, or provided by a school or department of divinity. For the purpose of this subsection, the term "school or department of divinity" means an institution whose program is specifically for the education of students to prepare them to become ministers of religion or to enter upon some other religious vocation, or to prepare them to teach theological subjects.

(2) Not more than 50 percent of the allotment of any institution may be available for the purpose of constructing or maintaining a classroom, library, laboratory, or other instructional facility.

**Title III, Part F, Strengthening Historically Black Colleges and Universities  
Section 371 of the Higher Education Act, as amended (20 U.S.C. 1067q),**

**FUTURE Act (formerly SAFRA) – CFDA: 84.031E**

**§1067q. Investment in historically Black colleges and universities and other minority-serving institutions**

**(C) Allocation and allotment HBCUS and PBIS**

From the amount made available for allocation under this subparagraph by subparagraph (A)(ii) for any fiscal year-

(i) 85 percent shall be available to eligible institutions described in subsection (a)(1) and shall be made available as grants under [section 1062 of this title](#) and allotted among such institutions under [section 1063 of this title](#), treating such amount, plus the amount appropriated for such fiscal year in a regular or supplemental appropriation Act to carry out part B of this subchapter, as the amount appropriated to carry out part B of this subchapter for purposes of allotments under [section 1063 of this title](#), for use by such institutions with a priority for-

(I) activities described in paragraphs (1), (2), (4), (5), and (10) of [section 1062\(a\) of this title](#);

- (1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- (2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services.
- (4) Academic instruction in disciplines in which Black Americans are underrepresented.
- (5) Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials.
- (10) Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification; and

(II) other activities, consistent with the institution's comprehensive plan and designed to increase the institution's capacity to prepare students for careers in the physical or natural sciences, mathematics, computer science or information technology or sciences, engineering, language instruction in the less-commonly taught languages or international affairs, or nursing or allied health professions;

**Title III, Part B, Strengthening Historically Black Graduate Institutions**  
**Sections 326 of the Higher Education Act, as amended.**

**(20 U.S.C. 1063b-1063c) (HBGI) – CFDA: 84.031K**

**§1063b: Professional or graduate institutions**

**(a) General authorization**

**(C) USES OF FUNDS**

A grant under this section may be used for-

- (1) Purchase, rental or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes;
- (2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;
- (3) Purchase of library books, periodicals, technical and other scientific journals, microfilm, microfiche, and other educational materials, including telecommunications program materials;
- (4) Scholarships, fellowships, and other financial assistance for needy graduate and professional students to permit the enrollment of the students in and completion of the doctoral degree in medicine, dentistry, pharmacy, veterinary medicine, law, and the doctorate degree in the physical or natural sciences, engineering, mathematics, or other scientific disciplines in which African Americans are underrepresented;
- (5) Establishing or improving a development office to strengthen and increase contributions from alumni and the private sector;
- (6) Assisting in the establishment or maintenance of an institutional endowment to facilitate financial independence pursuant to [section 1065 of this title](#);
- (7) Funds and administrative management, and the acquisition of equipment, including software, for use in strengthening funds management and management information systems;
- (8) Acquisition of real property that is adjacent to the campus in connection with the construction, renovation, or addition to or improvement of campus facilities;
- (9) Education or financial information designed to improve the financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs under subchapter IV;
- (10) Services necessary for the implementation of projects or activities that are described in the grant application and that are approved, in advance, by the Secretary, except that not more than two percent of the grant amount may be used for this purpose;
- (11) Tutoring, counseling, and student service programs designed to improve academic success; and
- (12) Other activities proposed in the application submitted under subsection (d) that-
  - (A) contribute to carrying out the purposes of this part; and
  - (B) are approved by the Secretary as part of the review and acceptance of such application.

### **UNALLOWABLE TITLE III HBCU COSTS:**

- Advertising and public relations designed solely to promote the institution
- Promotional items and memorabilia, including models, gifts and souvenirs
- Convocations or other events related to instruction or other institutional activities
- Alumni activities and similar services
- Activities that are not included in the grantee's approved application
- Entertainment (amusement, social activities, tickets to shows or sports events, etc.)
- Lobbying
- Goods or services for personal use
- Organized fund raising (financial campaign, endowment drives, solicitation of gifts or bequests)
- Membership in any civic, country club, social/dining or community organization
- Office furnishing
- Student recruitment
- Student travel
- Traveling to conferences, meetings, workshops, etc. to present, serve on a committee, or preside at a meeting
- International travel
- Student activities (intramural, student publications, clubs or other student activities)
- Activities described in paragraph (a)(12) of section 608.10 that are not approved by the Secretary
- Activities described in paragraph (a)(12) of section 609.10 that are not approved by the Secretary
- Activities which are inconsistent with a State plan for desegregation of higher education that is applicable to the institution
- Activities or services that relate to sectarian instruction or religious worship
- Activities provided by a school or department of divinity. For the purpose of this section, a "school or department of divinity" means an institution, or a department of an institution whose program is specifically for the education of students to prepare them to become ministers of religion or to enter upon some other religious vocation, or to prepare them to teach theological subjects.

## **ADMINISTRATIVE AND OPERATIONAL POLICIES**

### **ADMINISTRATIVE POLICIES**

All governing policies and procedures of the University are applicable to Title III personnel and activities.

The University is required to spend Title III funds in a manner consistent with the provisions of the final approved operating plan. If modifications are necessary to the objectives and milestones of a particular activity as the program progresses, then such changes should be reflected in budgetary revisions. Budget revisions must be within Federal guidelines and must have the approval of the Title III Director and the President.

All requisitions must be forwarded directly to the Title III Director's office for clearance prior to final processing by the Office of Grants Administration and Purchasing/Contracts.

Under no circumstances should a business arrangement be made with an outside vendor without satisfying all administrative requirements.

### **OPERATIONAL POLICES**

Substantive changes in the general scheme of any Title III Activity must be approved by the Department of Education in writing prior to implementation. Requests for modification of any programmatic objective must be made through the GSU Title III Administration. If approved by the President, subject modifications will be included in our annual report submission to the Department of Education. It is only after approval is received from the Department of Education that changes may be affected.

The Department of Education defines substantive changes to an institution's program as those changes which redirect the objectives and scope of an activity, changes in key personnel, and continuation of the project for more than three months without the direction of a Project Director.



## ADMINISTRATIVE STRUCTURE

At Grambling State University, the Director reports to the President of the University in the administration of this program. Within the Federal and Title III program guideline, the President determines which projects will be supported with Grambling State University Title III funds, and assists in designating Activity Directors.

### ADMINISTRATIVE STAFF

**DIRECTOR:** The Title III Director is responsible for the overall implementation of the policies and procedures of the program and for ensuring compliance with all applicable Federal and University regulations. The Director ensures that the President's vision and priorities are reflected in all activities approved for funding, and serves as the President's official agent on all Title III matters.

#### **The Director has the following responsibilities:**

- Act as a liaison between the U.S. Department of Education and Grambling State University.
- Ensure that the implementation process for Title III activities is consistent with the regulations governing Title III as well as with University policies, procedures, and staff relationships.
- Facilitate the establishment of effective lines of communication to ensure that the Title III project operation is consistent with the goals of overall institutional development, institutional self-sufficiency and grant objectives.
- Provide leadership for integrating all activities in the project with all other University staff and University operations.
- Approve all grant expenditures and maintain adequate authorization and audit trail records for all such expenditures.
- Work in collaboration with the Office of Grants Administration to ensure that an efficient system for controls and routine reporting of Title III funds is maintained.
- Communicate with Title III Program Officer in Washington, D.C.
- Report progress on activities including successes and challenges to the University President.
- Refine or revise objectives of the Title III activities as necessary and seek authorization from the U.S. Department of Education for implementation changes.
- Provide Time and Effort reports as needed to document Title III assignments.
- Hold regularly scheduled staff meetings and Activity Directors' meetings to assist Activity Directors in solving problems with achieving objectives, keep them informed of policy changes, and share success of projects.
- Integrate the Title III objectives and activities into the University Strategic Plan.
- Represent Grambling State University at conferences and technical assistance workshops related directly to Title III activities.

**COORDINATOR OF PROGRAMS:** The Coordinator of Programs performs a variety of administrative duties, primarily in relation to storing and retrieving reports and monitoring the completion of objectives. These duties include, but are not limited to: Prepare and compiles all Title III related reports such as Annual Assessment, Annual Performance Report, Continuation Applications, Quarterly and Monthly reports, Mid-Year and End-of-the-Year reports. Sends Phase I Data report to the Office of Institutional Research for completion. Coordinates all Title III workshop; Coordinates the Title III formative and summative evaluations. Set-up Exit Interviews and prepare all booklets/binders for both Mid-Year and End-of-the-Year Evaluations. Assist and provide information to Director, Activity Directors, and External Evaluators to ensure the integrity and quality of the Title III Program. Review Quarterly reports from Activity Director for the attainment of objectives and milestones before submitting to the Director. Disseminate copies of the Mid-Year and End-of-the-Year reports submitted by the External Evaluators to the Activity Directors and Title III Office staff.

**PROGRAM ANALYST:** Facilitate all clerical matters pertaining to the Title III Office; Attend all Title III meetings and prepare, transcribe meeting minutes. Distribute agendas and/or minutes of associated meetings. Send notices and reminders to Activity Directors for all Title III Meeting, Workshop and/or trainings. Send reminders to the Title III staff – timesheet submission. Maintain the decorum of the Title III Office. Coordinate and schedule meetings for the Title III Director and office staff; Maintain calendar, schedules, appointments and meetings, events and/or other similar activities. Responsible for maintaining the Title III OneDrive and Teams account. Provide assistance to Title III Activity Directors; Provide orientation for new Title III Activity Directors; Create or implement a best practice for activity directors; Collect all required Start up forms, Title III reports and keep record of submissions; Monitor the progress of activity performance such as the timely submission of annual, monthly, quarterly and interim reporting.

## **ROLES AND RESPONSIBILITIES OF ACTIVITY DIRECTORS**

Activity Directors have immediate responsibility for carrying out their approved activity plans. This includes an understanding of the activity's purpose and the knowledge of the relationship between objectives, milestones, implementation strategies, budget, and the Institution's strategic priorities. An important facet of this responsibility is the requirement that activity personnel and Title III administrative staff work together to ensure the effective and efficient operation of the activity.

Each Activity Director is responsible for overseeing operations and authorizing expenditures consonant with the purpose of the activity as approved by the funding agency, as well as with the established Title III and university regulations, policies, and procedures. Moreover, for purposes of project monitoring and budget management, this process requires that ALL expenditures be reviewed and approved by the Title III Director.

Among the specific responsibilities of the Title III Activity Directors (AD) at GSU are:

- Developing the annual plan of operation;
- Conducting the day-to-day operations of the activity;
- Securing and organizing the staff for the effectiveness and efficiency of an activity;
- Keeping the Title III Director regularly informed relative to the progress of the activity, noting especially difficult areas as well as significant accomplishments;
- Initiating/approving all expense requests and maintaining accurate financial records, including up-to-date balances on all budget lines;
- Day-to-day coordination of all programmatic activities generated by the respective programs.
- Maintenance and submission of time and efforts reports for all persons involved in the activity.
- Provided evidence of the status of each approved objective (s) along with proper documentation.
- Maintenance of an up-to-date inventory and record of location and condition of all equipment purchased under Title III.
- Completing, where appropriate, and submitting, on a timely basis, all required reports, e.g., monthly, (time and effort, inventories and monthly timesheets on all Title III paid employees), interim/progress, quarterly, final, Mid-Year and End-of-the-Year reports;
- Ensuring that the responsibilities of Title III paid employees are in accordance with the application;
- Conducting an on-going evaluation of the progress of the activity;
- Attending regular Title III AD meetings, workshops and other related events as scheduled by the Title III Office;
- Taking part in both the internal and external evaluations of the activity;
- Performing other activity related duties as may become necessary;

## PROGRESS ON OBJECTIVES

1. It is the responsibility of the (AD) to ensure that progress is being made on objectives stated in the approved program plan;
2. The (AD) should make sure that the program plan contains measurable objectives, references to baseline data, and an adequate timeline;
3. The (AD) should make sure that documentation of progress is filed at the activity site along with any supporting data. This information should be reported in the Quarterly Performance Reports;
4. The (AD) should also report potential deviations from the budget and program plan, and seek prior approval from the Title III Director before the change is implemented; and
5. The (AD) should also ensure that each expenditure request placed in the system is monitored until the vendor has been paid and the items have been received.

## FISCAL MANAGEMENT

It is the responsibility of the AC to ensure that funds awarded under Title III are spent according to the approved program plan. All requests should be monitored by the AD to determine if they are allowable, allocable, and reasonable. (See definitions below).

**Allowable:** The costs must conform to any limitations or exclusions set forth in the approved program plan or in the Federal Cost Principles.

**Allocable:** The cost will be incurred solely to support or advance the work of a specific approved program plan.

**Reasonable:** The cost must be able to withstand public scrutiny, i.e., objective to individuals not affiliated with the activity would agree that a cost is appropriate.

**Other Limitations:** Funds awarded under the HBCU Program must be used to **Supplement** and increase funds that would otherwise be made available for the purpose listed in 608.10 and 609 of the program regulations **and in no case Supplant** those funds.

**Supplement** is defined as using grant funds to correct a deficiency in an existing activity or service, or to improve, enrich, or enhance an existing service or activity through the addition of new services or activities.

**Supplant** is defined as substituting grant funds to pay for personnel, activities, services, or other cost *that were supported from other sources prior to the receipt of a grant* or such costs that are contained in the current institutional budget.

**A grantee** shall not use more than fifty percent (50%) of its grant for constructing or maintaining a classroom, laboratory or other instructional facility.

Applicants for a grant under the Strengthening Historically Black Colleges and Universities Program are strongly advised to carefully read the regulations applicable to the program. These regulations are the Institutional Aid – Strengthening Historically Black Colleges and Universities Program regulations (34 CFR 608).

## RESPONSIVENESS TO COMMUNICATIONS AND ATTENDANCE AT MEETINGS

It is extremely important for all Title III staff to stay in tuned to all lines of communications from the Title III Office. Important information will be disseminated in a variety of ways. It is the responsibility of the AD to make sure that information from the following sources is passed along to the appropriate faculty and/or staff.

***Regular meetings*** – Activity Directors should be present at all regularly scheduled meetings. It is the ADs responsibility to make sure that information from the meetings is given to appropriate Title III paid staff to keep them informed. Important information pertaining to the grant and/or changes from the DOE will be discussed in this meeting.

***Called meetings*** - The Title III Program Office will be hosting a variety of workshops and meetings to inform Activity Directors and/or other persons paid with Title III funds of updates and changes as it relates to Title III. It is the responsibility of the AD to be present and to make sure that appropriate staff members are present (other staff will be notified if necessary to attend) at specific called meetings and workshops.

***Website Postings*** – The Title III website (<http://www.gram.edu/titleiii>), will be updated frequently and will contain the latest information related to Title III activities. It is the responsibility of the AD to ensure that information posted on the website is disseminated to appropriate faculty and staff. We suggest that you view the website daily.

***Email Messages*** – Email messages from the Title III Office will also contain important information. The AD should ensure that the information received via email is distributed to appropriate faculty and staff.

***Accuracy and Timelines of Reports*** – It is the responsibility of the AD to ensure that all required reports are accurate and submitted in a timely manner.

## **TITLE III ACTIVITY START-UP FORMS**

All approved Title III funded activities must submit start-up forms to the Title III Office by October 1st. These forms are required before any requests are made for the expenditure of Title III funds:

### **PERSONNEL ROSTER**

The personnel roster should include a list of all persons working on the Title III funded grant, whether paid partially or wholly by the grant or paid from the University operating budget. This roster must be updated in the event of a change in personnel.

### **GRANT FUNDED POSITION**

The grant funded position form is to be signed by all Title III employees upon hiring and renewal of contract at the beginning of each grant year. It is to ensure that all Title III employees are aware of the stipulations of Grant Appointment positions and it states: “Your employment with Grambling State University is contingent on the availability of adequate funding. Should funding be cancelled by the funding agency prior to the expiration of an appointment, you will be given as much advance notice as possible. Furthermore, there is no assurance of re-employment after the expiration date of this grant appointment”.

### **INFORMATION FORM FOR GRANT DIRECTORS**

The Information Form for Grant Directors is generated by the Grants Administration Office. The form documents the name and contact information of the Activity Directors.

### **BUDGET CODING FORM**

The Budget Coding form is used to set up the yearly budgets of each Title III Activity in the Grants Administration Office. All amounts be the same as the budgeted line items in the APPROVED application.

### **GSU BANNER FINANCE ACCESS REQUEST FORM**

The Banner Finance form provides Activity Directors and support personnel access to requisition entry, budget access and review.

### **PERSONNEL ACTION FORM (PAF)**

The Personnel Action Form must be provided for each individual employed at the university. A new PAF must be completed each year or as there is a change in position.

**PREAPPOINTMENT** –The pre-appointment form is provided by the Office of Human Resources. This form is used to fill a vacant position. Used to fill an existing Unclassified/faculty position with the same title/money or the money is less than a 10% increase. Used to fill all vacant Classified positions.

**BOARD PRIOR APPROVAL** –The Personnel Action Form must be provided for each individual employed at the university. A new PAF must be completed each year or as there is a change in position. New position- A position that is not in the budget and requires new monies. Replace/Update – Title change or increase in salary of 10% percent or more Emergency/Temporary- Interim position for up to 12 months. Temporary position for up to 3 months until position can be filled or is no longer needed.

**Start-up Forms Checklist**

	Personnel Roster
	Banner Finance Access Request Form
	Budget Coding Form
	Information Form for Grant Directors

**Personnel Checklist**

	Personnel Action Form –PAF (Continuing Employment)
	Board Prior Approval (New Position)
	Pre-Appointment (To fill a vacant position)
	Resume
	Job Description
	Justification Letter
	Organizational Chart
	Grant Funded Position Form

# Grambling State University

## Title III Programs Office

# PERSONNEL ROSTER

*Activity Title:*

Activity #:	Grant Year:	Fund Account #:	Activity Director:
-------------	-------------	-----------------	--------------------

Title III, Strengthening HBCU, FUTURE ACT or MSN (Please underline your grant)					
Name		Position/Title	Months Employed		Source of Salary
			9	12	Title III GSU

Revised 09/15/2018





## Banner Finance Access Request Form

Controller's Office - Long Jones Hall - Room 263

This form is used to request access to specific Banner fund and organization codes to review budgets and enter or approve requisitions/encumbrances. You will receive an email or phone call once your access is complete. A **Banner User Request Form (Finance)** should be completed first to gain access to the Banner System and acquire a user ID from Information Technology. This form can be found on the GSUnet.

### Requestor Information

Name: Leronda Morelos Date: 10/5/2020 | 7:50 AM PDT  
 Banner User ID: morelosl Department: Title III Programs  
 Email: morelosl@gram.edu Office Phone: 6195 Office Fax: 2796

### Access Requested

☐ Budget Review ☒ Requisition Entry **OR** ☐ Requisition Approval

### What Do You Need Access To?

Please use the Fund Code that is assigned to your Activity.

			Controller's Office Use Only
Fund Code	Org Code	Fund & Org Titles	Routing Queue
312003	1005	Your Activity Title Example: Title III Programs	

### Access Authorization

My signature below certifies that I am the fund custodian and/or supervisor of the requestor named above. I hereby authorize the requestor to access the financial information as detailed above.

Tasha Heard

DocuSigned by:  
Tasha Heard 10/5/2020 | 8:34 AM PDT  
 Signature & Date

Print Name

### Who will approve the Requisitions/Encumbrances?

	<b>Name</b>	<b>Banner User ID</b>
Primary Approver	<u>Tasha Heard</u>	<u>heardt</u>
Alternate Approver (optional)		
Area Vice President	<u>President Richard J. Gallot, Jr.</u>	<u>prez@gram.edu</u>
Grant or Title III Coordinator	<u>Tasha Heard</u>	<u>heardt</u>

PLEASE Note from Grants Administration office, Allow 1 week for return of the signed form



If you've requested access to a grant fund code, submit this form to the **Grants Administration Office** in Long Jones Hall room 206. If not, please submit to the **Controller's Office** in Long Jones Hall room 263.

Grants Office Approval (if applicable) Mordine Washington 10/5/2020 | 8:51 AM PDT  
 Signature & Date

### Controller's Office Use Only

Approved ☐ Denied ☐ By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Access Entered By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Access Given: ☐ Budget Review ☐ Requisition Entry **OR** ☐ Requisition Approval Level of Approval: \_\_\_\_\_

Revised 05/2015

Grambling State University Budget Coding Form		
Grant Name :	Amount Awarded:	
Grant Director: Tasha Heard	Activity Director:	
Funding Agency: <b>Department of Education</b>	Activity Director Phone #:	
Grant Period: <b>October 1, 2022 -September 30, 2023</b>	Grant Award Number: P031B220013	
Fund Code:	Organization Code: <b>1005</b>	
<b>Expenditure Category</b>	<b>Account</b>	<b>Amount</b>
<b>Salaries</b>		
Salaries-Unclassified-Regular	610110	\$0.00
Temporary Workers	620100	\$0.00
Student Wages	620010	\$0.00
Graduate Assistant	620020	\$0.00
Student Stipends	620030	\$0.00
<b>Fringe Benefits (Related Benefits)</b>		<b>\$0.00</b>
Other Related Benefits	630090	\$0.00
<b>Travel</b>		
Travel Conference and Convention (IS)	404130	\$0.00
Travel Conference and Convention (OS)	404230	\$0.00
<b>Operating Services</b>		
Printing and Binding	405020	\$0.00
Miscellaneous	405090	\$0.00
Maintenance of A Building	405210	\$0.00
Maintenance of Equipment	405220	\$0.00
Rentals - Equipment	405320	\$0.00
Rentals - Building	405310	\$0.00
Rentals - Other	405341	\$0.00
Subscription	405410	\$0.00
Dues	405420	\$0.00
Postage	405440	\$0.00
Freight and Express	405450	\$0.00
Exemptions - Tuition and Fees	407150	\$0.00
Mobile Services	406030	\$0.00
<b>Supplies</b>		
Computer Supplies	406020	\$0.00
Other Supplies	406030	\$0.00
Educational Supplies	406060	\$0.00
<b>Professional Services</b>		
Professional Services-other	406560	\$0.00
Professional Services - Eng. & Arch	406530	\$0.00
<b>Capital Outlays (Equipment)</b>		
Computer hardware \$1,000 - \$ 5,000	406210	\$0.00
Computer hardware less than 1,000	406211	\$0.00
Computer Software (Less than \$1,000,000)	406212	\$0.00
Equipment \$1,000 - \$ 5,000	406220	\$0.00
Equipment less than 1,000	406221	\$0.00
Medical Equipment	408070	\$0.00
Scientific Equipment	408075	\$0.00
<b>Capital Outlays (Renovations)</b>		
Improvement other than land	408050	\$0.00
Computer Equipment	408090	\$0.00
Other Equipment	408099	\$0.00
Library References Material	408110	\$0.00
Furniture & Fixtures	408080	\$0.00
<b>GRAND TOTAL</b>		<b>\$0.00</b>
Activity Director		Executive Director, Title III Programs
Revised 12/06/19		

**GRAMBLING STATE UNIVERSITY****Title III Programs****Information Form for Grant Directors**

<b>Funding Agency</b>	<b>Department of Education</b>
<b>Grant Director</b>	
<b>Grant Period</b>	<b>2022 - 2023</b>
<b>Grant Type</b>	<input type="checkbox"/> HBCU <input type="checkbox"/> SAFRA <input type="checkbox"/> MASTERS
<b>Grant Status</b>	<input type="checkbox"/> NEW <input type="checkbox"/> CONTINUATION <input type="checkbox"/> CARRYOVER <input type="checkbox"/> OTHER
<b>Activity Title</b>	
<b>Activity Number</b>	
<b>Budget Funding Code</b>	
<b>Organization Code</b>	<b>1005</b>
<b>Activity Director's</b>	
<b>Name</b>	
<b>Cell Number</b>	
<b>Office Email</b>	
<b>Office Address</b>	
<b>Date of Birth (mm/dd)</b>	
<b>Activity Director's Support Staff</b>	
<b>Name</b>	
<b>Office Phone</b>	
<b>Office Email</b>	
<b>Inventory Specialist</b>	
<b>Name</b>	
<b>Office Phone</b>	
<b>Office Email</b>	



## ACKNOWLEDGEMENT OF CONDITIONS OF GRANT-FUNDED POSITIONS

My signature below certifies that I have read and understand the following conditions established for **Grant-Funded appointments** in which I am currently employed.

“Your employment with Grambling State University is contingent on the availability of adequate funding. Should funding be cancelled by the funding agency prior to the expiration of this appointment, you will be given as much advance notice as possible. Furthermore, there is no assurance of re-employment after the expiration date of this grant appointment.

All unclassified employees are at-will and serve at the pleasure of the President and the University of Louisiana System. Employment is not guaranteed for any specified period of time for unclassified employees regardless of funding source.”

Exceptions to the above conditional appointment are as follows:

- Employees appointed in probational, provisional or permanent classified positions are exempted.
- Employees (**faculty**) appointed tenure-track positions are exempted

Kindly acknowledge receipt and understanding of the above statement on conditions of employment supported by federal funds by signing below.

**NOTE: Signing this correspondence in no way suggests that your present employment is in jeopardy.**

\_\_\_\_\_  
(Please Print Your Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Campus Box 4261 100 Founders Street Grambling, LA 71275 Office: 318.274.2237 Fax: 318.274.3876 [www.gram.edu](http://www.gram.edu)  
A Constituent Member of the University of Louisiana System  
An Equal Opportunity University

## PERSONNEL

Personnel are to be hired in a non-discriminatory manner. This category includes all full-time, part-time, and temporary employees who are supported by Title III funds. Hiring procedures will follow University policy. The Title III Director must be consulted to ensure that the hiring of persons for Title III activities are within the framework of the approved plan and to ensure that appropriate funds are available to accommodate the action. ***Title III funds may not be used to supplant the use of University funds in the hiring process.***

### **The following actions must be completed for all persons being paid with Title III funds:**

- A Board Prior Approval Form (new position) or Pre-Appointment Form (to fill existing position) must be initiated for any position that will be funded by Title III. This form will be initiated by the Activity Director and routed to the appropriate Vice President, Dean or department head for initial approval. Once approved these forms should be routed to the Title III Director for processing. The average processing time for this is approximately ten (10) working days.
- The Title III Director is expected to coordinate this approval process to determine the sources of funding that will be used for the position. The position is required to be posted for a minimum of five (5) working days prior to final hiring decisions.
- The Personnel Action Form (PAF) should be initiated by the Activity Director. Final approval must be made by the President prior to the employment of any individual receiving salary under Title III programs. *Personnel funded by Title III should not be hired without notifying the Title III Office. If an individual is terminated the Title III Office must receive a letter of separation from Human Resources before the position is filled. It is the responsibility of the Activity Directors to ensure these actions are routed through the Title III Office.*
- It should be noted that the University is not obligated to offer appointed personnel the budgeted salary amount. Salaries are based on equity, expected duties and responsibilities, experience and qualifications needed to perform the assigned duties in a particular position.
- Individuals hired should clearly understand that they are being supported by Federal funds and that their employment is contingent on the receipt of those funds and the overall success of their Activity.

GRAMBLING STATE UNIVERSITY  
TITLE III PROGRAM  
PERSONNEL ACTION FORM CHECKLIST

Name of Applicant: \_\_\_\_\_

Position: \_\_\_\_\_

Activity Director: \_\_\_\_\_

		Signature	Date
<input type="checkbox"/>	Board Prior Approval (New Position)		
<input type="checkbox"/>	Pre-Appointment (To fill a vacant position)		
<input type="checkbox"/>	Resume		
<input type="checkbox"/>	Job Description		
<input type="checkbox"/>	Justification Letter (New Personnel)		
<input type="checkbox"/>	Organizational Chart		
<input type="checkbox"/>	Grant Funded Position Form		

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved for Processing: \_\_\_\_\_ Date: \_\_\_\_\_

GRAMBLING STATE UNIVERSITY  
 Grambling, LA 71245  
**PERSONNEL ACTION FORM**

Pos#: \_\_\_\_\_  
 Pos Cl#: \_\_\_\_\_  
 SOC Code: \_\_\_\_\_

The signatures below indicate that this form is in compliance with Civil Service Rules. For new hires, this offer is contingent upon your presenting documents which verify identity and employment eligibility to the Office of Human Resources within three (3) business days of the date you report to work.

<input type="radio"/> Classified	<input type="radio"/> Unclassified (hourly)
<input type="radio"/> Unclassified (salaried)	<input type="radio"/> Faculty

Name:  (Last)  (First)  (Middle)

Highest Degree Earned:  -- select -- Years of Experience:

Additional Training:  Years of Military Experience:

Effective Date of Appointment:  Extended Through:

**\* NOTE: All unclassified team members hold their appointment on an at-will basis and serve at the pleasure of the University Administration and the ULS Board of Supervisors. This personnel action form is for administrative purposes only and does not guarantee employment for any specified period of time and does not constitute a contract. Faculty members who have an administrative assignment hold the administrative appointment on an at-will basis and serve at the pleasure of the University administration and the Board. No team member should be allowed to begin work until the Department Head has received an approved copy of this form.**

Proposed Status: Rank or Title

Campus Percent Effort: ☐ Part-time \_\_\_\_\_ FTE      Tenure Status: ☐ Ineligible      ☐ On-Tenure Track  
☐ Full-time \_\_\_\_\_ FTE      ☐ Tenured      ☐ Without Faculty Status  
☐ Full-time (100% FTE)

Appointment Type: ☐ 9 Months      ☐ 10 Months      ☐ 12 Months      ☐ One Academic Semester  
☐ Other      ☐ Summer Session I      ☐ Summer Session II  
 (If other--Specify Months, Weeks or Days)

Fund Code	Org Code	Program Code	Monthly Rate	Annual Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks:

Last Incumbent: \_\_\_\_\_ New Position: ☐ Yes      ☐ No  
 Search Committee utilized for this position: ☐ Yes      ☐ No  
 Name of department where the team member will actually work:   
 Supervisor:  Timesheet Approver:

Department Head/Director	Date	AVP for Budget & Planning	Date
Dean/Business Manager	Date	Director of Grants Administration	Date
Division Vice President	Date	AVP for Human Resources	Date
Director of Title III Programs	Date	Vice President for Finance	Date

<https://www.gram.edu/offices/infotech/teleworking/docusigntips.php?FormId=19d73c4d-f08e-424d-98cd-6a457ba4d107>

DOCUSIGN LINK:

<https://www.gram.edu/offices/infotech/teleworking/docusigntips.php?FormId=19d73c4d-f08e-424d-98cd-6a457ba4d107>



**Grambling State University  
Office of Human Resources  
Pre-Appointment Form**

**REQUIRED ATTACHMENTS:**

- 1. JOB DESCRIPTION**
- 2. ORGANIZATIONAL CHART**
- 3. JUSTIFICATION FOR THE POSITION**

**USE THE PRE-APPOINTMENT FORM TO INITIATE THE FOLLOWING:**

- A. TO CREATE A NEW CLASSIFIED POSITION**
- B. TO REPLACE VACANT CLASSIFIED POSITIONS**
- C. TO REPLACE FACULTY AND UNCLASSIFIED VACANT POSITIONS THAT DO NOT EXCEED 10% OF THE LAST INCUMBENTS SALARY (A Board Prior Approval Form must be initiated if the replacement salary is 10% or above the previous incumbents salary)**

**INSTRUCTIONS FOR COMPLETING THE PRE-APPOINTMENT FORM**

- 1. Rank, Title, or Classification (The title of the position to be filled.)**
- 2. Proposed Appointment Date (The date in which the position is expected to start and the Extended Thru date should not go beyond the last day of the fiscal year of the proposed date. Exceptions to the Extended Thru dates are Title III Grant Positions)**
- 3. Qualification Requirements (List credentials for Faculty and Unclassified. List minimum requirements for Classified)**
- 4. Official Position Description (Attach a current job description)**
- 5. Responsibilities (Indicate the type of position you are requesting)**
- 6. New Position (Yes or no should be checked) NOTE: Yes should only be checked if this is a new Classified positions. New Unclassified and Faculty positions must be requested using the Board Prior Approval Form)**
- 7. Last Incumbent (The last person to work in this position.)**
- 8. Proposed Salary Base ( The requested starting salary for the position) and the terms of employment**
- 9. Salary Base of Last Incumbent (This is the salary of the last incumbent.) and the terms of employment**
- 10. Proposed Salary Source (This field should include the Budget fund code, the Budget organizational code, the monthly rate and the annual salary. Leave the Position number blank)**
- 11. Justification for Request (State the reason why the position is needed)**  
**The form is now ready for the appropriate signatures.**



☐ Operating/ Auxiliary☐ Grants☐ Title III**PRE-APPOINTMENT FORM** No. \_\_\_\_\_

1. Rank, Title, or Classification \_\_\_\_\_
2. Proposed Appointment Date \_\_\_\_\_ Extended Thru \_\_\_\_\_
3. Qualification Requirements \_\_\_\_\_
4. Official Position Description. (NOTE: Attach a current job description for this position.)
5. Responsibilities: ☐ Teaching ☐ Administration (Exec Level) ☐ Clerical  
☐ Technical ☐ Skilled Craft ☐ Non Skilled  
☐ Professional (Non-Faculty) ☐ Other (Specify) \_\_\_\_\_
6. New Position ☐ Yes ☐ No
7. Last Incumbent \_\_\_\_\_
8. Proposed Salary Base \$ \_\_\_\_\_
9. Salary Base of Last Incumbent \$ \_\_\_\_\_
- ☐ 9 Month ☐ 9 Month  
☐ 10 Month ☐ 10 Month  
☐ 12 Month ☐ 12 Month  
☐ Other (Specify months) \_\_\_\_\_ ☐ Other (Specify months) \_\_\_\_\_
10. Proposed Salary Source: \_\_\_\_\_

Budget Fund	Budget Org.	Position No.	Monthly Rate	Annual Salary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Justification for Request:

\_\_\_\_\_  
Department Head/Director\_\_\_\_\_  
AVP of Human Resources\_\_\_\_\_  
Dean/Business Manager\_\_\_\_\_  
AVP Budget & Planning\_\_\_\_\_  
Division Vice President\_\_\_\_\_  
Vice President for Finance\_\_\_\_\_  
Director of Grants Administration\_\_\_\_\_  
President\_\_\_\_\_  
Director of Title III Programs (if applicable)

DOCUSIGN LINK:

<https://www.gram.edu/offices/infotech/teleworking/docusigntips.php?FormId=489567f4-c1ff-401a-9d01-aef1977926e0>

**GRAMBLING STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION  
FORM/  
BOARD PRIOR APPROVAL (BPA)**

**REQUIRED ATTACHMENTS:**

- 1. JOB DESCRIPTION**
- 2. ORGANIZATIONAL CHART**
- 3. JUSTIFICATION FOR THE POSITION**

**USE THE BPA FORM TO INITIATE THE FOLLOWING:**

- A. TO CREATE ALL NEW UNCLASSIFIED AND FACULTY POSITIONS**
- B. TO CREATE/FILL ALL EMERGENCY/TEMPORARY POSITIONS**
- C. TO INCREASE AN EXISTING UNCLASSIFIED OR FACULTY POSITION BY 10% OR MORE OF THE PREVIOUS INCUMBENTS SALARY**
- D. TO CHANGE THE TITLES OF UNCLASSIFIED OR FACULTY POSITIONS**

**Section 1**

- 1. Institution Name (Grambling State University)**
- 2. Academic Department and Administrative Unit ( The name of the department and administrative division for which the position is requested)**
- 3. Budget Page (This should include the Budget fund code and the organizational code for the department)**
- 4. Current Budgeted Amount ( The salary budgeted for an existing position-new positions will not use this field)**
- 5. Status (Check the field stating whether the position is a 9/10 month or 12 month)**
- 6. Source of Funding (Check the field reflecting the appropriate source of funding)**
- 7. Type of Position (Check the field for the one that best represents the type of position)**
- 8. Nature of Request ( Check the field that best represents the nature of the position)**
- 9. Justification (The reason why the position is needed)**

DOCUSIGN LINK: <https://www.gram.edu/offices/infotech/teleworking/docusigntips.php?FormId=489567f4-c1ff-401a-9d01-aef1977926e0>



## Board of Supervisors for the University of Louisiana System

### UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION FORM

**CONTROL#**

Institution Name: Grambling State University Academic Department /Administrative Unit:

Budget Page:  Line #:  Current Budgeted Amt:  Status:

Fund:  Org:   ☒ 9/10 mo. ☐ 12 mo.

Source of Funding: ☐ State ☐ Federal ☐ Restricted ☐ Self-Generated ☐ Grant/Contract ☐ Auxiliary

Type of Position: ☐ Dean ☐ Vice President (Asso./Asst.) ☐ Provost ☐ Athletic Director/ Equivalent ☐ Other

Nature of Request: ☐ New (attach explanation) ☐ Replace/Update (salary increase exceeds 10% - explain below)

☒ Emergency/Temporary

Justification:



Optional

Employee Name:

Current Title:  Present Salary:

Requested Position Title:  Proposed Annual Salary Range:  TO

Proposed Beginning Salary:  Effective Date:

Current or Previous Incumbent:  Reassignment /Promotion For:

It is recommended that this position be unclassified, and we certify that it meets the teaching, professional or administrative officer designation required by the Constitution (Article X, Section 2) and appropriate civil service rules. In addition, we will (have) follow(ed) the University's established hiring policies and procedures and published equal employment opportunity guidelines.

Approved by:

\_\_\_\_\_  
Department Head/Director

\_\_\_\_\_  
AVP for Human Resources

\_\_\_\_\_  
Dean

\_\_\_\_\_  
AVP for Budget & Planning

\_\_\_\_\_  
Vice President for Respective Area

\_\_\_\_\_  
Vice President for Finance

\_\_\_\_\_  
Director of Grants (if applicable)

\_\_\_\_\_  
President

\_\_\_\_\_  
Director of Title III Programs (if applicable)

#### For System Office Use

Approved by:

System Authority

☐ Operating ☐ Grants ☐ Title III

## SAMPLE JOB DESCRIPTION

### 1. ORGANIZATIONAL INFORMATION

Present Title of Position: Test

Position Status: Exempt or Non-Exempt Exempt

Division:      President      Academic Affairs      x Finance/Operations  
     Student Affairs      Institutional      Facilities  
          Advancement     

Department/Office: Human Resources

Supervisor's Name: Test Test

Supervisor's Title: AVP for HR

### 2. PURPOSE OF POSITION:

The Coordinator of Training and HR Web and Database Manager will enhance the efficiency of employee performance by facilitating training for all employees. The purpose of this job is to enhance employee performance and productivity.

### 3. QUALIFICATIONS/REQUIREMENTS:

A Bachelor's degree is required with eight years of experience in higher education. Preferred applicants should have experience with training, software applications and experience with BANNER, Moodle, ARGOS, and People Admin. Applicants must have demonstrated exceptional computer, interpersonal and communication skills.

### 4. ESSENTIAL JOB FUNCTION:

### 5. DUTIES AND RESPONSIBILITIES:

(must equal to 100%)

Duties and Responsibilities	% of time
Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers Draw an overall or individualized training and development plan that addresses needs and expectations Deploy a wide variety of training methods	50%
Conduct effective induction and orientation sessions Monitor and evaluate training program's effectiveness, success and ROI periodically and report on them	25%
Provide opportunities for ongoing development Resolve any specific problems and tailor programs as necessary Maintain a keen understanding of training trends, developments and best practices	10%
Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc)	5%
Other duties as assigned by the AVP for Human Resources	5%

--

<b>6. SUPERVISORY RESPONSIBILITY:</b>
---------------------------------------

Position titles of your subordinates:
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<b>7. SIGNATURES AND APPROVALS:</b>
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Employee's Signature	Date:
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<u>Gram Tiger</u>	<u>08/04/2020</u>
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Department/Unit Head's Signature	Date:
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<u>Test Test</u>	<u>08/04/2020</u>
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## **BUDGET PROCESS**

Each Activity Director will be provided with an annual line item budget and periodic budget reports. Budget reports should be carefully reviewed against the records and documentation maintained by the Activity and any discrepancies noted should be shared with the Title III Director and Budget Coordinator.

Periodic budget analysis should also be conducted to ensure that Title III funds are being spent in a timely and efficient manner. The expectation is that annual funds will be utilized in a manner which ensures that the objectives of the Activity are accomplished. Any deviation or discrepancies should be explained in the Quarterly Performance Report.

All budgets must be tied to the approved program Plan of Operation and consistent with the intent of the Department of Education in carrying out the objectives of Title III Programs.

## **ADMINISTRATION OF ACTIVITY BUDGETS**

1. A copy of each activity approved budget shall be transmitted from the Title III Office to each Activity Director after formal receipt of notification that the grant has been approved.
2. The University reserves the right to freeze Title III funds in cases where funds are misused and/or where sufficient evidence exists that programmatic activities are not in compliance with the spirit or substance of approved plans of operation.
3. **All requests for Title III funds must be submitted to the Title III Office for the Director's approval.**
4. Requests for items not listed in the approved budget must be written to the Director of Title III for submission of approval from the funding agency.
5. Inventory reports of all Title III equipment and its location must be accounted for by Activity Director.
6. Persons may be charged for misuse or abuse of equipment or from thefts resulting from negligence.
7. No requisitions will be processed if all necessary documents/reports are not submitted to the Title III Office by the specified due dates.

## ACTIVITY BUDGET ADJUSTMENT PROCEDURES

1. The Title III Director must approve the Budget Adjustment before obligations are made and funds are expended. Each Budget Adjustment must be completed with the Name of Eligible Recipient, Activity Number, Program Fiscal Year, and have original signatures. Include a clear, precise narrative, description, and justification addressing each object code affected by the adjustment. Do not use narratives such as “Increasing code by \$50,000 due to under-budgeting.
2. Only THREE (3) budget adjustment per fiscal year will be allowed. If an unexpected need arises, additional revisions will be considered in an extremely limited basis.
3. Budget Adjustments must be budgeted in whole dollars. Round all monies to the nearest dollar.
4. Budget Adjustment forms, the columns and rows must be complete and mathematically correct.
5. All forms submitted should have DocuSign signatures.
6. The **MINOR** budget adjustments will be approved or denied by the Title III Director. **MAJOR** budget adjustments will be forwarded to the Title III Program Offices at the U.S. Department of Education (DOE) for review and approval. Approval from the (DOE) Program Officer may take up to forty-five (45) days. Whether approved or denied, the Title III Director will notify the Activity Director.
7. If the budget adjustment does not follow the procedures, the approval process could be delayed and may result in the adjustment being returned to the Activity Director for appropriate corrections.
8. Funds may not be obligated until the revision is approved. The effective date will be the date the DOE Program Officer approves the form.

## BUDGET ADJUSTMENTS

Budget changes may become necessary because of a number of reasons including, problems caused by the funding cycle, oversights, or lack of information at the time of an original request, delayed employment of personnel or other acquisitions, and needs growing out of, or information gained from, experience. Two (2) types of budget revisions are permitted under Title III:

## MINOR BUDGET ADJUSTMENT

A minor adjustment or change can be made without prior approval by the U.S. Department of Education (ED). ***This redistribution of funds must satisfy the “JAR TEST” – that is, it must be Justifiable, Allowable, and Reasonable, and not involve actions listed under “Major Budget Revisions.”*** Further, in order to use ED grant funds properly and legally, all expenses must be allocable and necessary. A BUDGET ADJUSTMENT JUSTIFICATION FORM must be attached to all budget adjustments. The elements include the following:

1. Explain the line item where funds are being decreased (-) from and increased (+) to. Tell how/why these funds are available.
2. Provide a detailed description of how funds will be expended (list of items, costs, contractual services, etc...) and how they will help accomplish the stated objectives.
3. If you are redirecting funds from an objective not deleted, explain how the objective will be accomplished without the allocated funds.
4. Are you requesting items not listed in the APPROVED application? If yes, please explain.

## MAJOR BUDGET ADJUSTMENT

A major budget adjustment must receive prior approval from DOE before it is implemented. The elements and format of this type of revision are the same as for a minor revision. A major budget revision is necessary to:

1. Establish a new line item.
2. Purchase equipment (not currently budgeted or not included in the approved budget) or to increase the approved equipment amount by more than 25%.
3. Increase original amount budgeted for travel by more than 25%.
4. Amend contracts with assisting agencies.
5. Add new activity objectives or deleting old ones.
6. Changes in project scope or objectives.
7. Changes in key personnel specified in the award document.
8. Additional Federal funds are awarded after original allocation.
9. The transfer of funds allotted for training allowances to other categories.
10. Transfer or contracting out of any work.
11. Adding a new budget category that is not included in the approved budget or adding new line items to existing categories of the budget.
12. Adding domestic travel that is not in the approved budget.



## **BUDGET ADJUSTMENTS**

**Only THREE Budget Adjustments will be allowed during the Grant Year.  
NO EXCEPTIONS!!!!!!!!!!!!**

### **DETAILS TO REMEMBER:**

- The request for the transfer of funds is initiated by the Activity completing a Budget Adjustment Form for the appropriate Title III grant.
- All requested information on the Budget Adjustment Form Should be completed.
- In the “From” and “To” sections indicate the name of the fund code and organization code in which the transfer is to occur.
- In the “From” and “To” sections indicate the name of the Activity in which the transfers is to occur.
- The form is completed from left to right, showing the line items that will be decreased on the left and the line items that will be increased on the right.
- The decrease column on the left and the increase column on the right should always balance. (If the total amount of the decrease column is -\$400.00, the increase column should total \$400.00).
- After the forms are completed, the Activity Director signs on the Requested by and Activity Director lines.
- The Activity Director must complete and attaché a detailed justification using the “JAR” Method as outlined in the Title III Policy and Procedural Manual.
- The signed Budget Adjustment Form and JAR Justification are forwarded to the Title III Office for approval
- Once approved by Title III and /or the Department of Education, the Budget Adjustment form is forwarded to the Office of Grants Administration for processing of the approved adjustments.



## BUDGET ADJUSTMENT JUSTIFICATION FORM

Grant Year: Choose an item.

Activity Department Title: (Choose an item.)

Activity Requestor: Click or tap here to enter text. Date: or tap to enter a date.

Email Address: Click or tap here to enter text. Phone: Click or tap here to enter text.

Please check the option that applies to your grant.

☐ HBCU, Part B

☐ FUTURE ACT

☐ SAFRA, Part F

☐ MASTERS

☐ CARRYOVER

**Directions:** The Budget Adjustment Justification form must be attached to all Budget Adjustment-Transfer of Funds forms and submitted to the Title III Office. **The redistribution of funds must satisfy the "JAR TEST" – that is, it must be Justifiable, Allowable, and Reasonable.** Further, all expenses must be allocable and necessary. Please provide a DETAILED justification for all budgetary changes.

1. Explain the line items where funds are being decreased (-) from and increased (+) to. Tell how/why these funds are available.

2. Provide a detailed description of how the funds will be expended (list of items, costs, contractual services, etc.) and how they will help accomplish the stated objectives.

3. If you are redirecting funds from an objective not deleted, explain how the objective will be accomplished without the allocated funds.

4. Are you requesting items not listed in your APPROVED proposal? If yes, please explain and justify your request.

ACTIVITY DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

TITLE III EXECUTIVE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

For Title III Office Use  
Only:

☐ Approved

☐ Denied



## **BUDGET MANAGEMENT PROCEDURES (BANNERWEB)**

### **HOW TO CHECK YOUR BUDGET**

#### **Banner Web Inception to Date Report**

- Login into Banner Web
- Click on the Finance Tab
- Click on Budget Queries
- Click on Budget Status by Account
- Click on Create Query
- Select Adjusted, Year to Date, Encumbrances & Available Balance
- Click Continue
- Enter Parameters, Enter Fund Code No. (twice)
- Click Submit Query

### **CHECK ITEMS LISTED IN COMMITMENTS ON BUDGET REPORT**

Login to Banner Web > Go to Budget Queries > Create a Query by Budget Status by Account  
> Click on a Commitment Link

### **CHECK APPROVAL STATUS OF PURCHASE REQUISITION (HISTORY)**

- Login to Banner Web
- Click on the Financial Information Menu
- Click on Approve Documents
- Select documents for which you are the next approver or select
- All documents which you may approve
- Click Submit Query
- From the Approve Documents List, click on the History Link for one of the documents

## **HOW TO DISAPPROVE A REQUISITION**

- Click Financial Information Menu
- Click on Approve Documents
- All documents which you may approve
- Click Submit Query
- Select the requisition to be disapproved
- Click disapprove
- Then Click disapprove documents

## **CHECK STATUS OF PURCHASE ORDER (OPEN OR CLOSED)**

- Click Financial Information Menu
- Login to Banner Web
- Click on Encumbrance Query
- Fill in Fiscal Year
- Fill in Fiscal Period
- Select Encumbrance Status from drop down
- Fill in other parameters
- Click Submit Query
- View results

## UNIVERSITY ACCOUNT CODES

Account	Description	Account	Description
404110	Administrative IS	<b>406560</b>	<b>Professional Services</b>
404120	Travel Student IS	407110	Scholarships
404130	Travel Conference & Convention IS	407120	Fellowships
404140	Travel Field Travel IS	407220	Awards
404210	Travel Administrative OS	407230	Honorarium
404220	Travel Student OS	<b>Other Charges</b>	
404230	Travel Conference & Convention OS	<b>407610</b>	<b>Indirect Cost Expense-Grant/Contr</b>
404240	Travel Field Travel OS	408050	Improvement other than Land
<b>Travel</b>		408080	Furniture and Fixtures
405020	Printing and Binding	408090	Computer Equipment
405090	Miscellaneous	408095	Software
405150	Insurance-Other	408100	Education, Recreational, & Cultural
405220	Maintenance of Equipment	408110	Library Reference Materials
405310	Rentals-Building	<b>Capital Outlay-Acquisition</b>	
405320	Rentals-Equipment	610010	Salaries-Classified-Regular Earn
405410	Subscription	610020	Salaries-Classified-Overtime
405420	Dues	610030	Salaries-Classified-Termination
405440	Postage	610050	Salaries-Adjunct Instruction
405450	Freight and Express	610060	Salaries-Summer School
405461	Basic Telephone Charges	610110	Salaries-Unclassified-Regular Earn
405466	Other Communication	610120	Salaries-Unclassified-Overtime
<b>Operating Services</b>		620010	Student Wages
406010	Office Supplies	620020	Salaries-Graduate Assistants
406020	Computer Supplies	620030	Student Stipends
406030	Other Supplies	<b>Salaries &amp; Wages</b>	
406040	Clothes and Uniforms	630010	State Retirement Contr (LASERS)
406050	Medical	630020	Teacher's Retirement Contr (Teachers)
406060	Education Supplies	630030	Optional retirement Plan
406070	Food for Persons	630040	FICA Tax
406091	Operating Supplies-Bldg Grounds	630050	Medicare Tax
406092	Repair & Maintenance	630070	Group Hospitalization Ins
406210	Computer Hardware \$1,000 - \$ 5,000	630075	Group Life Insurance
406211	Computer Hardware less that \$1, 000	630085	Disability Insurance
406212	Computer software less than \$1,000,000	630090	Other Related Benefits
406220	Equipment \$1,000- \$5,000		
406221	Equipment less than \$1,000		
<b>Supplies</b>			

## EQUIPMENT AND SUPPLY REQUISITIONS

### DETAILS TO REMEMBER:

- All Requests must be listed in the Approved Proposal. If the requests are not listed, they will be DENIED.
- Sufficient funds should be available in the account code that you are requesting to charge. Any requests received in NSF status will be DENIED.
- Follow requests through to completion. Once a request has been approved by the Title III Office, notification of the approval status will be emailed. It is the responsibility of the Activity Support Staff to follow through with Grants, Purchasing, etc.
- Equipment and Supply requests are submitted in Banner to Title III for approval via a Purchase Requisition, Requisition Form, available in the Banner procurement module, must be used to purchase supplies, materials, equipment, and/or services from off-campus vendors.
- University Purchasing Procedures are to be followed when requesting Title III funds for the purchase of equipment and supplies.
- Do not wait until the last minute to submit your requisition. To allow adequate time for each requisition to go thru the approval queue. Each requisition should be process in a timely manner, to ensure that all requests will be properly reviewed and processed.
- The ***Document Text*** (*See page \_\_\_\_*) of all online requisitions must include an Objective, the Title III Activity Number, and a budget page reference. All supply and equipment request must be directly related to the objectives of the Title III activity for the current grant year. All requests must be listed in the approved proposal. Any requests that are not listed, as well as requests that do not have all required information will be DENIED.
- The requestor should provide a detail description of the items they are requesting to purchase on the requisition.
- Once the requisition reaches the Title III Approval queue, it is perused for allow ability and accuracy. If all requirements are met, the requisition is approved by Title III and forwarded to the Grants Administration Approval Queue.
- After the approval of Grants Administration, the requisition is forwarded to the Purchasing Department. The Purchasing Department issues the Purchase Order for the requested items. Copies are sent to the vendor, the requestor and the Title III Office.
- Upon receipt of the items, the requestor creates a Completion Report by checking off each received item on the purchase order and then signing and dating it. A copy of the completion report and signed original Invoice is forwarded to Accounts Payable. Also, a copy of the completion report is forwarded to the Title III Office by the requestor.

## PURCHASE REQUISITIONS

All requests for supplies, equipment, services, subscriptions or any other transactions that involve an expenditure of University and Title III funds require the initiation of a purchase requisitions.

- Requisition Form, available in the Banner procurement module, must be used to purchase supplies, materials, equipment, and/or services from off-campus vendors.
- Requisitions that require bidding. (See Purchasing Guidelines)
- Requisitions will be encumbered upon receipt in order to commit the funds for that purchase. Requesting agents should provide accurate price estimates to ensure that adequate funds are available at award time.
- Forward copies of quotes to the Purchasing Department.

All technology purchases must have the written approval from the Department of Information Technology. After the requisition is completed, it is submitted electronically for approval. A typical approval queue is as follows:

- **Activity Director (Support Personnel)**
- **Grants Administration**
- **Purchasing**

When the requisition reaches the approval queue of the Title III Office, the Coordinator of Budget reviews the request and forwards it to the Title III Director for review and approval. Once approved by the Title III Director, it is then transmitted to the Grants Office for approval. The requisition then goes to the Purchasing Department for FINAL approval and a purchase order is issued. **All changes on purchase requisitions, travel requests, purchase orders, consultant requisitions, etc. must be on a Requisition Adjustment Form.**

## PURCHASE ORDER

Once the purchasing process has been properly completed, copies of the purchase order are distributed to the Vendor, Requesting Department, Accounts Payable and Receiving. **The requisitioning department is responsible for verifying the receipt of goods/services ordered. To ensure payment for goods or services received, the department must sign a copy of the purchase order.** The requisitioning Department will forward to Accounts Payable the signed copy of the purchase order and original invoice authorizing Accounts Payable to issue payment to the appropriate vendor.



## VENDORS

Grambling State University Purchasing Department encourages departments to seek information on products and services from vendors. When needed, the Purchasing Department should be contacted for assistance in locating vendors and developing a procurement plan.

To assist you in dealing with vendors and to assist you in avoiding some common pitfalls, the following guidelines are suggested:

- All vendors should be given identical specifications, so each has an equal opportunity to compete.
- Contact more than one vendor whenever possible. The more alternatives the better. It is imperative that you state on your purchase requisition a complete description of the item(s) being purchased, and attach all pertinent information about the suggested vendor (name of company, representative, address, telephone number, product literature, etc.)
- Do not commit the University by telling a vendor he or she has the order. ONLY A PURCHASE ORDER SIGNED BY THE DIRECTOR OF PURCHASING CAN COMMIT THE UNIVERSITY.
- Do not receive merchandise from a vendor before a signed purchase order has been issued. **Do not pay for items for the University with personal funds.** However, written authorization-approving reimbursement by the unit Vice President is required before the University will make payment. Failure to adhere to the above guidelines would constitute an unauthorized purchase.
- Never accept payments or gifts from vendors.
- Do not wait until the last minute to submit your requisition. The more time Purchasing (and the vendor) have to process the purchase order, a better job can be done for you.

PROCESSING OF THE PURCHASE ORDER OCCURS ONLY AFTER THE APPROVED PURCHASE REQUISITION IS RECEIVED.

**Grambling State University**

www.gram.edu

318.274.2247

100 Main Street, Grambling, LA 71245

Page 1

**PURCHASE ORDER**PO Number: **P0045033**Issue Date: **08/20/13**Termination Date: **09/30/13****Vendor:**

PRINT MANAGER

P. O. BOX 7343

MENLO PARK CA 94026

Show purchase order number, ship to and mark on all documents.

**Mail Original and Two Copies of All Invoices to:**

Comptroller's Office

P.O. Box 25

Grambling State University

Grambling, LA 71245

**Ship to:**

Shalena Johnson

100 CENTRAL &amp; STADIUM

RECEIVING DEPT

GRAMBLING LA 71245

**Buyer Name**

HALANA MILES

**Payment Terms**

NET 30 DAYS

Item	Commodity Description	Quantity	U/M	Unit Price	Extended
1	NOTE: R0053609 TITLE III PROGRAM/D.I.E.T. NOTE: INVOICE #072420133000, DATED 07/24/13 **** THIS IS A CHANGE ORDER - DATED 08/21/13 **** ***** TO REFLECT A 10% DISCOUNT *****  Print Manager Plus Enterprise Edition Academic 1 - 4 Full License Maintenance #M32411ENT. (less a 10% discount)	1.00	YR	291.3800	291.38
DISCOUNT:					.00
ADDL CHARGES:					.00
TOTAL TAXES:					.00
					291.38

FOB Point: FOB GRAMBLING, LA

Shalena Johnson

**TOTAL:** 291.38**VENDOR INFORMATION:**

ID: G00293469

Phone: 650-521-5275

Fax: 650-521-5277

By:

Connie W. Hampton

Director of Purchasing

Account Codes  
312177-1005-406212

291.38

**Department Copy  
Office Use Only**

The Department of Education requires the University to maintain records that show the amount of funds awarded under each grant; how the spending of funds related to the overall effectiveness of the institution; how the grant funds were used; the total scope of the project and other records to aid in facilitating an effective audit. The University must keep records that demonstrate compliance with the program requirements and records that show significant project expenses and results. The records must be retained for five (5) years after the final financial reports are submitted for the Activity for which the funds were granted.

### **APPLICATIONS FOR CONTINUED FUNDING UNDER TITLE III**

Proposed activities, which are approved by University officials for continued funding under Title III, must submit an application during the Spring Semester of the year currently funded, which provides the following information:

**An Activity Abstract:** The activity abstract provides an overview of the plan of operation for the grant year.

**Activity Objectives for the Next Budget Period:** Objectives for the next year should be included and must be described in clear, concise measurable terms. These objectives must include the attainment measurement in quantitative terms.

**An Activity Budget:** All budgeted items are to be reflected in the format provided by the Department of Education, including major items such as Personnel, Fringe Benefits, Travel, Equipment, Contractual Services, Student Wages, and others that allow the Activity to function as efficiently as intended. Must provide a detailed description of items to be purchased.

Substantive changes in the scope and/or plan of operation of any Title III Activity **must be approved by the Department of Education in writing prior to implementation.** Requests for modification of any programmatic objective must be made through the Title III Director. If approved by the President, modifications will be included in our annual report submission to the Department of Education.

**Only after approval is received from the Department of Education can changes be effective.** The Department of Education defines substantive changes to an institution's program as those changes which redirect the objectives and scope of an activity, changes in key personnel, and continuation of the project for more than three months without the direction of a Project Director.

**An Activity Budget:** All budgeted items are to be reflected in the format provided by the Department of Education, including major items such as Personnel, Fringe Benefits, Travel, Equipment, Contractual Services, Student Wages and others that allow the Activity to function as efficiently as intended.

Substantive changes in the scope and/or plan of operation of any Title III Activity **must be approved by the Department of Education in writing prior to implementation.** Requests for modification of any programmatic objective must be made through the Title III Director. If

approved by the President, modifications will be included in our annual report submission to the Department of Education. Only after approval is received from the Department of Education can changes be effective. The Department of Education defines substantive changes to an institution's program as those changes which redirect the objectives and scope of an activity, changes in key personnel, international travel, and continuation of the project for more than three months without the direction of a Project Director.

### **Reports of Progress in Achieving Title III Objectives**

Both internal and external evaluations are management tools used to keep the program focused on annual objectives. EDGAR states that recipients shall monitor the performance of grant-supported activities and report progress according to program requirements. The evaluation should review programmatic progress to assure that positive efforts are being made toward achieving the goals of the grant. Internal audit evaluations will be carried out through quarterly monitoring reports, annual progress reports, and semi-annual Title III workshops. External evaluation is recommended annually. External evaluation will determine progress in achieving the objectives in its approved application, the effectiveness of the project in meeting the purposes of the program, and the effect of projects on the persons directly impacted by the projects.

## **MONTHLY REPORTING**

### **CERTIFICATE OF EFFORT REPORTING**

The Federal Government requires that grant recipients conduct timekeeping for full-time and part-time employees assigned to grant projects either as a direct charge or an in-kind contribution. Activity Directors are responsible for submitting Certificate of efforts to the Title III Office for each person assigned to work on an Activity in order that verification of his/her job performance can be made to University administrators and to the Grants Administrator.

The Certificate of Effort meets all Federal reporting requirements. It should be signed, completed and submitted monthly. To facilitate understanding the following steps should be used:

- The Title III Office will provide forms for all individuals working on the grant project.
- Time & Effort reporting must indicate the major tasks performed each month, as they relate to the objectives in approved plan of operation. The forms will be signed by the employee and countersigned by the appropriate administrator.
- All Title III personnel are subject to internal audits to provide documentation for tasks indicated for the month.
- The forms will be submitted to the Title III Office by the 5th of each month for the Title III Director's signature and submission to Grants Administration.
- The Certificate of Effort report *does not replace* other attendance forms required by the institution.

Timesheets must be submitted for all Title III personnel “paid” by the grant whether wholly or partially. Timesheets must be uploaded monthly from BANNER and submitted along with Certificate of Effort reporting.

DocuSign Envelope ID: 40DD88B6-459F-4D4D-8D16-4998F337C2F4



Grambling State University  
TITLE III PROGRAMS  
CERTIFICATION OF EFFORT

to

G#:

**Job Title:**GSU  %

Title III Grant  %

**Title III In-Kind**  %

I.	TITLE III GRANT	Fund #	Project Objective #	% of Effort
II.	UNIVERSITY (OPERATING)			
III.	OTHER			
			Total % of Effort	

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Supervisor Signature
Date

---

Title III Reviewer Signature
Date

Title III Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Equipment inventory must be submitted monthly for all items “received” for that particular month. If no inventory is received for the month indicate “NO EQUIPMENT received”.

a g e

## REPORTS OF PROGRESS IN ACHIEVING TITLE III OBJECTIVES

Both internal and external evaluations are management tools used to keep the program focused on annual objectives. EDGAR states that recipients shall monitor the performance of grant-supported activities and report progress according to program requirements. Internal audit evaluations will be carried out through quarterly monitoring reports, annual progress reports, and semi-annual Title III workshops.

### QUARTERLY PROGRESS REPORT

In order to provide systematic documentation of the achievement of objectives for each activity of the grant, activity coordinators are required to complete a report of progress in achieving grant objectives. The reports are to be placed on the forms provided by the Title III Office. They will be due each quarter according to the schedule that follows.

**Quarterly Performance Report Time Schedule**

QUARTER	PERIOD	DUE DATE
1st	October – December	January 5th
2nd	January – March	April 5th
3rd	April - June	July 5th
4 <sup>th</sup> /APR	July - September	October 30th

The quarterly monitoring report indicates the progress in achieving activity objectives by using tasks and/or milestones, in the plan of operation for the grant year. The report should be submitted on or before the 5<sup>th</sup> of each quarter, with an indication of whether milestones are completed, in-progress, on-going, deleted or rescheduled. Any milestone that has not been completed as planned should be rescheduled or deleted, and an explanation given regarding the circumstances for non-achievement or deletion.



## Quarterly Performance Report Signature Page



*The Title III Activity Director attests to the fact that the information in this HBCU/SAFRA Quarterly Performance Report is accurate and that there is documentation to support this report. In addition, the Activity Director confirms that the Quarterly Report has been placed in its respective area's Title III Folder before this signature page is signed and processed through DocuSign.*

### Signatures:

Preparer (If not, Activity Director): \_\_\_\_\_ Date: \_\_\_\_\_

Title III Activity Director: \_\_\_\_\_ Date: \_\_\_\_\_

Title III Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 8/8/2018

1





**Office of Title III Programs**  
**QUARTERLY PERFORMANCE REPORT**

Date:	April 9, 2021			
Reporting Period:	<input type="checkbox"/> 1 <sup>st</sup> Quarter	<input type="checkbox"/> 2 <sup>nd</sup> Quarter	<input type="checkbox"/> 3 <sup>rd</sup> Quarter	<input type="checkbox"/> 4 <sup>th</sup> Quarter
Activity Director:				
Activity Title:				
LAA #:				
Focus Area:	<input type="checkbox"/> Institutional Management <input type="checkbox"/> Fiscal Stability <input type="checkbox"/> Student Services & Outcomes <input type="checkbox"/> Academic Quality			
GRPA Indicator	<input type="checkbox"/> Retention <input type="checkbox"/> Graduation <input type="checkbox"/> Enrollment			
Title III Grant:	<input type="checkbox"/> HBCU <input type="checkbox"/> FUTURE ACT <input type="checkbox"/> MASTERS <input type="checkbox"/> CARRYOVER-HBCU <input type="checkbox"/> CARRYOVER-SAFRA			
<p style="text-align: center;"><b>Part I: Project Summary</b></p> <p>Provide a brief summary of progress made during this quarter toward completing stated objectives:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summarize/highlight achievements or milestones reached during this quarter.</li> <li><input type="checkbox"/> Describe the target population being served for this activity;</li> <li><input type="checkbox"/> Discuss the outcomes of your activity for this quarter; and describe how they address the goals of the University's Strategic Plan. (list the University's strategic priority that is linked to your activity)</li> <li><input type="checkbox"/> Discuss the impact your Activity has had at least ONE of the following: <i>enrollment, retention, graduation and/or fiscal stability.</i></li> </ul> <p><b>All of the above bullets should be addressed.</b></p>				

**COLLABORATIONS:**

Provide any update on your Activity's collaboration efforts with other college/university divisions, departments, universities, companies and/or corporation or programs.

Has the use of Title III grant funds facilitated or contributed to bringing additional resources to the University, for example, new Federal, State, or local dollars that can be attributed partly to grant activities? ☐ Yes ☐ No

If yes, please explain.

**Part II: Status of Objectives**  
Provide the status of each objective. List each objective along with performance indicators as they are written in the proposal. Include measurable outcome, baseline data and performance indicators.

**PROGRESS REPORTING REQUIREMENTS**

**OBJECTIVE STATUS:** Continued funding requires evidence of *substantial progress* towards meeting your activity objectives. Provide the information requested for each objective and performance indicator (measure). Objectives should include baseline data, especially to increase or decrease an entity. Baseline data serves as the starting point for your Title III project based on previously collected data (e.g Increase retention rate by 2%; Baseline = current retention rate: 77%)

- What information did you share with faculty to enhance instruction or inform them of faculty development opportunities (webinars, virtual workshops, virtual discussion panels, etc.)?
- Discuss trainings/workshops in detail: how many participants attended the workshops or webinars?
- Discuss progress on constructions/renovation projects include identification of academic space, meetings, dates, attendees, bid information – if applicable.
- Discuss new academic programs process which include letter of intent and approval status.
- What were the results of the evaluations administered after each workshop, webinar, etc.?
- If faculty traveled, what did they learn to strengthen instruction and student performance (what new methods did they learn to employ)? Faculty and staff should document this once they return, and you should include a summary of the information.
- If staff traveled, what did they learn to strengthen their job performance and services offered faculty and students (what new methods did they learn to employ)? Staff should document this once they return, and you should include a summary of the information.
- If you purchased equipment for instruction, what can students complete now that they could not complete before the new equipment?
- If you purchased equipment to strengthen an administrative function, what can staff complete now that they could not complete before and how have services improved?
- If there were challenges, what did you do to address them?

<b>Objective 1.0:</b>		<b>Status:</b> Choose an item.			
<b>Objective Baseline Data:</b> Click or tap here to enter text.		<b>Current Outcome:</b> Click or tap here to enter text.			
<b>1.1 Performance Indicator</b>	<b>Measure Type</b> Project	<b>Quantitative Data</b>			
		<b>Target</b>		<b>Actual</b>	
		<b>Raw Number</b>	<b>Ratio</b>	<b>Raw Number</b>	<b>Ratio</b>
			<b>%</b>		<b>%</b>

[illegible]

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

Click or tap here to enter text.

1.2 Performance Indicator	Measure Type Project	Quantitative Data					
		Target			Actual		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

List evidence of progress and provide documentation (tangible documents):

**Explanation of Progress (provide narrative demonstrating progress toward completion):**

Click or tap here to enter text.

1.3 Performance Indicator	Measure Type Project	Quantitative Data					
		Target			Actual		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

List evidence of progress and provide documentation (tangible documents):

Click or tap here to enter text.

5.4 Performance Indicator	Measure Type	Quantitative Data					
		Target			Actual		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	
List evidence of progress and provide documentation (tangible documents):							
Explanation of Progress (Indicate qualitative data)							

Click or tap here to enter text.

Please add/delete tables as needed

Part III: Travel/Consultant services for faculty/ staff professional development				
List Title III related travel. Include the date of event; name and location of event; purpose of travel; and name of individual attending and cost.				
Date	Event/Location	Purpose of Travel	Traveler(s)	How did travel facilitate to the achievement of stated objectives.
<u>Please add/delete rows as needed</u>				

Summarize all campus consultants/workshops sponsored by Title III during the reporting period. Attach program/consultant schedule; anticipated outcomes of event; findings/consultant report; evaluation summary; and other relevant documents: (Please attach all documentation to support each consultant/workshop held)					
Date	Event	Purpose	Consultant(s)	Target Audience	How Results were/will Be Used

*Please add/delete rows as needed*

Part IV: Compliance requirements/Budgetary reporting	
Are all certification of efforts up-to-date in the Title III Office? If no, provide explanation.	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>
Have all equipment ordered for this reporting period been received? If no, provide explanation.	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>
Did this activity experience any personnel changes this reporting period? If yes, provide explanation.	<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>

**ADDITIONAL INFORMATION**

Discuss any recommendations that you have that would better facilitate the accomplishment of this activity's objectives and performance indicators, including technical assistance that you may need.

Were there challenges during this reporting period that adversely affected the implementation of the activity?

**SIGNATURES:**

Title III Activity Director:	Date:
Title III Director:	Date:

## **EXTERNAL EVALUATIONS**

The evaluation design at Grambling State University includes both a formative and summative review, each of which makes use of assessments done by internal and external evaluations. Internal evaluations are required by the United States Department of Education. Each program, function, or activity is reviewed to assure that adequate progress is being made toward achieving the grants' goals. External evaluations will be conducted twice a year. External evaluators will determine progress in achieving the objectives in the approved application; the effectiveness of individual activities in meeting the purposes of the program, and the effect of projects and activities on the persons being served by the projects.

The External Evaluation team will be non-members of the Grambling State University faculty and/or staff who are selected for their competence in evaluating Title III Programs. The team members will interview Activity Directors and other activity personnel, the Title III Director, administrative staff, and other Grambling State University administrators-including the President and students in order to assess the overall achievement of activities, and make necessary recommendations for improvements. The formative evaluation will cover the periods from October 1 to March 30 and Summative evaluation will cover the periods from April 1 to September 30. Evaluators look at all aspects of grant activities, including a comparison of actual accomplishments to the goals established for the period, documentation, and project expenditures, as well as effect of the project on strengthening the University.

An exit interview will be conducted after each formative and summative evaluation. Persons involved in this interview will consist of the External Evaluators, the University President, Vice Presidents and the Title III Director.

## **SITE VISITS**

The Title III Director will make periodic site visits. This procedure allows for greater monitoring and evaluation of each Title III Activity. It provides hands-on experience and knowledge of how each Activity is doing in terms of meeting its objectives and/or milestones.

A site visit will be conducted each quarter, allowing for one (1) site visit to each area, annually. Furthermore, each Activity Director will be granted a one-on-one dialogue with the Director and Title III staff on a quarterly basis to discuss budgets, travel, quarterly performance reports, etc....)

Equipment acquisition and utilization can be observed as well as interviews with students impacted by these activities can and will be made.



## RECORDS MANAGEMENT

Title III Program Administration Office, Office of Grants Finance & Accounting Office, and Activity Directors will maintain records of budgetary expenditures for Title III Activities. Activity Directors should also maintain files for all Title III-related documentation; Time and Efforts, Quarterly Reports, Annual Reports, and any other documentation as a result of a Title III-funded project. This record-keeping will provide up-to-date information relative to the availability of funds and make sure that accurate records are available for audits.

Record Retention Requirements: EDGAR § 74.53 Retention and access requirements for records.

Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Secretary. The only exceptions are the following:

(1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

(2) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.

(3) When records are transferred to or maintained by the Secretary, the 3-year retention requirement is not applicable to the recipient.

(4) Indirect cost rate proposals, cost allocations plans, etc. as specified in 74.53 (g).

**Memorandums**, Letters, etc. from Activity Directors, the University campus, DOE, and other outside businesses. - Documents that pertain to the Undergraduate and Graduate activities will remain in the administrative office for the duration of the five (5) year cycle with the exception of University and DOE policies and formal documents. The Director and Administrative Assistant will be responsible for this determination.

**Requisitions and Travel Documents** – These documents will remain in the office for duration of the five (5) year cycle. After the five (5) year cycle, they will be scanned and filed electronically.

**Personnel documents for Activities** --These documents will remain in the office for duration of the five (5) year cycle. After the five (5) year cycle, they will be scanned and filed electronically.

**Certificate of Effort forms** – These will remain in the office for the duration of the five (5) year cycle. After this period, the forms will be stored in the office storage for five years for a total of ten years.

**Proposals, Awards**— These documents will remain in the office for duration of the five (5) year cycle. After the five-year funding cycle, the proposal will be archived in the office storage for a duration of five years. Award documentation will remain in this office for ten (10) years.

## **EQUIPMENT & SUPPLIES**

### **EQUIPMENT MANAGEMENT REQUIREMENTS**

(EDGAR 74.34/80.32)

Procedures for managing equipment (including replacement equipment) until transfer, replacement, or disposition takes place shall, as a minimum, meet the following requirements:

Property records shall be maintained accurately. Retention and access requirements for these records are explained in Subpart D of the Department of Education General Administrative Regulations (EDGAR). For each item of equipment, the records shall include:

- A description of the equipment, including the manufacturer's model number, if any;
- An identification number;
- Identification of the grant under which the recipient acquired the equipment;
- Acquisition date and unit acquisition cost;
- Location, use, and condition of the equipment and the date the information was reported;
- All pertinent information on the ultimate transfer, replacement, or disposition of the equipment

A physical inventory of equipment shall be taken annually and the results reconciled with the property records to ascertain the existence, current utilization, and continued need for the equipment. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the cause of the differences.

A control system (including identifying marks) shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.

Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

Equipment is approved for use in the achievement of goals of each Activity and should be moved only if the Activity is being moved to different departments at the University, or the equipment is required for use in another department attached to the University. Title III Administration must be notified prior to the relocation of any equipment or furniture items.

### **SUPPLIES**

"Supplies" mean all tangible personal property other than equipment. Grantees should purchase supplies from Title III funds only in amounts reasonably expected to be required for the performance of grant activities. Supplies should be procured on a timely basis to reflect use of supplies during the period of grant support. Although there is no requirement for accountability for supplies similar to that for equipment, the grantee is expected to maintain records that support the purchase, receipt, and proper charging of supplies in accordance with good management practices.

A physical inventory of equipment shall be taken annually, and the results reconciled with the property records to ascertain the existence, current utilization, and continued need for the equipment. A statistical sampling basis is acceptable. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the cause of the differences.

## **LIMITATIONS ON PURCHASE OF EQUIPMENT**

Only items listed in the final approved plan of operation should be purchased without further approval from the United States Department of Education. Some changes can be authorized by the Title III Program Director, without Department of Education approval. To order equipment included in the approved final plan, complete a requisition online and submit through the proper routing for approvals.

## **MOVING/TRANSFERRING EQUIPMENT**

Equipment is approved for use in the assigned Title III Program activity only and should be moved only if the activity is being moved to different departments. The Title III Director must maintain information on the location and use of all equipment purchased with Title III funds. Each year, the Title III Office will conduct an inventory of equipment site visit. The equipment must be available for inspection by the Title III Office staff, by external evaluators, and by site visitors from the United States Department of Education.

All requests to move equipment should be made to the Office of Property Control. Please use the forms designated by that department which include but may not be limited to the Request to Transfer Equipment Form.

## **IDENTIFICATION OF EQUIPMENT**

All equipment purchased with Title III funds over \$1,000.00 must be identified with a state identification number (338-00-5digits) and a federal Title III number (4 digits).

If small equipment item under \$1,000.00 is purchased, the Title III Office must be contacted to tag items. Identification of equipment purchased with Title III funds must contain the grant number under which the equipment was purchased.

## **TRANSFER OF EQUIPMENT BETWEEN DEPARTMENTS**

If equipment is transferred between departments, all property control information/records on the item remain the same but indicate the change in location and the transfer of custody to the acquiring department. Departments transferring capital equipment within their department or to a different department (from building to building or from room to room) are required to complete a TRANSFER OF EQUIPMENT form noting the change in location and/or custody of the asset (s). The Receiving and Transferring Inventory Specialist, Property Control Manager and the Director of Title III must sign the form if the equipment was purchased with Title III funds. Any Activity

Director desiring to transfer equipment from his/her department must complete a Request for Transfer of Equipment form and submit to the Title III Director before moving the property.

## **PROCEDURES FOR EQUIPMENT USED AWAY FROM CAMPUS**

1. The person using equipment away from campus must obtain a Transfer Form for Equipment used away from campus. The completed form should be returned to the Property Control Office and a copy forwarded to the Title III Office with pertinent information pertaining to the equipment.
2. This form should be submitted to the Property Control Office, prior to removal of the equipment with following signatures:
  - Employee
  - Inventory Specialist
  - Activity Director/Dean Department Head
  - Title III Director
  - Property Control Director
  - Vice President
3. The employee, Activity Director, Title III Director and Property Control Director will be given a copy of the approved transfer form.
4. The employee should maintain his/her copy of the form of the equipment while it is being transferred to and from the University.
5. The return of the equipment must be cleared and verified by the Activity Director, Title III Director and Property Control Director.
6. The employee must return all equipment within twenty-four (24) hours, if requested by either the Activity Director, Title III Director or Property Control Director.
7. The employee is liable for costs to repair or replace equipment that is damaged or lost while in his/her possession.

## **INVENTORY SPECIALIST RESPONSIBILITIES**

Each Activity Director must appoint an inventory specialist for his/her area to keep account of all equipment, non-consumable supplies, software and subscriptions. It is the responsibility of the designed inventory specialist to:

- Meet with the Title III Staff on any issues pertaining to inventory if the need arises.
- Send a complete and up-to-date copy of all monthly equipment, non-consumable supplies, software and subscriptions for that area to the Title III Office.
- Ensure that all Title III equipment is marked with a State Identification and a Title III

number. If one receives any equipment that is not tagged, please submit a list on the sheet provided.

- Record all equipment over \$50.00, depending on the item. In some cases property less than \$50.00 should also be recorded and tagged with a Title III tracker tag.
- All equipment under \$1,000.00 will be tagged by the Title III Office.
- Be sure that all equipment and supplies are delivered to the Receiving Depot for tagging and inspection.

***\* Note: No equipment should be received by the department without first going through Property Control/Receiving Depot. When property is received, be sure to sign and date a Completion Report and forward a copy to the Title III Office.***

- Submit a Completion Report to the Title III Office once an item is received.
- Once property is received, immediately check items in the presence of the Receiving Crew to ensure everything ordered is accounted for. Once all items have been accounted for, sign and date the original copy and send a copy to the Title III Office.
- Keep a log on all property that is checked out from your area.
- Ensure that all equipment is unpacked and is in use.

***\*Note: Equipment found in boxes may be construed as a misuse in Title III funds.***

- Keep the Director informed of all stolen, damaged, or destroyed Title III inventory. In the event of theft of property, the Director of Title III must be notified in writing, immediately. A copy of this letter will be forward to the Director of Safety and Risk Management, Vice President for Finance and the Director of Property Control.
- Report all stolen, damaged or destroyed items in accordance with the Title III Regulations outlined in the Policies and Procedures Manual.
- Notify the Title III Office of any Title III property in your area that is not shown on the Title III inventory printout. This should be reported immediately to the Title III Staff.



# GRAMBLING STATE UNIVERSITY

## Property Control Department

### Request For Transfer Of Equipment

Date of Transfer:

From:

To:

Building:

Room #:

Assigned To:

Department:

Qty.	Description	State Tag Number (last 5 digits)	Title III Tag Number	Serial Number

Type of Transfer
Permanent
Temporary

Reason for Transfer:

Approved By:

Inventory Specialist (Transferring) \_\_\_\_\_ Date \_\_\_\_\_

Inventory Specialist (Receiving) \_\_\_\_\_ Date \_\_\_\_\_

Property Control Department \_\_\_\_\_ Date \_\_\_\_\_

Title III Director (If applicable) \_\_\_\_\_ Date \_\_\_\_\_



## GRAMBLING STATE UNIVERSITY

Office of Property and Control  
Off-Campus Transfer Form  
(For Use of Equipment Away From Campus)

User's Name \_\_\_\_\_ Extension \_\_\_\_\_

Department Transferred From \_\_\_\_\_ Extension \_\_\_\_\_

Address (Home) \_\_\_\_\_ Telephone (Home) \_\_\_\_\_

Date of Transfer \_\_\_\_\_ Date of Return \_\_\_\_\_

P.O. #	State Tag #	Description of Item	Title III	Serial Number	Location Code

Specify University Assignment \_\_\_\_\_

### Certification

I, \_\_\_\_\_ certify that the equipment listed above will be utilized in accordance with federal and state regulations. I fully understand that this equipment will be returned by the date indicated and in full working condition (the equipment must be in the same condition as it was when it was taken off the campus).

*If the equipment is lost, stolen or destroyed, the University is authorized to payroll deduct the cost to repair or replace the equipment.*

### SIGNATURES:

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Inventory Specialist \_\_\_\_\_ Date \_\_\_\_\_

Dean/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Property Control Director \_\_\_\_\_ Date \_\_\_\_\_

Director of Title III \_\_\_\_\_ Date \_\_\_\_\_

Signature of Vice President \_\_\_\_\_ Date \_\_\_\_\_

## **THEFT OF UNIVERSITY/TITLE III PROPERTY**

1. When a theft of the University property (owned or controlled by the University) has occurred or is suspected, the department responsible for the property/funds will promptly report the Office of Safety and Risk Management and University Police Department following the discovery.
2. The affected department will be required to file a police report if the value/amount of the property/funds would constitute felony (more than \$300.00) under Louisiana statutes.
3. The Office of Safety and Risk Management should notify the Internal Auditor's Office to investigate a department if the number of incidents identifies a campus trend or an ongoing problem within a department or building.
4. You are required to immediately report any loss or theft of property to the Title III Director, Property Control Director, University Police Department and the Director of Safety and Risk Management. These units will assist you in completing the necessary documentation and filing of a claim for replacement items.

## **MISSING PROPERTY**

Activity Directors are responsible for security of their personal property and Grambling State University (Title III) property assigned to them. If an employee notices any personal or Grambling State University property is missing, he or she must notify the Office of Safety and Risk Management, Title III, Property Control and University Police immediately. When Grambling State University (Title III) or personal property is discovered missing, employees should do the following:

- a) Immediately inform the Property Control Department, giving a detailed description of the item(s) missing, and the circumstances involved.
- b) Inform the Title III Director, as well as your immediate supervisor. The University Police Department will be notified, if appropriate.
- c) File a written Missing Property Report with the Title III Office within 24 hours and Property Control Department within 16 hours.
- d) Provide immediate supervisor, Title III Director, Office of Safety and Risk Management and Internal Auditor's Office with a copy of the written report.



## CONTRACTS ADMINISTRATION

Contracts include, but are not limited to, agreements, cooperative agreements, memoranda of understanding, interagency contracts, clinic agreements, and leases with other parties. Other parties include, but are not limited to, federal, state, and local agencies, nonprofit organizations, private businesses, partnerships, and individuals. Written contracts must be executed whenever the university enters into a binding agreement with another party that involves:

1. Any professional services and personal services amount above \$5000.00
2. Any agreement requiring services that last more than 30 days in duration
3. Any consulting services or speaker engagement agreements

## GENERAL GUIDELINES FOR CONTRACT FORMATION

1. Contracts are required for all consulting services or speaker engagements regardless of the amount of the contract.
2. Contracts are required for all professional services and personal services that exceed \$5000.00 during the academic year.
3. Contracts are required for all professional services, consulting services, and personal services that will exceed more than 30 days during an academic year.
4. Contracts are required for all professional services, consulting services, and personal services that are extended over one (1) academic year (multi-year contracts).
5. Departments requesting to enter into a contract must first determine if procurement is required and if quotes/bids are necessary according to Purchasing operational policies
6. Departments are responsible for ensuring that necessary funding is available for expense contracts.
7. Employees should use the ***DOA Basic Contract***, ***DOA Contract for Professional Legal Services***, or ***DOA Cooperative Endeavor Agreement*** template for all contracts when applicable. This template can be found on GSUNet at <http://gsunet/purchasing/forms.asp>.
8. The following forms must be completed and attached to all contracts:
  - a. ***GSU Contract Approval Form***
  - b. ***Checklist for Review of Personal, Professional, Consulting and Social Services Contracts.***
  - c. ***GSU Contract Monitoring Form (Monitoring Plan for Services)***
  - d. ***IRS Form W-9 (if applicable)***
  - e. ***Certification Letter Addressed to Susan Smith (any contracts over \$5,000)***
  - f. ***Corporate Board Resolution:*** If the contractor is a corporation, profit or non-profit, contract must be accompanied by a Board resolution from the Board of Directors of the

corporation authorizing the signature for the corporation.

9. Contracts for less than \$20,000 can be executed by the University's Delegated Authority.

10. Contracts over \$20,000 must be submitted to the Division of Administration, Office of Contractual Review (OCR) for review and approval.

11. Agreements to pay travel plus the contracted fee are not authorized. The contracted fee should include all costs of performance including travel.

12. The university must determine that the rate of compensation to be paid to Contractors is fair and reasonable to the state. In making this determination, the issues below must be taken into account, in the following order of importance:

- a) The professional or technical competence of contractor
- b) The technical merits of the offers or proposals, and
- c) The amount of compensation for which the services are to be rendered.

13. By signing the *GSU Contract Approval Form*, the Contract Administrator and initiating department's vice president, Finance and Administration Officer are certifying that they have made a determination of "fair and reasonable compensation" to the state taking into account the above items.

## **GENERAL GUIDELINES FOR ROUTING CONTRACTS**

1. If possible, contract requests should be initiated at least eight (8) weeks prior to the start date of the contract to allow ample time for review and approval.

2. Contract Administrators must obtain review signatures on the *GSU Contract Approval Form* and route the contract to the appropriate reviewers for signature approval.

3. Departments using the approved *DOA Basic Contract* template must submit a copy of the contract and the *GSU Contract Approval Form* to the Office of Finance & Administration.

4. Departments requesting approval on vendor/contractor contracts (non-GSU templates) must submit a copy of the contract and *GSU Contract Approval Form* to the Office of Finance & Administration. The Office of Finance & Administration will review proposed contracts and negotiate the terms with vendors/contractors.

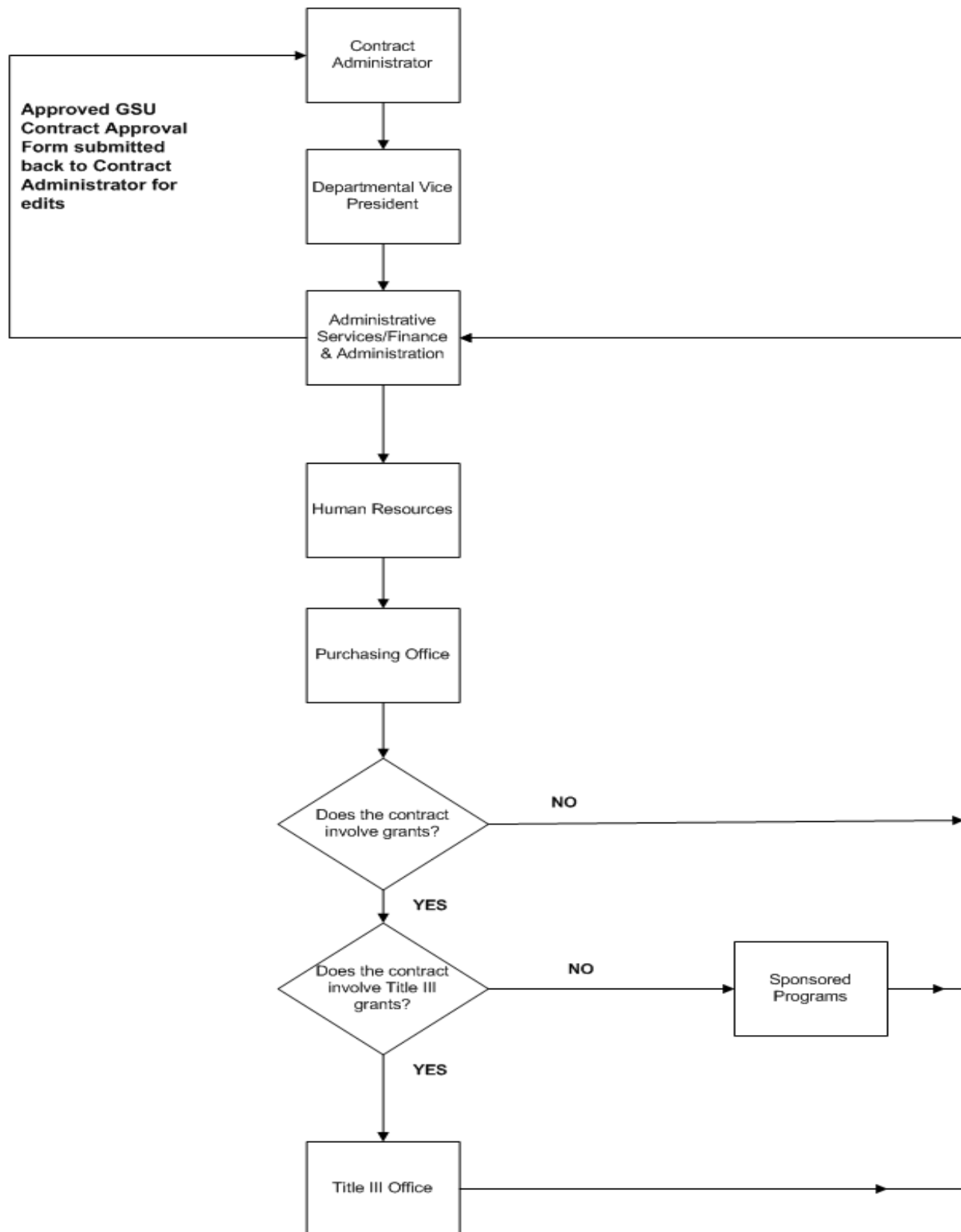
5. Contracts are not to be signed until the GSU Contract Approval Form has been completed with all approval signatures.

6. Departments are responsible for obtaining approval signatures on the GSU Contract Approval Form and forwarding it along with the contract to the Office of Finance & Administration.

7. After completing the draft of the contract, the Contract Administrator should fill out and attach a GSU Contract Approval Form to the contract. Signatures from the following offices must be obtained in the accordance with the following order:

- a. Department Contract Administrator
  - b. Department (Appropriate) Vice President
  - c. Title III Office (if applicable)
  - d. Finance & Administration
  - e. Human Resources
  - f. Purchasing Office
  - g. Sponsored Programs (if applicable)
8. Each department will have 2 business days to review the contract.
9. For contracts involving Title III grants the GSU Contract Approval Form must be routed through the Title III Office.
10. For contracts involving grants the GSU Contract Approval Form must be routed through the Sponsored Programs department.
11. If the reviewing department recommends changes to the contract, they must note those changes and attach it, in writing on a separate document, to the contract. Those changes should also be submitted in writing to the Office of Finance & Administration before the reviewer passes it to the next department.
12. The reviewing department will be responsible for forwarding the contract to the next approver. Each department will notify the Office of Finance & Administration once they have completed review of the contract.
13. The Office of Finance & Administration and the Contract Administrator will be responsible for ensuring that reviewers stay in accordance with the defined processing time.
14. The GSU Contract Approval Form must be completed before the Contractor and/or the University's Delegated Authority sign the contract.
15. The Legislative Auditors have determined that there will be a university audit finding for a contractor to commence work prior to approval of the contract.

## GSU Contract Approval Form Routing



## GENERAL GUIDELINES FOR CONTRACT ADMINISTRATION AFTER APPROVAL PROCESS

1. The final reviewing department will return the contract with the completed ***GSU Contract Approval Form*** to the Office of Finance & Administration.
2. The Office of Finance & Administration will return the contract to the Contract Administrator.
3. The Contract Administrator is responsible for making any edits suggested by the reviewing departments. The Contract Administrator should contact the Office of Finance & Administration regarding any concerns/question about edits.
4. After all edits are completed, they must be verified by the Office of Finance & Administration.
5. The Contract Administrator is responsible obtaining signatures from Contractor and University's delegated authority (unless previously signed during the review process) on the actual contract.
6. Contracts exceeding \$20,000 must be sent to the Louisiana Division of Administration, Office of Contractual Review (OCR) for approval. Contract Administrators should allow an additional 3-4 weeks for contracts requiring OCR approval.
7. Contracts requiring OCR approval should be brought to Purchasing Office after being signed by the Contractor and the University's delegated authority.
8. The Purchasing Office will ensure that the contract is sent to OCR.
9. Once a contract is approved by all parties a signed hardcopy should be sent to the Office of Finance & Administration for filing and monitoring.

## GENERAL GUIDELINES FOR POST-AWARD CONTRACT ADMINISTRATION

1. The Office of Finance & Administration will maintain hard copies of all approved contracts for the University.
2. In the event that the contract requires changes after approval and initiation the Contractor Administrator must fill out a ***Contract Amendment Form***. The form must be signed by the Contractor, Contract Administrator, and Office of Finance & Administration. A copy of the approved, signed form must be submitted to the Office of Finance & Administration to be filed with the contract.
3. The Contract Administrator will ensure that all terms and stipulations in the contract are being met by both GSU and the Contractor.

- a. The contractor is in compliance with the terms, conditions, and requirements of the contract/agreement.
- b. GSU is in compliance with the terms, conditions, and requirements of the contract/agreement.
- c. Purchase orders issued under the contract/agreement are in compliance with the terms, conditions, and requirements of the contract/agreement, if applicable.
- d. Payments are in compliance with the terms and conditions of the contract/agreement.

4. The Contract Administrator will be responsible for completing the ***GSU Performance Evaluation Form*** when either requested by the Office of Finance & Administration or within 30 days after the contract is terminated.

5. Contract Performance Reviews can be requested on a random basis from the Office of Finance & Administration as well as during the “closeout” of a contract/agreement. Hardcopies of all performance reviews will be filed with the approved contract in the Office of Finance & Administration.

6. Contract Performance Reviews, at a minimum, will seek to ensure the following:

- a. The contractor is in compliance with the terms, conditions, and requirements of the contract/agreement.
- b. GSU is in compliance with the terms, conditions, and requirements of the contract/agreement.
- c. Purchase orders issued under the contract/agreement are in compliance with the terms, conditions, and requirements of the contract/agreement, if applicable.
- d. Payments are in compliance with the terms and conditions of the contract/ agreement.

7. All contracts will be reviewed by Office of Finance & Administration for compliance with the Regulations for the Procurement of Professional, Personal and Consulting Services.

8. The *GSU Performance Evaluation Form* will be submitted prior to final payment. Unexpended funds will not be released until the Office of Finance & Administration receives the completed *GSU Performance Evaluation Form*. A copy of the audit and documentation of any action taken, if applicable, will be documented in the “contract file” and forwarded to the contractor.

9. The Contract Administrator will be responsible for forwarding all performance evaluations to the contractor.

### **Contract Approval Form Instructions**

1. This form must be used with all contracts, agreements, memos of understanding, commitment letters or other written instruments that may legally obligate the University to pay money, take action or refrain from taking action. All contracts must be in the name of Grambling State University and not in the name of individual departments or employees.
2. The person initiating the request for contract approval (Contract Administrator) should complete the form to the best of his or her ability. The applicable Vice President or their designee must sign the Approval Form before submission to the Office of Finance & Administration. The Vice President or designee may also be the initiating person.
3. Only a limited number of University personnel are authorized to sign contracts on behalf of the University. All persons with this authority have attended contract training and/or have had this authority delegated to them in writing by the University. Individuals who are unsure of their signatory authority should reference the contract signatory list available in the Office of Finance & Administration.
4. The contract reviewer will forward the contract to next approving department unless instructed otherwise. The Office of Finance & Administration will contact the Contract Administrator once the contract has received all the necessary approval signatures
5. The Contract Administrator is responsible for obtaining signatures for the contract from contractor and the University's delegated authority. A signed copy of the contract must be submitted to the Office of Finance & Administration
6. The Disbursement Office requires a signed original contract before honoring any Purchase Orders or other check requests. If payment is being made to an individual/independent contractor, a completed Form W-9 must also be attached.
7. If contract is in excess of \$20,000 it must be submitted to the Office of Contractual Review in Baton Rouge to complete processing after undergoing this approval process
8. The Office of Finance & Administration is available to all University personnel for assistance with contract preparation and review.
9. Please allow a total of least **6 working days** for complete contract review. If it necessary for the contract to go to Sponsored Programs please allow 2 additional days for processing.
10. If contract payment terms cannot be described in a lump sum amount please attach an additional explanation of costs/payments.
11. Please contact the Office of Finance & Administration at 318-274-6410 for any further questions.

# ALL TITLE III CONTRACTS MUST BE SUBMITTED TO THE TITLE OFFICE PRIOR TO THE OFFICE OF CONTRACT ADMINISTRATIONS



## CONTRACT APPROVAL FORM

For Office Use Only:  
Contract No. \_\_\_\_\_

This form must be used with all contracts, agreements, memos of understanding, commitment letters or other written instruments that may legally obligate the University to pay money, take action or refrain from taking action.

For the purposes of GSU's contract approval procedure, a contract is defined as any fully authorized written agreement between two or more parties (with one party being the GSU) where something of value is exchanged between or among the parties or an outside party.

By signing below you are indicating that the contract meets with your approval and, to your knowledge, does not establish any unnecessary exposure for the university. Contracts should be submitted for approval prior to starting any services under the contract.

### CONTACT ADMINISTRATOR

Name _____	Title _____
Email _____	Department _____
Phone _____	

### CONTRACT INFORMATION

Name Of Contracted Party: \_\_\_\_\_

Brief Description Of Goals, Objectives And Purpose:

Contract Dollar Amount GSU Will Pay: \_\_\_\_\_

Contract Dollar Amount GSU Will Receive: \_\_\_\_\_

Account Number To Which Funds Will Be Encumbered (Fund-Org) \_\_\_\_\_ Fund \_\_\_\_\_ Org \_\_\_\_\_ ☐ Grant Funded

### TITLE III

Title III (if applicable) This contract is regarding page(s) \_\_\_\_\_ of 20 \_\_\_\_\_ - 20 \_\_\_\_\_ Continuation Application, Strengthening Historically Black Colleges and Universities, HBCU's Part \_\_\_\_\_ for Title III Programs.

Activity #/Title: \_\_\_\_\_

Objective: \_\_\_\_\_

### APPROVAL SIGNATURES (please allow 48 hours for each reviewer)

\_\_\_\_\_  
Contract Administrator Date

\_\_\_\_\_  
Sponsored Programs (if applicable) Date

\_\_\_\_\_  
Department Vice President Date

\_\_\_\_\_  
Human Resources Officer Date

\_\_\_\_\_  
Finance & Administration Date

\_\_\_\_\_  
Purchasing Department Date

\_\_\_\_\_  
Title III (if applicable) Date



STATE OF LOUISIANA  
PARISH OF LINCOLN

GSU Purchase Order No: \_\_\_\_\_

**GRAMBLING STATE UNIVERSITY**

Grambling, Louisiana

**CONTRACT FOR PROFESSIONAL, PERSONAL, CONSULTING OR SOCIAL SERVICES**

Be it known, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, GRAMBLING STATE UNIVERSITY (hereinafter "State") and (Contractor's name and legal address including zip code) \_\_\_\_\_ (hereinafter "Contractor") do hereby enter into contract under the following terms and conditions.

1. Contractor hereby agrees to furnish the following services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor and State agree this contract is for any amount not exceeding a maximum of \$20,000; therefore, the effective date shall be the date of signature by the parties.

**OR**

Contractor and State agree this contract is for an amount in excess of \$20,000; therefore, the effective date shall be the date of approval granted by the State of Louisiana's Office of Contractual Review.

**NOTE: delete one of the sentences above. One of them is NOT applicable**

2. In consideration of the services described above, State hereby agrees to pay the Contractor a maximum fee of \_\_\_\_\_. Payment will be made only on approval of \_\_\_\_\_.  
Payment will be made as follows from Budget Fund Code: \_\_\_\_\_ Org Code: \_\_\_\_\_

**PAYMENT TERMS:**

\_\_\_\_\_

If progress and/or completion to the reasonable satisfaction of the agency is obtained, payments are scheduled as follows:

- a.  
b.

3. Contractor hereby agrees that the responsibility for payment of income taxes from the funds thus received under this Contract and/or legislative appropriation shall be contractor's obligation and identified under Federal tax identification number \_\_\_\_\_.
4. The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.
5. The State may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.
6. All records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall, upon request, be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.
7. The contractor shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or

novation), without prior written consent of the State, provided however, that claims for money due or to become due to the contractor from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

8. It is hereby agreed that the Legislative Auditor of the State of Louisiana, the University's Internal Auditor and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.

9. This contract shall begin on \_\_\_\_\_, 20\_\_\_\_ and shall terminate on \_\_\_\_\_, 20\_\_\_\_.

10. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient moneys to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient moneys for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

11. *The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.*

*Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.*

*Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.*

12. Any claim or controversy arising out of this contract shall be resolved by the provisions of L.S.A. R.S. 39:1524-1526.

THUS DONE AND SIGNED AT Grambling, Louisiana on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Grambling State University

By: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*\*\*\*

(Contractor Name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_



\_\_\_\_ \ \_\_\_\_ \200\_\_

Ms. Sandra G. Gillen  
Division of Administration  
Office of Contractual Review  
Capitol Annex - Room 207  
Baton Rouge, Louisiana 70804\_9095

Dear Ms. Smith:

In reference to the enclosed contract, we do certify the following:

1. Either no employee of Grambling State University is both competent and available to perform the services called for by the proposed contract or the services called for are not the type readily susceptible of being performed by persons who are employed by the state on a continuing basis;
2. The services are not available as a product of a prior or existing professional, personal, consulting, or social services contract;
3. When applicable, the requirements for consulting or social services contracts, as provided for under Louisiana Revised Statutes Title 39:1503, have been complied with.
4. The Department of \_\_\_\_\_ has developed and fully intends to implement a written plan providing for:
  - A. The assignment of \_\_\_\_\_ (person contractor reports to) to a monitoring and liaison function; and
  - B. The periodic review of interim reports or other indicia of performance to date; and
  - C. The ultimate use of the final product of the services.
5. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services by the agency itself or by an agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
6. The cost basis for the proposed contract is justified and reasonable.
7. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract or as an attachment to this letter.

Sincerely,

\_\_\_\_\_

Title: \_\_\_\_\_



## CONTRACT MONITORING / APPROVAL FORM

### Check Appropriate Fund Source:

- ☐ General Fund
 ☐ Title III
 ☐ Grant  
☐ Auxiliary
 ☐ Other \_\_\_\_\_

Requisition No.: \_\_\_\_\_

### For Office Use Only:

Contract No.: \_\_\_\_\_

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For the purposes of GSU's contract approval procedure, a contract is defined as any fully authorized written agreement between two or more parties (with one party being the GSU) where something of value is exchanged between or among the parties or an outside party.

By signing below, you are indicating that the contract meets with your approval and, to your knowledge, does not establish any unnecessary exposure for the university. Contracts should be submitted for approval prior to starting any services under the contract.

### CONTRACT MONITOR (ADMINISTRATOR)

(Contract Monitor/Administrator is responsible for this plan and initiating amendments and/or renewals to contract)

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Department \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### CONTRACT INFORMATION

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contract Terms: Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Brief Description of Goals, Objectives and Purpose:

--

Deliverables Reporting (Services to be Performed)		Date Performed
A.		
B.		
C.		

\*attach extra sheets if needed

Contract Amount GSU Will Pay: \$ \_\_\_\_\_ Contract Amount GSU Will Receive: \$ \_\_\_\_\_

Account Number to Which Funds Will Be Encumbered:

Fund	Org	Account	Program

**Title III (if applicable)** This contract is regarding page(s) \_\_\_\_\_ of 20 \_\_\_\_\_ - 20 \_\_\_\_\_ Continuation Application, Strengthening Historically Black Colleges and Universities, HBCU's Part \_\_\_\_\_ for Title III Programs.

Activity #/Title: \_\_\_\_\_

Objective: \_\_\_\_\_

### APPROVAL SIGNATURES (PLEASE ALLOW 2 BUSINESS DAYS FOR EACH REVIEWER)

Contract Administrator _____ Date _____	Purchasing Dept. / Business Services _____ Date _____
Title III (if applicable) _____ Date _____	University Compliance _____ Date _____
Sponsored Programs (if applicable) _____ Date _____	Finance & Administration _____ Date _____
Department Vice-President _____ Date _____	

## TITLE III TRAVEL PROCEDURES

### PRE-TRAVEL PROCESS

All Travel Request should be initiated by the traveler.

When initiating a Travel Request the Traveler should complete the following processes:

#### ***STEP#1 Encumbrance***

- ☐ Must have objective listed associated with the travel
- ☐ Must reference associated budget page for the travel
- ☐ Must reference travel location, dates of travel & conference name
- ☐ Must reconcile with concur request

#### ***Step #2: Concur Pre-Travel Request***

The following should be attached/included:

- ☐ Hotel Arrangements (a printed copy of the hotel confirmation)
- ☐ Registration Form, if applicable (registration confirmation)
- ☐ Rental cost
  - ☐ If renting a car, quote is needed from the rental company
  - ☐ Vehicle size can only be a compact or intermediate size vehicle
  - ☐ Vehicle rentals are **MANDATORY** for In-State Travel.
- ☐ Flight Arrangements
  - ☐ If flying, flight itinerary must be attached. This should be from the appropriate travel agency (Christopherson Business Travel)
  - ☐ Please consider time frame for flight confirmation (48 hours)

### POST-TRAVEL PROCESS

***Concur Travel Expense Report*** reimbursement should be submitted within the (3) working days after returning from the approved travel and the following must be included:

- ☐ Post Narrative Travel Form
- ☐ Conference/Workshop agenda –Must be the original agenda
- ☐ Flight Itinerary
- ☐ Original Receipts
- ☐ Hotel Receipts
- ☐ Rental Car Receipts
- ☐ Parking Receipts
- ☐ Registration Receipt
- ☐ Gasoline Receipts
- ☐ Airport shuttle/limousine and taxi must have receipts regardless of the amounts  
Up to \$15.00/day no receipt for other ground transportation.

## **DETAILS TO REMEMBER:**

### **TITLE III TRAVEL PROCEDURES**

Travel Authorization should be in the Travel Office at least two weeks prior to the travel date.

#### **NO PERSONS ARE ALLOWED TO TRAVEL WITHOUT AN APPROVED TRAVEL AUTHORIZATION**

A Travel Request for Authorization must be completed for any University Personnel who will travel using Title III Funds. The request should include the total cost of the trip (Airfare, taxi or shuttle, registration fees, meals, mileage or care rental, lodging, and any other allowable expense for the trip).

Additionally, the purpose of the trip must be listed on the request form in concur. The travel trip name must be Last Name, First Initial, Date of Travel (EXAMPLE: Smith, P08/22/2022).

When selecting method of payment, be sure to select one of the following:

Paid with Travel Card

Paid by Travel Office

Self-Funding

The appropriate fund code and account code should be listed on the form. The fund code is specific to each activity. The account code for In-state travel is 404130. The account code for Out-of-State travel is 404230.

### **AIR TRAVEL**

All flight arrangements should be made through Christopherson Business Travel ([www.concursolutions.com](http://www.concursolutions.com)) (You will have to set up a profile with CONCUR if you do not already have one, to make your flight arrangements.) Prior approval must be obtained from the Travel Office to make arrangements or purchase through another agency.

All flight arrangements have to be approved within 48 hours of the request or the reservation will be cancelled. The traveler must have an APPROVED travel before any flight arrangement can be purchased.

### **HOTELS**

Routine Lodging-The University will follow the tiered lodging rates detailed in the State Travel Guide (PPM49) Conference Lodging– The Department Head may approve the actual cost of conference lodging, for a single occupancy standard room, when the travel is staying at the designated conference hotel.

## **State-Rented Vehicles**

1. The state has mandatory contracts for in state and out-of-state vehicle rentals for business travel with Enterprise, National, and Hertz. These contracts also apply to all authorized travelers and contractors. The state does not have international vehicle rental contracts.
2. Employees receiving a vehicle allowance are only allowed to rent a vehicle when traveling out-of-state.
3. In-State and Out-of-State Vehicle Rentals
  - a. A rental vehicle should be used if a state-owned vehicle is not available for all travel over 99 miles. In the event that an agency or traveler chooses to use a personal vehicle, refer to §1504(E) of this policy on Personally Owned Vehicles.
  - b. All state contractors who have entered into a contract with the State of Louisiana on or after March 1, 2013, and whose contracts are required to follow PPM49 for travel reimbursements, must use the state's mandatory contracts while conducting business on behalf of the State.
  - c. In-state rental vehicle reservations shall not be made at an airport location for daily routine travel unless prior approval is granted by the department head. Airport rental locations charge extra fees that will add unnecessary costs to your rental charges.
  - d. Charges added to the vehicle rental price must be in accordance with the mandatory rental vehicle contracts.

## **MEALS**

### **Meal Reimbursement for Travel with Over Night Stay:**

- a. Travelers may be reimbursed up to PPM49 meal per diem rates for the applicable travel location.
- b. Breakfast: When travel begins at/or before 6 a.m. on the first day of travel or extends at/or beyond 9 a.m. on the last day of travel, and for any intervening days.
- c. Lunch: When travel begins at/or before 10 a.m. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days.
- d. Dinner: When travel begins at/or before 4 p.m. on the first day of travel or extends at/or beyond 8 p.m. on the last day of travel, and for any intervening days.

## **UNIVERSITY CARD**

The University Credit Card can be used to pay the following:

- Hotel (with parking and internet at hotel)
- Registration
- Vehicle and Gas (vehicles rented out of state only)

## **THE CARD CANNOT BE USED TO PAY OTHERS EXPENSES.**

### **Unallowable Travel**

- Student Travel
- Travel to present papers
- Travel to serve as a committee chairperson
- International Travel
- Travel as president of an organization

### **Other Allowable Travel**

- Hotel/Airport Parking
- Taxi or Shuttle Expenses
- Baggage Tips
- Luggage Allowances
- Telephone Expenses
- Work Related Internet Charges
- Gas Reimbursement for Rental Vehicles



## ENCUMBRANCE

### View Document

#### *Encumbrance Header*

Encumbrance	Title			Trans Date	Estab. Date	Total
E0032175				Mar 03, 2022	Mar 03, 2022	1,945.57
Doc Change Num						
Status	Complete	Type E	Doc Ref			
Document Text:	Travel Date: March 22-25, 2022					
	Destination: Washington DC					
	Title III, Part B Budget Part B Pg. 180					
	Objective 1: To annually implement, assess					
	the effectiveness success, manage and monitor the					
	Title III Comprehensive Development Plan					
Vendor	G00096767		HEARD, TASHA L			

# POST TRAVEL FORM



## Grambling State University Title III Post-Travel Form



### Post-Travel Request Form

This form must be completed and submitted to the Title III Office via Concur as an attachment with your expense report. **Please note:** All expense reports will be denied if the post travel form is not attached.

**Date:** Click or tap to enter a date.

**Title III Activity Name:** Click or tap here to enter text.

**Title of C/W/O:** Click or tap here to enter text.

**Date(s) and Location(s) of C/W/O:** Click or tap here to enter text.

Travelers Name	Job Title	Cost per traveler	Email	Campus Extension

1. Please provide a brief summary of each session attended at the C/W/O.
2. What professional benefits were attained by attending this training?
3. List the Title III grant objective related to this travel?  
Click or tap here to enter text.
4. How will the knowledge gained be used to enhance Grambling State University?
5. How have you or will you share this training with your colleagues at Grambling?  
Click or tap here to enter text.

Quick Reference- OMB Circular A-21

**J. General Provisions for Selected Items of Cost**

Sections 1 through 54 provide principles to be applied in establishing the allowability of certain items involved in determining cost. These principles should apply irrespective of whether a particular item of cost is properly treated as direct cost or F&A cost. Failure to mention a particular item of cost is not intended to imply that it is either allowable or unallowable; rather, determination as to allowability in each case should be based on the treatment provided for similar or related items of cost. In case of a discrepancy between the provisions of a specific sponsored agreement and the provisions below, the agreement should govern.

*Note:* This Quick Reference Guide is not intended to replace OMB A-21. Please refer to the complete text for further information concerning allowable costs.

CATEGORY	ALLOWABLE ACTIVITIES	UNALLOWABLE ACTIVITIES
1 Advertising (p40- 41)	The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored agreement (See also subsection b. of section J.42, Recruiting); The procurement of goods and services for the performance of a sponsored agreement; The disposal of scrap or surplus materials acquired in the performance of a sponsored agreement except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or Other specific purposes necessary to meet the requirements of the sponsored agreement.	All advertising and public relations costs other than as specified in subsections 1.c, 1.d and 1.e. Costs of meetings, conventions, convocations, or other events related to other activities of the institution, including: Costs of displays, demonstrations, and exhibits; Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings; Costs of promotional items and memorabilia, including models, gifts, and souvenirs; Costs of advertising and public relations designed solely to promote the institution.
Public Relations (p41)	Costs specifically required by the sponsored agreement; Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison	

	<p>necessary keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.</p> <p>Costs identified in subsections c and d if incurred for more than one sponsored agreement or for both sponsored work and other work of the institution, are allowable to the extent that the principles in sections D. ("Direct Costs") and E. ("F &amp; A Costs") are observed.</p>	
3. Alcoholic Beverages (p42)	None.	Costs of alcoholic beverages are unallowable.
4. Alumni Activities (p42)	None.	Costs incurred for, or in support of, alumni/ae activities and similar services are unallowable.
6. Bad Debt (p42)	None.	Bad debts, including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs, are unallowable.
8. Commencement/Convocation (p43)	None.	Costs incurred for commencements and convocations are unallowable, except as provided for in Section F.9. (student administration and services)
9. Communication Costs (p43)	Costs incurred for telephone services, local and long distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services and the like are allowable.	
10. Compensation for Personal Services (p43)	Compensation for personal services covers all amounts paid currently or accrued by the institution for services of employees rendered during the period of performance under sponsored agreements. Such amounts include salaries, wages, and fringe benefits (see subsection f). These costs are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly on	

	<p>sponsored agreements and for other work allocable as F&amp;A costs are determined and supported as provided below. Charges to sponsored agreements may include reasonable amounts for activities contributing and intimately related to work under the agreements, such as delivering special lectures about specific aspects of the ongoing activity, writing reports and articles, participating in appropriate seminars, consulting with colleagues and graduate students, and attending meetings and conferences. Incidental work (that in excess of normal for the individual), for which supplemental compensation is paid by an institution under institutional policy, need not be included in the payroll distribution systems described below, provided such work and compensation are separately identified and documented in the financial management system of the institution.</p>	
11.Contingency Provisions (p52)	None.	Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening, are unallowable, except as noted in the cost principles in this circular regarding self-insurance, pensions, severance and post-retirement health costs.
12.Dean of Faculty; Graduate Schools & their Staff (p52)	The salaries and expenses of deans of faculty and graduate schools, or their equivalents, and their staffs, are allowable.	
13.Defense and Prosecution of Criminal/Civic Proceedings, Claims and Patent Infringement (p52-55)	None as costs relate to legal defense for possible criminal activities.	Except as otherwise described herein, costs incurred in connection with any criminal, civil or administrative proceeding (including filing of a false certification) commenced by the Federal Government, or a State, local or foreign government, are not allowable

CATEGORY	ALLOWABLE ACTIVITIES	UNALLOWABLE ACTIVITIES
14. Depreciation and Use Allowances (p55-59)	Institutions may be compensated for the use of their buildings, capital improvements, and equipment, provided that they are used, needed in the institutions' activities, and properly allocable to sponsored agreements.	
17. Entertainment Costs (p59)		Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.
20. Fund Raising and Investment Costs (p61)	Costs related to the physical custody and control of monies and securities are allowable.	Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable. Costs of investment counsel and staff and similar expenses incurred solely to enhance income from investments are unallowable.
22. Goods/Services for Personal use (p62)		Costs of goods or services for personal use of the institution's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.
32. Meetings and Conferences (p71)	Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. But see section J.17, Entertainment costs.	
33. Membership, Subscriptions and Professional Activity Costs (p71)	Costs of the institution's membership in business, technical, and professional organizations are allowable. Costs of the institution's subscriptions to business, professional, and technical periodicals are allowable.	Costs of membership in any civic or community organization are unallowable. Costs of membership in any country club or social or dining club or organization are unallowable.



CATEGORY	ALLOWABLE ACTIVITIES	UNALLOWABLE ACTIVITIES
37. Professional Service Costs (p72)	Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the institution, are allowable, subject to subparagraphs b and c when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government.	
50. Termination Cost Applicable to Sponsored Agreement (p79-80)	The cost of items reasonably usable on the institution's other work shall not be allowable unless the institution submits evidence that it would not retain such items at cost without sustaining a loss. In deciding whether such items are reasonably usable on other work of the institution, the awarding agency should consider the institution's plans and orders for current and scheduled activity. Loss of useful value of special tooling, machinery, and equipment is generally allowable.	If in a particular case, despite all reasonable efforts by the institution, certain costs cannot be discontinued immediately after the effective date of termination, such costs are generally allowable within the limitations set forth in this Circular, except that any such costs continuing after termination due to the negligent or willful failure of the institution to discontinue such costs shall be unallowable.
53. Travel Costs (p81-82)	Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the institution. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the institution's non-federally-sponsored activities.	Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would: See (p82) for exceptions

## **FREQUENTLY ASKED QUESTIONS**

**The following questions were submitted by Title III Directors of other HBCU's, staff of the Division of Institutional Development (DID) and by the Office of Grant and Contracts Services (GCS). The answers are based on provisions contained in the Program Regulations (34CFR 608 and 609).**

**Q1: Should Certificates of Effort be maintained for personnel participating in Title III if institutional policy does not require such reports?**

A1: Grantees are encouraged to review thoroughly the provisions contained in EDGAR, Part 4, Appendix D, J, 7 for a full description of the standards applied in establishing the allowability of costs for compensation for personal services. These standards indicate that a grantee must maintain documentation to support its payroll distribution systems for charges to the grant for personal services, except charges for stipulated salary support. Title III grantees should not assume that salaries allowed under the grant qualify as stipulated salary support—they probably do not.

**Q2: Are costs for entertainment and/or speakers allowable under the Title III HBCU program?**

A2: Costs for entertainment is unallowable by EDGAR (34, CFR 74, Appendix D, 12). However, costs for cultural activities (which may also entertain an audience) that are specifically related to strengthening the academic program and/or to assisting students in successfully completing academic requirements are allowable. Appropriate documentation is needed to ensure compliance: e.g., students' evaluations/reactions to cultural exposures tied to course objectives and required for successful completion of course work or programs of study. Speakers may also be used to strengthen the academic program and student offerings for successful completion of academic requirements. In any case, documentation of the relationship to the academic program is required. The limitation of supplanting also applies to these allowable activities.

**Q3: Can a grantee be allowed to spend funds before the new fiscal year begins (October 1<sup>st</sup>) for an activity that is slated to begin in August of that year.**

A3: Yes. Both Part 74 and Part 80 incorporated by reference OMB circulars A-21, A-87, and A-122, govern allowable expenditures under most grant awards, thus giving them the force of law. The relevant circulars allow grantees to expend funds before the effective date of the award only with the prior approval of the awarding agency (so-called "pre-agreement" or "pre-award" costs). Therefore, a grantee may spend money three months prior to the effective date of the continuation award.

**Q4: What is the procedure for submitting requests for revisions and transfers of funds under the new legislation?**

A4: The new legislation did not change the procedures. The requests should be addressed to your



grants specialists. You must include your award number on all correspondence. The grantee must justify the reason (s) for the change and the appropriate budget breakdown associated with it. The request should be submitted at least 30 days prior to the requested effective date.

**Q5: Can Title III funds awarded under the Undergraduate HBCU program be used for allowable activities to strengthen a grantee's Graduate Program?**

A5: No. Funds awarded under the HBCU Program may not be used to fund allowable activities in the HBGI Program.

**Q6: Can students be paid out of Title III/HBCU funds to perform needed project tasks?**

A6: There is no specific statutory or regulatory guidance on payment to students to perform project tasks. However, the EDGAR regulations stipulate that costs shall be reasonable and consistent with established institutional policies and practices applicable to the work of the institution generally (34 CFR 74, Appendix D, C, 2). Student employment must be justified and necessary to meet activity objectives, like all proposed costs. Student employment should also be based on appropriate selection criteria and qualifications to carry out project tasks, if requested for Title III approval.

**Q7: What budget revision and programmatic changes require prior approval?**

A7: The following budget revisions require prior written approval: (1) to transfer amounts budgeted for indirect costs: (2) to transfer amounts budgeted for student support (tuition/stipends/fees): (3) to establish new line items: and (4) if a grant provides support for both constructions and non-construction work, then prior approval is required before any budget transfers between the two types of work can occur.

EDGAR 74.103 requires prior approval for the following programmatic changes: (1) changes to project scope or objectives: (2) changes in key personnel: and (3) to continue the project for more than three (3) months without the direction of a project director. As it relates to EDGAR, these are the only programmatic changes, which require prior approval. Please note that the transfer of funds across activities to complete approved workshop and objectives does not require prior approval. This is a major departure from practices in recent years.

**Q8: What is a Legislatively Allowable Activity (LAA)?**

A8: The legislatively allowable activities for Title III Part B programs are listed in the Section 323 of the Higher Education Opportunity Act (HEOA) as amended, as well as OMB Circular A-21 and the 34 CFR Section 608.10. If you are uncertain whether proposed activity is legislatively allowable or not you should always contact your assigned Program Officer to inquire. They will issue a written response with a determination.

**Q9: When I have to request project and/or budget changes that require prior approval from ED, how should I submit those changes? How does ED decide to approve or disapprove my request?**

**A9:** Proposed project and/or budget changes must be submitted in writing to your ED Program Officer. The proposal should include the following documents:

- Cover Letter providing overview of proposed changes and why they are necessary to the success of the project
- Revised Activity Narrative (if applicable)
- Revised Budget Summary (if applicable)
- Revised Individual Activity Budget Form (if applicable)
- Revised Activity Objectives and Anticipated Results (if applicable)
- Revised Implementation Strategy/Timetable Form (if applicable)
- Curriculum Vitae or Resume of New Project Director and/or Activity Director (if applicable)

Upon receipt of the written request, the program staff may contact grantees directly for clarification or additional information as needed.

All submitted requests for programmatic and/or budget changes are evaluated on a case-by-case basis. The decision to approve or disapprove a request is based on requirements imposed by applicable Federal statutes, including the General Education Provisions Act (GEPA), program legislation and regulations, EDGAR, and OMB circulars. All resulting costs and activities related to approved changes must be allowable. No official may authorize any administrative actions that conflict with any applicable Federal statute, program legislation or regulation, EDGAR, grant conditions; or permit changes that would alter the scope or objectives of a competitive discretionary grant.

# GRAMBLING STATE UNIVERSITY

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