

TITLE III POLICIES AND PROCEDURES



Trenholm State
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Education Reference: Uniform Grants Guidelines & OMB Circular A21

TABLE OF CONTENTS

Contents

MISSION OF THE COLLEGE	5
INTRODUCTION.....	5
AN OVERVIEW OF THE TITLE III PROGRAMS	5
LEGISLATIVE ALLOWABLE ACTIVITIES	6
TITLE III PROGRAM OFFICE	7
LEGISLATION, REGULATIONS, AND GUIDANCE	7
HOW TITLE III FUNDS ARE ALLOCATED	8
TITLE III HBCU PART B FUNDED ACTIVITIES.....	9
TITLE III HBCU PART F FUNDED ACTIVITIES	10
ROLES AND RESPONSIBILITIES OF KEY PERSONNEL	11
The President.....	11
The Title III Director.....	11
The Title III Activity Director.....	12
FISCAL POLICIES AND REGULATIONS	13
Fiscal Control of the Title III Funds.....	13
Personnel Hires	13
FISCAL ACCOUNTABILITY	14
Account Numbers.....	14
Justification of All Purchases	14
Purchasing	14
Equipment Purchased with Title III Funds	15
Payment of Expenses	15
BUDGETS	16
Annual Budget Submittal	16
Planning and Managing Activity Budgets	16
Budget Modifications	17
Changes and Revisions.....	17
Budget Revision Procedures	17
Budget Transfers/Line Item Transfers	18
Expending Carryover Funds.....	18

CONSULTANT SERVICES	19
TSCC Fiscal Policies and Procedures Manual- Final 07 15 24.pdf	19
Consultant Forms	19
Checklist for Consultant Services	21
Consultant Fees	22
Workshop Evaluation	22
TRAVEL	23
Travel Eligibility	24
Professional Development Report Form	25
PROGRAM EVALUATIONS	26
External Evaluation	26
Internal Evaluations	26
DEPARTMENT OF EDUCATION EXTERNAL REPORTING REQUIREMENTS	27
Phase I Report	27
Phase II Budget Report	27
Annual Performance Report	28
Final Report	28
Equipment Inventory Reporting	29
Federal Equipment Regulations	29
Equipment Transfers	29
Equipment Inventory Disposal	30
Equipment Inventory Return	30
Loss, Theft, Fire	30
State Bid Laws	31
Competitive Bidding on public Contracts Generally	31
Micro-Purchasing Certification (Federally Funded Purchases)	31
Small Purchase Procedures (State-Funded Purchases)	32
Purchases Involving \$50,000 or More	32
BID PROCEDURES	33
Competitive Sealed Bid Process	34
Competitive Sealed Proposal Process	35
INTERNAL REPORTING REQUIREMENTS	37
Time and Effort Reporting	37
Progress Report	37

Budget Reconciliation Report 38

MISSION OF THE COLLEGE

Our mission is to provide comprehensive and accessible educational opportunities, including academic transfer and technical programs designed to promote economic development, enhance workforce development, and improve the quality of life for the community.

INTRODUCTION

The Title III Policies and Procedures is prepared to assist College personnel in the implementation of activities funded by the Title III grant awarded to Trenholm State Community College by the U.S. Department of Education. This manual serves as a resource document in carrying out the approved Plan of Operation. It is designed to provide specific policies and procedures unique to the Title III HBCU program, to support the proper monitoring and evaluation of program activities, and to ensure the appropriate expenditures of program funds.

Compliance with the guidelines and regulations included in this manual will ensure that the federal grant is 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 Trenholm State Community College has the documentation necessary to show compliance.

Procedures for the Title III HBCU funded activities will follow the approved policies and practices of Trenholm State Community College. Please note: federal law (EDGAR) requirements and federal auditing practices (OMB Circulars) may conflict with College policies and practices. **In all cases**, federal law will supersede the policies and practices of Trenholm State Community College.

As grant requirements change, revisions or additions to this manual will be necessary to ensure compliance. All Activity Directors must become familiar with the grant requirements included herein, keep up-to-date on all administrative procedures and ensure that policies and procedures are followed carefully. All persons using Title III funds should refer to this manual before charging expenditures. Questions concerning Title III matters should be directed to the Title III administrative personnel. (*Department of Education General Administration Regulations (2008): [e-CFR: Title 34](#))

AN OVERVIEW OF THE TITLE III PROGRAMS

The Strengthening Historically Black Colleges and Universities (HBCU) Program is governed by the Higher Education Act of 1965, as amended by the U.S. Congress. Federal grants awarded through this program may be used to carry out operational as well as developmental activities. Each participating institution is expected to develop proposals for funding based upon planning priorities set forth in the institution's long-range plans. Conceptually, the supplemental funding provides a means to start up new programs, enhance or strengthen existing programs and services.

The purpose of Title III financial assistance is to help eligible institutions of higher education solve problems that threaten their ability to survive and stabilize their management and fiscal operations so that they may achieve self-sufficiency.

HBCUs (Strengthening Historically Black College and Universities; Title III-B, Section 323)

LEGISLATIVE ALLOWABLE ACTIVITIES

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 classrooms, libraries, laboratories, and other instructional facilities, including purchase or rental of telecommunications and technology equipment or services. *
3. Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
4. Academic instruction in disciplines in which Black Americans are underrepresented. *
5. Purchase of library books, periodicals, and other educational materials, including telecommunications program material. *
6. Tutoring, counseling, and student service programs designed to improve academic success.
7. Funds management, 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. Establishing or improving an endowment fund.
13. Acquisition of real property in connection with the construction, renovation, or addition to or improvement of campus facilities.
14. Education or financial information designed to improve financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs under Title IV.

15. 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.
16. Other activities that a grantee proposes in its application that contribute to carrying out the purposes of the Title III legislation and are approved by the Secretary as part of the review and acceptance of the grant application.

In addition to LAAs 1, 2, 4, 5, and 10 (marked with an asterisk (*) above), HBCU Part F funds may also be utilized for:

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

Federal assistance under these programs may not be used to cover any general operating and maintenance expenses of grantees or to supplant what an institution would otherwise spend to carry out activities allowed in the programs.

TITLE III PROGRAM OFFICE

Institutional Services (IS) in Washington, D.C., administers programs authorized under Title III, Title V, and Title VII of the Higher Education Act of 1965, as amended. The Aid for Institutional Development programs (commonly referred to as the Title III programs) support improvements in educational quality, management, and financial stability at qualifying postsecondary institutions.

Funding is focused on institutions that enroll large proportions of minority and financially disadvantaged students with low per-student expenditures. From its inception, one of the primary missions of Title III programs has been to support the nation's Historically Black Colleges and Universities (HBCUs).

LEGISLATION, REGULATIONS, AND GUIDANCE

Legislation

- Title III, Part B, Sections 321-327 of the Higher Education Act, as amended (20 U.S.C. 1060-1063c)
- Title III, Part F, Section 371 of the Higher Education Act, as amended (20 U.S.C. 1067q)

Regulations

- 34 CFR Part 608
- Education Department General Administrative Regulations (EDGAR), Parts 74, 75, 77, 79, 81, 82, 84, 85, 86, 97, 98 and 99

HOW TITLE III FUNDS ARE ALLOCATED

The HBCU Title III, Part B Program is authorized by Title III, Section 322 of the Higher Education Act of 1965, as amended (HEA), and the Code of Federal Regulations (34 CFR 608); and the Part F Program is authorized by Title III, Section 371 of the Higher Education Act of 1965, as amended (HEA). H.R. 2486 was passed the Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act on December 10, 2019. This bill permanently authorizes funding for minority-serving institutions of higher education and increases the authorization of appropriations for Pell Grants.

The HBCU – Parts B and F are discretionary grants that provide formula-based awards to institutions of higher education that must be legally designated as a Title III eligible historically Black colleges and universities to apply for funding. In order to receive continuation funding, institutions must submit statutory required data for program staff to calculate award amounts as well as maintain their accreditation.

Funds are allocated by a formula which is based upon the number of Pell Grant recipients at the institution, the number of students who graduated from the institution, and the number of graduates who have been admitted to and are in attendance in graduate or professional schools in a degree program of discipline in which Blacks are underrepresented.

The Grant Allocation Formula

1. Number of Pell Grant recipients at the institution during the school year immediately preceding the year of application x 50% of appropriations.
Number of Pell Grant recipients at all applicant institutions during the school year immediately preceding the year of application.
2. Number of graduates at the institution during the school year immediately preceding the year of application x 25% of appropriations.
Number of graduates at the institution during the school year immediately preceding the year of application.
3. Number of graduates, who within five years of graduating with baccalaureate degrees, are in attendance in graduate or professional schools and enrolled in degree programs in disciplines in which Blacks are underrepresented x 25% of appropriations.

The sum of the percentages of those graduates of all applicant institutions.

Number of graduates who, within five years of graduating with baccalaureate degrees, are in attendance in graduate or professional schools and enrolled in degree programs in disciplines in which Blacks are underrepresented of appropriations the sum of the percentages of those graduates of all applicant institutions.

4. Add the amounts obtained in 1, 2, and 3.

TITLE III HBCU PART B FUNDED ACTIVITIES

Activity I: Strengthening the Office of Institutional Research and Effectiveness

The purpose of this unit is to maintain a historical database of college data; assists with the systematic evaluation of educational support services, administrative processes, and fiscal resources to identify the strengths and challenges of the College. The office will help the College to maintain its status as an accredited institution.

Activity II: Enhancing Campus Instructional Facilities and Environments

This activity is designed to alleviate the deficiencies in the physical facilities of the College. This activity will focus on repairs/renovations of existing campus buildings that currently house academic programs/courses to ensure a conducive learning environment.

Activity III: Technology Infrastructure Enhancement and Support

This activity is designed to address the problems in the College's current system of managing and collecting information. Since the computer system is the pivotal component of this activity, the administrative computing system will continue to be enhanced and secured through utilization of needed software and hardware updates.

Activity IV: Improving Library Services Using Cutting-Edge Technology and Collaboration with Faculty to Increase OER for Student Success

This activity is designed to provide the latest technology for student use and improve library resources by increasing library books, periodicals, microfilm, audiovisual materials and equipment, computer software, telecommunications software and equipment, and other educational materials.

Activity V: Supporting Persistence and Completion Through Enhanced Academic and Student Services

This activity is designed to improve academic success through tutoring, counseling, and other student service programs. This activity will address critical issues pertaining to retention.

Activity VI: Enhancing Professional Development for Faculty and Staff

This activity is designed to provide ongoing and systematic professional development opportunities for faculty and staff to increase productivity and effectively meet the needs of students.

Activity VII: Strengthening the Office of Institutional Advancement Through the Implementation of a Constituent Outreach Initiative

This activity is designed to strengthen and reorganize the Office of Development to incorporate the functions of Institutional Advancement to help build capacity, enhancement, and sustainability of Trenholm State Community College through a larger financial base for supporting institutional growth and development.

Activity VIII: Strengthening and Developing Allied Health Programs

This activity is designed to support the development of a new program in Allied Health, the addition of new instructors, and provide supplemental instructional assistance for students.

Project Administration

Project Administration is designed to provide leadership to the overall programmatic operations and fiscal management of all approved grant activities to ensure full compliance with state and federal guidelines.

TITLE III HBCU PART F FUNDED ACTIVITIES

Activity I – Strengthening and Developing Academic Programs and Support Services

This activity is designed to promote curriculum development, career upward mobility and enhance instructional delivery by purchasing state-of-the-art equipment to meet the needs within the College service area. Through this activity, the College proposes to strengthen its newest programs in Respiratory Therapy, an Associate's Degree in Nursing, and quality enhancement of student performance outcomes in math. It will enhance instructional delivery by purchasing state-of-the-art equipment and supplies to prevent obsolescence and to meet the changing needs within the College's service area.

Project Administration

Project Administration is designed to provide leadership to the overall programmatic operations and fiscal management of all approved grant activities to ensure full compliance with state and federal guidelines.

ROLES AND RESPONSIBILITIES OF KEY PERSONNEL

The President

The President:

- Provides institutional leadership for the Title III grants.
- Sets Title III Program priorities in keeping with institutional mission.
- Approves and certifies Title III Phase I data.
- Is the final authority on the selection of Title III activities submitted for funding.
- Approves and certifies the final Title III proposal application submitted (Phase II).
- Approves all Title III Program amendment requests prior to submission.
- Stays abreast of all regulations and policies pertaining to the Title III grants.
- Ensures that institutional systems are in place for effective, efficient, and compliant grant administration.
- Attends national and regional Department of Education Title III meetings.

The President's Role

The President assumes overall responsibility for the leadership of the Title III, HBCU Part B, and HBCU Part F programs.

The Title III Director

The Title III Director:

- Keeps the president/chancellor (or designee) informed of the status of the Title III grant and related regulations/policies.
- Serves as the primary liaison between the institution and the Department of Education Program Officer.
- Provides programmatic and budgetary oversight of the Title III grants.
- Coordinates, in collaboration with activity directors, implementation of the Title III Plan of Operation.
- Provides Title III orientation, training, and technical assistance to project staff, faculty, and institutional personnel to ensure they remain current on regulations, policies, and best practices related to the implementation of the Title III Plan of Operation.
- Ensures that the Title III Programs are consistently compliant with all federal regulations and institutional policies.
- Maintains up-to-date program documentation files.
- Maintains up-to-date Title III equipment inventory.
- Approves all Title III expenditure requests.
- Attends national and regional Title III meetings, technical assistance workshops, and conferences.
- Develops and implements a communications plan for the Title III grants.
- Monitors the progress of all funded Title III activities/objectives.
- Coordinates the preparation, approval, and submission of the annual Title III Plan of Operation.
- Provides for an ongoing internal and external evaluation of the Title III grant, as well as the reporting and use of evaluation findings to improve outcomes.
- Provides for assessment of the impact of the Title III grants.
- Ensures that the institution is audit and site review ready.

Administrative Head of the Project

As the administrator in charge of the project, the Director must perform several particular tasks. He or she must make sure the project is well organized. This includes establishing a workable organizational structure and making sure the structure is understood clearly.

Secondly, the Director must maintain project control. The Director must see that the activities are carried out in a congruent and interrelated manner. This is accomplished through the establishment of sound policies and procedures and the exercise of leadership.

Official College Liaison with the Department of Education

The Title III Director is the clear and singular communicant with the Department of Education in all matters related to the grant. All contact between the institution and the Department should be conducted by or through the Office of the Director. This includes correspondence, phone calls, reports, etc. The Director should maintain copies of all correspondence and records of all phone conversations with the Department and shared them with other persons who might be affected by their content.

The Title III Activity Director

The Title III Activity Director:

- Provides activity management and budget monitoring.
- Stays abreast of all activity objectives, grant regulations, and institutional policies.
- Ensures implementation of activity objectives in compliance with federal regulations and institutional policies.
- Supervises and monitors activity staff/faculty.
- Reports activity status/progress.
- Ensures completion and approvals of Time and Effort Reports/Monthly Reports for all activity staff/faculty.
- Ensures timely submission of monthly reports to the Title III Project Administration Office.
- Approves all activity expenditure requests.
- Ensures all activity expenditures are related to an objective prior to submitting it to the Title III Project Administration Office.
- Maintains up-to-date Title III activity equipment inventory.
- Attends Title III Activity Director's meetings, orientations, workshops, etc.
- Meets routinely with activity staff/faculty to ensure smooth and effective activity implementation.
- Prepares and submits annual Plan of Operation for activity.
- Maintains documentation files on activity/objective implementation.
- Disseminates activity documentation records to the Title III Director. (Any supporting documents as requested by the Title III Project Administration Office)
- Prepares for and participates in internal and external Title III activity evaluations, site reviews, etc.
- Responds appropriately to evaluation recommendations to improve activity outcomes.
- Prepares programmatic reports required by the funding agency.
- Complete and submit the Annual Self-Evaluation Form.

FISCAL POLICIES AND REGULATIONS

Fiscal Control of the Title III Funds

H. Council Trenholm State Community College's Business Office oversees the management and accounting for all grants and contract funds. However, the fiscal and reporting policies of the U.S. Department of Education, through guidelines issued in the Education Department General Administrative Regulations (EDGAR) and rules in the Federal Registrar, require a more detailed management and record-keeping system than usually practiced by operating units of the College. Federal regulations require a complete accounting of all federal and College time and resources, which directly impact the grant's activities.

1. A copy of each project's budget shall be transmitted from the Title III Project Administration Office to the Business Office, to the Dean of Finance and Administrative Services, and to each Activity Director after formal notification of grant approval has been received.
2. The College reserves the right to freeze Title III funds in cases where funds are misused or abused and/or sufficient evidence exists that programmatic activities are not in compliance with the approved Grant Performance Report.
3. The ultimate authority for the use of funds, not expended at the end of the fifth-year budget period, has to be approved for carryover through the Title III Office via the U.S. Department of Education. These requests must be received in the Grants Office 90 days before the end of the budget period in which the funds are unexpended.

Personnel Hires

To ensure all hiring processes are conducted in accordance with our institution's guidelines, employees are reminded to reference the Employee Handbook. This handbook provides detailed instructions and standards for managing hiring procedures, ensuring compliance with regulatory requirements, and promoting responsible practices.

FISCAL ACCOUNTABILITY

Fiscal Policies and Procedures Manual

To ensure all purchases are conducted in accordance with our institution's financial guidelines, employees are reminded to reference the College Fiscal Policies and Procedures Manual. This manual provides detailed instructions and standards for making purchases, ensuring compliance with regulatory requirements, and promoting fiscal responsibility.

[TSCC Fiscal Policies and Procedures Manual- Final 07 15 24.pdf](#)

Account Numbers

College business procedures are used to document accountability for Title III regulations. Separate FOAP numbers (Fund, Organization, Account, and Program Code) have been assigned by the Business Office to identify the Title III Grants activities.

All expenditures submitted to the Title III Director for payment must show the designated FOAP number and have the signature of the Activity Director.

Justification of All Purchases

All purchase requisitions must be justified based on the activity's objectives before they can be approved and processed by the Title III Office. The objective must be included in the public comments section of the requisition.

Purchasing

The purchasing of supplies, services, technology, and equipment must conform to those items listed in the Title III budget line item of the specific activity.

All purchase requisitions using Title III funds must have the appropriate activity title and authorized FOAP number.

All purchase requisitions using Title III funds must relate to an objective in the activity.

Requisition for goods that cost \$50,000 or more must go to bid when the items are not covered under state contract. Then items are on state contract, the commodities must be purchased from a contracted supplier at the specified price unless there is some special exemption.

All purchase requisitions using Title III funds must be approved by the appropriate Activity Director, Title III Director, Regional Chief Financial Officer, Business Office staff, Executive Vice President, and the College president prior to the issuance of a purchase order.

If a purchase is made without the proper approvals, then the person(s) initiating the purchase will assume liability for the purchase.

Established College procedures need to be followed for ordering and receiving the merchandise. All

TSCC purchase orders need to be documented by the Activity Director. Activity Directors also need to keep an accurate record of all expenditures (purchase orders, reimbursement forms, transfers, etc.) for their own information and use in reconciling budgets each month.

Equipment Purchased with Title III Funds

Education Department General Administrative Regulations (EDGAR)

To ensure inventory management processes are conducted in accordance with federal guidelines, Education Department General Administrative Regulations (EDGAR) should be referenced. This guide provides detailed instructions and standards for managing inventory, ensuring compliance with regulatory requirements, and promotes responsible practices.

[Education Department General Administrative Regulations \(EDGAR\) and Other Applicable Grant Regulations | U.S. Department of Education](#)

All equipment purchased with Title III funds must be identified with a ***Purchased Through Title III Funds*** identification strip that can be acquired from the Title III Project Administration Office. Additionally, all equipment acquired with Title III funds must be available for inspection by the Title III Project Administration Office, external evaluators, and persons making site visits for the United States Department of Education.

According to regulations, equipment is tangible non-expendable personal property, including exempt property charged directly to the award with a useful life of more than one year and an acquisition cost of \$5,000 or more. Education Department General Administrative Regulations (EDGAR). However, the Title III Programs regulation is \$100; the college has other restrictions that require inventory controls that must be followed. Title III Project Administration Office will reserve the right to inventory items of any cost.

Payment of Expenses

Requests for payment of activity expenses can be processed when all required documentation and signatures are submitted.

The budgets for each activity are approved by the Department of Education, and there is no provision for adding items. Therefore, items not specifically identified, such as additional travel or equipment, cannot be approved by the Title III Director for reimbursement.

BUDGETS

Annual Budget Submittal

The Title III Director is notified via the USDE of the amount awarded each year, and an annual budget report is then generated. The annual budget report for Title III includes the following: (1) a narrative detailing any pertinent budgetary changes for each activity; (2) a detailed narrative reflecting any changes to activity objectives and an updated "Activity Objective/Anticipated Results" Form to include timelines; (3) an Individual Activity Budget Form and accompanying Individual Activity Budget Narrative Form.

The Title III Director is responsible for the submittal of this report to the USDE for approval. The College will then be notified by the Grants Officer once the budget has been approved. A copy of each project's budget will be transmitted from the Title III Project Administration Office to the Business Office, and each Activity Director after formal notification of grant approval has been received.

Planning and Managing Activity Budgets

Planning Activity Budgets

Using previous budget submittals as a guide, the activity director will prepare a new budget for submittal to the Title III Project Administration Office. Assistance in obtaining current information on personnel costs and fringe benefits can be obtained from the Business Office/Human Resources. Planned travel costs must be detailed and include the name of the conference and location, date of the conference (if known), and estimated hotel, meals, registration, and other incidental costs (such as taxis/shuttles). Equipment costs must include a quote from the vendor and should also contain an informational sheet on the product to be included in the Budget Narrative Report.

Managing Activity Budgets

The Regional Financial Officer monitors expenditures of all Title III funds and establishes the activity budget center accounts, and provides access to the accounts through the Banner system. Through Banner, this individual is able to access budget reports that provide more detailed expenditure and vendor data. This information can be furnished to the Activity Director upon request. It is the Activity Director's responsibility to monitor the budgets for expenditures and to ensure they are posted to the correct line item account. Copies of expenditure documentation (requisitions, purchase orders, and invoices) are to be kept on file in the office of the activity director. The Activity Director should forward to the Title III Project Administration Office for filing any requisitions, purchase orders, and invoices processed for the activity.

Budget Modifications

Programmatic revisions require prior approval from the United States Department of Education. The following actions (OMB Circular A-110.25) must receive prior approval:

1. Revising the project objectives or scope of activity.
2. Changing key personnel.
3. The absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved Project Director.
4. The need for additional federal funding.
5. Transferring amounts budgeted for indirect costs to absorb increases indirect costs, or vice versa.
6. The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with applicable federal regulations.
7. The transfer of funds allotted for training allowances to other categories of expense.
8. The transfer or contracting out of any work under an award unless described in the approved application. This does not apply to the purchase of supplies, material, equipment, or general support services.

Changes and Revisions

Any revision to the scope or approved program objectives, regardless of budgetary implications, shall be approved by the U.S. Department of Education or another sponsored program agency prior to implementation.

Transfer of funds between line items shall not exceed 20 percent of the agency-approved budget for both line items. However, federal regulations state that budget transfers among direct cost categories cannot exceed 10 percent of the total budget without the approval of the program officer. Additionally, an appropriate justification for the revision is required.

Budget Revision Procedures

Activity budgets are carefully prepared to support the narrative of the activity, and no changes or substitutions can be made without prior approval of the Title III Director and, in some cases, the Department of Education. This is a lengthy process and is discouraged.

Within an activity, there is limited flexibility among some line items. The Activity Director needs to involve the Title III Director in decisions of this nature. However, it is important to note that additional items not approved in the grant cannot be purchased even if the price of an item is reduced from the projected cost.

Please note the following: The Title III Director cannot process requests for payment of activity expenses unless all required documentation, including justification, is submitted. The various forms needed in the fiscal monitoring of the Title III grant are detailed in this manual. The Activity Director must sign this report prior to its submission to the Title III Office.

Budget Transfers/Line Item Transfers

Budget transfers are only initiated by the Project Administration Office. All budget transfers must be reported to the U.S. Department of Education, Program Officer for approval. To request a budget transfer the Activity Director must notify the Title III Director in writing the purpose, supporting current objective, and documentation for the transfer.

Upon approval from the Title III Director and Program Officer, the Project Administration Office staff will initiate the transfer in the Banner System and provide a notification to the Activity Director.

Expending Carryover Funds

Unexpended funds not committed at the end of each budget period (September 30th) will be reallocated at the discretion of the Title III Director and college administration.

The Program Officer may require a written statement describing how unexpended funds will be used. New funds may be reduced under certain circumstances. Therefore, it is extremely important to expend funds allocated for each fiscal year to meet objectives within that fiscal year.

No-Cost Extensions

A one-time extension of the project period may be granted for up to one year with prior approval.

The Grantee must send a written notification of planned extension to the assigned Department of Education Program Officer no later than ten (10) days before the end of the project period. The notice should include supporting reason(s) for the extension and the revised expiration date.

An extension cannot be merely for the purpose of exhausting unexpended funds, cannot change the scope or objectives of the project, or cannot require the need for additional federal funds.

CONSULTANT SERVICES

Fiscal Policies and Procedures Manual

To ensure all contracts are handled in accordance with our institution's guidelines, employees are reminded to reference the College Fiscal Policies and Procedures Manual. This manual provides detailed instructions and standards of managing contracts, ensuring compliance and regulatory requirements and promoting responsible practices.

[TSCC Fiscal Policies and Procedures Manual- Final 07 15 24.pdf](#)

Consultants may be engaged to assist in activities only as described in the activity budget and with prior approval from the Title III Director. Consultants are normally used as workshop presenters or as experts who provide advice and/or service. Information regarding the need for a consultant must be provided on the Consultant Request Form.

Activity Directors may not hire independent consultants to perform tasks included unless:

1. There is a need in the project for the services of that individual;
2. The Activity Director cannot meet the need by using an employee rather an independent consultant.

The following information represents the minimum standards for documentation in support of the use of consultants:

1. Evidence that the services of the consultants are needed and the need cannot be met by direct salaries provided under the grant or by employees of the college;
2. Evidence that the most qualified individual available was selected for the assignment, considering the nature and extent of the services to be required.

Consultant Forms

The Consultant Request Form should be completed by the Activity Director desiring consultant services and submitted to the Title III Project Administration Office prior to entering into arrangements with a consultant. Once this form has been signed by the Title III Director, a copy is returned to the activity director for confirmation of approval. After the Consultant Request Form is approved by the Director of Title III, the Professional Service Contract may be initiated. The contract will need to be approved by the Title III Director, Regional Financial Officer, Executive Vice President, and the President.

The Consultant Service Post-Visit Assessment Form is to be completed by the Activity Director and submitted to the Title III Project Administration Office within five (5) working days of the completion of consultant services. If the service provided was advice or some other service, the

scope of service should be documented with a written report from the consultant indicating his/her findings and a copy attached to the Consultant Service Post-Visit Assessment Form. When a consultant is engaged to provide on-campus training (workshops, seminars, etc.), documentation of this effort in the form of a program agenda or outline, attendance sheets, and evaluation of the program by participants must be attached to the Consultant Service Post-Visit Assessment Form. The completed form, together with the appropriate documentation, must be approved by the Title III Director, Dean of Finance and Administrative Services, and the President before payment of fees can be made to the consultant.

Checklist for Consultant Services

- A. Before the assignment starts
 - 1. Identify the problem to be solved.
 - 2. Accent suggestions from those who will be affected by the solution to the problem.
- B. Select a consultant and evaluate his credentials
 - 1. Acquire performance data and resume describing the consultant's specialty.
 - 2. Confer with references (preferably persons who have used the consultant's services) to determine whether the consultant:
 - a. prepares a range of activities that respond to the distinct need of the training audience;
 - b. helps participants resolve their problems by a careful examination of their present behavior.
 - 3. Avoid the "buddy" system prevalent in in-service education programs.
 - 4. Select a consultant who conforms to high standards.
- C. Communicate with the consultant
 - 1. Clearly, state the specific mission of the undertaking during the consultation.
 - 2. Provide a clear description of the services to be rendered.
 - 3. Request examples of the consultant's previous professional work, published manuscripts, position papers, program development activities, etc.
 - 4. Request an estimate of the length of time necessary to complete the task.
 - 5. Finalize the fee and give the method of payment.
- D. Prepare for the consultant
 - 1. Create and submit a written document to the consultant to include the following:
 - a. a clear, precise, and carefully articulated description of the service to be rendered;
 - b. a fixed maximum fee to include both time and reimbursable expenses;
 - c. estimated completion time for the consultant;
 - d. the number and type of reports that will be required (at least one written report is required.)
 - 2. Confirm whether the consultant will be responsible for travel and other expenses.
 - 3. Select a capable staff member to act as a liaison between consultants and college personnel.
 - 4. Take care of arrangements for meetings, including place, seating arrangements, incidentals; provide office space if necessary.
- E. During the assignment
 - 1. Hold your consultant accountable for completing the task.
 - 2. Use the following checklist to determine how the consultant is performing:
 - a. Did the consultant start on schedule?
 - b. Have substitutions been made in the consulting team specified in the agreement?
 - c. Is the consultant performing the required work?
 - d. Are interviews conducted professionally?
 - e. Are data being generated that will be useful?

- F. After the consultation
 - 1. Ask what date you may expect the consultant's written report and recommendations.
 - 2. Pay your consultant as specified in the agreement.
 - 3. Evaluate the consultant's recommendations to determine what can be accepted and implemented.
- G. Implementation of the recommendations
 - 1. If needed, request help from the consultant.
 - 2. Monitor the implementation and make sure what is being done conforms to what should be done.
- H. Submit a copy of the consultant's written report to the Title III Office.

Consultant Fees

Expenses for consultants can be paid by utilizing one of the following options:

- 1. Activity acquires and pays lodging and fares, then requests a check to cover the consultant's fee;
- 2. Consultant acquires and pays all travel expenses, and an adjustment is made to his fee to include said expenses.

Workshop Evaluation

Title III Program participants should evaluate the effectiveness of workshops sponsored through the grant. Each workshop participant should complete an evaluation form.

Activity Directors should contact the Institutional Effectiveness Office to provide the resources to evaluate the workshops using best practices. The Institutional Effectiveness Office will provide the Activity Director with the results in a professional report. Once the Activity Director receives the report, the report is required to be on file with the Project Administration Office.

TRAVEL

Fiscal Policies and Procedures Manual

To ensure all travel arrangements are conducted in accordance with our institution's guidelines, employees are reminded to reference the College Fiscal Policies and Procedures Manual. This manual provides detailed instructions and standards for making travel-related purchases, ensuring compliance with regulatory requirements, and promoting responsible spending.

[TSCC Fiscal Policies and Procedures Manual- Final 07 15 24.pdf](#)

The Title III Grant regulations require specific documentation of all travel funded by the grant. Approved travel is identified in the original grant application. Any request for changes in the approved budgets must be submitted to the Title III Director and authorized before the change is implemented.

Air travel will be by coach class or the lowest fare available. Prior approval from the Title III Director is required for car rental or personal vehicle usage. Reimbursement will not be made for private automobile use when the approved mode is commercial or commercial travel when the approved mode is private automobile use, with one exception below. Reimbursement for travel on an authorized out-of-state trip of 200 miles or more for one employee by private automobile will be the lesser of the prevailing plane fare rate, tourist class, or the usual rate per mile, or the lesser of the two. If an employee desires to use his private automobile on such out-of-state trips and claims tourist class plane fare, he must take annual leave for travel time to and from his destination beyond that time, which is required for commercial air travel.

There will be no reimbursement for baggage, taxi, etc. when travel by plane is used instead of private automobile, and private automobile use is the *least* expensive mode of travel.

In-State Travel

The per diem rate for travel requiring an overnight stay is currently \$85 per day. For travel requiring stays of two or more nights, the traveler will be paid \$100 per day. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of \$12.75 for a trip from 6 to 12 hours' duration. For travel in excess of twelve hours' duration, the traveler shall be paid \$34.00.

In-State Travel: Actual

*In-State Travel: Actual follows the Out-of-State Travel policies and procedures

Out-of-State Travel

Meals and incidental expenses will be prorated to 75% of that location's amount for "travel days."

The purpose of the trip must be indicated and be related to the goals and objectives of the activity, as stated in the grant application or activity modifications.

For complete details regarding the college's Travel Policy, please visit the Intranet.

Travel Eligibility

Faculty and staff members are eligible to apply for Title III travel funds. Faculty and staff must not be on temporary status. Except under special circumstances, administrators are not eligible for travel using Title III funds. Administrators are defined as presidents, vice presidents, and deans.

The following documents are required when submitting travel requests through the Title III grant:

- a) Completed Prior Approval for Travel (Dynamic Forms)
- b) Conference Description and Detailed Agenda
- c) Conference Registration Confirmation/Information
- d) Hotel Reservation Information
- e) Flight Information
- f) Mileage Quote (mapquest.com, etc.)
- g) Requested College Vehicle
- h) Per Diem Breakdown (Meals) <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- i) Miscellaneous (Baggage, Shuttle, Uber, Lyft, Parking, etc.)
- j) Official correspondence if temporary travel accommodations are needed (only submit of justification is needed).
- k) Completed Before Travel Form

The following documents must be submitted for travel reimbursement:

- a) Completed Statement of Travel Expense Report (In-State Travel, In-State Actual Expenses or Out-of-State Travel)
- b) Completed Title III Professional Development Report
- c) Copy of Prior Approval for Travel with all Required Signatures Affixed
- d) Copy of all Purchase Orders
- e) Copy of Final Agenda
- f) Printout of Mileage (mapquest.com, etc.)
- g) Air Fare Receipts
- h) Lodging Receipts
- i) Registration Receipt
- j) Meals
- k) Miscellaneous (Baggage, Taxi, Shuttle, etc.)
- l) Business Services (only submit if justification is needed)
- m) Photos from professional development
- n) Completed After Travel Form

****Traveler must provide original itemized receipts.***

Professional Development Report Form

All persons whose travel expenses are paid from Title III funds are required to submit the Title III Professional Development Report Form upon completion of travel. This form should be submitted with travel reimbursement documents.

PROGRAM EVALUATIONS

Internal evaluations are required by the U.S. Department of Education. Trenholm State Community College also conducts external evaluations for its Title III grant. The Education Department General Administrative Regulations state that "recipients shall monitor the performance of grant and sub-grant supported activities. They shall review each program, function, or activity to assure that adequate progress is being made towards achieving the goals of the grant or sub-grant." An internal evaluation will be carried out through monitoring reports, annual performance reports, Title III meetings, quarterly budget reviews, and site visits. An external evaluation must be completed at least annually. External evaluators will determine progress in achieving the objectives in the approved application, the effectiveness of the project in meeting the purposes of the program, and the effect of projects on the persons being served by the projects.

External Evaluation

An independent external evaluator, at the discretion of the college president, will evaluate the Title III grants as well as the individual Title III Activities. The evaluator will conduct both a formative and summative evaluation. Evaluators will look at all aspects of grant activities, including a comparison of actual accomplishments to the goals established for the period, documentation of activity progress in meeting measurable objectives, allowability of project expenditures, and the effect of the project in strengthening the overall operation of the college.

Internal Evaluations

Quarterly Progress Reports

In order to provide systematic documentation of the achievement of objectives for each of the grant activities, each activity director will complete a report of progress in achieving grant objectives for each quarter. The reports are to be placed on the forms provided by the Title III Project Administration Office. They will be due according to the schedule included in the Internal Reporting Requirements section.

Internal Site Reviews

In an effort to keep Activity Directors on target with proposed objectives, timelines, and budgets, the Title III Project Administration Office will conduct visits to discuss activity progress. These visits will be conducted on-site and will focus on the budget tracking system, expenditure recording, the status of unexpended funds, evidence of completion, and adequateness of documentation.

Internal Site Reviews for all activities will be held quarterly.

Self-Evaluations

Once yearly, all Title III Activity Directors will be asked to complete a self-evaluation. These evaluations will assist the Title III Project Administration Office in highlighting strengths and accomplishments, addressing limitations and shortfalls, and developing skills and abilities.

DEPARTMENT OF EDUCATION EXTERNAL REPORTING REQUIREMENTS Phase I Report

The Phase I Report is compiled of data obtained from the Office of Records and College Registrar, and the Office of Financial Aid is utilized to complete this report. The report requires the number of graduates, Pell Grant recipients, and specific graduate school attendees for a specific twelve-month time period. (See *How Title III Funds are Allocated* on page 4).

Steps to Complete the Report:

- Request Pell Grant recipients' data from the Director of Financial Aid and graduate data from the Director of Records and College Registrar for the reporting period beginning July 1 through June 30.
- Following directions provided by the USDE, enter the data on the forms along with the reporting data for the previous four reporting periods.
- Submit the report to the Title III Program Officer or designee.

Phase II Budget Report

The U.S. Department of Education requires that under a multi-year grant, each activity budget must be submitted and approved prior to expending funds for the new fiscal year. The fiscal year runs from October 1 to September 30. The Title III Director will be notified via the USDE of the amount awarded each year, and an annual budget report will then be generated. The annual budget report for Title III includes the following: (1) a narrative detailing any pertinent budgetary changes for each activity; (2) a detailed narrative reflecting any changes to activity objectives and an updated Activity Objective/Anticipated Results Form to include timelines; and (3) an Individual Activity Budget Form and accompanying Individual Activity Budget Narrative Form. Activity Directors will be notified of the due date of the report. The Title III Director is responsible for the submittal of this report to the USDE for approval. The College is notified by the Program Officer once the budget has been approved. A copy of each project's budget is transmitted from the Title III Project Administration Office to the Business Office, Director of Restricted Funds, and each activity director after formal notification of grant approval has been received.

Steps to Complete the Report:

- The Grant Award Notification (which details the amount awarded for the upcoming year) is received prior to completing the report.
- 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, and others that allow the activity to function as efficiently as intended. An Individual Activity Budget Form and accompanying Individual Activity Budget Narrative Form are required for each activity and are submitted by the Activity Director.
- If objective changes to the approved proposal are required, the Activity Director should submit a detailed narrative reflecting any changes and an updated Activity Objective/Anticipated Results

Form to include timelines.

- A spreadsheet detailing personnel costs for each activity is generated by the Director of Federal Programs, and the Title III Project Administration Office is responsible for entering the amounts related to each activity's budget.
- The budget and required forms are submitted according to the directions provided by the USDE.

Annual Performance Report

The U. S. Department of Education requires a detailed Grant Performance Report for each new fiscal year under a multi-year grant. Recipients of the Title III Grants must submit an Annual Performance Report that demonstrates that substantial progress has been made toward meeting the objectives of the project. Beginning in FY 2002, this report has been completed and generated for the U. S. Department of Education in electronic format.

The Title III Project Administration Office compiles the activity reports and enters them into the USDE's website. The website is only active and will accept data on dates specified each year by the U.S. Department of Education.

Final Report

Final Performance Reports are due 90 days after the expiration of the grant's project period. If a no-cost time extension from the USDE was received for a grant, the Final Performance Report is due 90 days after the revised project period end date. Program officers may also request an Annual Performance Report that covers the original final budget period from grantees that receive no-cost time extensions.

Steps to Complete the Report:

- A two-to-three-page Executive Summary is required for Final Performance Reports and is completed by the Project Director. Highlights of the project's goals, the extent to which the expected outcomes and performance measures were achieved, the population served, and the contributions the project has made to research, knowledge, practice, and/or policy are included in this section of the report.
- Actual budget expenditures for the entire previous budget period, the entire final budget period, and the entire project period are required for the report and are provided by the Dean of Finance and Administrative Services.
- Quantitative and/or qualitative data for each associated performance measure and a description of preliminary findings or outcomes that demonstrate that performance measures have been met must be included in the report. An explanation of how data on performance measures demonstrate that objectives have been met is also included. Complete data on performance measures for the final budget period must be submitted with the Final Performance Report. Activity Directors are responsible for submitting performance data and objective progress for their activity.
- The Title III Project Administration Office compiles the activity reports and submits the responses on the forms provided by the USDE.
-

Equipment Inventory Reporting

Fiscal Policies and Procedures Manual

To ensure all travel arrangements are conducted in accordance with our institution's guidelines, employees are reminded to reference the College Fiscal Policies and Procedures Manual. This manual provides detailed instructions and standards for making travel-related purchases, ensuring compliance with regulatory requirements, and promoting responsible spending.

[TSCC Fiscal Policies and Procedures Manual- Final 07 15 24.pdf](#)

General grant regulations for Title III require that all equipment be properly accounted for by the Title III Director. The College will maintain the official equipment inventory system, and the grant program will assist this function by maintaining an updated equipment inventory for all Title III equipment purchases identified with an inventory identification tag, which is present when the item is received at the activity location. This report must be signed by the Activity Director prior to submitting it to the Title III Office.

In addition to the equipment inventory tag, grant regulations require that equipment purchased with federal funds must clearly be marked to identify that it was purchased with federal funds. Labels which identify "Title III" are to be prominently displayed on all Title III equipment purchases.

An inventory of all Title III equipment must be conducted on a quarterly basis, and changes in location, use, and condition, as well as disposition, must be updated. No tagged equipment can be moved and/or discarded without the notification and approval of the Title III Project Administration Office.

The Title III Project Administration Office will require the person responsible for the purchased inventory to pick up the inventory tags and sign a statement of understanding of the Title III inventory policies and procedures. Tags should be placed on the inventory item as soon as items are received.

Federal Equipment Regulations

The most recent OMB Circular A-110 defines guidelines for the financial management of federal grants to institutions of higher education. Among the listed items, you will find the uniform administrative requirements for equipment.

Equipment means tangible non-expendable personal, including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established.

This updated information should be applied uniformly to all the college's internal administrative, financial systems that manage federal grants.

Equipment Transfers

It is extremely important to follow procedures regarding equipment transfers. State auditors and risk management require that accurate inventory records be maintained. In addition, if proper transfer procedures are not followed, responsibility rests on the last custodian or user on record. The Title III

Director must approve all equipment transfers. The Equipment Transfer Form can be accessed on the intranet.

Equipment Inventory Disposal

All equipment purchased with Title III funds remains vested in the Federal Government. No reallocation or disposal of any real property can take place without the written approval from the Title III Director.

Equipment Inventory Return

All equipment purchased with Title III funds must be returned to the Title III Office prior to separation or re-assignment at the College. If the employee is separating from the college, all software purchased with Title III funds must have a transfer of any billing responsibility, access, and passwords to a relevant college employee. The Title III Inventory Return Form is required to be completed by the employee and verified by the Title III Office staff when the inventory is received.

Loss, Theft, Fire

Any equipment missing, stolen, or lost must be reported to the proper law enforcement agency. A copy of this report must be forwarded to the Title III Office.

State Bid Laws

Competitive Bidding on Public Contracts Generally

Fiscal Policies and Procedures Manual

To ensure all purchases that require bidding are conducted in accordance with our institution's guidelines, employees are reminded to reference the College Fiscal Policies and Procedures Manual. This manual provides detailed instructions and standards for making purchases, ensuring compliance with regulatory requirements, and promoting responsible spending.

[TSCC Fiscal Policies and Procedures Manual- Final 07 15 24.pdf](#)

1. Code of Alabama 41-4-124 (b)(1) provides the Alabama Community College System Board of Trustees with all rights, powers, duties, and authority relating to the procurement of supplies and services for the System.
2. Code of Alabama 41-4-112 requires all parties involved in the negotiation, performance, or administration of state contracts to act in good faith. Good faith means honesty in fact in the conduct or transaction concerned.
3. When making purchases, each institution shall refer to the Alabama Competitive Bid law to ensure that all legal requirements are met in the purchase process.
4. All personal property acquisitions estimated to exceed \$500,000 shall be submitted to the Board of Trustees for approval. The Chancellor shall be authorized to approve unforeseen increases in cost not to exceed ten (10) percent of the Board-approved purchase amount.
5. It shall be a breach of ethical standards for any employee who is involved in purchasing to become or be, while such an employee, the employee of any party contracting with the particular governmental body in which the employee is employed.
6. Institutions under the direction and control of the Board of Trustees must make every effort to afford equal access and opportunities to minority professionals and businesses.

Micro-Purchasing Certification (Federally Funded Purchases)

In accordance with 2 CFR §200.320(a)(I)(iv), which allows non-federal entities to establish a threshold higher than the micro-purchase threshold provided in Federal Acquisition Regulation, Public institutions that are non-federal entities are permitted to increase their micro-purchase threshold of any amount up to \$50,000 annually.

Further, the Code of Alabama §41-4-124 allows educational institutions governed by a board of trustees to establish their own procurement office and adopt their own procedures related to purchasing and procurement. The Alabama Community College System, governed by a board of trustees, has established the Alabama Community College System Purchasing Manual, which maintains a bid threshold of 50,000.

As provided in 2 CFR §200.320(a)(I)(iv), Code of Alabama §41-4-124, and the Alabama Community College System's Purchasing Manual, the ACCS institution qualifies as a non-federal, public institution and has elected to increase its micro-purchase threshold to \$50,000.

Presidents and agency heads of each System institution retain the authority to make purchasing thresholds more restrictive at their discretion. Any purchasing variations to the ACCS System Purchasing Manual must be documented and maintained by the institution.

Small Purchase Procedures (State-Funded Purchases)

- The purchase amount cannot exceed the small purchase amount of \$50,000.
- The cumulative total of like items cannot exceed \$50,000 per fiscal year to qualify as a small purchase.
- Any procurement not exceeding the small purchase amount established by procedure may be made in accordance with small purchase procedures.
- A procurement may not be artificially divided to constitute a small purchase under this section.

Purchases Involving \$50,000 or More

Code of Alabama 41-4-124 (b)(1) provides the Alabama Community College System Board of Trustees all rights, powers, duties, and authority relating to the procurement of supplies and services for the System, excluding those purchases subject to the Code of Alabama, Title 39 for Public Works. The Board of Trustees requires that there be public competition for purchases involving total annual purchases for like-items of more than \$50,000 when the approved National Joint Purchasing Agreements (NJPA), State of Alabama Purchasing Contracts (State Contracts), or ACCS Joint Purchasing Agreement (ACCSJPA) are not utilized. An approved list of NJPAs is available on the ACCS website under the Fiscal Services section of the resource library. Competitive sealed bids are required if the item or service is not already covered through an existing approved NJPA, State Contract, or ACCSJPA contract and the total annual purchase prices will exceed \$50,000. Because of the competitive bid requirements, this process can take 30 or more days to complete; advanced planning is required for such purchases. The process may take significantly longer if the user review of bids is delayed or if the bid responses are inadequate and the bid must be reposted (see No Bid/Proposal). *For purchases less than \$50,000 that do not occur through approved NJPA contracts, State Contracts, or ACCSJPA contracts, it is recommended that, when possible, at least three quotes be obtained, to ensure reasonable, allowable, and allocable use of institutional funds.*

Purchases involving \$50,000 or more cannot be divided into smaller purchases to circumvent the bid requirement. multiple copies of the same or “like-item” should be grouped into one requisition. An item is a “like-item” if the output or use is interchangeable, with little to no degradation. When planning the purchase of equipment, the department is responsible for ensuring that suitable equipment is not available for use elsewhere on campus.

The purchasing procedures for advertisement and specialized professional services do not require bidding; however, all purchases must comply with State ethics laws, Board of Trustee-approved policies and procedures, and institutional policies and procedures.

When awarding bids, institutions should consider if any conflict of interest is present with college or System officials, the possible existence of an agreement or collusion among bidders, and items excluded from the bid law. Contracts entered into in violation of the Board of Trustee's policies and procedures or with public competitive bid requirements shall be void.

Bid specifications, terms of awarding the bid, and other requirements must be clearly stated in a Request for Bid. Specifications for the item(s) requested must be detailed and clearly stated to allow vendors to submit an accurate bid. Clearly stated specifications will assist administrators when deciding to award the contract.

A BID FILE and a BID REGISTER should be established. A file for each bid should contain at least the following:

- A. A record of vendors from whom a quotation was requested;
- B. Documentation of the public advertisement of the bid to include the posting date, location, and RFP/RFB identification (i.e., dated screen print from the Institutional website).
- C. A copy of the bid specifications;
- D. All bids received;
- E. A tabulation of the bids received;
- F. Documentation of the public advertisement of the intent to award to include the posting date, and RFP/RFB identification (i.e. dated screen print from the Institutional website).
- G. A copy of the purchase order issued; and
- H. Documentation of reasons if the contract was not awarded to the lowest responsible bidder.

The department should contact the Business Office for guidance prior to preparing the Purchase Requisition required to initiate the purchasing process.

BID PROCEDURES

1. The following information must be provided to the Regional Chief Financial Officer, who prepares and submits bids:
 - a. Specifications
 - b. At least three (3) prospective vendors with addresses, if possible
 - c. Delivery date required and any other special conditions or terms
2. The Regional Chief Financial Officer will review and approve all submissions.
3. Competitive bids will be invited from parties specified and any other vendors who have asked to be placed in the college bid file or any other known responsible bidder. Bids are recommended for all major purchases to take greatest advantage of price competitiveness. The date, time, and location for bid quote delivery are specified in the bid advertisement.
4. Bid invitations are generated from the specifications received. When bid invitations are sent, TSCC may give the bidders up to twenty-one days to receive the invitation, process the information, and return a response or bid quote.
5. No late bid quotes are accepted. FAX quotes are not accepted. Bidders are requested

- to send a response to the bid invitation even if they do not wish to bid on the bid items.
6. The Business Office records bid proposals, bid bonds, and other documentation at the bid opening. At least two employees must be present at the bid opening.
 7. After the bid opening, the Business Office notifies the Budget Manager(s) to review bid documents for determination of the lowest responsible bid.
 8. After the appropriate low bidder is determined, the Budget Manager should notify the Business Office so a letter of award can be prepared to notify bidders of selection/non-selection.
 9. Original bid documents are maintained in the Business Office for review by auditors.
 10. The department requesting the bid should then prepare a requisition for the items to be purchased.

Competitive Sealed Bid Process **(Required method unless otherwise noted in this section)**

1. **Request for Bids** - Used to initiate procurement through competitive sealed bids and must include all contractual terms and conditions, description of the purchase, bid evaluation criteria, location of when and where the intent to award will be posted, and statement of the bidder's right to protest. If multiple awards can be awarded on one invitation to bid, the request for bid must include a notice that multiple awards may be made and specific technical compatibility or operational requirements.
2. **Public Notice** - Public notice of the request for bid must be provided at a reasonable time, of at least 14 calendar days, before the date for the opening of bids.
3. **Bid Opening** -Must be performed publicly with at least one witness at the time and place specified in the invitation to bid. The amount of each bid, the name of each bidder, and any other required information must be recorded. The record, along with each opened bid, should be maintained and open to public inspection except for records that meet a listed exception (see Public Record).
4. Bids must be unconditionally accepted without alteration or correction, except as authorized within this manual. Bids must be evaluated according to the requirements specified in the invitation to bid, which can include criteria to determine acceptability, such as inspection, testing, quality, workmanship, delivery, and suitability for particular purposes. Any criteria that will affect the bid price and be considered in the evaluation for determining the award must be objectively measured, such as discounts, transportation costs, and total or life cycle costs. The request for bid must outline the evaluation criteria to be used.
 - When a bid is submitted with an error, the Business Office may authorize the correction or withdrawal of the bid or can cancel the award of the contract. The authorization of the correction or withdrawal must be done in accordance with the procedures adopted by the ACCS (see Error in Bids).
 - After a bid is opened, except for price negotiations with the lowest responsible bidder, no changes in bid prices or other provisions of bids are permitted unless they are for the benefit of the state or fair competition.

5. Absent any compelling reason to reject a bid, a notice of intent to award to the lowest, responsive, and responsible bidder whose bid meets the requirements detailed in the request for bid should be given by posting a notice in the location specified in the request for bid for a minimum of 10 calendar days.
 - Prior to posting the notice of intent to award, the Business Office or head of purchasing may negotiate with the lowest responsive and responsible bidder to lower the bid price within the scope of the invitation to bid. The request for bid and notice of intent to award must contain a statement of the bidder's right to protest.
6. The Business Office may award multiple purchase contracts resulting from a single request for bid where the specifications of the items of supplies or services intended to be purchased by the requisitioning agency are determined, in whole or in part, by technical compatibility and operational requirements. To award multiple contracts, the awarding authority must include in the invitation to bid a notice that multiple awards may be made and the specific technical compatibility or operational requirements necessitating multiple awards.
7. When it is considered impractical by the Business Office to initially prepare a purchase description to support an award based on price, a request for bid may be issued requesting the submission of unpriced offers to be followed by a request for bid limited to those bidders whose offers have been qualified under the criteria outlined in the first invitation to bid.
 - Prior to the beginning of the solicitation, the Business Office may authorize the issuance of a request for qualifications from prospective bidders. The request should contain, at a minimum, a description of the scope of work to be solicited by the invitation to bid, the deadline for submission of information, and how prospective bidders may apply for consideration. The request shall require information concerning the prospective bidders' product specifications, qualifications, experience, and ability to perform the requirements of the contract. Adequate public notice of the request for qualifications shall be given as provided above (14 days).
 - After receipt of the responses to the request for qualification from prospective bidders, all qualified bidders, as determined by the Business Office, should have the opportunity to bid. The determination regarding which bidders are qualified is not subject to review.

Competitive Sealed Proposal Process

Allowable when the Business Office or head of purchasing agency, in accordance with procedures, determines competitive sealed bids are not practicable or advantageous to the purchasing agency.

1. Proposals must be solicited through a request for proposals. Indicate the importance of price and other factors, if any.
 - a. Prior to soliciting proposals, the Business Office may authorize the issuance of a

request for qualifications from prospective offerors. The request should contain, at a minimum, a description of the scope of work to be solicited by the request for proposal, the deadline for submission of information, and how prospective offerors may apply for consideration. The request shall require information concerning the prospective offerors' product specifications, qualifications, experience, and ability to fulfill the requirements of the contract. Adequate public notice of the request for qualifications shall be given in the manner provided above under the Competitive Sealed Bid Process section (14 calendar days).

2. Adequate public notice of the request for proposals must be given the same way as competitive sealed bid procedures.
3. Proposals must be opened to avoid disclosure of contents to competing offerors prior to awarding the contract. A register of proposals must be prepared in accordance with the procedures and opened for public inspection after the contract is awarded.
4. Discussions may be conducted with responsible offerors who submit proposals determined by the Business Office or purchasing agency to be reasonably competitive for award to ensure a full understanding of, and responsiveness to, the solicitation requirements. Offerors must be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. Revisions of proposals may be permitted after submissions and prior to award to obtain the best and final offers. When conducting discussions, there may not be any disclosure of any information derived from proposals submitted by competing offerors.
5. Contracts must be awarded to the responsible offeror whose proposal meets the requirements outlined in the request for proposals and is determined, in writing, to be the most advantageous for the purchasing agency, taking into consideration, price and the evaluation factors listed in the request for proposals. No other factors or criteria shall be used in the evaluation. Public notice of the award of the contract shall be given promptly.
6. The Business Office may provide debriefings that provide the basis for the source selection decision and contract award.
 - a. After receipt of the responses to the request for qualification from prospective offerors, all qualified offerors, as determined by the Business Office, should have the opportunity to bid. The determination regarding which offerors are qualified is not subject to review. However, the records of termination must be maintained by the institution.
 - b. If a professional service provider is prohibited by law or policy from submitting proposals in response to a request for proposals, the Business Office or head of the purchasing agency may utilize the request for qualifications process to determine the awardee.

INTERNAL REPORTING REQUIREMENTS

Time and Effort Reporting

Time Reporting and Record-Keeping

The federal government requires that grant recipients conduct timekeeping for all full-time and part-time employees assigned to grant projects. To facilitate understanding, the following steps will be used:

- The Title III Project Administration Office will provide access to the Time and Effort Form based on approved position descriptions for all individuals working on the grant project.
- The Time and Effort Form for the Title III Director will be signed by the Executive Vice President.
- Time and Effort Forms for Activity Directors will be signed by their supervisor and the Title III Director.
- Time and Effort Forms for staff will be signed by the employee and countersigned by their supervisor, the Activity Director and the Title III Director.
- Time and Effort Forms must be submitted electronically to ensure timely processing and accurate record-keeping.

Time and Effort Reporting Requirements

Each person paid from Title III funds, in whole, in part, or contribute to completing activity objectives must complete a Time and Effort Form. The form lists the percentage of time devoted to each job duty on a monthly basis. It is to be submitted to the Title III Project Administration Office no later than ten (10) business days after the end of each month.

NOTE: Activity Directors will be held accountable to ensure that personnel ~~funded through Title III~~ comply with reporting requirements.

Progress Report

This report is generated on a quarterly basis by the Activity Director. They document the status of activity objectives and current activity expenditures. Quarterly progress reports are due on the tenth (10th) business day of the months listed below:

<i>Report 1 (October 1-December 31)</i>	<i>January</i>
<i>Report 2 (January 1-March 31)</i>	<i>April</i>
<i>Report 3 (April 1-June 30)</i>	<i>July</i>
<i>Report 4 (July 1-September 30)</i>	<i>October (Year-End)</i>

Budget Reconciliation Report

This report is generated on a monthly basis by the Activity Director to document current activity expenditures. It is due to the Title III Project Administration Office no later than ten (10) business days after the end of each month.

Document History:

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Trenholm State Community College

Title III Policies and Procedures

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