

# Post-Award Grant Training

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Grants Administration  
Miami-Dade County Public Schools



# District Goal

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- Less than 1% of grant funds unspent or returned to the funding agency.

# Agenda

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- Overview of OGA focusing on GDU and FRU
  - Discussion of the function of the Grants Development Unit
  - Submission of Grant Applications
- Financial Reporting Unit
  - Budget Entries including Grant Transmittal Form
  - Budget Transfers – Fringe Calculator
  - Transfers of Expenditures (JV's)
  - Purchasing
  - Accounts Payable
  - Contracts
  - Monitoring Your Grant
  - Data Access/Website
  - Grants Availability Report in SAP
  - Monthly Projections
  - Time and Effort Certification
  - Closing Your Program – critical deadlines
  - Program Manager/Staff Assistance
  - COVID Relief Funds

# Grants Development Unit

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## SUBMISSION OF GRANT APPLICATIONS AND REPORTING OF GRANT AWARDS

- All personnel are reminded to contact staff in the Office of Grants Administration (OGA) at 305 995-1706 prior to generating any paperwork leading to the submission of a grant application. Contact with OGA staff is critical to ensure district-wide coordination of grant submissions and because funding agencies frequently limit the number of submissions per school district.
- All grants are affected by this requirement, including those submitted on-line and those involving partnerships with an outside agency acting as fiscal agent. Teacher mini-grants administered by the Foundation for New Education Initiatives, Inc. and The Education Fund, and teacher scholarships/fellowships that are awarded directly to the teacher are exempt from these procedures. **All grant funds awarded to the District, schools and/or Miami-Dade County Public School employees must be reported to Grants Administration.**



# Grants Development Unit

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## **SUBMISSION OF GRANT APPLICATIONS AND REPORTING OF GRANT AWARDS**

### **OGA staff will support the grant development process as follows:**

- ❑ Facilitate the development of a grant proposal Coordinate the grant submission process;
- ❑ Confirm funder's eligibility requirements;
- ❑ Develop a letter of commitment or letter of support from the Superintendent, if appropriate;
- ❑ Link the grant writer(s) with collaborative partners, if appropriate;
- ❑ Provide the grant writer(s) with technical assistance including budget preparation; and
- ❑ Ensure that District procedures are followed according to an established timeline.

# Grants Development Unit

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## **SUBMISSION OF GRANT APPLICATIONS AND REPORTING OF GRANT AWARDS**

- ❑ Grant awards and donations must be reported to the School Board. Pursuant to School Board Policy 6110 – Grant Funds, OGA must take all grant awards of \$250,000 and above to the Board for approval. Grant awards under \$250,000 must be reported to the Board on a quarterly basis. In addition, pursuant to School Board Policy 7230 – Gifts to the School District, donations or gifts of money over \$50,000 must be approved by the Board prior to being accepted. All equipment that is donated or a gift with a value of greater than \$50,000 in aggregate requires Board approval. Please see the chart with specifics on thresholds, Board Policy, approval and reporting requirements, and need to contact OGA for assistance.
- ❑ Please refer to School Board Policy 7230 – Gifts to the School District for special category requirements for goods donated to school and/or district sites.
- ❑ Should you have any questions or need additional information, please contact Ms. Melissa Latus, Administrative Director, Intergovernmental Affairs and Grants Administration, at 305 995-1706 or via e-mail at [mlatus@dadeschools.net](mailto:mlatus@dadeschools.net).

# Grants Development Unit

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Kind of Grant or Gift	Board Policy	Approval Needed	Contact OGA?	Method for Board Reporting
Grant Award \$250,000 and above	SB Policy 6110	Board	Yes	OGA Board Item
Grant Award under \$250,000	SB Policy 6110	School Principal/ Region	Yes	Quarterly OGA memo for grants under \$250,000
Donations or gifts (including in-kind) valued over \$50,000	SB Policy 7230	Board	Yes	OGA Board Item
Donations or gifts (including in-kind) valued between \$15,000 to \$50,000	SB Policy 7230	School Principal/ Region	No	Not needed*
Donations or gifts (including in-kind) valued up to \$15,000	SB Policy 7230	School Principal	No	Not needed*
Mini-grants for Teachers; Scholarships/Fellowships	SB Policy 6110 & 7230	School Principal	No	Not needed*



# Financial Reporting Unit

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- Assistance with writing budgets during the grant-writing process.
- Assistance with budget processes such as new budget entries, transfers, transfers of expenditures, and submissions of amendments.
- Assistance with monitoring your spending according to the grant specifications.
- Assistance with closing your grant and helping to meet the District goal of less than 1% of funds unspent or returned to the funding agency.



# Financial Reporting Unit

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Meyme Falcone, Administrative Director – 305-995-1516

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Carmen Lopez, Executive Director – 305-995-1501

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# Grants Administration

<http://www.dadegetsgrants.net/>

The screenshot shows a web browser window displaying the homepage of the Miami-Dade County Public Schools Office of Grants Administration. The browser's address bar shows the URL [www.dadegetsgrants.net](http://www.dadegetsgrants.net). The website features a navigation menu with the following items: HOME, WRITING A GRANT, MANAGING A GRANT, WORKSHOPS, and ABOUT US. A large banner image with a blue background and glowing lightbulbs is the central focus. A white text box on the banner reads "INNOVATE" and "Develop new ideas for exciting educational programs." Below the banner, a paragraph states: "Our mission in the Office of Grants Administration is to assist District, Regional Centers, and Schools to participate in securing and managing external funding resources to enhance the educational experiences of students. To accomplish this, the office offers a myriad of services in grant development and financial monitoring." A blue button labeled "LEARN MORE" is positioned at the bottom right of the banner area. The Windows taskbar at the bottom of the browser window shows several open applications, including Microsoft Office Word, Outlook, and various web browsers.

# Financial Reporting

<http://www.dadegetsgrants.net/#!financial-reporting-tools/cfv3>



The forms list will assist in preparing a grant application, predicting and tracking grant expenditures, transferring funds within an established budget, and transferring expenditures into or out of a grant. **Contact Ms. Barbara Garcia, Coordinator, at 305-995-1209, Ms. Avilida Ruiz-Cintrón, Coordinator, at 305-995-1426, or Ms. Carmen Lopez, Executive Director, at 305-995-1501 if you need assistance.** To use Excel spreadsheets, you must first save them on your computer.

[Sign up for Post-Award Financial Training conducted by our department on the Workshops page.](#)

**Grants Availability Reports** display available funds of grant-related funding structures. They can be accessed through the SAP Reports Screen on the Employee Portal. If you do not have access to this report, please contact your site administrator to submit a HEAT ticket for access.

**How to Access The Grants Availability Report on SAP.**

**Budget Assistance 2020-2021** This sheet provides salary, fringe benefits, functions, object codes and other budget information to assist the grant writer in preparing a grant budget.

**Fringe Calculator 2020-2021 - (EFFECTIVE JULY 1, 2020)** The Excel spreadsheet is used to calculate fringe benefits for full-time and hourly employees, temporary instructors, and indirect cost. To use the Excel spreadsheet, you must first save it on your computer. This form is to be used to make changes in existing programs or to create a budget for applications or new programs.

**Grants Budget Document** - To be used for Budget Transfers related to grant funds only. Refer to the comments on the document fields for more help on completing the template. Save the form as an Excel document on your computer before completing it. Please e-mail the completed form to your Grants Supervisor.

**Transfer of Expenditures** - This form is used to transfer grant related expenditures into your grant. It is an Excel Spreadsheet and needs to be submitted to your OIGACA contact. To use the Excel spreadsheet, you must first save it on your computer.

**Projected Equipment Purchases Form** - Equipment projected to be purchased with funds from this grant must be submitted on this form or in a format that contains the information appearing on this form.

**Time and Effort Certification System** - This is a guide that explains the purpose and process of reviewing and approving the Time and Effort reports required three times per year (July, November, and March) to certify the time and effort of employees who are paid through federally-funded grants.

**Time and Effort Forms - Single Cost Objective & Transfers** - This manual form (non-SAP) is to be completed at the request of Grants Administration to certify the effort of an employee serving a single program. The form is to be signed by the employee or the supervisor.

**Time and Effort Forms - Personnel Activity Report (PARs) for Cost-Shared Allocation** - This manual form (non-SAP) is to be completed at established intervals at the request of Grants Administration to certify the effort of an employee that serves more than one program with the effort represented as a percentage for each program served. The form is to be signed by the employee or the supervisor.

**Payroll Processing Schedule 2020-2021** - Effective for pay dates after July 1, 2020.

**Payroll Processing Schedule 2019-2020** - Effective for pay dates after July 1, 2019.

**In-Service Reimbursement Payment Procedure** - Click [here](#) to go to the Compensation Administration website for guidelines to submit In-Service Reimbursement requests.

**Hourly/Overtime Waiver** - A Hiring Waiver is required for PART-TIME AND/OR OVERTIME personnel who are currently hired or will be hired on grant-funded programs. This memorandum is a sample template for you to use in requesting approval of the Hiring Waiver.

**Non-School Site Approval Request to Advise OR Fill A Position (FM 0212)** - A document used to allow personnel to be hired under a grant funded position.

**Acknowledgement of Grant Funded Position** - By signing this form, you are attesting that you fully understand and accept that the position is a grant-funded position with a delineated start and end date. Since this position is grant-funded, there is no warranty of an extension of employment beyond the expiration date of the grant or any expectation of future employment with Miami-Dade County Public Schools. Once the form is completed, a copy must be kept on file at the worksite, another one to be sent to the appropriate Regional Center, and also email to [employeeservices@schools.net](mailto:employeeservices@schools.net)

**FDDE Project Amendments - Form DOE 150** is used when requesting a change from the Florida Department of Education in some aspect of a grant which has already been awarded. Changes can include: grant goals and objectives and/or creating a new or changing a budget item. The Budget form that should be used for a budget amendment, DOE 151, is based on the original budget presented on the Project Budget Form (DOE 101) used when the application was submitted. Contact with OIGACA is required before initiating this process.

**No-cost Extension Letter** - This is an example of a no-cost extension letter that is used when requesting only the extension of the program ending date. The DOE 150 is required for all other changes to the program, including extensions with program and/or budget changes.

**Florida Department of Education Red Book** - This link is to the Florida Department of Education's Red Book which contains FDDE financial and cost accounting guidance pertaining to grants.

**Guide to Open Grant Funded Programs** - This PDF report is updated monthly. Programs will be deleted from the Guide as of their liquidation date. Should you have any questions or need additional information, please contact Ms. Carmen Lopez at 305-995-1501.

**Uniform Grant Guidance (FDDE)** - The U. S. Office of Management and Budget (OMB) has streamlined the Federal Government's Guidance on Administrative Requirements, Cost Principles, and Audit Requirements. This new guidance is **effective for all new grants or additions awarded after December 26, 2018.** Martha Asbury, Assistant Deputy Commissioner, Florida Department of Education, has done this presentation.

If further assistance is needed please contact  
Ms. Avilida Ruiz-Cintrón at 305-995-1426,  
or Ms. Carmen Lopez at 305-995-1501.



# Useful Forms

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- ❑ Grant Budget Document – Entry and Transfer
- ❑ Transfer of Expenditures
- ❑ Fringe Calculator
- ❑ Budget Assistance Sheet
- ❑ Templates for Board Items

All are on the Grants Administration website:

**[www.dadegetsgrants.net](http://www.dadegetsgrants.net)**

Click on **Managing A Grant** and go to **Financial Reporting Tools**.

# COVID Relief Funds



# Covid Relief Funds-ESSER Grant Programs

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- ❑ CARES Act – ESSER I: Fund 441- Program 3384 (End date 9/30/2022)
- ❑ CRRSA – ESSER II: Fund 443 – Programs 3386XXXX-33870000 (End Date 9/30/2023)
- ❑ American Rescue Plan- ESSER III: Fund 445 Programs 5441XXXX (End Date 9/30/2024)

# ESSER II (CRRSA) And ESSER III (ARP) ASSURANCES

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1. Expenses must be eligible under Federal education laws
2. Coordinating preparedness and response efforts of local education agencies (LEA) with State and local public health departments and other relevant agencies to improve coordinated responses to coronavirus
3. Providing principals with resources necessary to address needs of their individual schools
4. Activities to address the unique needs of at-risk students
5. Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs
6. Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases
7. Purchasing supplies and sanitizing/cleaning the facilities of an LEA
8. Planning for long-term closures (e.g., meals, technology, IDEA services, etc.)
9. Purchasing educational technology
10. Providing mental health services and supports

# ESSER II (CRRSA) And ESSER III (ARP) ASSURANCES

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11. Planning and implementing summer learning and afterschool programs
12. Addressing learning loss, including:
  - Assessments
  - Evidence-based activities
  - Information to parents and families to support kids
  - Tracking student attendance and improving student engagement in distance education
13. School facility improvements and repairs that reduce risk of virus transmission and exposure to environmental health hazards
14. Improving indoor air quality in school facilities
15. Other activities that are necessary to maintain the operation of and continuity of services in LEAs and the continued employment of existing LEA staff
16. Strategies for implementing public health protocols for reopening schools

**Required to comply with C.F.R. 200, Uniform Guidance, Applicable Federal and State regulations and laws pertaining to expenditure of state funds.**



# Grant Transmittal Form

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- ❑ Used as a cover page for all new budgets, revisions, or amendments.
- ❑ Highlights important deadlines and program dates.
- ❑ Disseminates grant information to key offices and stakeholders.
- ❑ Let's review a sample grant transmittal form:

# Grant Transmittal Form

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
 INTERGOVERNMENTAL AFFAIRS, GRANTS ADMINISTRATION, AND COMMUNITY ENGAGEMENT

**GRANT TRANSMITTAL FORM**  
 FY \_\_\_\_\_ Date: Sep 20, 2018



**PROGRAM#** 39850000 **ITN:** \_\_\_\_\_  
**PROGRAM** SHANNON AUER GOTTARDI **Location #** 9720  
**MANAGER:** PSYCHOLOGICAL SERVICES  
 Phone 3052388110 Fax \_\_\_\_\_ Email SGOTTARDI@DADESCHOOLS.NET

**OIAGA CONTACT:** MARYSEL URBANIK  
 OIAGA & CS  
 Phone 3059952721 Fax \_\_\_\_\_ Email URBANIKM@DADESCHOOLS.NET

**TITLE** 39850000 IDEA 2018-2019

**Grant Title:** SPECIAL EDUCATION **Beginning Date:** 07/01/2018  
**Funding Type:** Federal Through State **Ending Date:** 06/30/2019  
**Grant Award Number:** 2639B9CB01 **GL Date:** \_\_\_\_\_  
**Funding Source:** Florida Dept of Education - FS **Liquidation Date:** 08/20/2019  
**CFDA:** 84.027A **Current Year Amount:** \$76,851,212.00  
**Authorizing Statute:** \_\_\_\_\_ **Total Grant Award:** \$76,851,212.00

In-Kind / Donation

I. BUDGET ACTION:	ATTACHMENTS:
1. <input type="checkbox"/> BUDGET ENTRY, NEW	<input type="checkbox"/> Grant Award/Terms & Conditions
2. <input type="checkbox"/> BUDGET AMENDMENT \$0.00	<input type="checkbox"/> Budget Create
<input type="checkbox"/> Amendment Letter # _____	<input type="checkbox"/> Board Item
3. <input type="checkbox"/> PROGRAM EXTENDED UNTIL	<input type="checkbox"/> Budget Information
<input type="checkbox"/> Extension Notification	
4. GASB 33: <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance Based <input type="checkbox"/> Contract <input type="checkbox"/> Matching Funds <input type="checkbox"/> Multiple Year	

**II. PROCEDURES:**

- Non-Personnel funds must be expended by the ending date of Jun 30, 2019. Funds must be encumbered three (3) months prior to the ending date; therefore, requisitions must be input by \_\_\_\_\_
- Forms to assist in all aspects of grant budget management are available at <http://www.dadegetsgrants.net/#financial-reporting-tools/cfv3>.

**III. REPORTING REQUIREMENTS:**  
 An interim performance report is due to \_\_\_\_\_ by \_\_\_\_\_  
 A final performance report is due to \_\_\_\_\_ by \_\_\_\_\_  
 Financial reports as stated in the grant terms and conditions will be prepared and submitted by the Contracted Programs Accounting

**Attachment(s):** \_\_\_\_\_  
**cc:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 Board Item: E-201  
 Record Tracking Number: 72001753  
**File:** \_\_\_\_\_

# Grant Transmittal Form Terms Explained

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- ❑ **Program Number:** Issued by M-DCPS Accounting. It will range from **30000000** to **59990000** (with some in **80000000** for State Direct Grants). Use this number in all communications with Grants Administration about your program.
- ❑ **Program Manager:** The person in your office or school who is responsible for the program. All communications regarding the grant will go to this person.
- ❑ **OGA Contact:** Your contact person for program-related questions such as changes to the program's scope or objectives. Budget-related questions will be referred to your FRU contact: Ms. Carmen Lopez (305-995-1501), Ms. Awilda Ruiz-Cintron (305-995-1426) or Ms. Barbara Garcia (305-995-1289).
- ❑ **Title:** The familiar name of the program; i.e. **IDEA** or **Cultural Passport – T-II PD**.
- ❑ **Project Award Number:** The contract number given to the grant by the funding agency.
- ❑ **Funding Source:** The federal, state, or local agency or foundation that is funding the program.
- ❑ **Beginning Date:** The date when funds become available.
- ❑ **Ending Date:** The last date when funds can be encumbered and employees can work on the program.
- ❑ **Liquidation Date:** Date that all outstanding invoices and obligations need to be paid by in order to get reimbursed by the funding agency

# Program Numbers Explained

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- Your grant program number is assigned by the Office of Accounting. It is a four-digit number followed by four zeroes, e.g. **39850000**, and is unique to your program for the life of the grant, be it one year or multi-year. Most grant program numbers are in the range of 3000 to 5999, although grants that are directly funded by the State of Florida will be numbered 8xxx and paid through the General Fund. However, they are still grants and monitored by OGA.
- The program number is **NOT** the same as the Project Number assigned by a funding agency such as the Florida Department of Education or various other agencies. This is because one project, such as Title I, Title II, Carl Perkins, and Magnet Schools, can have a number of different program numbers under that one project number. Be aware that the funding agency will refer to their project number in communications, so know the difference between the two.
- Your program number is the key identifier to the Grants Office and your FRU person as well as other District offices such as Budget and Procurement, so know it and remember it when communicating with them.

# Object Codes – What Are They?

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- Object codes, sometimes called Commitment Items, are numbers that specify the budget items such as salaries, fringe benefits, and all the other items you might have in your budget: supplies, contracts, travel, and so forth.
- They begin with 5 and are six digits, usually ending in two zeroes, e.g. 514400, 523200, 531000, 551000, and 564100.
- The number after the 5 designates the purpose of the object code.
- **51xxxx:** Salaries.
- **52xxxx:** Fringe benefits.
- **53xxxx:** Purchased services, contracts and travel.
- **55xxxx:** Supplies and like items.
- **56xxxx:** Capitalized items such as furniture, fixtures and equipment, including computers and peripherals (printers and software) and so forth.
- **57xxxx:** Administrative purposes, including 579200 for Indirect Cost.
- Your FRU person can guide you in selecting the correct object codes when you're putting together your budget, and the Budget Assistance Sheet lists the most commonly-used object codes.

# Fringe Benefits – What Are They?

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- Fringe Benefits are included in budgeting and calculating all salaries, including full-time, hourly, temporary instruction, stipends and supplements. This also applies when doing Budget Transfers and Transfers of Expenditures.
- Rates for fringes are determined by the Budget Office and change annually at the start of the new fiscal year (July 1). The current rates are also listed on the Fringe Calculator and the Budget Assistance Sheet.
- The fringes for FY 2021-2022 are:
  - Retirement (521000): 11.89%
  - FICA/Social Security (522000): 6.2%
  - Medicare (522100): 1.45%
  - Group Health Insurance (523200): \$10,417.00 per full-time personnel only, prorated per percentage of salary paid from the grant.
  - Workers Comp/Liability/Unemployment Insurance (524000): 2.63%

Note: Full-time employees are charged all fringes including Group Health. Hourly and Overtime employees are charged all fringes except Group Health. Temporary Instructors are charged Retirement, FICA, and Medicare. In-Service Reimbursement / Bonus Pay is charged FICA, Medicare, and Workers Comp/Liability/Unemployment. Your FRU person can assist you in calculating the fringes.

# Functional Areas – What Are They?

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- Functional Areas, also known as Function Codes, define the purpose of the object code. They are six digits, ending in two zeroes, and are paired with the program number, e.g. **39850000-640000**. Some common functional areas are:
  - 510000:** Basic Instruction
  - 610000:** Student Support Services
  - 620000:** Instructional Media Services
  - 630000:** Instruction & Curriculum Development Services
  - 640000:** Instructional Staff Training (Professional Development)
  - 720000:** Indirect Cost
  - 780000:** Student Travel (Field Trips)
- Your FRU person can assist you in determining the correct functional areas to use in creating your budget.

# Indirect Cost – What Is It?

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- Indirect Cost is a line item in your budget that the District includes to cover costs not listed in the budget. It is a rate agreed upon with the Florida Department of Education and the U.S. Department of Education. For Federal through State grants, indirect cost is calculated on the total budget **except** for all 5600 object codes (Equipment, Software, AV Materials, etc.) and 5310 object codes with 5xxx and 7800 function codes. For Federal Direct grants, the indirect cost is calculated on the total cost excluding any single piece of equipment which costs \$5,000 per unit or more.
- The indirect rate changes at the beginning of the state fiscal year (July 1). The rate for FY 2021-2022 is 3.19% and 5% for all ESSER grants.
- Your FRU person can assist you in determining the indirect amount for your program. It can also be calculated using the Fringe Calculator.

# Grant Budget Document Entry (ENTR)

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- ❑ The Budget Entry is based on the budget approved by the funding agency.
- ❑ It follows the approved object codes, functional areas, and budget amounts and must agree with Budget Narrative and Board Item (if applicable).
- ❑ Corrections or changes to the budget entry can only be made with written approval from the funder or through an amendment once the program is opened.
- ❑ Submitted by the grant project manager and transmitted to the Office of Budget Management for final approval.
- ❑ Forward funding – opening a program prior to Board approval – can only be done via a memo to the Financial Officer for OGA with proof of funding, allocation, or a substantially approved memo from the FLDOE.
- ❑ Grants Administration generates the transmittal packet, which includes a copy of the grant transmittal, the award notice, the approved budget, the budget create document, personnel listings, and any additional documentation such as the board item. It is e-mailed to the program manager, OGA program manager, and various offices in the District. The budget will post on the financial system within 24 hours of uploading.



# Grant Budget Document Transfer (TRAN)

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- ❑ Transfers move money already in your budget to another allowable budget line.
- ❑ Transfers between salary and non-salary lines necessitate taking into account the associated fringes. Consult your FRU person to adjust the transfer accordingly.
- ❑ Be aware of grant-imposed restrictions. Check with your award notice or funding agency for limitations on transfers and the possibility of requiring an amendment.
- ❑ Assure compliance with the Green Book and EDGAR guidelines. The Green Book is the FLDOE guide to accounting; EDGAR is the U.S. DOE guide.
- ❑ Transfers follow the same steps as an Entry: submit your request to your FRU person and provide all the documentation as needed.
- ❑ Transfers usually post within 24 to 48 hours upon receipt in the OGA office and will appear in the Grants Availability Report (GAR) the day after posting.



# Transfer of Expenditures (JV)

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- ❑ Transfers of Expenditures, also known as Journal Vouchers (JV's), are processed by Grants Administration. Their function is to move expenditures from one program to another. They do not transfer funds and can only be done after the expenditure of funds has been posted and reconciled.
- ❑ JV's move expenditures between similar structures; e.g. salary to salary, supplies to supplies. In addition, the salary types should match; e.g. hourly to hourly. Fringes must be included.
- ❑ Salary JV's in federally-funded programs may require Time and Effort reports and must be in compliance with accounting best practices.
- ❑ Non-Salary JV's such as supplies or equipment need full documentation of the expenditure, including but not limited to the purchase order, proof of goods receipt, bill of lading, invoice, and proof of payment for the goods by the District.
- ❑ In all cases, the program manager must be able to show that the expenditure is in compliance with the goals, objectives, and regulations of the grant and the funding agency.
- ❑ Your FRU person will assist you in preparing the JV.

# Transfer of Expenditures (JV)

REFERENCE		TOTAL	0.00	DATA ENTRY
DOCUMENT DATE		DOCUMENT TYPE	EU	Initials
POSTING DATE				
HEADER TEXT				

Line No	ACCOUNT STRUCTURE						\$	DR AMOUNT	\$	CR AMOUNT	DR CR	EXPLANATION(8SEG-99TEXT)
	FUND	GL ACCT	BUSINESS AREA	COST CENTER	Functional Area	WBS Element						
01												
02												
03												
04												
05												
06												
07												
08												
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32												
33												
TOTALS							0.00		0.00			

PREPARED BY \_\_\_\_\_

ASSISTANT CONTROLLER \_\_\_\_\_

CONTROLLER \_\_\_\_\_

The School Board  
of  
Miami-Dade County, Florida  
**EXCEL VOUCHER**

COMMENTS

\_\_\_\_\_



# Purchasing and Accounts Payable

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- ❑ Know your grant End and Liquidation date
- ❑ A purchase order or shopping cart does not spend your funds. The goods or services must be received on-line and invoices submitted to Accounts Payable. Make sure that payments are actually processed
- ❑ Expediting Orders.
- ❑ The Shopping Cart and the Use of Procurement Credit Card.

# Procurement Procedures

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- ❑ **Step 1 – Commitment:** Your items are put into the shopping cart or fund reservation. Funds will be withdrawn from your Current Budget and placed in the Commitment column awaiting approval. A commitment can be cancelled without penalty; the funds will be returned to the Current Budget.
- ❑ **Step 2 – Encumbrance:** The shopping cart is converted into a P.O. and it has been approved and sent to the vendor. The funds move from the Commitment to Encumbrance column. An encumbrance can be cancelled only in conjunction with the vendor and may incur a restocking charge.
- ❑ **Step 3 – Expenditure:** The P.O. item has been received. The funds move to the Expenditure column. The item must be received on-line and the required paperwork (invoice and bill of lading or receipt) sent to Accounts Payable in order to complete the payment to the vendor.
- ❑ Monitor your purchases at every step. All purchases must be paid for before the grant's liquidation date.

# Matching Funds

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- Your grant may have a matching requirement. Preference may be given to proposals that include matching funds from the institution or other partners including in-kind contributions. Third party contributions to matching funds such as computer or software donated from a company may be included.
- In-kind matches can include fair-market value of goods or services such as facilities, utilities, and personnel.
- Review the requirements for matching funds with your grant program manager.
- It is your responsibility to maintain your records with the required documentation that will be used to file quarterly, annual, or final reports.



# Data Access

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- There are several ways to keep track of your grant.
  - Grants Availability Report on SAP
  - Monthly Projections
  - Guide To Open Programs on the Grants Administration website.
- Your FRU monitor is just a phone call or e-mail away.



# The Grants Availability Report

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- ❑ Log onto SAP through the Employee Portal at Dadeschools.net.
- ❑ Click on the SAP tab on the top toolbar.
- ❑ Click on the Reports tab.
- ❑ Click on the Finance tab.
- ❑ Click on the Grants tab.
- ❑ Click on the Grants Availability link.
- ❑ Enter your program number in the Program space, using all eight digits: for example, 32160000.
- ❑ Click OK.

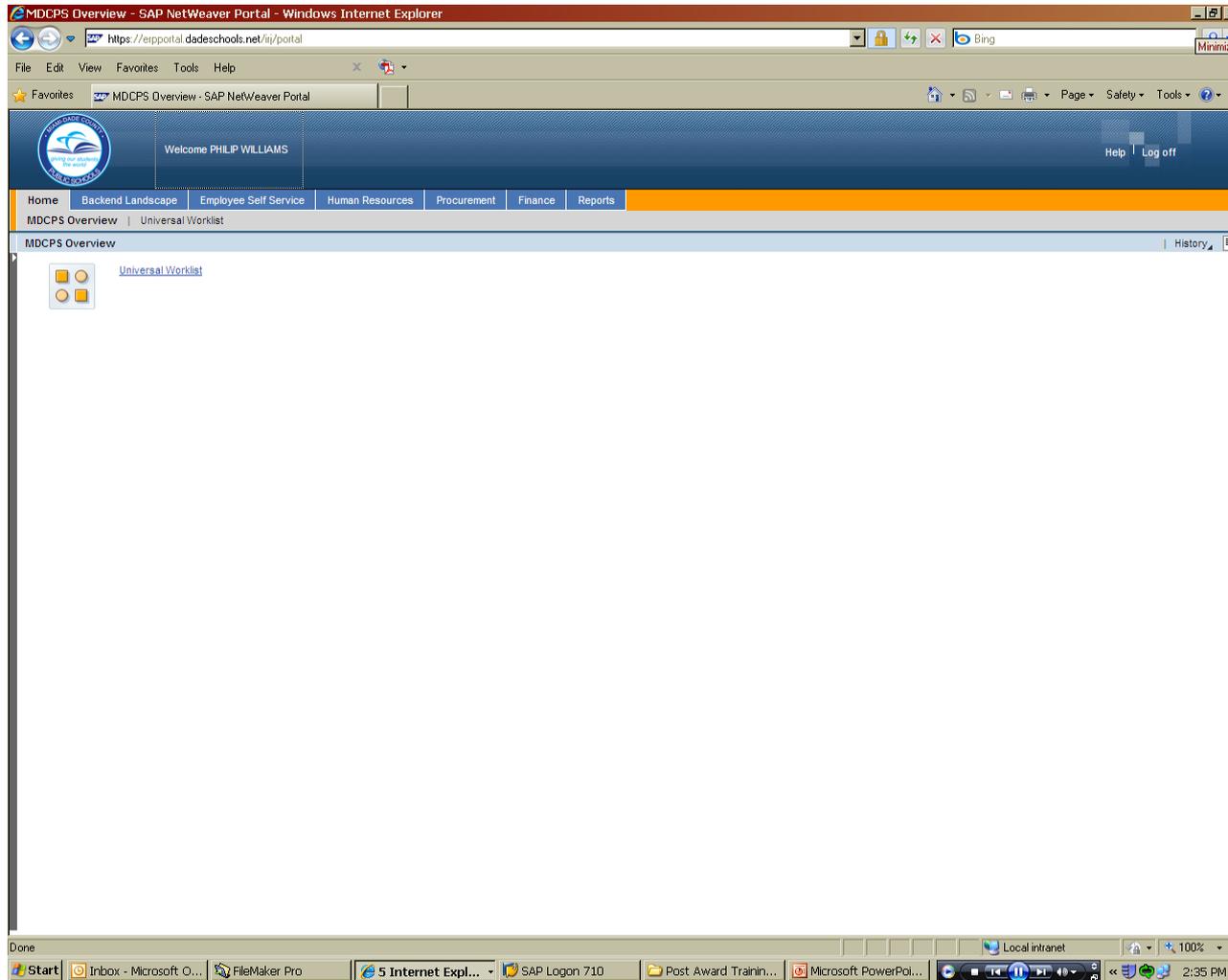
# Employee Portal

Click on the SAP button on the Employee Portal screen.

The screenshot displays the Miami-Dade County Public Schools Employee Portal. The browser address bar shows the URL <https://mdcpsportal.dadeschools.net/employee/default.aspx>. The page features a navigation menu on the left with links for 'Portal Survey', 'Report Fraud', and 'All Site Content'. The main content area includes a 'Welcome to the Employee Portal' message, a yellow alert banner about a new password management tool, and two sections: 'My Info' for Philip Middleton Williams (ERP Analyst) and 'My Collaboration' for InterGov Affairs & Grants. Below these are icons for 'Employee Info', 'Inbox & Calendar', 'SAP ERP', 'Discovery Education', and 'OneDrive'. At the bottom, there is an 'Employee News and Events' section with a link for 'Spring Break Cruise on the Allure of the Seas' dated 11/4/2014.

# SAP Main Page

Click on the Reports tab.



# Reports Page - Click on the Finance tab to open to the Reports page. Click on Grants Availability Report.

The screenshot shows a web browser window displaying the SAP NetWeaver Portal. The browser title is "MDCPS Overview - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows the URL "https://erpportal.dadeschools.net/ty/portal". The browser's Favorites bar shows "MDCPS Overview - SAP NetWeaver Portal".

The portal's header includes the MDCPS logo and the text "Welcome PHILP WILLIAMS". On the right side of the header, there are links for "Help" and "Log off".

The main navigation menu is located below the header and includes the following tabs: Home, Backend Landscape, Employee Self Service, Human Resources, Procurement, Finance, and Reports. The "Reports" tab is currently selected and highlighted in orange. Below the navigation menu, there are sub-links for "Human Resources", "Procurement", and "Finance".

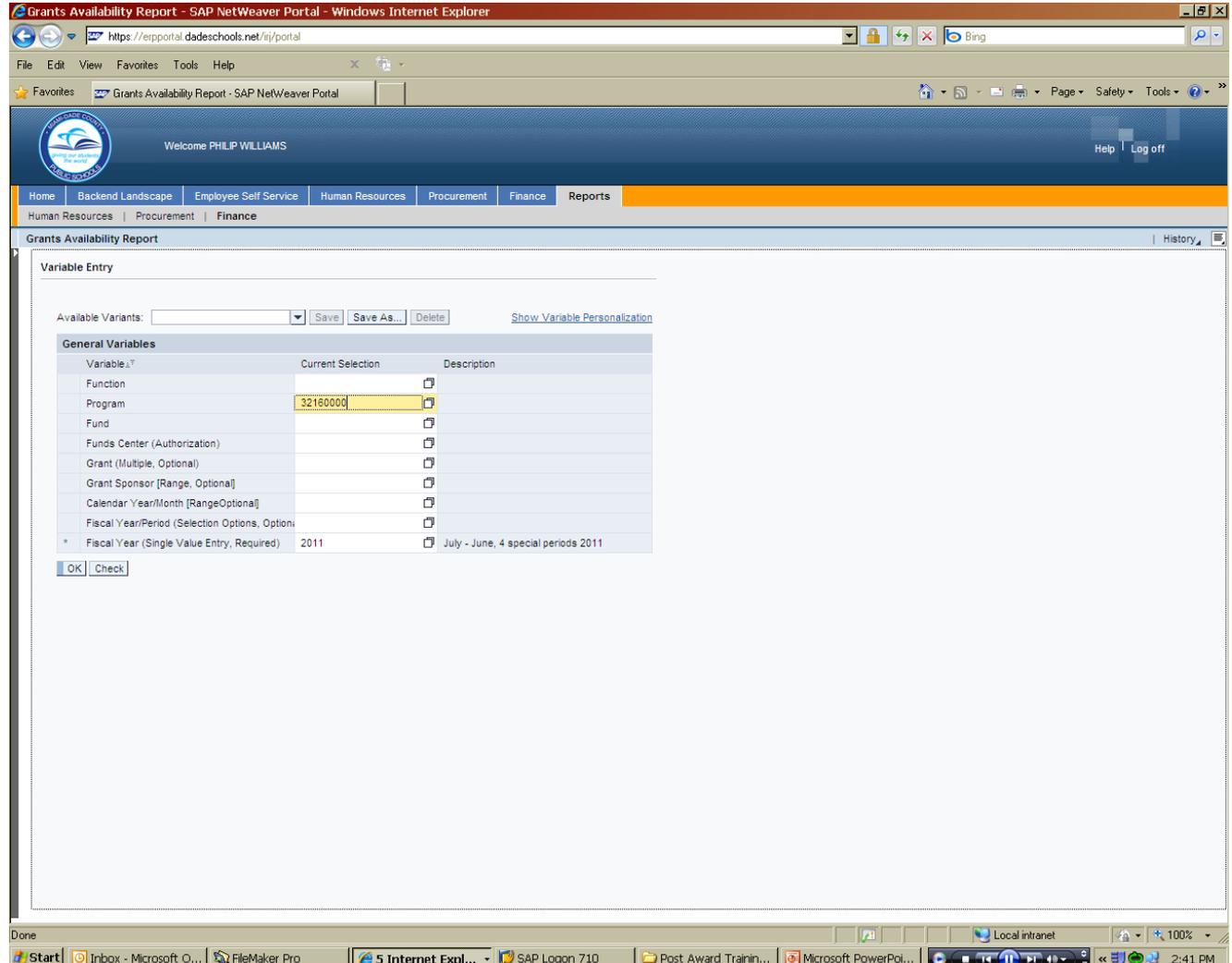
The main content area is titled "MDCPS Overview" and contains four report cards, each with a bar chart icon and a magnifying glass icon:

- [Grants Availability Report](#)  
Displays the available funds of grant related funding structures
- [Open Invoices past Grant Liquidation Date](#)  
Open invoices past grant liquidation date
- [Grants Availability Report](#)  
Displays the available funds of grant related funding structures(Power)
- [Open Purchase Order Report](#)  
View the Open PO Analysis Summary/Detail Report(Power)

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, FileMaker Pro, Internet Explorer, SAP Logon 710, Post Award Trainin..., Microsoft PowerPoi...), and the system tray with the date and time (2:37 PM).

# Grants Availability Main Page

Enter your program number and click OK.



The screenshot shows a web browser window displaying the SAP NetWeaver Portal. The page title is "Grants Availability Report - SAP NetWeaver Portal - Windows Internet Explorer". The URL is "https://eirportal.dadeschools.net/iiportal". The browser's address bar shows the URL and the Bing search engine. The page has a navigation menu with options: Home, Backend Landscape, Employee Self Service, Human Resources, Procurement, Finance, and Reports. The "Reports" menu is highlighted. Below the navigation menu, there is a "Grants Availability Report" section with a "History" link. The main content area is titled "Variable Entry" and contains a form for selecting variables. The form includes a dropdown menu for "Available Variables:", "Save", "Save As...", and "Delete" buttons, and a "Show Variable Personalization" link. Below this is a table of "General Variables":

Variable	Current Selection	Description
Function		
Program	32180000	
Fund		
Funds Center (Authorization)		
Grant (Multiple, Optional)		
Grant Sponsor (Range, Optional)		
Calendar Year/Month (Range/Optional)		
Fiscal Year/Period (Selection Options, Optional)		
* Fiscal Year (Single Value Entry, Required)	2011	July - June, 4 special periods 2011

At the bottom of the form, there are "OK" and "Check" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, FileMaker Pro, Internet Explorer, SAP Logon, Post Award Training, Microsoft PowerPoint), and the system tray with the date and time (2:41 PM).

# Grants Availability Report

The report can be printed as a PDF or converted to Excel.

Grants Availability Report - SAP NetWeaver Portal - Windows Internet Explorer

https://erpportal.dadeschools.net/ni/portal

Welcome PHILIP WILLIAMS

Home Backend Landscape Employee Self Service Human Resources Procurement Finance Reports

Human Resources | Procurement | Finance

## Grant Available Funds Report

Print PDF | Export to Excel

Run Parameters

Selection Parameters

Grant Type: Show All Values | Grant Sponsor: Show All Values | Calendar Year/Month: Show All Values

Grant: Show All Values | Fund: Show All Values | Program: 32160000

Requisition Control: Show All Values | Commitment Item: >=500000 | Funds Center: Show All Values

Function: Show All Values

Fund	Program	Requisition Control	Commitment Item	Funds Center	Function	Original Budget	YTD Transfers & Adjustments	Current Budget	YTD Encumbrances	YTD Expenditures	Available Balance	Percent Budget Remaining	YTD Commitments	Adjusted Balance
						\$		\$			\$			\$
432000	32160000	1	513600 IN-SERVICE REIMBURSE	1962800	640000	14,483.00		14,483.00			14,483.00	100.0		14,483.00
			522000 SOCIAL SECURITY	1962800	640000	1,108.00		1,108.00			1,108.00	100.0		1,108.00
			524000 WORKERS COMP & LIAB	1962800	640000	409.00		409.00			409.00	100.0		409.00
			<b>Result</b>			<b>16,000.00</b>		<b>16,000.00</b>			<b>16,000.00</b>	<b>100.0</b>		<b>16,000.00</b>
			<b>Result</b>			<b>16,000.00</b>		<b>16,000.00</b>			<b>16,000.00</b>	<b>100.0</b>		<b>16,000.00</b>
			<b>Result</b>			<b>16,000.00</b>		<b>16,000.00</b>			<b>16,000.00</b>	<b>100.0</b>		<b>16,000.00</b>

Done

Start | Inbox - Microsoft O... | FileMaker Pro | 5 Internet Expl... | SAP Logon 710 | Post Award Trainin... | Microsoft PowerPol... | Local intranet | 100% | 2:42 PM



# Report Information

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- ❑ The page can be printed in PDF or exported to Excel.
- ❑ The report is updated every night.
- ❑ It can also be customized to your specifications and to certain dates on the Grants Availability main page.



# Monitoring Your Program

---

- ❑ Projections are sent to the grant program manager monthly.
- ❑ Projections include full-time salary projections as well as alerts about the spending status of funds.
- ❑ Review the projection and contact your FRU monitor if you have any questions or concerns.
- ❑ Catching issues early can prevent last-minute problems.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
AVAILABLE BALANCES and PROGRAM EXPENDITURES PROJECTION**

AS OF  
28-Oct-2011

Grant Name: Agriescience Education  
 Grant Number: 32600000  
 Grant Period: July 1, 2011 to June 30, 2012  
 Closing Date: June 30, 2012  
 Liquidation Date: August 20, 2012

Grant Amount: \$215,781

Program Manager: Diana E. Collingwood  
 Email: dcollingwood@dadeschools.net

FRU Monitor: Ms. Conchita Beltran  
 Email: cbeltran@dadeschools.net

**Projection of program expenditures resulted in the following condition:**

<b>Overall Projection:</b>	<b>UNDERSPENT</b>	Please refer to the detailed projection worksheet attached for the breakdown of salary & benefits and non-salary expenditures for their respective balances and projections.
Amount:	\$132,874	
Percentage:	62.04%	
Composed of:		
Salaries & Benefits:	\$30,534	
Non-Salary:	\$103,340	
<b>Workdays Left:</b>	<b>176</b>	<b>From the projection 'AS OF' date to end at the fiscal year.</b>

**If your Grant program is projected to be "UNDERSPENT", please take the following immediate actions as needed:**

- Seek a no-cost extension or a redistribution of budget allocation into needed categories;
- Consider filling budgeted vacant full-time and hourly positions;
- Consider transferring into the grant allowable expenditures, and / or;
- Execution and Approval of all new and pending shopping carts, funds reservations and travel authorizations in order to establish an encumbrance.

**If your Grant program is projected to be "OVERSPENT", please take the following immediate actions as needed:**

- If there are expenditures (i.e., salaries & benefits and/or non-salary) that should be transferred to another program please proceed to execute a Journal Voucher (JV), salaries and benefits transfers MUST BE ACCOMPANIED with a properly executed and approved Circular A-87 certification form;
- Consider reducing hourly and / or full-time personnel, and / or;
- Curtail non-salary expenditures;

**If your Grant period has expired and is found to be "UNDERSPENT" or "OVERSPENT", please contact your FRU Monitor IMMEDIATELY for possible corrective actions.**

**Methodology used in the projection:** Salaries and benefits for full-time positions are projected based on the number of the remaining workdays in the current fiscal year plus the actual amount earned, adjusted for 10 and 12 months type positions. Hourly positions are projected based on the actual amount paid projected to the last day of the school or fiscal year, as applicable. Non-salary categories are projected based on the amount already spent plus encumbrances, such as shopping carts that are awaiting delivery of goods and services. Please refer to the attached explanation of the content and source for each of the columns presented in the worksheet below.

If you have any questions or require assistance, please contact your FRU Monitor.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
AVAILABLE BALANCES and PROGRAM EXPENDITURES PROJECTION**

AS OF  
28-Oct-2011

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J) (G - H - I)	(K)	(L) (H + I + K)	(M) (G - L)	(N) (N / G)
										*** P R O J E C T I O N ***			
OBJECT	DESCRIPTION	Budgeted Positions	Filled Positions	Average Salary	Days Remaining	Current Budget	YTD Expenditures	Pending Transfers	Calculated Available Balances	Calculated Projection To Year-End	Total Projected Expenditures	Variance Under / (Over) Budget	Percentage Funds Availables
<b>SALARY</b>													
5149	Temp Instructor					10,000	1,034	0	8,966	0	1,034	8,966	89.66%
5150	Hrly Employee				172	20,000	2,235	0	17,765	0	2,235	17,765	88.83%
<b>SUBTOTAL - SALARY</b>		<b>0</b>	<b>0</b>	<b>N. A.</b>	<b>N. A.</b>	<b>30,000</b>	<b>3,269</b>	<b>0</b>	<b>26,731</b>	<b>0</b>	<b>3,269</b>	<b>26,731</b>	<b>89.10%</b>
<b>FRINGE BENEFITS</b>													
5210 - 5240	Retirement/FICA/Medicare/WC	N. A.	N. A.	N. A.	N. A.	4,234	431	0	3,803	0	431	3,803	89.82%
5232	Hospitalization	N. A.	N. A.	N. A.	N. A.	0	0	0	0	0	0	0	
<b>SUBTOTAL - FRINGE BENEFITS</b>		<b>N. A.</b>	<b>N. A.</b>	<b>N. A.</b>	<b>N. A.</b>	<b>4,234</b>	<b>431</b>	<b>0</b>	<b>3,803</b>	<b>0</b>	<b>431</b>	<b>3,803</b>	<b>89.82%</b>
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J) (G - H - I)	(K)	(L) (H + I + K)	(M) (G - L)	(N) (N / G)
										*** P R O J E C T I O N ***			
OBJECT	DESCRIPTION	Budgeted Positions	Filled Positions	Average Salary	Days Remaining	Current Budget	YTD Expenditures	Encumbrance	Calculated Available Balances	Calculated Projection To Year-End	Total Projected Expenditures	Variance Under / (Over) Budget	Percentage Funds Availables
<b>NON-SALARY</b>													
5310	Professional & Technical	N. A.	N. A.	N. A.	N. A.	3,000			3,000	0	0	3,000	100.00%
5331	Travel Out Of County	N. A.	N. A.	N. A.	N. A.	15,000	1,315	2,171	11,514	0	3,486	11,514	76.76%
5332	Field Trips	N. A.	N. A.	N. A.	N. A.	35,000	2,532	5,060	27,408	0	7,592	27,408	78.31%
5390	Other Purchased Ser	N. A.	N. A.	N. A.	N. A.	15,000	3,824	3,353	7,823	0	7,177	7,823	52.15%
5399	Printing-Duplicating	N. A.	N. A.	N. A.	N. A.	2,000			2,000	0	0	2,000	100.00%
5510	Supplies	N. A.	N. A.	N. A.	N. A.	12,472			12,472	0	0	12,472	100.00%
5622	Non-Capitalized AV Material	N. A.	N. A.	N. A.	N. A.	1,372			1,372	0	0	1,372	100.00%
5640	FF&E	N. A.	N. A.	N. A.	N. A.	89,560	22,977	33,414	33,169	0	56,391	33,169	37.04%
5692	Non Capitalized Software	N. A.	N. A.	N. A.	N. A.	2,582			2,582	0	0	2,582	100.00%
5730	Dues & Fees	N. A.	N. A.	N. A.	N. A.	2,000			2,000	0	0	2,000	100.00%
5792	Indirect Cost	N. A.	N. A.	N. A.	N. A.	3,561	81	3,480	0		3,561	0	0.00%
<b>SUBTOTAL - NON-SALARY</b>		<b>N. A.</b>	<b>N. A.</b>	<b>N. A.</b>	<b>N. A.</b>	<b>181,547</b>	<b>30,729</b>	<b>47,478</b>	<b>103,340</b>	<b>0</b>	<b>78,207</b>	<b>103,340</b>	<b>56.92%</b>
<b>GRAND TOTAL</b>						<b>215,781</b>	<b>34,429</b>	<b>47,478</b>	<b>133,874</b>	<b>0</b>	<b>81,907</b>	<b>133,874</b>	<b>62.04%</b>

Note: Indirect cost is not calculated on 56XX object categories that encompass furniture, fixtures and equipment.

# Time and Effort Certification

---

- **Why is Time and Effort Certification required?**
- All programs that are funded from federal dollars are required by law to have a certification performed that requires employees and / or direct reports affirm the fact that the time and effort was spent in servicing the particular program.
- **Two Formats: Electronic and Manual.** Time and Effort Certification is generated every four months for all federally-funded programs and sent to program administrators for approval via SAP Universal Worklist. Manual certification is done on a case-by-case basis to certify time and effort on individual programs.

# Time and Effort Certification System

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- What is meant by the term **Single Cost Objective**?
  - It refers to an employee that serves a single program and is paid by the same program that it serves.
- What is meant by the term **Multi Cost Objective**?
  - It refers to an employee that is filling a position of one of the programs that it serves but also serves another or more programs that are charged based on the level of effort depicted by a percentage that is used to charge the other programs served. The total of the percentages of all the programs served must equal 100%.

# Time and Effort Certification System

---

- What is the source of the data contained in the certification report?
  - For employees serving only one program (i.e. **Single Cost Objective**), all data reported is obtained from the actual attendance records and the actual wages paid to the employee.
  - For employees serving more than one program (i.e. **Multi Cost Objective**), the data is obtained from the SAP HR module that contains the level of effort expressed as a percentage that was budgeted and approved based on the approved grant application or current actual effort.

# Time and Effort Certification System

Waiting for update

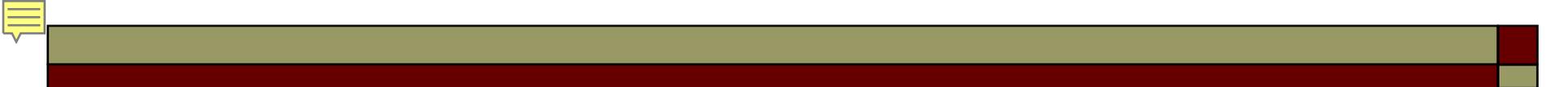
Tasks Alerts Notifications Tracking

Show :

[Show Filters](#) [Hide Preview](#) [Refresh](#)

Subject	From	Sent	Priority	Due	Status
<a href="#">Time and Effort (Single) FY 2014 Period 3 Loc. 1007100</a>	Machado, Mariela	Today	Normal	Nov 30, 2015	New
<a href="#">Time and Effort (Multi) FY 2015 Period 3 Loc. 1008100 Ver.001</a>	Machado, Mariela	Today	Normal	Nov 30, 2015	In Progress
<a href="#">Inbound IDoc: CCMS statistic update failed</a>	Workflow System	Aug 16, 2015	Normal		New
<a href="#">Inbound IDoc: CCMS statistic update failed</a>	Workflow System	Aug 16, 2015	Normal		New
<a href="#">Inbound IDoc: CCMS statistic update failed</a>	Workflow System	Aug 16, 2015	Normal		New
<a href="#">Loc. - 1902900   Pgm - 75000000   Fund - 100000   Budget Entry Approval Task 2100000885 - Approval</a>	Coronado, Jorge A.	Sep 15, 2014	Normal		New
<a href="#">Loc. - 1902900   Pgm - 75000000   Fund - 100000   Budget Entry Approval Task 2100000884 - Approval</a>	Coronado, Jorge A.	Sep 11, 2014	Normal		New
<a href="#">Loc. - 1902900   Pgm - 75000000   Fund - 100000   Budget Entry Approval Task 2100000882 - Approval</a>	Coronado, Jorge A.	Sep 11, 2014	Normal		New
<a href="#">Loc. - 1902900   Pgm - 75000000   Fund - 100000   Budget Entry Approval Task 2100000881 - Approval</a>	Coronado, Jorge A.	Sep 11, 2014	Normal		New
<a href="#">Loc. - 1902900   Pgm - 75000000   Fund - 100000   Budget Entry Approval Task 2100000880 - Approval</a>	Coronado, Jorge A.	Sep 11, 2014	Normal		New

Row 1 of 52



# Time and Effort Certification System

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- There's two terms that you may see in a certification
  - De-Certification
  - Re-Certification



# Time and Effort Certification System

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- What is the definition of a De-Certification?
  - A De-Certification (DECERT) refers to a retroactive transfer of wages involving a federal funded program for a prior period that was previously certified.
- What is the definition of a Re-Certification?
  - A Re-Certification (RECERT) refers to the same retroactive transfer that was charged to another federally funded program that substitutes the previous program that was previously certified.



# Time and Effort Certification System

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- There are two types of Approvals:
  - Approved
    - Applies for approvals where all the data reported is correct.
  - Approved with Adjustments / Corrections
    - Applies when any data contained in the report is found to be in error.
      - Must disclose the specifics in the Comment Tab under Location Comments where comments must be added that explains the specifics of the error found.

# Time and Effort Certification System

**Time and Effort Certification Single Cost Objective Details**

Menu | Save | Back | Exit | Cancel | System | Approve | Approved with Adjustments / Corrections

Pending	Time and Effort Certification Form- SINGLE COST OBJECTIVE REPORT	Creation Info	228662	11 / 04 /
Fiscal Year 2014 3		Approval Info		
Reporting Period 03/01/2014 to 06/30/2014	Cost Center 1007300	Last Change	228662	11 / 04 /

Current | Decert/Recert | Comments

Grant's Office  
Comments

Location  
Comments

Please correct employee: Pedro Perez, employee Number test#1.

Certification: By electronically approving this certification serves to confirm that the employee(s) listed in the associated report expended their time and effort servicing the federally funded program or programs listed for the period identified.

If you have any questions, please contact your Program Manager or your FRU Monitor.

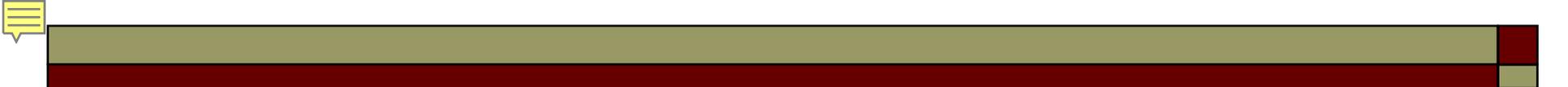
<



# Time and Effort Certification System

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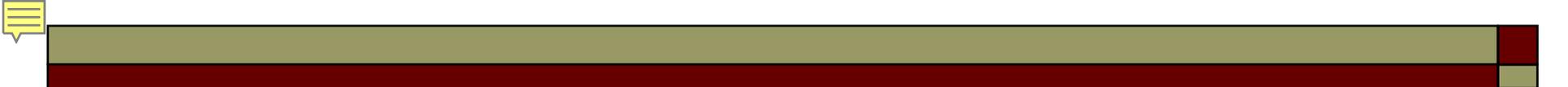
- Verification of data
  - For full-time, part-time, overtime and substitutes the respective days and hours reported can be traced to the attendance and payroll records retained at your school.
  - For supplements and stipends the amount paid is based on the type of supplement as reflected in the SAP HR system, and also reported in the payroll record.



# Time and Effort Certification System

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- Approval of data
  - It must be approved by the administrator in charge of the location having firsthand knowledge of the work being performed.
  - It cannot be delegated to a non-administrator.



# Time and Effort Certification System

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- ❑ **What is the result of NOT performing a Time and Effort Certification?**

Failure to perform a certification may result in the disallowance of a portion or the entire amount of expenditure reported for wages and benefits for a particular federally funded program (grant) if found by the auditor to be lacking a timely and properly executed certification during the required annual Single Audit (i.e. federal audit).

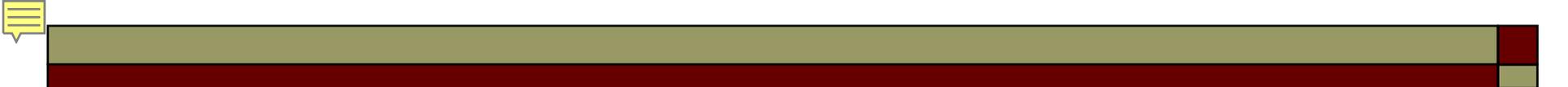


# Time and Effort Certification System

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- ❑ **Possible penalty for Single Audit finding related to a missing or timely certification?**

Please note that a failure to comply with the certification requirement may result in the disallowance of a chargeable expenditure for wages and benefits to the Grant by the USDOE/FLDOE or cognizant agency, thus resulting in your school's or department's Discretionary account (02) being charged for the amount equal to any disallowance.



# Time and Effort Certification System

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- ❑ **Period 1: July 1 – October 31.** Issued after payroll that includes October 31. Due date is fifteen days after issuance.
- ❑ **Period 2: November 1 – February 28.** Issued after payroll that includes February 28. Due date is fifteen days after issuance.
- ❑ **Period 3: March 1 – June 30.** Issued after payroll that includes June 30. Due date is fifteen days after issuance.



# Time and Effort Certification System

---

- Approval timeline and escalation
  - 15 workdays for electronic approval by the appropriate personnel at the school or non-school site.
  - From 16<sup>th</sup> to the 25<sup>th</sup> workday escalates to an email notification to:
    - School site: Region Superintendent.
    - Non-school site: Direct Report Supervisor.
  - On the 26<sup>th</sup> workday escalates to the appropriate Superintendent's Cabinet member.



# Time and Effort Certification System

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- How can I view a Certification that has been previously approved?
  - Simple – just follow the next three screens shots that will show you how to access all previously approved certifications, as well as the statuses.

# Time and Effort Certification System

The screenshot shows a web browser window displaying the Time and Effort Certification System. The browser's address bar shows "Convert" and "Select" options. The page header includes navigation links: Home, Backend Landscape, Employee Self Service, eRecruiting, Payroll, Reports, Finance, and Human Resources. The "Reports" link is highlighted in orange. Below the header, the "MDCPS Overview" section is visible, featuring a grid of links and icons. The "Report for Time and Effort Single Cost Objective" link is highlighted in yellow.

Convert Select

Page Safety Tools ?

WELCOME TO FLORIDA'S LARGEST PUBLIC SCHOOLS DISTRICT

giving our students the world

FLORIDA'S LARGEST PUBLIC SCHOOLS DISTRICT

Welcome MARELA MACHADO

Home Backend Landscape Employee Self Service eRecruiting Payroll **Reports** Finance Human Resources

MDCPS Overview | Overview | eRecruiting | eRecruiting | Payroll | **Finance**

**MDCPS Overview**

	<a href="#">Grants Office Detail for Single Cost</a> Grants Office Detail for Single Cost		<a href="#">Report for Time and Effort Single Cost Objective</a> Report for Time and Effort Single Cost Objective
	<a href="#">Grants Office Detail for Multi Cost</a> Grants Office Detail for Multi Cost		<a href="#">Dashboard for Time and Effort Single Cost</a> Dashboard for Time and Effort Single Cost
	<a href="#">Dashboard for Time and Effort Multi Cost</a> Dashboard for Time and Effort Multi Cost		<a href="#">Staff Authorized to Approve Time and Effort Cert-Exception Report</a> Staff Authorized to Approve Time and Effort Cert-Exception Report
	<a href="#">Report for Time and Effort Multi Cost Objective</a> Report for Time and Effort Multi Cost Objective		<a href="#">Staff Authorized to Approve Time and Effort Cert Report</a> Staff Authorized to Approve Time and Effort Cert Report

# Time and Effort Certification System

Convert Select

Page Safety Tools ? N L N

 Welcome MARIELA MACHADO Help | Log

Home Backend Landscape Employee Self Service eRecruiting Payroll **Reports** Finance Human Resources

MDCPS Overview | Overview | eRecruiting | eRecruiting | Payroll | **Finance**

Report for Time and Effort Single Cost Objective

**Report for Time and Effort Certification Single Cost Objective**

Menu Save as Variant... Back Exit Cancel System Execute

Fiscal Year	2014	to	<input type="text"/>	
Period	3	to	<input type="text"/>	
Personnel Number	<input type="text"/>	to	<input type="text"/>	
Cost Center	1007100	to	<input type="text"/>	

# Time and Effort Certification System

[Home](#) | [Backend Landscape](#) | [Employee Self Service](#) | [eRecruiting](#) | **Payroll** | [Reports](#) | [Finance](#) | [Human Resources](#)

**Reports**

Time and Effort Certification Reports for Single Cost Objectives

### Time and Effort Certification Single Cost Objective Details

[Menu](#) | [Back](#) | [Exit](#) | [Cancel](#) | [System](#) | [Change](#)

     Time and Effort Certification Form- SINGLE COST OBJECTIVE REPORT      Creation Info: 228662 | 11/04/2

Fiscal Year: 2014 | 3      Approval Info: 228662 | 11/04/2

Reporting Period: 03/01/2014 to 06/30/2014      Cost Center: 1007100      Last Change: 228662 | 11/04/2

[Current](#) | [Decert/Recert](#) | [Comments](#)

Person...	Pers....	...	Employee/app.name	Position	Cost...	Fund	Functional Area	Program Name	Grant	CFDA	G/L Account	G/L Account Text	Cert Type	Hrs V
144192	9139423	3	ROBERT LOUIS INGS	99999999	1007100	420000	33780000-510000	CSR NORLAND	06/72001197	84.010	515000	HOURLY EMPLOYE	Current	22
231596	9139430	3	SONIA EIDINGER	99999999		420000	33780000-510000	CSR NORLAND	06/72001197	84.010	515000	HOURLY EMPLOYE	Current	12
309914	309914	3	Janette Dina Ramos	53277590		420000	35310000-520000	IDEA PART B. 07/03	72001171	84.027	515000	HOURLY EMPLOYE	Current	262

# Manual Time and Effort Certification

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Time and Effort forms that cover transfers of expenditures to grants are submitted manually with the transfer form.

- **Approved Forms To Be Used:** There are two manual forms.
- **1. Time and Effort Certification Form – Single Cost Objective & Transfers:** This form to be used to certify transfers or reclassifications of eligible personnel for salaries and benefits retroactively.
- **2. Time and Effort Certification Form – Multi Cost Objective & Transfers:** This form is used to certify transfers or reclassifications of eligible personnel for salaries and benefits retroactively when time and effort impacts split-funded personnel.







# Closing Your Program

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- ❑ End date: last date payroll can be charged to your program.
- ❑ Liquidation Date: last date encumbrances can be converted to expenditures and reported on the FA399.
- ❑ Final expenditure reports.
- ❑ Timing of Liquidations.
- ❑ Purchase early and track your Purchase Orders.
- ❑ Move staff to new programs.



# Important Items to Remember...

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- Review your Grants Availability regularly.
- Know your program end date and liquidation date.
- Make sure purchases get liquidated, paid.
- No-successor program - Charges, including payroll, will be charged to your General Fund.

# Before You Go...

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- ❑ You will receive a link to a survey via e-mail when the session is finished. Please complete it and send it back. Your responses will be anonymous.
- ❑ If you attended via the webinar but were not the person signed in on the link, please send your name, employee number, location number and name, and e-mail address to Meyme Falcone (mfalcone@dadeschools.net) so that you will be recorded as having attended.

# Thank You!

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- If you have any questions, please remember: **We are here to help.** Call or write us with any and all questions relating to finance issues on your grant.
  - Ms. Meyme Falcone - 305-995-1516  
e-mail: [mfalcone@dadeschools.net](mailto:mfalcone@dadeschools.net)
  - Ms. Carmen L. Lopez - 305-995-1501  
e-mail: [clopez09@dadeschools.net](mailto:clopez09@dadeschools.net)
  - Ms. Awilda Ruiz-Cintron - 305-995-1426  
e-mail: [awildaruiz@dadeschools.net](mailto:awildaruiz@dadeschools.net)
  - Ms. Barbara Garcia – 305-995-1289  
e-mail: [barbaragarcia@dadeschools.net](mailto:barbaragarcia@dadeschools.net)