

*On Track with Trade Adjustment Assistance
Community College and Career Training (TAA-CCCT)*

**Implementing TAA-CCCT Consortium
Grants**

February 21, 2012



Topics for today's session

- Consortium members
- Funding Mechanism
- Budgets
- Oversight



Consortium members

- All consortium members were eligible applicants under SGA; chose to come together
- Grant is to consortium
- Lead institution signed grant agreement
- Consortium members considered direct recipients



Consortium Members cont'd

All members must follow rules and requirements outlined in Grant Agreement, Uniform Administrative Requirements, and Federal Cost Principles



Role of the lead institution

- Lead institution has the award with DOL.
- Responsibilities:
 1. Point of contact with DOL to receive and respond to all inquiries or communications for grant;
 2. Entity with authority to withdraw or draw down funds through PMS;
 3. Submitting all deliverables under the grant regardless of which consortium member performed the work;



Role of lead cont'd

Lead institution responsibilities:

4. May request or agree to a revision or amendment of the grant agreement or modification to statement of work;
5. Overall responsibility for carrying out programmatic functions of the grant;
6. Stewardship of all expenditures under the grant;
and
7. Closing out the grant



Consortium Agreements

- Comprised of a signed letter, agreement, or Memorandum of Understanding and submitted with proposal (SGA, pg. 12)
- Attached to SOW – part of Grant Award
- Specify funds and activities for each member



Funding Mechanism

- Consortium agreement serves as the funding mechanism
- Funds can be transmitted to consortium members per consortium agreement
 - **WARNING:** All grant funds must be spent in accordance with rules and requirements in Grant Agreement
 - Preapprovals
 - Allowable costs
 - Appropriate procurement



Budgets

- Consortium members costs should be included on SF424A line items (personnel, equipment, etc),
 - NOT contractual line
- Budgets breakouts required for each consortium member

A close-up photograph of a budget spreadsheet. The image is slightly blurred and has a blue tint. Several cells are highlighted with black boxes. The values visible are: 100,000, 10,000, 10,000, 75,000, and \$205,000. There are also some red numbers and text partially visible, such as '100,000', '100,000', and '200,000'. The spreadsheet appears to be a detailed financial breakdown.



Indirect Costs

- Both amount and rate for each consortium member should be identified in the budget narrative
- Budget narratives reflect indirect and direct costs for each institution
 - All Consortium members claiming indirect costs need an approved ICR or Cost Allocation plan
- Lead institution ensures that rates are not exceeded
- SF424A must reflect indirect cost total for all consortium members



Administrative Cost Cap

- 10 % limit applies against the total grant amount and is attributable to the consortium as a whole
 - Consortium members must track and report indirect and direct administrative costs
- ETA encourages administrative costs for each consortium member to be listed in budget breakout



Administrative Cost Cap (cont.)

- All the costs of administrative activities, as defined by WIA, count towards the administrative cost cap.
 - Not all administrative costs in F&A rate count towards WIA administrative cost cap
 - May need to review F&A pool and identify which costs meet WIA definition of administrative

HANDOUT



WIA Administrative Costs

20 CFR 667.220

- General Administrative functions and coordination of functions
 - Accounting
 - Audit resolution
 - Financial and cash management
 - Payroll functions
 - Purchasing
- Costs of goods and services required for administrative functions
 - Office supplies
 - Rental and maintenance of office space
- Costs of information systems related to admin functions
 - Personnel
 - Procurement
 - Purchasing
 - Accounting and payroll
- Awards to vendors that are solely for the performance of administrative functions



Subgrant prohibition

- Subgrants prohibited under these grants
- Consortium members are NOT subrecipients
- Separate session addressing subgrants vs. subcontracts



Partner funding

- Grant funds can only be given to grant partners through sub contracts
- Activities in contract must be appropriate for a contract, not a grant



Oversight

- Lead institution has responsibility for all expenditures under the grant
 - Must have policies and procedures to track and report funds spent by consortium members



Oversight cont'd

- Oversight based SF 424A and budget breakouts
 - Lead institution
 - ETA
- ETA will monitor through quarterly progress reports (fiscal and programmatic) and may conduct onsite monitoring of lead institution and other consortium members



Questions??

