

**NOTICE OF REGULAR MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS**

In compliance with the Open Meetings Act, Texas Government Code, Section 551.041, notice is hereby given that a Regular Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, June 8, 2022**, at 5:30 PM in Room M-220 Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

The Board of Regents will gather in Room M-202 for refreshments prior to the Regular Meeting. Although a quorum may be present, no action will be taken by the Board at that time.

**- AGENDA -**

- I. Call to Order Regular Meeting**
- II. Moment of Silence and Pledge of Allegiance
- III. Certification of Posting Notice of Regular Meeting
- IV. Recognition of Guests
- V. Administer Oath of Office
- VI. Consider Approval of Minutes from Regular Meeting of May 11, 2022 *(Action Item)* 3
- VII. Citizens Desiring to Appear Before the Board on Agenda and Non-agenda Items  
*(Please complete a request card prior to the start of the meeting. The Board Chairperson may limit the time of appearance before the Board to three minutes.)*
- VIII. Informative Reports:
  - 1. Student Success Story *(Dr. W. Myles Shelton)* 11
  - 2. Monthly Financial Reports - May *(Mr. M. Jeff Engbrock)* 12
- IX. Consideration of Consent Agenda 37  
*(The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion and for which there is unanimous approval. Regents receive agenda materials in advance of the meeting to prepare for the business to be conducted.)*
- X. Action Items:
  - 1. Consider Acceptance of Fiscal Year 2021-22 Third Quarter Investment Report 39
  - 2. Consider Approval of Proposal for Bank Depository Contract 43
  - 3. Consider Adoption of Resolution Granting Residence Homestead Tax Exemptions for the 2022 Tax Year 44
  - 4. Consider Approval of Extended Contract with Ellucian for CRM Advise Development and Customizations Under Department of Education Title V Grant for Fiscal Year 2022-2023 50
  - 5. Consider Approval of Insurance Coverage Policy Renewals for National Flood Insurance Program (NFIP) and Texas Windstorm Insurance Association (TWIA) 51
  - 6. Consider Approval of Proposal to Purchase Excess Flood Coverage for Property and Contents 52
  - 7. Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for All Other Perils Property and Contents (Excluding Named or Numbered Windstorms) 53

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|--|-----|
| 8. Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for Unemployment and Workers' Compensation | 54  |
| 9. Consider Approval of Proposal to Purchase Intercollegiate Athletics and Activities Accident Insurance   | 55  |
| 10. Consider Approval of Extension of Contracts for Disaster Restoration and Recovery Services   | 57  |
| 11. Consider Acceptance of the TRIO Upward Bound Grant for the 2022-2023 Academic Year   | 58  |
| 12. Consider Approval of Proposal for Purchase of Contracted Services for Microsoft Support  | 105 |
| 13. Consider Approval of Proposal to Purchase Instructional Equipment for the Following Programs: Electrical-Electronics Technology and Instrumentation Technology | 106 |
| 14. Consider Approval to Paint and Repair Whitecaps Apartments   | 108 |
| 15. Consider Approval for Asbestos Abatement and Structural Demolition of Houses Located at 2301, 2305, and 2307 41st Street                                       | 109 |
| 16. Consider Nomination and Election of Board Officers for the 2022-2024 Term  | 110 |
| 17. Consider Conferment of Faculty Tenure  | 111 |
| 18. Consider Approval of Faculty Change in Rank  | 112 |
| 19. Consider Acceptance of Faculty Resignation   | 114 |
| XI. Special Reports and Comments:  |     |
| 1. Student Representative  |     |
| 2. Faculty Representative ( <i>Ms. Liz Lacy</i> )  |     |
| 3. President ( <i>Dr. W. Myles Shelton</i> )   |     |
| 4. Regents   |     |
| 5. Chairperson ( <i>Ms. Karen F. Flowers</i> )   |     |
| XII. Adjournment   |     |

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The notice for this meeting was posted on , in compliance with the Texas Open Meetings Act.

W. Myles Shelton, Ed.D., President

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF REGENTS  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-220 – Moody Hall  
May 11, 2022  
5:30 p.m.**

At the Regular Meeting of the Galveston Community College District Board of Regents, duly held on Monday, May 11, 2022, in Room M-220 of Moody Hall, commencing at 5:30 p.m., the following Regents were present:

Ms. Karen F. Flowers, Chairperson  
Mr. Fred D. Raschke, Vice Chairperson  
Mr. Michael B. Hughes, Secretary  
Mr. Armin Cantini  
Mr. Raymond Lewis, Jr. (attended virtually)  
Ms. Mary R. Longoria  
Ms. Rebecca Trout Unbehagen

Faculty and staff present included Dr. W. Myles Shelton, President, Ms. Veronica Atterberry, Ms. Kara Fahringer Baer, Mr. Tyree Bearden, Ms. Deon Botha, Mr. Ron Crumedy, Mr. Don Davison, Dr. Janene Davison, Mr. M. Jeff Engbrock, Mr. Daniel Fink, Mr. Randy Graves, Ms. Liz Lacy, Ms. Breanne Lorefice, Mr. Paul Mendoza, Ms. Meghann Nash, Dr. Van Patterson, Mr. John Rimar, Ms. Elvia Segura, Mr. Rick Segura, and Dr. Mary Anna Thomas.

- I. CALL TO ORDER REGULAR MEETING:** Vice Chair Raschke opened the Regular Meeting at 5:30 p.m. in Room M-220 of Moody Hall and determined a quorum was present.
- II. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE:** Mr. Raschke began with a moment of silence and asked Ms. Unbehagen to lead the Pledge of Allegiance.
- III. CERTIFICATION OF POSTING NOTICE OF REGULAR MEETING:**  
Dr. Shelton confirmed that the notice of the Regular Meeting had been properly posted on May 6, 2022.  
  
Mr. Lewis joined the meeting at 5:31 p.m.
- IV. RECOGNITION OF GUESTS:** Dr. Shelton recognized the students that were in the audience, Vanessa Cruz, and Stefany Cortes. Mr. M. Theron Waddell was also in attendance.
- V. CONSIDER APPROVAL OF MINUTES FROM REGULAR MEETING OF APRIL 18, 2022:** A reading of the minutes was waived. Ms. Unbehagen moved to

approve the minutes as published; Mr. Hughes seconded. The motion passed unanimously.

**VI. CITIZENS DESIRING TO APPEAR BEFORE THE BOARD ON AGENDA AND NON-AGENDA ITEMS:** There were no citizens present desiring to appear before the Board.

**VII. INFORMATIVE REPORTS:**

1. Student Success Story: Dr. Shelton introduced this agenda item and Ms. Meghann Nash who presented an update on the Financial Aid Office. The presentation included an overview of financial aid for 2019, 2020, and 2021, new programs, HEERF funding, the future of the financial aid office, and cohort default rate and extensions.

Discussion was had on students having difficulty paying for their internet, or not having access to internet in Galveston County. Ms. Nash stated that paying for internet is one of the more asked for services when they do emergency scholarships. She added that it's not just having internet, but having upgraded internet that can run the videos required for on line courses.

Discussion was had on the Greater Texas Foundation money. Dr. Shelton stated that it is a three year grant, weighted towards year one with no match, year two requires a \$5,000 match. Institutional funds will be used, and that will grow the amount of emergency funds in our budget. In year three, the grant reduces again and there is a greater amount required for institutional funds. He added that the grant was a great deal that has helped our emergency funds.

2. Monthly Financial Reports – March: Mr. M. Jeff Engbrock, Comptroller/CFO, presented the financial reports for the month of April 2022. The April report was reviewed. With 67 percent of the year completed, income generated was \$21,572,965, or 85 percent of the fiscal year 2021-22 revenue budget compared to 89 percent last year. Tuition and Fees are down this year. We are still at about 4.5 million of the 4.9-million-dollar budget. Local taxes are in line with prior years. He reported that total expenses were \$14,874,469, or 59 percent of the expenditure budget, compared to 58 percent last year.

Mr. Engbrock added that the bond funds are on page 41, and they are balanced.

**VIII. CONSENT AGENDA:** Mr. Raschke proceeded with the Consent Agenda. Mr. Hughes moved to approve the Consent Agenda and Action Item Nos. 1,3,6,7,8,9,10,11,12, and 13; Mary Longoria seconded. The motion passed unanimously. A copy of the Consent Agenda is attached as **Exhibit A**.

**IX. ACTION ITEMS:**

1. Consider Approval of Proposal for On-Demand Tutoring Platform: The Board unanimously approved the proposal submitted by TutorMe, for an online tutoring platform. This item was passed in the Consent Agenda.
  
2. Consideration and Approval of a Resolution Accepting an Offer to Purchase Tax Foreclosed Property Located on Bolivar Peninsula Described as Lots 134 and 135, Bay-Vue Addition, Jones Shaw Survey, Abstract 179, Page 12, in the County of Galveston, Texas: Dr. Shelton presented this item to the Board. This is a resolution authorizing purchase of a tax foreclosed property, located on Bolivar Peninsula. This is a piece of property that owes money to the College, to the County and to the School District for back taxes. It has been recommended by our attorneys to recommend approval of the sale. The College will get a proportional sale of the proceeds. Dr. Shelton added that this is the second time this piece of property has been to the Board for approval. It was approved previously, but the county did not approve it, and so it's coming back through with paperwork in order and a higher sale price.

Mr. Hughes moved to approve the resolution accepting an offer to purchase tax foreclosed property located on Bolivar Peninsula, described as lots 134 and 135, Bay-Vue Addition, Jones Shaw Survey, Abstract 179, Page 12, in the County of Galveston, Texas; Ms. Unbehagen seconded. Motion passed unanimously.

3. Consider Rejection of Proposal for Landscape Renovations for the Main Campus: The Board unanimously rejected the sole proposal submitted by Yellowstone Landscape due to the price proposal being over the proposed budget. This item was passed in the Consent Agenda.
  
4. Consider Approval of Instructional Agreements for Dual Credit/Early Admissions Enrollment Classes for Academic Year 2022-23
  - A. Hamshire-Fannett Independent School District
  - B. Texas Virtual Academy
  - C. Texas Online Preparatory School

Dr. Matthews presented this item to the Board. She stated that faculty is seeking Board approval of three dual credit agreements. Hamshire-Fannett Independent School District was served previously. Faculty reached out to them recently, and they wanted to reconnect and give students the option to come to Galveston College for dual credit. It is a similar agreement to the agreements with O'Connell and Odyssey. Texas Virtual Academy, and Texas Online Preparatory School reached out to Galveston College. They are both online high schools who wanted to offer dual credit options to their students. Their agreements do not include the waivers of fees.

Discussion was had on if the students taking dual credit through Texas Virtual Academy and Texas Online Preparatory Academy would be online students. Dr. Matthews stated that they could be, but if they were students who already lived in Galveston, they would also be welcome to attend classes on campus, and be charged in district tuition. Discussion was also had on if the College would have to

open classes for the online students, or if they fill classes that are already open. Dr. Matthews stated that students fill classes that are already open.

Ms. Unbehagen moved to approve the instructional agreements for dual credit/early admissions enrollment classes for academic year 2022-23; Ms. Longoria seconded the motion. Motion passed unanimously.

5. Consider Approval of Proposal for a Construction Project to Add a Sliding Door to the Art Gallery and Relocate Two Doors in the Fine Arts Building: Dr. Shelton presented this item to the Board. He stated that there are a couple things that need to be done to be ready to build the new building and make the connection to the existing building. The doors for FA 207 and FA 316 will need to be moved away from where the building will be cut into, and the connection for the new building will be made. This will also allow for a double door to be made for FA 207. Approval is also requested to make a sliding glass door to protect the art gallery from construction dust and to protect the art. The cost of both projects is \$50,319.97, and therefore, require board approval. Institutional funds will be used for this project.

Mr. Lewis moved to approve the proposal for a construction project to add a sliding door to the art gallery and relocate two doors in the Fine Arts Building; Ms. Longoria seconded. Motion passed unanimously.

6. Consider Approval of Proposal to Purchase Additional Licensing for Virtualizing the Enterprise Resource Planning System (ERP) Colleague: The Board unanimously approved the proposal to purchase additional licensing for Virtualizing the Enterprise Resource Planning System (ERP) Colleague. This item was passed in the Consent Agenda.
7. Consider Approval of Venue Expense Payment for the Women In Industry Conference: The Board unanimously approved the venue expense payment for the Women in Industry Conference. This item was passed in the Consent Agenda.
8. Consider Approval of Proposal to Purchase a Printer for the Student Life Coordinator: The Board unanimously approved the proposal to purchase a printer for the Student Life Coordinator. This item was passed in the Consent Agenda.
9. Consider Approval of Proposal to Purchase a Printer and Mice for the Testing Center: The Board unanimously approved the proposal to purchase a printer and mice for the testing center. This item was passed in the Consent Agenda.
10. Consider Approval of Proposal to Purchase a Printer for the Administrative Suite: The Board unanimously accepted the proposal to purchase a printer for the Administrative Suite. This item was passed in the Consent Agenda.
11. Consider Approval of Proposal for Replacement/Upgrade of Video Surveillance, Equipment, Software, and Storage Server for the Testing Center: The Board unanimously approved the proposal for replacement/upgrade of video surveillance

equipment, software, and storage server for the Testing Center. This item was passed in the Consent Agenda.

12. Consider Acceptance of Faculty Resignation: The Board unanimously accepted the faculty resignations of Crystal Robinson, Criminal Justice Program Director, Shawn Matthews, Psychology Instructor, and David (Shane) Wallace, Associate Professor of English. This item was passed in the Consent Agenda.
13. Consider Acceptance of Faculty Retirement: The Board unanimously accepted the retirement of John Stovall, Associate Professor of Fine Arts. This item was passed in the Consent Agenda.

#### **X. SPECIAL REPORTS AND COMMENTS:**

1. Student Representative: There was no student activities report.
2. Faculty Representative: Dr. Janene A. Davison, President of the Faculty Senate introduced Dr. Mary Anna Thomas who presented on integration of hybrid learning in an undergraduate nursing course that she taught this summer. Student evaluations reported a 4.98 student satisfaction with hybrid learning.

Dr. Davison introduced the new Faculty Senate officers for next year. Ms. Liz Lacy will be President, Mr. Tyree Bearden will be Vice President, and Mr. John Rimar will continue as Secretary.

The Board thanked Ms. Davison for her service as President of the Faculty Senate.

3. President: Dr. Shelton stated that our faculty and staff have persisted and excelled this past year. He thanked them for all that they have done. He reminded the Board that Graduation is this Friday, the Nursing Pinning Ceremony is at 1 p.m. and the Graduation Ceremony is at 6 p.m. Included in the Board folders is the Power Women in Industry Conference brochure that the Board requested a copy of at the last meeting. Dr. Shelton added that at graduation, there are 613 students who are receiving 723 degrees and certificates, of that number, 15 students are dual credit students who will be receiving their college degrees before they receive their high school diploma. Other updates shared include:
  - Enrollment for Fall is up 12 percent over last year, and 30 percent from the year before. We are not back to pre-pandemic levels, but it is moving in the right direction.
  - The new website has been launched. Dynamic Forms is integrated into the website, so that students can find forms in the online process.
  - A new phone system has been launched at the College.
  - Dr. Shelton recognized outgoing Board Member Ms. Rebecca Unbehagen. On May 13, there will be a reception honoring her and our three new Board Members
  - May 15, at 4 p.m. Galveston College Community Chorale's 50<sup>th</sup> Anniversary Spring Concert will be held at Moody United Methodist Church.

- June 22, Board Retreat & Budget Workshop-San Luis Conference Center

Dr. Shelton thanked Faculty, Staff, and Board Members for a great year.

4. Regents: Mr. Raschke asked if any of the Regents had a report or comment to submit.

Ms. Unbehagen made the following statement:

Since this is my last Board Meeting, I wanted to say thank you, it truly has been an honor to serve. I wish all the new Board Members the very best. I think that new faces and fresh ideas are vital to the future success and growth of Galveston College. Success however, in my opinion should not just be measured by the number of new buildings that pop up on campus, but it should continue to be determined by the knowledge that is imparted with in all of the buildings on campus and the hard work that is done there. I think Galveston College's greatest assets are its faculty, staff and students and you all do incredible work. I hope my time on the Board has helped make that work easier, and ever more fulfilling and I truly do thank you for the opportunity.

5. Chairperson: Mr. Raschke concluded the meeting by thanking Ms. Unbehagen for her work and friendship. He added that he really enjoyed the employee awards banquet. Congratulations to everyone that received awards. He also thanked staff for giving students every opportunity to succeed, and thanked students for being in class, either online or physically.

**XI. ADJOURNMENT:** There being no further business to come before the Board, the Regular Meeting adjourned at 6:13 p.m.

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Michael B. Hughes, Secretary

APPROVED AS CORRECT:

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Karen F. Flowers, Chairpers

Consideration of Consent Agenda

The consent agenda format is an organization process for meetings that allows the governing board to focus its time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

A roll call of individual action items will determine the consent agenda. If a Regent has a question or plans to cast a negative vote regarding a specific recommendation, then the Regent(s) need to acknowledge their intention to the Chairperson by show of hand during the roll call. This action item will be considered in the regular order of business as an individual action item.

Those action items that the Regents plan to approve without further question or discussion will be placed on the consent agenda during roll call of individual action items. Upon the creation of the consent agenda, a motion, a second to the motion, and unanimous approval of the Board of Regents is needed to approve the action items. Upon approval of the consent agenda, the Board of Regents will proceed with the remainder of the agenda.

Tally of  
Action Items:

|   | <u>Consent<br/>Agenda</u> | <u>President<br/>Recommended<br/>Separate Action</u> | <u>Board<br/>Separate<br/>Action</u> | <u>Page<br/>#</u> |
|---|---------------------------|--|--------------------------------------|-------------------|
| #1 – Consider Approval of Proposal for On-Demand Tutoring Platform  | ✓                         |  |                                      | 45                |
| #2 – Consideration and Approval of a Resolution Accepting an Offer to Purchase Tax Foreclosed Property Located on Bolivar Peninsula                     |                           | ✓  |                                      | 47                |
| #3 – Consider Rejection of Proposal for Landscape Renovations for the Main Campus   | ✓                         |  |                                      | 60                |
| #4 – Consider Approval of Instructional Agreements for Dual Credit/Early Admissions Enrollment Classes for Academic Year 2022-23                        |                           | ✓  |                                      | 61                |
| #5 – Consider Approval of Proposal for a Construction Project to Add a Sliding Door to the Art Gallery and Relocate Two Doors in the Fine Arts Building |                           | ✓  |                                      | 99                |
| #6 - Consider Approval of Proposal to Purchase Additional Licensing for Virtualizing the Enterprise Resource Planning System (ERP) Colleague            | ✓                         |  |                                      | 108               |
| #7 – Consider Approval of Venue Expense Payment for the Women In Industry Conference  | ✓                         |  |                                      | 109               |
| #8 – Consider Approval of Proposal to Purchase a Printer for the Student Life Coordinator   | ✓                         |  |                                      | 110               |
| #9 – Consider Approval of Proposal to Purchase a Printer and Mice for the Testing Center  | ✓                         |  |                                      | 111               |
| #10 – Consider Approval of Proposal to Purchase a Printer for the Administrative Suite  | ✓                         |  |                                      | 112               |
| #11 - Consider Approval of Proposal for Replacement/Upgrade of Video Surveillance Equipment, Software, and Storage Server for the Testing Center        | ✓                         |  |                                      | 113               |

#12 – Consider Acceptance of Faculty Resignation  
#13 – Consider Acceptance of Faculty Retirement

|          |                   |                   |            |
|----------|-------------------|-------------------|------------|
| <u>✓</u> | <u>          </u> | <u>          </u> | <u>126</u> |
| <u>✓</u> | <u>          </u> | <u>          </u> | <u>127</u> |

Student Success Story

Dr. W. Myles Shelton, President, will present the Student Success Story for the month.

Monthly Financial Reports – May

Attached are the monthly financial reports for May 2022, representing encumbrances and pre-encumbrances through May 31, 2022. The reports are as follows:

**Education and General Fund:**

- Revenue Summary Sheet
- Expenditure Summary Sheet
- Summary Revenue/Expenditure Report
- Detail Revenue/Expenditure Report by State Classification

**Auxiliary Fund (Bookstore, Snack Bar, Athletics):**

- Summary Revenue/Expenditure Report by State Classification

**Student Services / Student Activity Fund:**

- Summary Revenue/Expenditure Report by State Classification

**Construction Fund:**

- Summary Revenue/Expenditure Report

**Bond Fund:**

- Summary Revenue/Expenditure Report

# Operating Fund Revenue Summary Sheet

## June 2022 Meeting

As of May 31, 2022 (75% of Year)

| Source               | Budgeted<br>2021/2022 | Year-to-Date            |                        |                        |
|----------------------|-----------------------|-------------------------|------------------------|------------------------|
|                      |                       | Received (\$) 2021/2022 | Received (%) 2021/2022 | Received (%) 2020/2021 |
| State Funds          | \$4,799,136           | \$3,431,392             | 71.5%                  | 71.5%                  |
| Tuition and Fees     | \$4,953,852           | \$4,519,511             | 91.2%                  | 117.8%                 |
| Local Taxes          | \$15,461,791          | \$14,630,830            | 94.6%                  | 95.1%                  |
| Local Revenues       | \$123,750             | \$829,061               | 669.9%                 | 31.2%                  |
| <b>Total Revenue</b> | <b>\$25,338,529</b>   | <b>\$23,410,793</b>     | <b>92.4%</b>           | <b>94.0%</b>           |

**Operating Fund**  
**Expenditure Summary Sheet**  
**June 2022 Meeting**  
As of May 31, 2022 (75% of Year)

| Source                     | Budgeted<br>2021/2022 | Year-to-Date            |                        |                        |
|----------------------------|-----------------------|-------------------------|------------------------|------------------------|
|                            |                       | Expended (\$) 2021/2022 | Expended (%) 2021/2022 | Expended (%) 2020/2021 |
| Instruction                | \$8,528,541           | \$5,406,200             | 63.4%                  | 66.5%                  |
| Community Service          | \$30,929              | \$1,375                 | 4.4%                   | 13.3%                  |
| Academic Support           | \$1,766,415           | \$1,224,442             | 69.3%                  | 68.0%                  |
| Student Services           | \$2,430,074           | \$1,649,774             | 67.9%                  | 65.1%                  |
| Institutional Support      | \$6,078,023           | \$4,077,937             | 67.1%                  | 67.9%                  |
| Staff Benefits             | \$27,000              | \$43,799                | 162.2%                 | 82.4%                  |
| Operations/<br>Maintenance | \$3,149,588           | \$2,087,244             | 66.3%                  | 60.2%                  |
| Interfund Transfers (out)  | \$3,327,959           | \$2,138,038             | 64.2%                  | 62.3%                  |
| <b>Total Expenditures</b>  | <b>\$25,338,529</b>   | <b>\$16,628,808</b>     | <b>65.6%</b>           | <b>64.9%</b>           |

GALVESTON COLLEGE

Fund 11 Education and General

|   | Current year      |                  | Current year      |        | Current year     |                  | Current year |            | Current year |            | Current year |            | Prior Year |              |
|---|-------------------|------------------|-------------------|--------|------------------|------------------|--------------|------------|--------------|------------|--------------|------------|------------|--------------|
|   | Budget            | (MTD) Actual     | (YTD) Actual      | Actual | Encumbrances     | Remaining        | % Expended   | % Expended | % Expended   | % Expended | % Expended   | % Expended | % Expended | % Expended   |
|   | 2022              | May              | 2022              | 2022   | 2022             | 2022             | 2022         | 2022       | 2022         | 2022       | 2022         | 2021       | 2021       | 2021         |
| <b>Revenue by State Classification</b>      |                   |                  |                   |        |                  |                  |              |            |              |            |              |            |            |              |
| State Funds                                 | 4,799,136         | 455,918          | 3,431,392         |        | 0                | 1,367,744        | 71.5%        |            |              |            |              |            |            | 71.5%        |
| Tuition                                     | 2,727,422         | 194,985          | 2,347,003         |        | 0                | 380,419          | 86.1%        |            |              |            |              |            |            | 107.7%       |
| Course Fees                                 | 2,792,257         | 249,794          | 2,607,157         |        | 0                | 185,100          | 93.4%        |            |              |            |              |            |            | 123.8%       |
| Exemption/Waivers                           | (565,827)         | (35,305)         | (434,649)         |        | 0                | (131,178)        | 76.8%        |            |              |            |              |            |            | 99.8%        |
| Local Taxes                                 | 15,461,791        | 236,652          | 14,630,830        |        | 0                | 830,961          | 94.6%        |            |              |            |              |            |            | 95.2%        |
| Local Revenue                               | 119,750           | 19,124           | 826,101           |        | 0                | (706,351)        | 689.9%       |            |              |            |              |            |            | 32.8%        |
| Sales and Services                          | 4,000             | 1,152            | 2,960             |        | 0                | 1,040            | 74.0%        |            |              |            |              |            |            | 0.0%         |
| <b>Total Revenue</b>                        | <b>25,338,529</b> | <b>1,122,319</b> | <b>23,410,793</b> |        | <b>0</b>         | <b>1,927,736</b> | <b>92.4%</b> |            |              |            |              |            |            | <b>94.0%</b> |
| <b>Expenditures by State Classification</b> |                   |                  |                   |        |                  |                  |              |            |              |            |              |            |            |              |
| Instructions                                | 8,413,194         | 705,423          | 5,406,200         |        | 101,433          | 2,905,561        | 64.3%        |            |              |            |              |            |            | 66.5%        |
| Community Service                           | 30,929            | 200              | 1,375             |        | 0                | 29,554           | 4.4%         |            |              |            |              |            |            | 13.3%        |
| Academic Support                            | 1,771,415         | 129,288          | 1,224,442         |        | 36,115           | 510,859          | 69.1%        |            |              |            |              |            |            | 67.6%        |
| Student Services                            | 2,433,792         | 155,283          | 1,649,774         |        | 202,509          | 581,508          | 67.8%        |            |              |            |              |            |            | 65.1%        |
| Institutional Support                       | 5,933,109         | 312,296          | 4,077,937         |        | 284,746          | 1,570,426        | 68.7%        |            |              |            |              |            |            | 67.9%        |
| Operations And Maintenances                 | 3,401,131         | 166,473          | 2,087,244         |        | 856,203          | 457,683          | 61.4%        |            |              |            |              |            |            | 57.4%        |
| Staff Benefits                              | 27,000            | 0                | 43,799            |        | 0                | (16,799)         | 162.2%       |            |              |            |              |            |            | 82.4%        |
| Inter-Fund Appropriation                    | 3,327,959         | 275,062          | 2,138,038         |        | 0                | 1,189,921        | 64.2%        |            |              |            |              |            |            | 62.3%        |
| <b>Expenditures Total</b>                   | <b>25,338,529</b> | <b>1,744,025</b> | <b>16,628,808</b> |        | <b>1,481,007</b> | <b>7,228,714</b> | <b>65.6%</b> |            |              |            |              |            |            | <b>64.9%</b> |
| <b>Expenditures by Type</b>                 |                   |                  |                   |        |                  |                  |              |            |              |            |              |            |            |              |
| General Operating                           | 3,321,236         | 96,309           | 1,825,122         |        | 563,657          | 932,457          | 55.0%        |            |              |            |              |            |            | 57.7%        |
| Contracted Services                         | 2,617,287         | 57,593           | 1,850,700         |        | 369,847          | 396,740          | 70.7%        |            |              |            |              |            |            | 63.9%        |
| Travel                                      | 335,651           | 36,455           | 171,878           |        | 0                | 163,773          | 51.2%        |            |              |            |              |            |            | 26.8%        |
| Equipment                                   | 545,162           | 21,498           | 389,795           |        | 87,762           | 67,605           | 71.5%        |            |              |            |              |            |            | 19.7%        |
| Utilities                                   | 925,000           | 89,356           | 428,709           |        | 459,741          | 36,549           | 46.3%        |            |              |            |              |            |            | 45.8%        |
| Faculty Full Time                           | 4,139,771         | 383,250          | 2,936,983         |        | 0                | 1,202,788        | 70.9%        |            |              |            |              |            |            | 72.1%        |
| Faculty Overloads/Adjunct                   | 1,788,502         | 136,410          | 1,015,330         |        | 0                | 773,172          | 56.8%        |            |              |            |              |            |            | 62.7%        |
| Stipends                                    | 408,169           | 38,840           | 289,332           |        | 0                | 118,837          | 70.9%        |            |              |            |              |            |            | 70.1%        |
| Administrator Salaries                      | 1,927,457         | 148,921          | 1,400,830         |        | 0                | 526,627          | 72.7%        |            |              |            |              |            |            | 72.1%        |
| Professional Technical Salaries             | 2,035,533         | 149,176          | 1,424,526         |        | 0                | 611,007          | 70.0%        |            |              |            |              |            |            | 70.2%        |
| Classified Salaries                         | 2,121,043         | 173,152          | 1,577,948         |        | 0                | 543,095          | 74.4%        |            |              |            |              |            |            | 74.0%        |
| Part-Time Salaries                          | 436,941           | 35,413           | 253,515           |        | 0                | 183,426          | 58.0%        |            |              |            |              |            |            | 64.6%        |
| Staff Benefits                              | 1,408,819         | 102,590          | 926,101           |        | 0                | 482,718          | 65.7%        |            |              |            |              |            |            | 67.3%        |
| Interfund Appropriations                    | 3,327,959         | 275,062          | 2,138,038         |        | 0                | 1,189,921        | 64.2%        |            |              |            |              |            |            | 62.3%        |
| <b>Expenditures Total</b>                   | <b>25,338,529</b> | <b>1,744,025</b> | <b>16,628,808</b> |        | <b>1,481,007</b> | <b>7,228,714</b> | <b>65.6%</b> |            |              |            |              |            |            | <b>65.0%</b> |

May 31, 2022

GALVESTON COLLEGE  
Fund 11 Education and General

0 (621,705) 6,781,985

**Excess Rev/Exp**

**Galveston College**  
**Fund 11 Detail Rev\Exp**  
**as of the end of May 2022**

|                            | Budget             |                  | (MTD) Actual (YTD) Actual |            | Encumbrances       |      | Available |      | % of Budget |              |
|----------------------------|--------------------|------------------|---------------------------|------------|--------------------|------|-----------|------|-------------|--------------|
|                            | 2022               | May              | 2022                      | 2022       | 2022               | 2022 | 2022      | 2022 | 2022        | 2022         |
| <b>State Appropriation</b> |                    |                  |                           |            |                    |      |           |      |             |              |
| Academic/Technical         | \$3,527,300        | \$351,057        | \$2,642,172               | \$0        | \$885,128          |      |           |      |             | 74.9%        |
| Incentive                  | \$591,430          | \$36,473         | \$274,511                 | \$0        | \$316,919          |      |           |      |             | 46.4%        |
| Core                       | \$680,406          | \$68,388         | \$514,709                 | \$0        | \$165,697          |      |           |      |             | 75.6%        |
| Health Insurance           | \$0                | \$0              | \$0                       | \$0        | \$0                |      |           |      |             | NaN          |
| <b>Total</b>               | <b>\$4,799,136</b> | <b>\$455,918</b> | <b>\$3,431,392</b>        | <b>\$0</b> | <b>\$1,367,744</b> |      |           |      |             | <b>71.5%</b> |
| <b>Tuition</b>             |                    |                  |                           |            |                    |      |           |      |             |              |
| In District Tuition        | \$1,071,315        | \$86,150         | \$966,994                 | \$0        | \$104,321          |      |           |      |             | 90.3%        |
| Out of District Tuition    | \$798,300          | \$78,706         | \$779,257                 | \$0        | \$19,043           |      |           |      |             | 97.6%        |
| Non Resident Tuition       | \$365,500          | \$16,236         | \$363,323                 | \$0        | \$2,177            |      |           |      |             | 99.4%        |
| CE Workforce Training      | \$175,790          | \$2,050          | \$80,111                  | \$0        | \$95,679           |      |           |      |             | 45.6%        |
| CE Workforce Info Tech     | \$27,337           | \$0              | \$0                       | \$0        | \$27,337           |      |           |      |             | 0.0%         |
| CE Workforce Health Prof   | \$242,380          | \$7,536          | \$128,289                 | \$0        | \$114,091          |      |           |      |             | 52.9%        |
| CE Leisure Learning        | \$46,800           | \$4,307          | \$29,029                  | \$0        | \$17,771           |      |           |      |             | 62.0%        |
| CE Childrens Programs      | \$0                | \$0              | \$0                       | \$0        | \$0                |      |           |      |             | NaN          |
| <b>Total</b>               | <b>\$2,727,422</b> | <b>\$194,985</b> | <b>\$2,347,003</b>        | <b>\$0</b> | <b>\$380,419</b>   |      |           |      |             | <b>86.1%</b> |
| <b>Course Fees</b>         |                    |                  |                           |            |                    |      |           |      |             |              |
| Building Use Fee           | \$1,172,457        | \$95,764         | \$1,047,935               | \$0        | \$124,522          |      |           |      |             | 89.4%        |
| Student Service Fee        | \$65,763           | \$5,287          | \$57,682                  | \$0        | \$8,081            |      |           |      |             | 87.7%        |
| General Service Fee        | \$277,605          | \$27,485         | \$238,440                 | \$0        | \$39,165           |      |           |      |             | 85.9%        |
| Registration Fee           | \$175,817          | \$16,500         | \$144,200                 | \$0        | \$31,617           |      |           |      |             | 82.0%        |
| Out of District Fee        | \$451,245          | \$40,730         | \$445,064                 | \$0        | \$6,181            |      |           |      |             | 98.6%        |
| Course and Lab fees        | \$294,680          | \$25,215         | \$275,245                 | \$0        | \$19,435           |      |           |      |             | 93.4%        |

**Galveston College**  
**Fund 11 Detail Rev\Exp**  
**as of the end of May 2022**

|                               | Budget             | (MTD) Actual     | (YTD) Actual       | Encumbrances | Available        | % of Budget  |
|-------------------------------|--------------------|------------------|--------------------|--------------|------------------|--------------|
|                               | 2022               | May              | 2022               | 2022         | 2022             | 2022         |
| Distance Education fee        | \$195,990          | \$24,164         | \$252,429          | \$0          | (\$56,439)       | 128.8%       |
| Distance Education fee N/R    | \$16,180           | \$1,500          | \$8,690            | \$0          | \$7,490          | 53.7%        |
| Testing Fees                  | \$21,800           | \$1,709          | \$23,092           | \$0          | (\$1,292)        | 105.9%       |
| Testing Fees GED              | \$4,500            | \$0              | \$0                | \$0          | \$4,500          | 0.0%         |
| Testing Fees-Contract         | \$6,650            | \$220            | \$14,798           | \$0          | (\$8,148)        | 222.5%       |
| Late Registration Fees        | \$4,000            | \$175            | \$6,263            | \$0          | (\$2,263)        | 156.6%       |
| Schedule Change Fees          | \$1,720            | \$120            | \$1,930            | \$0          | (\$210)          | 112.2%       |
| Student Health\Insurance Fees | \$70,850           | \$6,726          | \$51,558           | \$0          | \$19,292         | 72.8%        |
| SurCharge 3peat > 27 Dev hrs  | \$33,000           | \$4,200          | \$39,831           | \$0          | (\$6,831)        | 120.7%       |
| Other fees                    | \$0                | \$0              | \$0                | \$0          | \$0              | NaN          |
| <b>Total</b>                  | <b>\$2,792,257</b> | <b>\$249,794</b> | <b>\$2,607,157</b> | <b>\$0</b>   | <b>\$185,100</b> | <b>93.4%</b> |
| <b>Exemption/Waivers</b>      |                    |                  |                    |              |                  |              |
| Competitive Waiver            | (\$31,501)         | \$0              | (\$12,458)         | \$0          | (\$19,044)       | 39.5%        |
| Foster Care                   | (\$19,660)         | (\$2,019)        | (\$16,565)         | \$0          | (\$3,095)        | 84.3%        |
| Hazelwood Waiver Credit       | (\$18,437)         | \$0              | (\$11,687)         | \$0          | (\$6,750)        | 63.4%        |
| Hazelwood Dependant           | (\$32,103)         | (\$1,160)        | (\$18,802)         | \$0          | (\$13,301)       | 58.6%        |
| Concurrent Enrollment         | (\$463)            | \$0              | \$0                | \$0          | (\$463)          | 0.0%         |
| Blind                         | (\$4,169)          | (\$1,490)        | (\$4,890)          | \$0          | \$721            | 117.3%       |
| Fireman                       | (\$5,559)          | \$0              | (\$13,146)         | \$0          | \$7,587          | 236.5%       |
| Police                        | (\$1,390)          | \$0              | \$0                | \$0          | (\$1,390)        | 0.0%         |
| TEC 54.052                    | (\$86,165)         | (\$2,952)        | (\$93,020)         | \$0          | \$6,855          | 108.0%       |
| Military Waiver               | (\$11,118)         | (\$1,476)        | (\$7,886)          | \$0          | (\$3,233)        | 70.9%        |
| GISD Dual Credit              | (\$352,482)        | (\$26,208)       | (\$253,144)        | \$0          | (\$99,338)       | 71.8%        |
| Other                         | (\$2,780)          | \$0              | (\$3,053)          | \$0          | \$273            | 109.8%       |

**Galveston College**  
**Fund 11 Detail Rev\Exp**  
as of the end of May 2022

|                                      | Budget              |                   | (MTD) Actual (YTD) Actual |            | Encumbrances       |               | Available |      | % of Budget |      |
|--------------------------------------|---------------------|-------------------|---------------------------|------------|--------------------|---------------|-----------|------|-------------|------|
|                                      | 2022                | May               | 2022                      | 2022       | 2022               | 2022          | 2022      | 2022 | 2022        | 2022 |
| <b>Total</b>                         | <b>(\$565,827)</b>  | <b>(\$35,305)</b> | <b>(\$434,649)</b>        | <b>\$0</b> | <b>(\$131,178)</b> | <b>76.8%</b>  |           |      |             |      |
| <b>Local Taxes</b>                   |                     |                   |                           |            |                    |               |           |      |             |      |
| Current Taxes                        | \$15,098,791        | \$210,621         | \$14,333,872              | \$0        | \$764,919          | 94.9%         |           |      |             |      |
| Delinquent                           | \$230,000           | \$9,023           | \$140,836                 | \$0        | \$89,164           | 61.2%         |           |      |             |      |
| Penalty & Interest                   | \$130,000           | \$11,520          | \$124,135                 | \$0        | \$5,865            | 95.5%         |           |      |             |      |
| Other                                | \$3,000             | \$5,488           | \$31,986                  | \$0        | (\$28,986)         | 1,066.2%      |           |      |             |      |
| <b>Total</b>                         | <b>\$15,461,791</b> | <b>\$236,652</b>  | <b>\$14,630,830</b>       | <b>\$0</b> | <b>\$830,961</b>   | <b>94.6%</b>  |           |      |             |      |
| <b>Local Revenue</b>                 |                     |                   |                           |            |                    |               |           |      |             |      |
| Interest Income                      | \$50,000            | \$18,140          | \$54,834                  | \$0        | (\$4,834)          | 109.7%        |           |      |             |      |
| Miscellaneous Revenue                | \$16,500            | \$1,880           | \$18,690                  | \$0        | (\$2,190)          | 113.3%        |           |      |             |      |
| Misc. Revenue-Vehicles               | \$15,000            | \$0               | \$8,083                   | \$0        | \$6,917            | 53.9%         |           |      |             |      |
| Administrative Allowance             | \$3,250             | (\$896)           | \$0                       | \$0        | \$3,250            | 0.0%          |           |      |             |      |
| Indirect Cost Recovery               | \$35,000            | \$0               | \$14,920                  | \$0        | \$20,080           | 42.6%         |           |      |             |      |
| HEERF Lost Revenue                   |                     | \$0               | \$714,457                 |            |                    |               |           |      |             |      |
| Class Action Settlement              |                     | \$0               | \$15,117                  |            |                    |               |           |      |             |      |
| Donations                            | \$0                 | \$0               | \$0                       | \$0        | \$0                | NaN           |           |      |             |      |
| Sales and Services                   | \$4,000             | \$1,152           | \$2,960                   | \$0        | \$1,040            | 74.0%         |           |      |             |      |
| <b>Total</b>                         | <b>\$123,750</b>    | <b>\$20,276</b>   | <b>\$829,061</b>          | <b>\$0</b> | <b>(\$705,311)</b> | <b>669.9%</b> |           |      |             |      |
| <b>Inter-Fund Appropriations</b>     |                     |                   |                           |            |                    |               |           |      |             |      |
| Transfers from Ed & Gen (Fund Bal... | \$0                 | \$0               | \$0                       | \$0        | \$0                | NaN           |           |      |             |      |
| Transfers from Federal Grants        | \$0                 | \$0               | \$0                       | \$0        | \$0                | NaN           |           |      |             |      |
| Transfers from Bond Revenue          | \$0                 | \$0               | \$0                       | \$0        | \$0                | NaN           |           |      |             |      |
| <b>Total</b>                         | <b>\$0</b>          | <b>\$0</b>        | <b>\$0</b>                | <b>\$0</b> | <b>\$0</b>         | <b>NaN</b>    |           |      |             |      |

Galveston College  
Fund 11 Detail Rev\Exp  
as of the end of May 2022

| Budget               | (MTD) Actual (YTD) Actual |             | Encumbrances | Available | % of Budget |
|----------------------|---------------------------|-------------|--------------|-----------|-------------|
|                      | May                       | 2022        |              |           |             |
| 2022                 |                           |             |              | 2022      | 2022        |
|                      | \$25,338,529              | \$1,122,319 | \$23,410,793 | \$0       | \$1,927,736 |
| <b>Total Revenue</b> |                           |             |              |           | <b>\$1</b>  |

Galveston College

Fund 11 Detail Rev\Exp

as of the end of May 2022

|  | Budget |     | (MTD) Actual (YTD) Actual |      | Encumbrances |      | Available |      | % of Budget |      |
|--|--------|-----|---------------------------|------|--------------|------|-----------|------|-------------|------|
|  | 2022   | May | 2022                      | 2022 | 2022         | 2022 | 2022      | 2022 | 2022        | 2022 |

Exp by State Classification

Instructional

|                      |           |          |           |          |           |       |
|----------------------|-----------|----------|-----------|----------|-----------|-------|
| Welding              | \$322,549 | \$22,381 | \$212,798 | \$21,858 | \$87,893  | 66.0% |
| Biology              | \$355,353 | \$28,028 | \$215,545 | \$0      | \$139,808 | 60.7% |
| Biotechnology        | \$0       | \$0      | \$0       | \$0      | \$0       | NaN   |
| Chemistry            | \$211,653 | \$14,336 | \$129,705 | \$2,314  | \$79,634  | 61.3% |
| Env Science          | \$80,328  | \$3,545  | \$33,302  | \$0      | \$47,026  | 41.5% |
| Physics              | \$135,658 | \$6,978  | \$66,431  | \$0      | \$69,227  | 49.0% |
| Accounting           | \$76,781  | \$3,859  | \$42,057  | \$0      | \$34,724  | 54.8% |
| Accounting Tech      | \$0       | \$0      | \$0       | \$0      | \$0       | NaN   |
| Business Admin       | \$15,109  | (\$136)  | \$2,697   | \$0      | \$12,412  | 17.8% |
| Hosp/Tourism         | \$0       | \$0      | \$0       | \$0      | \$0       | NaN   |
| Medical Office Admin | \$188,228 | \$19,174 | \$157,062 | \$208    | \$30,958  | 83.4% |
| Logistics Op         | \$99,500  | \$6,910  | \$62,375  | \$0      | \$37,125  | 62.7% |
| Med Off Admin        | \$0       | \$0      | \$0       | \$0      | \$0       | NaN   |
| Sm Bus Manage        | \$0       | \$0      | \$0       | \$0      | \$0       | NaN   |
| Office Tech          | \$0       | \$0      | \$0       | \$0      | \$0       | NaN   |
| Paralegal            | \$0       | \$0      | \$0       | \$0      | \$0       | NaN   |
| Speech               | \$116,312 | \$8,669  | \$72,235  | \$0      | \$44,077  | 62.1% |
| Comp. Science        | \$41,983  | \$3,747  | \$26,158  | \$0      | \$15,825  | 62.3% |
| Comp. Tech.          | \$126,684 | \$5,983  | \$60,446  | \$0      | \$66,238  | 47.7% |
| Culinary Arts        | \$144,591 | \$14,814 | \$103,884 | \$2,450  | \$38,257  | 71.8% |
| Cosmetology          | \$234,176 | \$17,745 | \$159,829 | \$20,917 | \$53,430  | 68.3% |
| Engineering          | \$41,929  | \$0      | \$27,468  | \$0      | \$14,461  | 65.5% |

**Galveston College**  
**Fund 11 Detail Rev/Exp**  
**as of the end of May 2022**

|                   | Budget    |          | (MTD) Actual (YTD) Actual |          | Encumbrances |          | Available |      | % of Budget |      |
|-------------------|-----------|----------|---------------------------|----------|--------------|----------|-----------|------|-------------|------|
|                   | 2022      | May      | 2022                      | 2022     | 2022         | 2022     | 2022      | 2022 | 2022        | 2022 |
| Develop-Read      | \$105,325 | \$7,652  | \$65,213                  | \$0      | \$0          | \$40,112 | 61.9%     |      |             |      |
| Develop-Write     | \$0       | \$0      | \$0                       | \$0      | \$0          | \$0      | NaN       |      |             |      |
| Develop-Other     | \$0       | \$0      | \$0                       | \$0      | \$0          | \$0      | NaN       |      |             |      |
| Education         | \$9,607   | \$995    | \$8,668                   | \$0      | \$939        | 90.2%    |           |      |             |      |
| English           | \$270,959 | \$17,782 | \$177,322                 | \$200    | \$93,437     | 65.4%    |           |      |             |      |
| Humanities        | \$23,292  | \$1,465  | \$15,583                  | \$0      | \$7,709      | 66.9%    |           |      |             |      |
| Philosophy        | \$9,452   | \$575    | \$6,898                   | \$0      | \$2,554      | 73.0%    |           |      |             |      |
| Foreign Lang-SPAN | \$17,356  | \$1,166  | \$8,303                   | \$300    | \$8,753      | 47.8%    |           |      |             |      |
| Nursing-RN        | \$908,434 | \$46,939 | \$450,755                 | \$21,119 | \$436,560    | 49.6%    |           |      |             |      |
| Nursing Admin     | \$173,566 | \$13,994 | \$125,601                 | \$242    | \$47,722     | 72.4%    |           |      |             |      |
| Allied Health     | \$0       | \$0      | \$0                       | \$0      | \$0          | NaN      |           |      |             |      |
| Clinical Research | \$0       | \$0      | \$0                       | \$0      | \$0          | NaN      |           |      |             |      |
| Emer Med Serv     | \$317,650 | \$30,802 | \$192,380                 | \$11,463 | \$113,807    | 60.6%    |           |      |             |      |
| Imaging-CT        | \$143,305 | \$9,458  | \$85,667                  | \$500    | \$57,138     | 59.8%    |           |      |             |      |
| Imaging-MRI       | \$133,687 | \$11,075 | \$95,748                  | \$0      | \$37,939     | 71.6%    |           |      |             |      |
| Imaging-Mam       | \$0       | \$0      | \$0                       | \$0      | \$0          | NaN      |           |      |             |      |
| Imaging-Nuclear   | \$149,006 | \$21,640 | \$112,706                 | \$73     | \$36,227     | 75.6%    |           |      |             |      |
| Imaging-Rad Thy   | \$189,248 | \$16,792 | \$128,446                 | \$314    | \$60,488     | 67.9%    |           |      |             |      |
| Imaging-Rad Tch   | \$326,031 | \$24,380 | \$243,613                 | (\$3)    | \$82,421     | 74.7%    |           |      |             |      |
| Ophthalmic Asst   | \$0       | \$0      | \$0                       | \$0      | \$0          | NaN      |           |      |             |      |
| Pharmacy Tech     | \$0       | \$0      | \$0                       | \$0      | \$0          | NaN      |           |      |             |      |
| Phlebotomy Tech   | \$0       | \$0      | \$0                       | \$0      | \$0          | NaN      |           |      |             |      |
| Sonography        | \$136,395 | \$12,697 | \$108,442                 | \$0      | \$27,953     | 79.5%    |           |      |             |      |
| Surgical Tech     | \$145,803 | \$8,176  | \$80,625                  | \$0      | \$65,178     | 55.3%    |           |      |             |      |

**Galveston College**  
**Fund 11 Detail Rev\Exp**  
**as of the end of May 2022**

|                            | Budget    |          | (MTD) Actual |           | (YTD) Actual |         | Encumbrances |            | Available |     | % of Budget |        |
|----------------------------|-----------|----------|--------------|-----------|--------------|---------|--------------|------------|-----------|-----|-------------|--------|
|                            | 2022      | May      | 2022         | May       | 2022         | May     | 2022         | May        | 2022      | May | 2022        | May    |
| Nursing-LVN                | \$242,101 | \$21,186 | \$172,931    | \$172,931 | \$0          | \$0     | \$69,170     | \$69,170   |           |     | 71.4%       | 71.4%  |
| Develop-Math               | \$268,748 | \$18,276 | \$171,176    | \$171,176 | \$0          | \$0     | \$97,572     | \$97,572   |           |     | 63.7%       | 63.7%  |
| Mathematics                | \$349,902 | \$28,348 | \$250,306    | \$250,306 | \$0          | \$0     | \$99,596     | \$99,596   |           |     | 71.5%       | 71.5%  |
| Auto Tech                  | \$0       | \$0      | \$0          | \$0       | \$0          | \$0     | \$0          | \$0        |           |     | NaN         | NaN    |
| HVAC Tech                  | \$111,803 | \$7,987  | \$71,776     | \$71,776  | \$2,498      | \$2,498 | \$37,529     | \$37,529   |           |     | 64.2%       | 64.2%  |
| Industrial Sys             | \$0       | \$0      | \$0          | \$0       | \$0          | \$0     | \$0          | \$0        |           |     | NaN         | NaN    |
| Electrical and Electronics | \$124,839 | \$15,484 | \$96,240     | \$96,240  | \$4,842      | \$4,842 | \$23,757     | \$23,757   |           |     | 77.1%       | 77.1%  |
| Instrumentation            | \$116,367 | \$8,332  | \$75,829     | \$75,829  | \$1,120      | \$1,120 | \$39,418     | \$39,418   |           |     | 65.2%       | 65.2%  |
| Fitness Center             | \$118,406 | \$8,402  | \$70,626     | \$70,626  | \$4,261      | \$4,261 | \$43,519     | \$43,519   |           |     | 59.6%       | 59.6%  |
| Physical Ed.               | \$113,126 | \$8,914  | \$76,642     | \$76,642  | \$0          | \$0     | \$36,484     | \$36,484   |           |     | 67.7%       | 67.7%  |
| CJ-Academic                | \$95,913  | \$4,482  | \$63,976     | \$63,976  | \$0          | \$0     | \$31,937     | \$31,937   |           |     | 66.7%       | 66.7%  |
| CJ-Law Enforce             | \$135,677 | \$25,473 | \$96,115     | \$96,115  | \$0          | \$0     | \$39,562     | \$39,562   |           |     | 70.8%       | 70.8%  |
| Economics                  | \$59,089  | \$5,034  | \$43,147     | \$43,147  | \$0          | \$0     | \$15,942     | \$15,942   |           |     | 73.0%       | 73.0%  |
| Government/PS              | \$129,123 | \$10,192 | \$83,026     | \$83,026  | \$0          | \$0     | \$46,097     | \$46,097   |           |     | 64.3%       | 64.3%  |
| History/Geog.              | \$128,591 | \$8,854  | \$82,057     | \$82,057  | \$0          | \$0     | \$46,535     | \$46,535   |           |     | 63.8%       | 63.8%  |
| Psychology                 | \$108,602 | \$8,029  | \$54,686     | \$54,686  | \$0          | \$0     | \$53,916     | \$53,916   |           |     | 50.4%       | 50.4%  |
| Sociology                  | \$51,586  | \$3,766  | \$29,258     | \$29,258  | \$400        | \$400   | \$21,928     | \$21,928   |           |     | 56.7%       | 56.7%  |
| Art                        | \$151,383 | \$57,460 | \$171,292    | \$171,292 | \$0          | \$0     | (\$19,909)   | (\$19,909) |           |     | 113.2%      | 113.2% |
| Digital Imaging            | \$0       | \$0      | \$0          | \$0       | \$0          | \$0     | \$0          | \$0        |           |     | NaN         | NaN    |
| Drama / Theater            | \$141,575 | \$16,947 | \$93,408     | \$93,408  | \$294        | \$294   | \$47,873     | \$47,873   |           |     | 66.0%       | 66.0%  |
| Music                      | \$35,678  | \$3,002  | \$26,976     | \$26,976  | \$378        | \$378   | \$8,324      | \$8,324    |           |     | 75.6%       | 75.6%  |
| Medical Bachelors          | \$198,199 | \$15,725 | \$142,016    | \$142,016 | \$962        | \$962   | \$55,221     | \$55,221   |           |     | 71.7%       | 71.7%  |
| Nursing BSN                | \$104,422 | \$10,976 | \$64,187     | \$64,187  | \$402        | \$402   | \$39,833     | \$39,833   |           |     | 61.5%       | 61.5%  |
| Accreditation              | \$5,400   | \$478    | \$1,550      | \$1,550   | \$0          | \$0     | \$3,850      | \$3,850    |           |     | 28.7%       | 28.7%  |

**Galveston College**  
**Fund 11 Detail Rev\Exp**  
**as of the end of May 2022**

|                                       | Budget             |     | (MTD) Actual     |     | (YTD) Actual       |     | Encumbrances     |     | Available          |     | % of Budget |             |
|---------------------------------------|--------------------|-----|------------------|-----|--------------------|-----|------------------|-----|--------------------|-----|-------------|-------------|
|                                       | 2022               | May | 2022             | May | 2022               | May | 2022             | May | 2022               | May | 2022        | May         |
| Accreditation QEP                     | \$0                |     | (\$14)           |     | \$0                |     | \$0              |     | \$0                |     |             | NaN         |
| ATD                                   | \$0                |     | \$0              |     | \$0                |     | \$0              |     | \$0                |     |             | NaN         |
| Faculty Dev.                          | \$82,080           |     | \$4,356          |     | \$45,664           |     | \$0              |     | \$36,416           |     |             | 55.6%       |
| Lecture Series                        | \$6,600            |     | \$500            |     | \$1,305            |     | \$0              |     | \$5,295            |     |             | 19.8%       |
| CE-Workforce                          | \$96,049           |     | \$16,161         |     | \$39,231           |     | \$2,231          |     | \$54,587           |     |             | 40.8%       |
| CE Cisco                              | \$14,079           |     | \$0              |     | \$0                |     | \$0              |     | \$14,079           |     |             | 0.0%        |
| CE Allied Health                      | \$173,906          |     | \$15,450         |     | \$104,816          |     | \$2,091          |     | \$66,998           |     |             | 60.3%       |
| <b>Total Instructional</b>            | <b>\$8,413,194</b> |     | <b>\$705,423</b> |     | <b>\$5,406,200</b> |     | <b>\$101,433</b> |     | <b>\$2,905,561</b> |     |             | <b>64%</b>  |
| Instructional Donations               | \$0                |     | \$0              |     | \$0                |     | \$0              |     | \$0                |     |             | NaN         |
| <b>Community Services</b>             |                    |     |                  |     |                    |     |                  |     |                    |     |             |             |
| CE Leisure Learning                   | \$30,929           |     | \$200            |     | \$1,375            |     | \$0              |     | \$29,554           |     |             | 4.4%        |
| CE Children Programs                  | \$0                |     | \$0              |     | \$0                |     | \$0              |     | \$0                |     |             | NaN         |
| <b>Total Community Service</b>        | <b>\$30,929</b>    |     | <b>\$200</b>     |     | <b>\$1,375</b>     |     | <b>\$0</b>       |     | <b>\$29,554</b>    |     |             | <b>4.4%</b> |
| <b>Academic Support</b>               |                    |     |                  |     |                    |     |                  |     |                    |     |             |             |
| Vice President of Instruction         | \$271,258          |     | \$21,679         |     | \$196,871          |     | \$1,864          |     | \$72,523           |     |             | 72.6%       |
| Arts & Sciences Administration        | \$67,093           |     | \$5,601          |     | \$48,968           |     | \$58             |     | \$18,067           |     |             | 73.0%       |
| Tech\Professional Ed. Administration  | \$215,184          |     | \$16,231         |     | \$161,670          |     | \$693            |     | \$52,821           |     |             | 75.1%       |
| Adult & Continuing Ed. Administration | \$238,118          |     | \$12,235         |     | \$149,759          |     | \$1,051          |     | \$87,308           |     |             | 62.9%       |
| Distance Education Administration     | \$164,407          |     | \$16,937         |     | \$124,122          |     | \$222            |     | \$40,063           |     |             | 75.5%       |
| Hamshire - Fannett Administration     | \$0                |     | \$0              |     | \$0                |     | \$0              |     | \$0                |     |             | NaN         |
| Grants Development                    | \$76,745           |     | \$5,418          |     | \$43,513           |     | \$200            |     | \$33,032           |     |             | 56.7%       |
| Library & Learning Resources          | \$383,261          |     | \$25,782         |     | \$283,901          |     | \$12,551         |     | \$86,809           |     |             | 74.1%       |



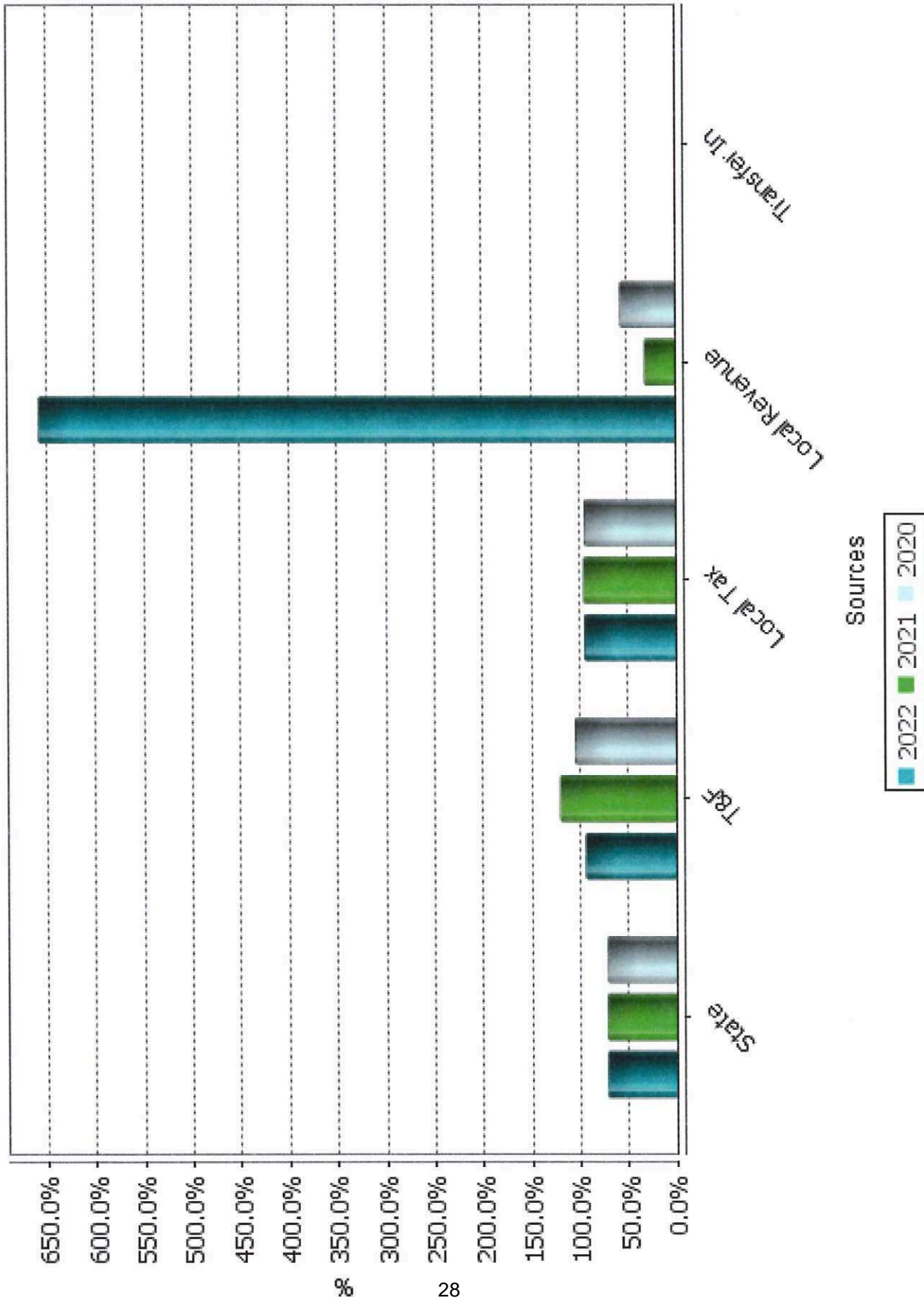
**Galveston College**  
**Fund 11 Detail Rev\Exp**  
**as of the end of May 2022**

|  | Budget             |                  | (MTD) Actual (YTD) Actual |                  | Encumbrances       |      | Available |      | % of Budget |               |
|--|--------------------|------------------|---------------------------|------------------|--------------------|------|-----------|------|-------------|---------------|
|  | 2022               | May              | 2022                      | 2022             | 2022               | 2022 | 2022      | 2022 | 2022        | 2022          |
| Information Technology                 | \$1,868,135        | \$45,230         | \$1,487,239               | \$139,899        | \$240,997          |      |           |      |             | 79.6%         |
| Communications                         | \$247,577          | \$11,043         | \$158,934                 | \$40,422         | \$48,221           |      |           |      |             | 64.2%         |
| Vice Pres. Community Engagement        | \$0                | \$0              | \$0                       | \$0              | \$0                |      |           |      |             | NaN           |
| Development                            | \$259,080          | \$20,039         | \$182,075                 | \$5,398          | \$71,607           |      |           |      |             | 70.3%         |
| GC Foundation                          | \$67,148           | \$6,365          | \$43,808                  | \$192            | \$23,147           |      |           |      |             | 65.2%         |
| Marketing & Media                      | \$646,454          | \$29,006         | \$437,755                 | \$67,045         | \$141,653          |      |           |      |             | 67.7%         |
| <b>Total for Institutional Support</b> | <b>\$5,933,109</b> | <b>\$312,296</b> | <b>\$4,077,937</b>        | <b>\$284,746</b> | <b>\$1,570,426</b> |      |           |      |             | <b>68.7%</b>  |
| <b>Staff Benefits</b>                  |                    |                  |                           |                  |                    |      |           |      |             |               |
| Staff Benefits - State Eligible        | \$27,000           | \$0              | \$43,588                  | \$0              | (\$16,588)         |      |           |      |             | 161.4%        |
| Staff Benefits - Non-State Eligible    | \$0                | \$0              | \$0                       | \$0              | \$0                |      |           |      |             | NaN           |
| Staff Benefits - Retirees              | \$0                | \$0              | \$211                     | \$0              | (\$211)            |      |           |      |             | Infinity      |
| <b>Total For Staff Benefits</b>        | <b>\$27,000</b>    | <b>\$0</b>       | <b>\$43,799</b>           | <b>\$0</b>       | <b>(\$16,799)</b>  |      |           |      |             | <b>162.2%</b> |
| <b>Operations and Maintenance</b>      |                    |                  |                           |                  |                    |      |           |      |             |               |
| Plant Administration                   | \$709,768          | \$4,474          | \$570,969                 | \$281            | \$138,518          |      |           |      |             | 80.4%         |
| Building Maintenance                   | \$1,234,733        | \$46,539         | \$683,067                 | \$416,502        | \$135,164          |      |           |      |             | 55.3%         |
| Custodial Services                     | \$517,430          | \$34,833         | \$357,128                 | \$5,858          | \$154,445          |      |           |      |             | 69.0%         |
| Custodial Services Tech Center         | \$0                | \$0              | \$0                       | \$0              | \$0                |      |           |      |             | NaN           |
| Grounds Maintenance                    | \$70,500           | \$0              | \$40,858                  | \$14,173         | \$15,469           |      |           |      |             | 58.0%         |
| Grounds Maintenance Tech Center        | \$0                | \$0              | \$0                       | \$0              | \$0                |      |           |      |             | NaN           |
| Transportation                         | \$38,700           | \$815            | \$24,557                  | \$70             | \$14,073           |      |           |      |             | 63.5%         |
| Utilities                              | \$725,000          | \$46,917         | \$356,682                 | \$368,303        | \$15               |      |           |      |             | 49.2%         |
| Utilities Tech Center                  | \$105,000          | \$32,895         | \$53,983                  | \$51,017         | \$0                |      |           |      |             | 51.4%         |
| <b>Total for Operations and M...</b>   | <b>\$3,401,131</b> | <b>\$166,473</b> | <b>\$2,087,244</b>        | <b>\$856,203</b> | <b>\$457,683</b>   |      |           |      |             | <b>61.4%</b>  |

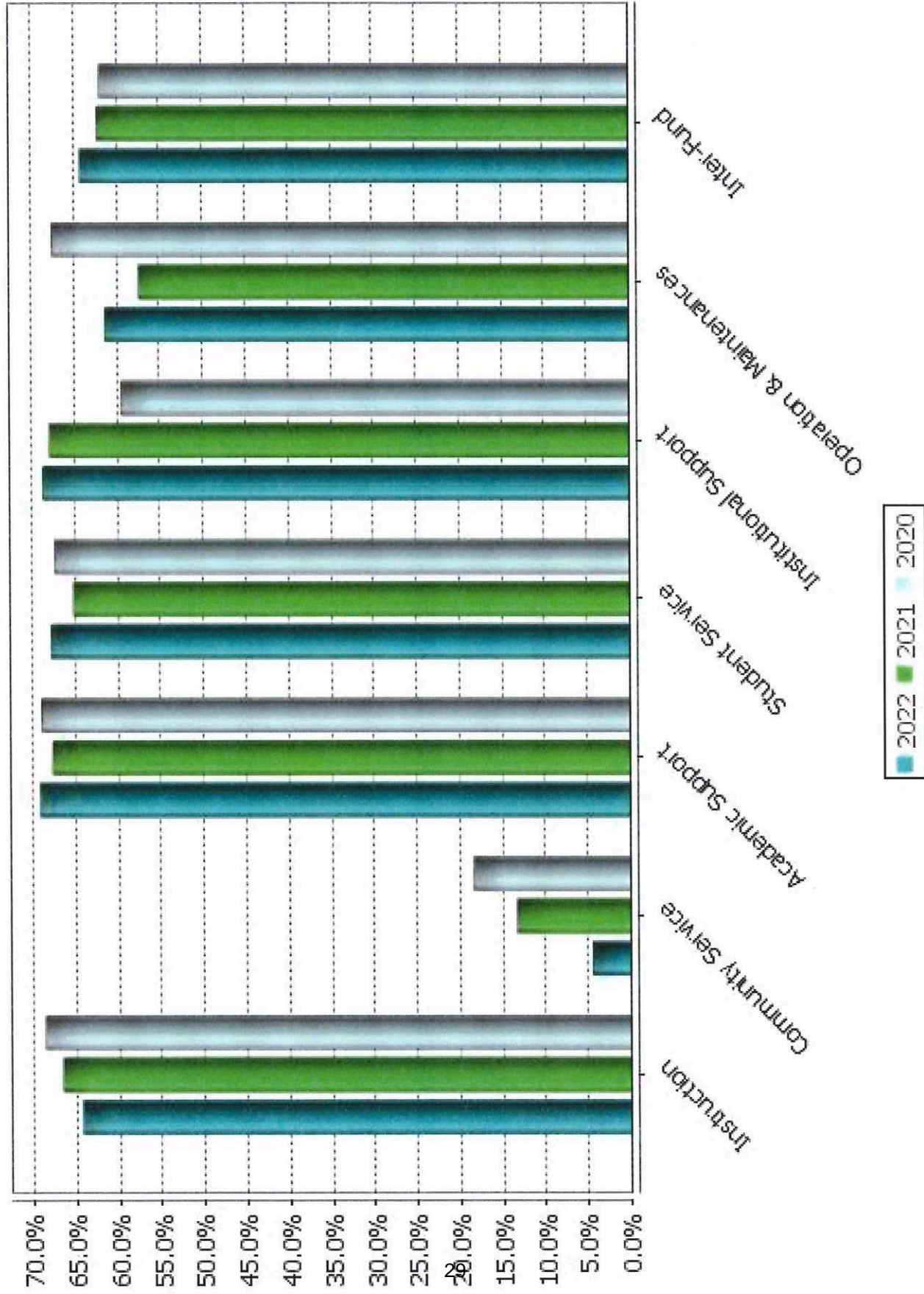
**Galveston College**  
**Fund 11 Detail Rev\Exp**  
**as of the end of May 2022**

|  | Budget              | (MTD) Actual       | (YTD) Actual        | Encumbrances       | Available          | % of Budget  |
|--|---------------------|--------------------|---------------------|--------------------|--------------------|--------------|
|  | 2022                | May                | 2022                | 2022               | 2022               | 2022         |
| <b>Inter-fund Appropriations</b>       |                     |                    |                     |                    |                    |              |
| Transfers to Auxiliary                 | \$496,484           | \$60,552           | \$212,992           | \$0                | \$283,492          | 42.9%        |
| Transfers to Student Activity Fund     | \$65,763            | \$5,317            | \$57,682            | \$0                | \$8,081            | 87.7%        |
| Transfer to State Eligible Ben         | \$1,430,959         | \$109,193          | \$868,230           | \$0                | \$562,729          | 60.7%        |
| Transfers to State Grants & Aid        | \$134,753           | \$0                | \$99,134            | \$0                | \$35,619           | 73.6%        |
| Transfers to Bond Revenue              | \$1,200,000         | \$100,000          | \$900,000           | \$0                | \$300,000          | 75.0%        |
| Transfer to Construction               | \$0                 | \$0                | \$0                 | \$0                | \$0                | NaN          |
| Transfers to Capital Project           | \$0                 | \$0                | \$0                 | \$0                | \$0                | NaN          |
| Transfers to Fixed Assets              | \$0                 | \$0                | \$0                 | \$0                | \$0                | NaN          |
| <b>Total Inter-fund Appropriations</b> | <b>\$3,327,959</b>  | <b>\$275,062</b>   | <b>\$2,138,038</b>  | <b>\$0</b>         | <b>\$1,189,921</b> | <b>64.2%</b> |
| <b>Expenditures Totals</b>             | <b>\$25,338,529</b> | <b>\$1,744,025</b> | <b>\$16,628,808</b> | <b>\$1,481,007</b> | <b>\$7,228,714</b> | <b>65.6%</b> |

### 3 Year Revenue by Percentage (YTD)



Three Year Expense by Percentage (TYD)



**Auxiliary fund  
as of May 31, 2022**

| May 31, 2022                           | Current year       |                 | Current year       |            | Current ...      |            | Current year |      | Current year<br>% Expended |
|--|--------------------|-----------------|--------------------|------------|------------------|------------|--------------|------|----------------------------|
|  | Budget             | (MTD) Actual    | (YTD) Act...       | Encumbr... | Remaining        | % Expended |              |      |                            |
|  | 2022               | May             | 2022               | 2022       | 2022             | 2022       | 2022         | 2022 | 2022                       |
| <b>Revenue by State Classification</b> |                    |                 |                    |            |                  |            |              |      |                            |
| Interfund Appropriations               | \$496,484          | \$60,552        | \$212,992          | \$0        | \$283,492        | 43%        |              |      |                            |
| Bookstore Commission                   | \$45,000           | \$23,546        | \$35,830           | \$0        | \$9,170          | 80%        |              |      |                            |
| Student housing                        | \$343,995          | \$10,079        | \$334,429          | \$0        | \$9,566          | 97%        |              |      |                            |
| Food Service                           | \$384,795          | \$14            | \$380,267          | \$0        | \$4,528          | 99%        |              |      |                            |
| Special Event                          | \$0                | \$0             | \$0                | \$0        | \$0              | NaN        |              |      |                            |
| Sales and Services                     | \$186,460          | \$2,376         | \$102,245          | \$0        | \$84,215         | 55%        |              |      |                            |
| <b>Total Revenue</b>                   | <b>\$1,456,734</b> | <b>\$96,566</b> | <b>\$1,065,765</b> | <b>\$0</b> | <b>\$390,969</b> | <b>73%</b> |              |      |                            |

| <b>Expenditures by Department</b> |                  |               |                  |                  |                  |            |  |  |  |
|-----------------------------------|------------------|---------------|------------------|------------------|------------------|------------|--|--|--|
|                                   | Budget           | (MTD) Actual  | (YTD) Act...     | Encumbr...       | Remaining        | % Expended |  |  |  |
|                                   | 2022             | May           | 2022             | 2022             | 2022             | 2022       |  |  |  |
| Bookstore(retiree)                | 0                | 0             | 0                | 0                | \$0              | NaN        |  |  |  |
| Student Housing                   | 17,290           | 856           | 9,809            | 0                | \$7,481          | 57%        |  |  |  |
| Food Service                      | 316,412          | 26,192        | 302,128          | 0                | \$14,284         | 95%        |  |  |  |
| Print Shop                        | 132,500          | 3,910         | 66,082           | 30,403           | \$36,014         | 50%        |  |  |  |
| Special Event                     | 0                | 0             | 0                | 0                | \$0              | NaN        |  |  |  |
| Athletics General                 | 87,236           | 11,780        | 60,712           | 3,431            | \$23,094         | 70%        |  |  |  |
| Baseball                          | 390,447          | 24,251        | 308,641          | 7,803            | \$74,003         | 79%        |  |  |  |
| Softball                          | 320,461          | 13,806        | 241,973          | 6,706            | \$71,782         | 76%        |  |  |  |
| General Institutional             | 192,388          | 4,304         | 76,552           | 11,535           | \$104,302        | 40%        |  |  |  |
| <b>Expenditures Total</b>         | <b>1,456,734</b> | <b>85,098</b> | <b>1,065,896</b> | <b>59,877.46</b> | <b>\$330,960</b> | <b>73%</b> |  |  |  |

**Auxiliary fund  
as of May 31, 2022**

|                           |                  |               |                  |                  |                   |            |  |  |  |
|---------------------------|------------------|---------------|------------------|------------------|-------------------|------------|--|--|--|
| Expenditures by Type      |                  |               |                  |                  |                   |            |  |  |  |
| General Operating         | 226,118          | 18,021        | 88,972           | 20,429           | 116,716.32        | 39%        |  |  |  |
| Contracted Services       | 442,089          | 30,923        | 377,268          | 23,428           | 41,392.14         | 85%        |  |  |  |
| Travel                    | 69,589           | 13,601        | 56,906           | 0                | 12,683.09         | 82%        |  |  |  |
| Equipment                 | 56,022           | 0             | 29,826           | 16,020           | 10,175.90         | 53%        |  |  |  |
| Special Event             | 0                | 0             | 0                | 0                | 0.00              | NaN        |  |  |  |
| Transfer to Scholars...   | 25,000           | 0             | 25,000           | 0                | 0.00              | 100%       |  |  |  |
| Scholarships              | 362,980          | 197           | 308,662          | 0                | 54,317.97         | 85%        |  |  |  |
| Salaries & Stipends       | 210,621          | 17,232        | 140,106          | 0                | 70,514.81         | 67%        |  |  |  |
| Staff Benefits            | 64,315           | 5,124         | 39,155           | 0                | 25,159.82         | 61%        |  |  |  |
| <b>Expenditures Total</b> | <b>1,456,734</b> | <b>85,098</b> | <b>1,065,896</b> | <b>59,877.46</b> | <b>330,960.05</b> | <b>73%</b> |  |  |  |

**Student Service Fund  
as of May 31, 2022**

| May 31, 2022                           | Current year    |                | Current year    |            | Current ...    |            | Current year |      | Current year |      |
|--|-----------------|----------------|-----------------|------------|----------------|------------|--------------|------|--------------|------|
|  | Budget          | (MTD) Actual   | (YTD) Act...    | Encumbr... | Remaining      | % Expended | 2022         | 2022 | 2022         | 2022 |
| <b>Revenue by State Classification</b> |                 |                |                 |            |                |            |              |      |              |      |
| Interfund Appropriations               | \$65,763        | \$5,317        | \$57,682        | \$0        | \$8,081        | 88%        |              |      |              |      |
| Fund Balance Transfer                  | \$0             | \$0            | \$0             | \$0        | \$0            | NaN        |              |      |              |      |
| <b>Total Revenue</b>                   | <b>\$65,763</b> | <b>\$5,317</b> | <b>\$57,682</b> | <b>\$0</b> | <b>\$8,081</b> | <b>88%</b> |              |      |              |      |

**Expenditures by Department**

|                           |               |            |               |              |                 |            |
|---------------------------|---------------|------------|---------------|--------------|-----------------|------------|
| Student Activities        | 39,363        | 368        | 11,302        | 2,303        | \$25,758        | 29%        |
| Student Government        | 23,800        | 339        | 4,995         | 500          | \$18,305        | 21%        |
| Phi Theta Kappa           | 2,600         | 0          | 98            | 0            | \$2,502         | 4%         |
| <b>Expenditures Total</b> | <b>65,763</b> | <b>706</b> | <b>16,394</b> | <b>2,803</b> | <b>\$46,565</b> | <b>25%</b> |

**Expenditures by Type**

|                           |               |            |               |              |               |            |
|---------------------------|---------------|------------|---------------|--------------|---------------|------------|
| General Operating         | 38,263        | 706        | 15,829        | 2,803        | 19,631        | 41%        |
| Contracted Services       | 0             | 0          | 0             | 0            | 0             |            |
| Travel                    | 17,500        | 0          | 75            | 0            | 17,425        | 0%         |
| Equipment                 | 0             | 0          | 0             | 0            | 0             | NaN        |
| Scholarships              | 0             | 0          | 0             | 0            | 0             |            |
| Salaries & Stipends       | 10,000        | 0          | 490           | 0            | 9,510         |            |
| Staff Benefits            | 0             | 0          | 0             | 0            | 0             |            |
| <b>Expenditures Total</b> | <b>65,763</b> | <b>706</b> | <b>16,394</b> | <b>2,803</b> | <b>46,565</b> | <b>25%</b> |

**GALVESTON COLLEGE**  
**Construction\Capital Project fund**  
**as of May 31, 2022**

May 31, 2022

|  | Current year<br>Budget<br>2022 | Current year<br>(MTD) Actual<br>May | Current year<br>(YTD) Actual<br>2022 | Current year<br>Encumbrances<br>2022 | Current year<br>Remaining<br>2022 |
|--|--------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|
|--|--------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|

**Fund 71**

**Future Expension Real Estate**

**Revenue**

|                       |                  |          |          |          |                  |
|-----------------------|------------------|----------|----------|----------|------------------|
| Fund Balance Transfer | 1,125,000        | 0        | 0        | 0        | 1,125,000        |
| <b>Total Revenue</b>  | <b>1,125,000</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1,125,000</b> |

**Expenditures**

|   |                  |              |                |              |                |
|---|------------------|--------------|----------------|--------------|----------------|
| Softball Field and Parking Construction | 490,000          | 0            | 0              | 0            | 490,000        |
| Parking Archt & Engr fees               | 60,000           | 3,400        | 27,760         | 0            | 32,240         |
| landscaping                             | 250,000          | 0            | 64,872         | 3,038        | 182,091        |
| landscaping Archt & Engr fees           | 25,000           | 0            | 0              | 0            | 25,000         |
| Lease\Building Purchase                 | 300,000          | 0            | 538,254        | 0            | (238,254)      |
| <b>Expenditures Total</b>               | <b>1,125,000</b> | <b>3,400</b> | <b>630,885</b> | <b>3,038</b> | <b>491,077</b> |

**Nursing Health Science Building**

**Revenue**

|                      |                   |               |                  |          |                   |
|----------------------|-------------------|---------------|------------------|----------|-------------------|
| Bond Proceeds        | 30,000,000        | 49,754        | 1,058,471        | 0        | 28,941,529        |
| <b>Total Revenue</b> | <b>30,000,000</b> | <b>49,754</b> | <b>1,058,471</b> | <b>0</b> | <b>28,941,529</b> |

**Expenditures**

|                           |                   |               |                  |          |                   |
|---------------------------|-------------------|---------------|------------------|----------|-------------------|
| Contingency-Owner         | 1,981,000         | 0             | 0                | 0        | 1,981,000         |
| Equipment- Capital        | 1,600,000         | 0             | 0                | 0        | 1,600,000         |
| Facility Construction     | 24,000,000        | 0             | 0                | 0        | 24,000,000        |
| Archt and Engr Fees       | 2,419,000         | 49,754        | 1,058,471        | 0        | 1,360,529         |
| <b>Expenditures Total</b> | <b>30,000,000</b> | <b>49,754</b> | <b>1,058,471</b> | <b>0</b> | <b>28,941,529</b> |

**Fund Revenue Total**

**Fund Expenditures Total**

|                                |                   |               |                  |              |                   |
|--------------------------------|-------------------|---------------|------------------|--------------|-------------------|
| <b>Fund Revenue Total</b>      | <b>31,125,000</b> | <b>49,754</b> | <b>1,058,471</b> | <b>0</b>     | <b>30,066,529</b> |
| <b>Fund Expenditures Total</b> | <b>31,125,000</b> | <b>53,154</b> | <b>1,689,357</b> | <b>3,038</b> | <b>29,432,606</b> |

**GALVESTON COLLEGE**  
**Construction\Capital Project fund**  
**as of May 31, 2022**

|                      | Current year<br>Budget (MTD) Actual<br>2022 | Current year<br>Actual<br>May | Current year<br>(YTD) Actual<br>2022 | Current year<br>Encumbrances<br>2022 | Current year<br>Remaining<br>2022 |
|----------------------|---|-------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|
| May 31, 2022         |   |                               |                                      |                                      |                                   |
| <b>Fund 71 total</b> |   | (3,400)                       | (630,885)                            | (3,038)                              |                                   |

**GALVESTON COLLEGE**  
**Construction\Capital Project fund**  
**as of May 31, 2022**

May 31, 2022

|  | Current year<br>Budget 2022 | Current year<br>(MTD) Actual<br>May | Current year<br>(YTD) Actual<br>2022 | Current year<br>Encumbrances<br>2022 | Current year<br>Remaining<br>2022 |
|--|-----------------------------|-------------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|
|--|-----------------------------|-------------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|

**Capital Projects Fund 72**

**Revenue**

|                       |          |          |          |          |          |
|-----------------------|----------|----------|----------|----------|----------|
| Transfer from Fund 11 | 0        | 0        | 0        | 0        | 0        |
| <b>Total Revenue</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**Expenditures**

**IT\Media**

|                                |          |          |                |              |                  |
|--------------------------------|----------|----------|----------------|--------------|------------------|
| Computer Equipment Non-Capital | 0        | 0        | 109,880        | 0            | (109,880)        |
| Contracted Services            | 0        | 0        | 6,456          | 2,657        | (9,113)          |
| <b>Expenditures Total</b>      | <b>0</b> | <b>0</b> | <b>116,336</b> | <b>2,657</b> | <b>(118,993)</b> |

**Fund Revenue Total**

|  |   |   |   |   |   |
|--|---|---|---|---|---|
|  | 0 | 0 | 0 | 0 | 0 |
|--|---|---|---|---|---|

**Fund Expenditures Total**

|  |   |   |         |           |           |
|--|---|---|---------|-----------|-----------|
|  | 0 | 0 | 116,336 | (116,336) | (116,336) |
|--|---|---|---------|-----------|-----------|

**Fund 72 total**

|  |   |   |           |           |           |
|--|---|---|-----------|-----------|-----------|
|  | 0 | 0 | (116,336) | (116,336) | (116,336) |
|--|---|---|-----------|-----------|-----------|

GALVESTON COLLEGE

Bond Funds 51, 52, 53

|  | Current year<br>Budget<br>2022 | Current year<br>(MTD) Actual<br>May | Current year<br>(YTD) Actual<br>2022 | Current year<br>Encumbrances<br>2022 | Current year<br>Remaining<br>2022 | Current ...<br>% Expended<br>2022 | Prior Year<br>% Expended<br>2021 |
|--|--------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|----------------------------------|
| <b>fund 51 Revenue- Bond</b>                 |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| <b>proceeds\Revenue</b>                      |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| Bond Proceeds--Construction Gross *          | 31,800,000                     |                                     | 32,094,677                           |                                      |                                   |                                   |                                  |
| Interest income--Bond                        | 0                              | 15,074                              | 24,882                               |                                      |                                   |                                   |                                  |
| <b>Expenses</b>                              |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| Professional Services--Bond-Exp              | 300,000                        | 0                                   | 282,769                              | 0                                    | 17,231                            | 100.9%                            |                                  |
| Transfers to Construction Exp                | 30,000,000                     | 49,754                              | 1,058,471                            | 0                                    | 28,941,529                        | 3.5%                              |                                  |
| Transfers to Bond Reserve (N/A)              | 1,800,000                      | 0                                   | 0                                    | 0                                    | 1,800,000                         |                                   |                                  |
| <b>Bond Funds Available</b>                  |                                |                                     | <b>\$30,778,319</b>                  |                                      |                                   |                                   |                                  |
| <b>Fund 51 Revenue--Bond Payment</b>         |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| <b>Revenue</b>                               |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| Transfer from E&G                            | 1,200,000                      | 100,000                             | 900,000                              | 0                                    | 300,000                           | 75.0%                             |                                  |
| <b>Expenses</b>                              |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| Transfer to Interest and sinking             | 900,000                        | 0                                   | 156,747                              | 0                                    | 743,253                           | 17.4%                             |                                  |
| <b>fund 52 Bond Intrest and Sinking Fund</b> |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| Transfer from Bond Revenue Fd 51             | 900,000                        | 0                                   | 156,747                              | 0                                    | 743,253                           | 17.4%                             |                                  |
| <b>Total Fund Revenue</b>                    | <b>900,000</b>                 | <b>0</b>                            | <b>156,747</b>                       | <b>0</b>                             | <b>743,253</b>                    | <b>17.4%</b>                      |                                  |
| <b>Expenses</b>                              |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| Bond Redemption Principal                    | 439,000                        | 0                                   | 0                                    | 0                                    | 439,000                           | 0.0%                              |                                  |
| Bond Redemption Intrest                      | 460,000                        | 0                                   | 156,747                              | 0                                    | 303,253                           | 34.1%                             |                                  |
| Professional Services                        | 1,000                          | 0                                   | 0                                    | 0                                    | 1,000                             | 0.0%                              |                                  |
| <b>Expenditures Total</b>                    | <b>900,000</b>                 | <b>0</b>                            | <b>156,747</b>                       | <b>0</b>                             | <b>743,253</b>                    | <b>17.4%</b>                      |                                  |
| <b>fund 53 Bond Reserve</b>                  |                                |                                     |                                      |                                      |                                   |                                   |                                  |
| Bond Proceeds--Establish Bond Reserve **     | 1,800,000                      | 911                                 | 1,861,725                            | 0                                    |                                   |                                   |                                  |
| <b>Total Fund</b>                            | <b>1,800,000</b>               | <b>911</b>                          | <b>1,861,725</b>                     | <b>0</b>                             |                                   |                                   |                                  |

\* Bond Funds Received for Construction

\*\* Bond Funds Received for Bond Reserve- Requires 1 Year Bond Payment to be Set Aside Until Maturity

Consideration of Consent Agenda

The consent agenda format is an organization process for meetings that allows the governing board to focus its time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

A roll call of individual action items will determine the consent agenda. If a Regent has a question or plans to cast a negative vote regarding a specific recommendation, then the Regent(s) need to acknowledge their intention to the Chairperson by show of hand during the roll call. This action item will be considered in the regular order of business as an individual action item.

Those action items that the Regents plan to approve without further question or discussion will be placed on the consent agenda during roll call of individual action items. Upon the creation of the consent agenda, a motion, a second to the motion, and unanimous approval of the Board of Regents is needed to approve the action items. Upon approval of the consent agenda, the Board of Regents will proceed with the remainder of the agenda.

Tally of  
Action Items:

|  | <u>Consent<br/>Agenda</u> | <u>President<br/>Recommended<br/>Separate Action</u> | <u>Board<br/>Separate<br/>Action</u> | <u>Page<br/>#</u> |
|--|---------------------------|--|--------------------------------------|-------------------|
| #1 – Consider Acceptance of Fiscal Year 2021-22<br>Third Quarter Investment Report   | _____                     | _____ ✓ _____  | _____                                | _____             |
| #2 – Consider Approval of Proposal for Bank Depository<br>Contract   | _____                     | _____ ✓ _____  | _____                                | _____             |
| #3 – Consider Adoption of Resolution Granting Residence<br>Homestead Tax Exemptions for the 2022 Tax Year  | _____                     | _____ ✓ _____  | _____                                | _____             |
| #4 – Consider Approval of Extended Contract with Ellucian<br>for CRM Advise Development and Customizations<br>Under Department of Education Title V Grant for Fiscal<br>Year 2022-2023                                 | _____                     | _____  | _____                                | _____             |
| #5 – Consider Approval of Insurance Coverage Policy<br>Renewals for National Flood Insurance Program (NFIP)<br>and Texas Windstorm Insurance Association (TWIA)  | _____                     | _____  | _____ ✓ _____                        | _____             |
| #6 - Consider Approval of Proposal to Purchase Excess Flood<br>Coverage for Property and Contents  | _____                     | _____  | _____ ✓ _____                        | _____             |
| #7 – Consider Approval of Proposal to Purchase Texas<br>Association of School Boards Risk Management Fund<br>Insurance Coverage for All Other Perils Property and<br>Contents (Excluding Named or Numbered Windstorms) | _____                     | _____  | _____ ✓ _____                        | _____             |
| #8 – Consider Approval of Proposal to Purchase Texas<br>Association of School Boards Risk Management Fund<br>Insurance Coverage for Unemployment and Workers’<br>Compensation  | _____                     | _____  | _____ ✓ _____                        | _____             |
| #9 – Consider Approval of Proposal to Purchase<br>Intercollegiate Athletics and Activities Accident<br>Insurance   | _____                     | _____  | _____ ✓ _____                        | _____             |
| #10 – Consider Approval of Extension of Contracts for<br>Disaster Restoration and Recovery Services  | _____                     | _____  | _____                                | _____             |

|  |       |         |       |       |
|--|-------|---------|-------|-------|
| #11 – Consider Acceptance of the TRIO Upward Bound Grant for the 2022-2023 Academic Year   | _____ | _____   | _____ | _____ |
| #12 – Consider Approval of Proposal for Purchase of Contracted Services for Microsoft Support  | _____ | _____   | _____ | _____ |
| #13 - Consider Approval of Proposal to Purchase Instructional Equipment for the Following Programs: Electrical-Electronics Technology and Instrumentation Technology | _____ | _____   | _____ | _____ |
| #14 - Consider Approval to Paint and Repair Whitecaps Apartments   | _____ | _____   | _____ | _____ |
| #15 - Consider Approval for Asbestos Abatement and Structural Demolition of Houses Located at 2301, 2305, and 2307 41 <sup>st</sup> Street                           | _____ | _____   | _____ | _____ |
| #16 - Consider Nomination and Election of Board Officers for 2022-2024 Term  | _____ | _____ ✓ | _____ | _____ |
| #17 - Consider Conferment of Faculty Tenure  | _____ | _____   | _____ | _____ |
| #18 - Consider Approval of Faculty Change in Rank  | _____ | _____   | _____ | _____ |
| #19 - Consider Acceptance of Faculty Resignation   | _____ | _____   | _____ | _____ |

Consider Acceptance of Fiscal Year 2021-2022 Third Quarter Investment Report

Following is the Investment Report describing the fiscal year 2021-22 third quarter investment activity for Galveston College. All investments are in compliance with the Board-approved investment policy, and the report provides detailed information regarding each investment classified by major fund groups.

It is recommended that the Board of Regents accept the Investment Report for the third quarter of fiscal year 2021-22 as presented.

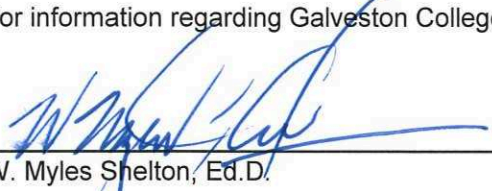
**Board Investment Report FY 2022**  
**Cash equivalents and Investments**  
**Portfolio Summary Report**  
**Third Quarter of FY 2022 - March 1, 2022 through May 31, 2022**


|                                 | <u>Fair Value</u> | <u>Book Value</u> |
|---------------------------------|-------------------|-------------------|
| Beginning Value - March 1, 2022 | \$ 65,539,166     | \$ 65,539,166     |
| Additions/Subtractions (Net)    | (2,101,964)       | (2,101,964)       |
| Change in Fair Value            | -                 | -                 |
| Ending Value - May 31, 2022     | <u>63,437,202</u> | <u>63,437,202</u> |


|  |        |
|--|--------|
| Earnings for the Third Quarter                               | 60,109 |
| Weighted Average Maturity at Ending Period Date (Days)       | 13     |
| Weighted Average Earnings Rate for the Third Quarter         | 0.37%  |
| Benchmark - Quarterly Average of the One Year Treasury Yield | 1.69%  |

The above reported investments have been recorded in compliance with generally accepted accounting principles. In the opinion of the investment officers of the College, both this report and the investment portfolio of the College are in compliance with the requirements of the Public Funds Investment Act of the State of Texas and the Investment Policy of the Board of Regents of Galveston Community College District.

For information regarding Galveston College's investment portfolio, please contact Jeff Engbrock at (409) 944-1215.

  
 \_\_\_\_\_  
 W. Myles Shelton, Ed.D.  
 Investment Officer

  
 \_\_\_\_\_  
 Dr. Van Patterson  
 Investment Officer

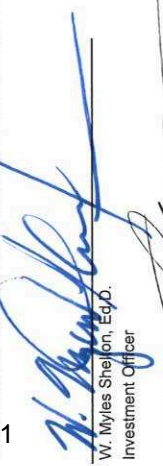
  
 \_\_\_\_\_  
 Jeff Engbrock  
 Investment Officer

Board Investment Report FY 2022  
 Cash Equivalents and Investments  
 Third Quarter Fiscal Year 2022 Activity  
 March 1, 2022 through May 31, 2022

| Description of Security                | Account No. / CUSIP No. | Average Interest Rate | Maturity Date | Beginning Book Value | Ending Book Value | Beginning Fair Value | Additions        | Changes            | Ending Fair Value | % of Total Portfolio | Weighted Avg. Earnings Rate | Accrued Interest | Days to Maturity | Weighted Avg. Maturity-Days |
|--|-------------------------|-----------------------|---------------|----------------------|-------------------|----------------------|------------------|--------------------|-------------------|----------------------|-----------------------------|------------------|------------------|-----------------------------|
| <b>OPERATING</b>                       |                         |                       |               |                      |                   |                      |                  |                    |                   |                      |                             |                  |                  |                             |
| Lone Star Investment Pool - Corp       | 84502                   | 0.497%                | Demand        | 127,801              | 127,961           | 127,801              | 160              | -                  | 127,961           | 0.20%                | 0.00%                       | -                | 1                | 0.00                        |
| Lone Star Investment Pool - Gov        | 84502                   | 0.313%                | Demand        | 9,730,140            | 8,905,183         | 9,730,140            | 1,925,044        | (2,750,000)        | 8,905,183         | 14.04%               | 0.04%                       | -                | 1                | 0.14                        |
| Logic                                  | 151720001               | 0.493%                | Demand        | 6,384,124            | 6,392,079         | 6,384,124            | 7,955            | -                  | 6,392,079         | 10.08%               | 0.05%                       | -                | 1                | 0.10                        |
| Texpool                                | 000020101               | 0.364%                | Demand        | 5,712,031            | 5,717,227         | 5,712,031            | 5,196            | -                  | 5,717,227         | 9.01%                | 0.03%                       | -                | 1                | 0.09                        |
| Texas Term Pool                        | 1216-00                 | 0.373%                | Demand        | 5,116,288            | 5,121,100         | 5,116,288            | 4,812            | -                  | 5,121,100         | 8.07%                | 0.03%                       | -                | 1                | 0.08                        |
| MNB Repurchase Account                 | 3128X1PZ4               | 0.200%                | Open          | 1,077,091            | 806,601           | 1,077,091            | -                | (270,490)          | 806,601           | 1.27%                | 0.00%                       | -                | 1                | 0.01                        |
| Moody Bank CD                          | 60020393                | 1.000%                | 2/1/23        | 3,030,138            | 3,037,532         | 3,030,138            | 7,394            | -                  | 3,037,532         | 4.79%                | 0.05%                       | 1,581            | 257              | 12.31                       |
| Vanguard Mutual Fund                   | 09914660032             | 0.423%                | Demand        | 688,890              | 689,476           | 688,890              | 585              | -                  | 689,476           | 1.09%                | 0.00%                       | -                | 1                | 0.01                        |
| <b>TOTAL OPERATING</b>                 |                         |                       |               | <b>31,866,502</b>    | <b>30,797,159</b> | <b>31,866,502</b>    | <b>1,951,147</b> | <b>(3,020,490)</b> | <b>30,797,159</b> | <b>48.55%</b>        | <b>0.21%</b>                | <b>1,581</b>     | <b>1</b>         | <b>12.74</b>                |
| <b>RESTRICTED</b>                      |                         |                       |               |                      |                   |                      |                  |                    |                   |                      |                             |                  |                  |                             |
| Lone Star Invest. - 2022 Bond Proceeds | 84502                   | 0.313%                | Demand        | 31,812,397           | 30,778,318        | 31,812,397           | 24,393           | (1,058,471)        | 30,778,318        | 48.52%               | 0.15%                       | -                | 1                | 0.49                        |
| Lone Star Invest. - 2022 Bond Reserve  | 84502                   | 0.313%                | Demand        | 1,860,268            | 1,861,725         | 1,860,268            | 1,457            | -                  | 1,861,725         | 2.93%                | 0.01%                       | -                | 1                | 0.03                        |
| <b>TOTAL RESTRICTED</b>                |                         |                       |               | <b>33,672,664</b>    | <b>32,640,044</b> | <b>33,672,664</b>    | <b>25,850</b>    | <b>(1,058,471)</b> | <b>32,640,044</b> | <b>51.45%</b>        | <b>0.16%</b>                | <b>-</b>         | <b>1</b>         | <b>0.51</b>                 |
| <b>GRAND TOTAL</b>                     |                         |                       |               | <b>65,539,166</b>    | <b>63,437,202</b> | <b>65,539,166</b>    | <b>1,976,997</b> | <b>(4,078,962)</b> | <b>63,437,202</b> | <b>100%</b>          | <b>0.37%</b>                | <b>1,581</b>     | <b>1</b>         | <b>13.26</b>                |

The above reported investments have been recorded in compliance with generally accepted accounting principles. In the opinion of the investment officers of the College, both this report and the investment portfolio of the College are in compliance with the requirements of the Public Funds Investment Act of the State of Texas and the Investment Policy of the Board of Regents of Galveston Community College District.

For information regarding Galveston College's investment portfolio, please contact Jeff Engbrock at (409) 944-1215.

  
 W. Myles Shelton, Esq.  
 Investment Officer

  
 Van Patterson, Ed.D.  
 Investment Officer

  
 Jeff Engbrock  
 Investment Officer

**Board Investment Report FY 2022  
Interest Earned - Third Quarter of FY 2022  
For March 1, 2022 through May 31, 2022**

| <u>Investments</u>                          | <u>May</u>    | <u>3rd Quarter</u> | <u>Fiscal YTD</u> |
|---|---------------|--------------------|-------------------|
| <b>Operating</b>                            |               |                    |                   |
| MNB Money Market Account                    | 206           | 652                | 2,249             |
| Lonestar Corp                               | 89            | 160                | 207               |
| Lonestar Gov                                | 4,565         | 7,239              | 7,516             |
| LOGIC                                       | 4,402         | 7,955              | 9,949             |
| Texpool                                     | 3,022         | 5,196              | 6,319             |
| Texas Term                                  | 2,968         | 4,812              | 5,238             |
| Vanguard                                    | 317           | 585                | 658               |
| Moody National Bank CD                      | 2,579         | 7,647              | 22,647            |
| <b>Total Investment Operating Interest</b>  | <b>18,148</b> | <b>34,247</b>      | <b>54,782</b>     |
| <b>Restricted</b>                           |               |                    |                   |
| Lonestar - 2022 Bond Reserve                | 911           | 1,457              | 1,486             |
| Lonestar - 2022 Bond Proceeds               | 15,074        | 24,393             | 24,882            |
| <b>Total Investment Restricted Interest</b> | <b>15,985</b> | <b>25,850</b>      | <b>26,368</b>     |
| <b>Demand Deposit</b>                       |               |                    |                   |
| Moody National Bank                         | 2             | 12                 | 63                |
| <b>Total Demand Deposit Interest</b>        | <b>2</b>      | <b>12</b>          | <b>63</b>         |
| <b>GRAND TOTAL INTEREST EARNED</b>          | <b>34,135</b> | <b>60,109</b>      | <b>81,213</b>     |

Consider Approval of Proposal for Bank Depository Contract

A request for proposals for the bank depository contract was sent to six banks and was advertised in the local newspaper. Three responses were received. The proposals are available for Board review, if desired.

Proposals were received from Moody National Bank, Texas First Bank and Frost Bank. After review and evaluation of the submitted proposals staff recommends the approval and award of the bank depository contract to Moody National Bank, our current provider, and seeks authorization to allow the President to finalize contract negotiations and enter into a contract that would be most advantageous to the college. The contract term would be September 1, 2022, through August 31, 2024, with the option to extend the contract for three (3) additional two-year terms, for a total of eight (8) years

Moody Bank currently provides banking and depository services, and has historically provided prompt and efficient support when needed. They are entrenched in the local community and provide convenient access to students and staff.

Frost Bank and Texas First Bank, offer the services needed by Galveston College, but charge fees with the potential of offsetting most, if not all of them, with credit earned by maintaining minimum account balances. Moody Bank waives all fees and provides similar or higher rates of returns on these funds.

Consider Adoption of Resolution Granting  
Residence Homestead Tax Exemptions for the 2022 Tax Year

The attached resolutions provide for the 2022 tax year designation of property tax exemptions. Three resolutions are provided for Board discussion and consideration. The Board may choose to adopt any of the three resolutions to provide for the Residence Homestead Tax Exemptions for the 2022 Tax Year.

**A RESOLUTION OF THE  
GALVESTON COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS GRANTING  
RESIDENCE HOMESTEAD TAX EXEMPTIONS FOR THE 2022 TAX YEAR**

WHEREAS, Section §11.13 of the Texas Property Tax Code provides for the granting of various residence homestead tax exemptions; and

WHEREAS, the Board of Regents of the Galveston Community College District desires to continue to provide for such exemptions for properties in the College District's tax jurisdiction for the purpose of assessing and collecting taxes for the tax year 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF THE GALVESTON COMMUNITY COLLEGE DISTRICT THAT:

With respect to all real property owned by an individual and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that, in addition to any other exemptions provided by Section 11.13 of the Texas Property Tax Code, the first \$5,000 or 20 percent of value, whichever is greater, with respect to said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by an individual who is disabled (as defined in Section 11.13(m) (1) of the Texas Property Tax Code) or who is 65 years of age or older and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that the first \$10,000 of value of said property be exempt from ad valorem taxation.

PASSED AND ADOPTED this 8<sup>th</sup> day of June, 2022.

**GALVESTON COMMUNITY COLLEGE DISTRICT**

\_\_\_\_\_  
Karen F. Flowers  
Chairperson, Board of Regents

ATTESTED TO:

(DISTRICT SEAL)

\_\_\_\_\_  
Michael B. Hughes

Secretary, Board of Regents

**A RESOLUTION OF THE  
GALVESTON COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS GRANTING  
RESIDENCE HOMESTEAD TAX EXEMPTIONS FOR THE 2022 TAX YEAR**

WHEREAS, Section §11.13 of the Texas Property Tax Code provides for the granting of various residence homestead tax exemptions; and

WHEREAS, the Board of Regents of the Galveston Community College District desires to continue to provide for such exemptions for properties in the College District's tax jurisdiction for the purpose of assessing and collecting taxes for the tax year 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF THE GALVESTON COMMUNITY COLLEGE DISTRICT THAT:

With respect to all real property owned by an individual and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that, in addition to any other exemptions provided by Section 11.13 of the Texas Property Tax Code, the first \$5,000 or 20 percent of value, whichever is greater, with respect to said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by an individual who is disabled (as defined in Section 11.13(m) (1) of the Texas Property Tax Code) or who is 65 years of age or older and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that the first \$24,000 of value of said property be exempt from ad valorem taxation.

PASSED AND ADOPTED this 8<sup>th</sup> day of June, 2022.

**GALVESTON COMMUNITY COLLEGE DISTRICT**

\_\_\_\_\_  
Karen F. Flowers  
Chairperson, Board of Regents

ATTESTED TO:

(DISTRICT SEAL)

\_\_\_\_\_  
Michael B. Hughes

Secretary, Board of Regents

**A RESOLUTION OF THE  
GALVESTON COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS GRANTING  
RESIDENCE HOMESTEAD TAX EXEMPTIONS FOR THE 2022 TAX YEAR**

WHEREAS, Section §11.13 of the Texas Property Tax Code provides for the granting of various residence homestead tax exemptions; and

WHEREAS, the Board of Regents of the Galveston Community College District desires to continue to provide for such exemptions for properties in the College District’s tax jurisdiction for the purpose of assessing and collecting taxes for the tax year 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF THE GALVESTON COMMUNITY COLLEGE DISTRICT THAT:

With respect to all real property owned by an individual and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that, in addition to any other exemptions provided by Section 11.13 of the Texas Property Tax Code, the first \$5,000 or 20 percent of value, whichever is greater, with respect to said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED with respect to all real property owned by an individual who is disabled (as defined in Section 11.13(m) (1) of the Texas Property Tax Code) or who is 65 years of age or older and occupied by that individual as a residence homestead (as defined in Section 11.13(j) (1) of the Texas Property Tax Code), that the first \$24,000 of value of said property be exempt from ad valorem taxation.

BE IT FURTHER RESOLVED THAT THE BOARD OF REGENTS OF THE GALVESTON COMMUNITY COLLEGE DISTRICT establishes a limitation (Freeze) on the total amount of taxes that may be imposed on the residence homestead of a disabled individual or an individual 65 years of age or older and their qualified surviving spouses as provided by Section 11.261 of the Texas Property Tax Code and Section 1-b(h), Article VIII of the Texas Constitution.

PASSED AND ADOPTED this 8<sup>th</sup> day of June, 2022.

**GALVESTON COMMUNITY COLLEGE DISTRICT**

\_\_\_\_\_  
Karen F. Flowers  
Chairperson, Board of Regents

ATTESTED TO:

(DISTRICT SEAL)

\_\_\_\_\_  
Michael B. Hughes  
Secretary, Board of Regents

Consider Approval of Extended Contract with Ellucian for CRM Advise Development and Customizations under Department of Education Title V Grant for Fiscal Year 2022-2023

Staff is recommending approval of an additional contract with Ellucian for up to 28 consulting hours at a cost of \$221.00 per hour for help with development and customizations to the Guided Pathway advising application, CRM Advise.

As Galveston College expands and develops the use of CRM Advise to support the Guided Pathways model and student success, further development work with customizations is expected in FY2022-2023. This contract is for a maximum of 28 hours and a total cost of \$6,188 with actual hours billed on an as-incurred basis.

This cost is allowable and covered under the Title V grant. Staff requests Board approval of this expense.

Consider Approval of Insurance Coverage Policy Renewals for  
National Flood Insurance Program (NFIP) and  
Texas Windstorm Insurance Association (TWIA)

Galveston Insurance Agency's provides the renewal quotes for the College's TWIA and NFIP policies. These two entities provide the College's baseline coverage for all wind claims (up to \$4,424,000 per building) and flood claims (up to \$500,000 per commercial building) associated with a named or numbered storm.

The total estimated renewal for all TWIA policies is \$299,491, a 14.66 percent increase from the previous year. The total estimated renewal for all NFIP policies is \$105,051 a 15.00 percent increase from the previous year. A spreadsheet with detailed information of this coverage by property is provided to the Regents.

Staff recommends that the Board approve the renewals for the College's NFIP and TWIA policies through Galveston Insurance Associates (GIA).

Consider Approval of Proposal to Purchase  
Excess Flood Coverage for Property and Contents

McGriff, Seibels & Williams of Texas, Inc. (MSW) secured \$2,000,000 in blanket excess flood coverage for the College in 2021-22 through two carriers, each providing \$1,000,000 of the total coverage. The Total Insured Value (TIV) consideration of the 2021-22 coverage was \$66,614,586.

The College's TIV was reassessed and increased to \$75,027,304 for 2022-23. Due to the ongoing excess flood insurance market conditions for the gulf coast regions, the renewal coverages will again be offered through two carriers, each providing \$1,000,000 of the coverage. Details of the coverage are outlined in the following attachment.

A \$2,000,000 blanket flood coverage policy would allow the College to begin repairs following a catastrophic flood event. Losses above these limits could be submitted to the Federal Emergency Management Agency (FEMA) for reimbursement consideration.

Staff recommends approval of the MSW \$2,000,000 blanket flood coverage policy (above the NFIP limits) for a premium of \$131,156.26, a 25 percent increase from 2021-22 (11 percent premium rate increase, and a 13 percent increase in TIV).

Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for All Other Perils Property and Contents (Excluding Named or Numbered Windstorms)

Staff recommends that the Board approve insurance coverage through an interlocal agreement with the Texas Association of School Boards Risk Management Fund. Details of the coverage are outlined in the following attachment. The cost for these lines is \$84,963, a 27.07 percent increase from the previous year.

Please note the Total Insured Value (TIV) of Galveston College properties with TASB for 2021-22 was \$66,405,586. The TIV of Galveston College properties for 2022-23 was reassessed and increased to \$76,011,000 (14.65 percent).

Consider Approval of Proposal to Purchase Texas Association of School Boards Risk Management Fund Insurance Coverage for Unemployment and Workers' Compensation

Staff recommends that the Board approve renewal of insurance policies through an interlocal agreement with the Texas Association of School Boards Risk Management Fund for the College's unemployment and workers' compensation insurance coverage.

NOTE: The rates for workers' compensation and unemployment coverage have not been quoted since the current policies do not expire until September and October 2022, respectively. The carrier predicts that there will be no increase in cost for the workers' compensation policy from the previous year, and predicts a five percent decrease in unemployment policy rates. Once the rates have been quoted, approval of the policy payment amounts will be submitted to the Board for final approval.

Consider Approval of Proposal to Purchase Intercollegiate Athletics and Activities  
Accident Insurance

Staff recommends that the Board approve the purchase of insurance for Intercollegiate Athletics and Activities, through Universal Fidelity Life Insurance company, 13931 Quail Pointe Drive, Oklahoma City, OK 73134. If approved, the policy would be effective August 1, 2022 for a term of one year. The cost of the policy is \$7,500.

**2022-2023**  
**Application for Intercollegiate**  
**Athletics and Activities**  
**Accident Insurance**



13931 Quail Pointe Drive  
 Oklahoma City, OK 73134

**GENERAL INFORMATION**

School/College Galveston College  
 Address 4015 Avenue Q  
 City Galveston State TX Zip 77550 County Galveston  
 Telephone: 409-944-1215 Fax: \_\_\_\_\_  
 Policy Effective Date: 08/01/2022 1<sup>st</sup> Day of Football Practice: \_\_\_\_\_

**SPONSORED ACTIVITIES**

List Sponsored Activities to be Covered (example: Baseball, Basketball, Student Trainers, Student Managers, Golf, etc):

Baseball (M) and Softball (W)

| Texas Kids First Plan Selection<br><i>Application will only cover Sponsored Activities listed above.</i> | Plan Designs             |                                     |                          | Intercollegiate Football Rider                                      | Premium     |
|--|--------------------------|-------------------------------------|--------------------------|---|-------------|
|  | Lone Star Custom         | Lone Star Advantage                 | Lone Star                |   |             |
| <input checked="" type="checkbox"/> Intercollegiate Athletics and Activities                             | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | \$ 7,500.00 |
| <input type="checkbox"/> School Activities including Intercollegiate Athletics                           | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/>            | \$ _____    |
| <input type="checkbox"/> School Activities Excluding Intercollegiate Athletics                           | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | N/A   | \$ _____    |

**AUTHORIZED SIGNATURES**

School Official's Name (print): \_\_\_\_\_  
 School Official's Title (print): \_\_\_\_\_  
 School Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Agent Name (print): Rommie Maxey  
 Agent Signature: *Rommie Maxey* Date: Apr. 20 2022

**Return to:**

Rommie Maxey  
 438 Little Walnut Drive  
 Richmond, TX 77469

For Office Use Only:  
**Deductible:** \$ 0

Consider Approval of Extension of Contracts for Disaster Restoration and Recovery Services

Since the College is located on Galveston Island, it is vulnerable to natural and man-made disasters such as hurricanes, tornadoes, floods, fires, etc.; therefore, a disaster restoration and recovery service is needed on an on-call basis. The contract would be a “requirements contract,” with no quantities guaranteed. There would be no retainer paid in order to keep the contract in effect. The contract is based on “as-needed” services in the event of a disaster-generated event, and charges would be determined by an itemized list of services and equipment with a preset cost rate.

Staff is requesting Board approval to extend the disaster restoration and recovery services contracts for one year with Cotton Commercial USA, Inc. 5443 Katy Hockley Cut-off Road, Katy, Texas, as the primary and Blackmon Mooring, 10511 Kipp Way #400, Houston, Texas as the secondary. The original contracts were awarded in 2020 with the option of making annual renewals for an additional five years. This is the third extension with two more remaining. The original contract’s effective date was June 1, 2022.

The source of funding for contract-related expenses (if incurred) is the Education and General Fund budget. If incurred, expenditures for these services are expected to be in excess of \$50,000, which requires Board approval. Staff will notify the Board of Regents if the total for the year exceeds \$50,000.

Consider Acceptance of the TRIO Upward Bound Grant for the 2022-2023 Academic Year

The Department of Education has notified the College that TRIO Upward Bound has been funded for the 2022-2023 Academic Year in the amount of \$297,601. The performance period is September 1, 2022 – August 31, 2027.

The grant is funded to serve 60 potential first-generation, low-income students that attend Ball High School annually. This college preparation program must include academic instruction in mathematics through pre-calculus, laboratory science, foreign language, composition, and literature, along with other courses intended to prepare students for a rigorous high school program. Academic advising in pre-college course selection, college course selection, activities designed to acquaint participants with the range of career options, exposure to cultural, leadership and academic programs, college exam preparation, financial aid assistance, financial literacy, mental health counseling and workshops will be offered. The goal is to provide services to help students overcome barriers to successfully completing a high school diploma, and earn an Associates and or Bachelor's degree within 6 years after high school graduation.

It is recommended that the Board of Regents accept this grant award.



**US Department of Education  
Washington, D.C. 20202**

P047A221158

**GRANT AWARD NOTIFICATION**

| <b>1</b>             | <b>RECIPIENT NAME</b><br><br>Galveston College<br>4015 Avenue Q<br>Galveston, TX 77550   | <b>2</b>               | <b>AWARD INFORMATION</b><br><br>PR/AWARD NUMBER      P047A221158<br>ACTION NUMBER        1<br>ACTION TYPE            New<br>AWARD TYPE            Discretionary |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
|----------------------|--|------------------------|---|---------------|--|------------------------|--|----------------------|---|---------------|---|-------------------------|--------------|---|-------------------------|--------------|---|-------------------------|--------------|---|-------------------------|--------------|
| <b>3</b>             | <b>PROJECT STAFF</b><br><br><b>RECIPIENT PROJECT DIRECTOR</b><br>Priselda Perez                      (409) 944-1253<br><a href="mailto:pperez@gc.edu">pperez@gc.edu</a><br><b>EDUCATION PROGRAM CONTACT</b><br>Tara Lawrence                      (202) 260-1475<br><a href="mailto:Tara.Lawrence@ed.gov">Tara.Lawrence@ed.gov</a><br><b>EDUCATION PAYMENT HOTLINE</b><br>G5 PAYEE HELPDESK      888-336-8930<br><a href="mailto:obsseed@servicenow.com">obsseed@servicenow.com</a>  | <b>4</b>               | <b>PROJECT TITLE</b><br><br>84.047A<br>TRIO Upward Bound at Galveston College   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| <b>5</b>             | <b>KEY PERSONNEL</b><br><br><table border="0"> <thead> <tr> <th><u>NAME</u></th> <th><u>TITLE</u></th> <th><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Priselda Perez</td> <td>Project Director</td> <td>0 %</td> </tr> </tbody> </table>  |                        |   | <u>NAME</u>   | <u>TITLE</u>   | <u>LEVEL OF EFFORT</u> | Priselda Perez   | Project Director     | 0 %   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| <u>NAME</u>          | <u>TITLE</u>   | <u>LEVEL OF EFFORT</u> |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| Priselda Perez       | Project Director   | 0 %                    |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| <b>6</b>             | <b>AWARD PERIODS</b><br><br><table border="0"> <tr> <td>BUDGET PERIOD</td> <td>09/01/2022 - 08/31/2023</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>09/01/2022 - 08/31/2027</td> </tr> </table><br><b>FUTURE BUDGET PERIODS</b><br><br><table border="0"> <thead> <tr> <th><u>BUDGET PERIOD</u></th> <th><u>DATE</u></th> <th><u>AMOUNT</u></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>09/01/2023 - 08/31/2024</td> <td>\$297,601.00</td> </tr> <tr> <td>3</td> <td>09/01/2024 - 08/31/2025</td> <td>\$297,601.00</td> </tr> <tr> <td>4</td> <td>09/01/2025 - 08/31/2026</td> <td>\$297,601.00</td> </tr> <tr> <td>5</td> <td>09/01/2026 - 08/31/2027</td> <td>\$297,601.00</td> </tr> </tbody> </table> |                        |   | BUDGET PERIOD | 09/01/2022 - 08/31/2023                                | PERFORMANCE PERIOD     | 09/01/2022 - 08/31/2027                                    | <u>BUDGET PERIOD</u> | <u>DATE</u>   | <u>AMOUNT</u> | 2 | 09/01/2023 - 08/31/2024 | \$297,601.00 | 3 | 09/01/2024 - 08/31/2025 | \$297,601.00 | 4 | 09/01/2025 - 08/31/2026 | \$297,601.00 | 5 | 09/01/2026 - 08/31/2027 | \$297,601.00 |
| BUDGET PERIOD        | 09/01/2022 - 08/31/2023  |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| PERFORMANCE PERIOD   | 09/01/2022 - 08/31/2027  |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| <u>BUDGET PERIOD</u> | <u>DATE</u>  | <u>AMOUNT</u>          |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| 2                    | 09/01/2023 - 08/31/2024  | \$297,601.00           |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| 3                    | 09/01/2024 - 08/31/2025  | \$297,601.00           |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| 4                    | 09/01/2025 - 08/31/2026  | \$297,601.00           |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| 5                    | 09/01/2026 - 08/31/2027  | \$297,601.00           |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| <b>7</b>             | <b>AUTHORIZED FUNDING</b><br><br><table border="0"> <tr> <td>THIS ACTION</td> <td>\$297,601.00</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$297,601.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$297,601.00</td> </tr> </table>  |                        |   | THIS ACTION   | \$297,601.00   | BUDGET PERIOD          | \$297,601.00   | PERFORMANCE PERIOD   | \$297,601.00  |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| THIS ACTION          | \$297,601.00   |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| BUDGET PERIOD        | \$297,601.00   |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| PERFORMANCE PERIOD   | \$297,601.00   |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| <b>8</b>             | <b>ADMINISTRATIVE INFORMATION</b><br><br><table border="0"> <tr> <td>UEI/SSN</td> <td>QPEUR8N8KSU9</td> </tr> <tr> <td>REGULATIONS</td> <td>CFR PART 645<br/>EDGAR AS APPLICABLE<br/>2 CFR AS APPLICABLE</td> </tr> <tr> <td>ATTACHMENTS</td> <td>2 , 3 , 6 , 8 , 9 , 11 , 12 , 13 , 14 , B OPE-3 , GE1 , GE2 , GE3 , GE4 , GE5</td> </tr> </table>  |                        |   | UEI/SSN       | QPEUR8N8KSU9   | REGULATIONS            | CFR PART 645<br>EDGAR AS APPLICABLE<br>2 CFR AS APPLICABLE | ATTACHMENTS          | 2 , 3 , 6 , 8 , 9 , 11 , 12 , 13 , 14 , B OPE-3 , GE1 , GE2 , GE3 , GE4 , GE5 |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| UEI/SSN              | QPEUR8N8KSU9   |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| REGULATIONS          | CFR PART 645<br>EDGAR AS APPLICABLE<br>2 CFR AS APPLICABLE   |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| ATTACHMENTS          | 2 , 3 , 6 , 8 , 9 , 11 , 12 , 13 , 14 , B OPE-3 , GE1 , GE2 , GE3 , GE4 , GE5  |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| <b>9</b>             | <b>LEGISLATIVE AND FISCAL DATA</b><br><br><table border="0"> <tr> <td>AUTHORITY:</td> <td>PL 102-325 IV HIGHER EDUCATION ACT OF 1965, AS AMENDED</td> </tr> <tr> <td>PROGRAM TITLE:</td> <td>TRIO - UPWARD BOUND</td> </tr> <tr> <td>CFDA/SUBPROGRAM NO:</td> <td>84.047A                      59</td> </tr> </table>  |                        |   | AUTHORITY:    | PL 102-325 IV HIGHER EDUCATION ACT OF 1965, AS AMENDED | PROGRAM TITLE:         | TRIO - UPWARD BOUND  | CFDA/SUBPROGRAM NO:  | 84.047A                      59   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| AUTHORITY:           | PL 102-325 IV HIGHER EDUCATION ACT OF 1965, AS AMENDED   |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| PROGRAM TITLE:       | TRIO - UPWARD BOUND  |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |
| CFDA/SUBPROGRAM NO:  | 84.047A                      59  |                        |   |               |  |                        |  |                      |   |               |   |                         |              |   |                         |              |   |                         |              |   |                         |              |



**US Department of Education  
Washington, D.C. 20202**

P047A221158

**GRANT AWARD NOTIFICATION**

| FUND CODE | FUNDING YEAR | AWARD YEAR | ORG. CODE | CATEGORY | LIMITATION | ACTIVITY | CFDA | OBJECT CLASS | AMOUNT       |
|-----------|--------------|------------|-----------|----------|------------|----------|------|--------------|--------------|
| 0201A     | 2022         | 2022       | EP000000  | B        | J07        | 000      | 047  | 4101C        | \$297,601.00 |

**10**

PR/AWARD NUMBER: P047A221158  
 RECIPIENT NAME: Galveston College  
 PARTICIPANT NUMBER: 0  
 GRANTEE NAME: GALVESTON COLLEGE  
 4015 AVE Q,  
 GALVESTON, TX 77550 - 7447  
 PROGRAM INDIRECT COST TYPE: Training  
 PROJECT INDIRECT COST RATE: 8%

**TERMS AND CONDITIONS**

(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:

- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
- 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180; NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
- 3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE SECRETARY CONSIDERS, AMONG OTHER THINGS, CONTINUED FUNDING IF:

- 1) CONGRESS HAS APPROPRIATED SUFFICIENT FUNDS UNDER THE PROGRAM;
- 2) THE DEPARTMENT DETERMINES THAT CONTINUING THE PROJECT WOULD BE IN THE BEST INTEREST OF THE GOVERNMENT;
- 3) THE GRANTEE HAS MADE SUBSTANTIAL PROGRESS TOWARD MEETING THE GOALS AND OBJECTIVES OF THE PROJECT;
- 4) THE SECRETARY ESTABLISHED PERFORMANCE MEASUREMENT REQUIREMENTS FOR THE GRANT IN THE APPLICATION NOTICE, THE PERFORMANCE TARGETS IN THE GRANTEE'S APPROVED APPLICATION;
- 5) THE RECIPIENT HAS SUBMITTED REPORTS OF PROJECT PERFORMANCE AND BUDGET EXPENDITURES THAT MEET THE REPORTING REQUIREMENTS FOUND AT 34 CFR 75.118, 2 CFR 200.328 AND 200.329, AND ANY OTHER REPORTING REQUIREMENTS ESTABLISHED BY THE SECRETARY; AND
- 6) THE GRANTEE HAS MAINTAINED FINANCIAL AND ADMINISTRATIVE MANAGEMENT SYSTEMS THAT MEET THE REQUIREMENTS IN 2 CFR 200.302, FINANCIAL MANAGEMENT, AND 2 CFR 200.303, INTERNAL CONTROLS.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE SECRETARY ANTICIPATES FUTURE FUNDING FOR THIS AWARD ACCORDING TO THE SCHEDULE IDENTIFIED IN BLOCK 6. THESE FIGURES ARE ESTIMATES ONLY AND DO NOT BIND THE SECRETARY TO FUNDING THE AWARD FOR THESE PERIODS OR FOR THE SPECIFIC AMOUNTS SHOWN. THE RECIPIENT WILL BE NOTIFIED OF SPECIFIC FUTURE FUNDING ACTIONS THAT THE SECRETARY TAKES FOR THIS AWARD.



## GRANT AWARD NOTIFICATION

- (2) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN. If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:
1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (See 2 CFR 200.331(a))
  2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
  3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract. (See 2 CFR 200.1)
- (3) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.
- (4) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

B. Institutions of higher education (IHE)

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.

- (5) In order for a grantee to receive a non-competing continuation award, a project must demonstrate substantial progress. For an Upward Bound project to meet the criterion for substantial progress, the project must serve the statutory requirement of two-thirds of participants being low-income, potential first-generation college students; and must serve 85% of the number of participants the project was funded to serve during each budget period.



**US Department of Education  
Washington, D.C. 20202**

P047A221158

## **GRANT AWARD NOTIFICATION**

\_\_\_\_\_  
AUTHORIZING OFFICIAL

\_\_\_\_\_  
DATE

Ver. 1

## EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

**For Discretionary, Formula and Block Grants** (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
  - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
  - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
  - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
  - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
  - \*RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
  - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
  - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.\* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
  - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
  - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
  - \*FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
  - \*THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
  - \*BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
  - \*PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
  - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
  - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

**UEI/SSN** - The UEI, issued in SAM.gov, is a unique 12 character organization identifier assigned to each recipient for payment purposes. The SSN, issued by the Social Security Administration to individuals, is a nine character identifier for individuals. The Department assigns the SSN as an identifier to individuals who are recipients of Federal financial assistance for payment purposes.

**\*REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

**\*ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

**9. LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

**FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS** -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

**AMOUNT** - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

**10. TERMS AND CONDITIONS** - Requirements of the award that are binding on the recipient.

**\*PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

**\*GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the UEI registered in SAM under the name and address appearing in this field. This name, address and the associated UEI is what is displayed in the SAM Public Search.

**\*PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

**\*PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

**\*AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

**FOR FORMULA AND BLOCK GRANTS ONLY:**

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

**3. PROJECT STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

**7. AUTHORIZED FUNDING**

**CURRENT AWARD AMOUNT** - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

**PREVIOUS CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant before this action.

**CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant, this action included.

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\* This item differs or does not appear on formula and block grants.

UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
& CHIEF INFORMATION OFFICER

Priselda Perez  
Galveston College  
4015 Avenue Q

Galveston, TX 77550

SUBJECT: Payee Verification for Grant Award P047A221158

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee UEI/SSN: QPEUR8N8KSU9  
Grantee Name: GALVESTON COLLEGE

Payee UEI/SSN: QPEUR8N8KSU9  
Payee Name: GALVESTON COLLEGE

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

U.S. Department of Education  
550 12th Street, SW  
Room 6087  
Washington, DC 20202

Attn: Stephanie Barnes  
Phone: 202-245-8006

## SPECIFIC GRANT TERMS AND CONDITIONS FOR FINANCIAL AND PERFORMANCE REPORTS

### **PERFORMANCE REPORTS:**

**(1) FINAL REPORTS - ALL RECIPIENTS** are required to submit a final performance report within 120 days after the expiration or termination of grant support in accordance with submission instructions provided in box 10 of the Grant Award Notification (GAN), or through another notification provided by the Department of Education (Department) ([2 CFR § 200.329\(c\)](#)).

**(2) ANNUAL, QUARTERLY, or SEMIANNUAL REPORTS - ALL RECIPIENTS** of a multi-year discretionary award must submit an annual Grant Performance Report ([34 CFR § 75.118](#)). The annual performance report shall provide the most current performance and financial expenditure information that is sufficient to meet the reporting requirements of 2 CFR §§ [200.328](#), [200.329](#), and [34 CFR § 75.720](#).

Your education program contact will provide you with information about your performance report submissions, including the due date, as a grant term or condition in box 10 on the GAN, or through another notification provided by the Department. The grant term or condition in box 10 on the GAN or another notification may reflect any of the following:

1. That a performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. It will either identify the date the performance report is due or state that the Department will provide additional information about this report, including due date, at a later time.
2. That an interim performance report is required because of the nature of the award or because of statutory or regulatory provisions governing the program under which this award is made, and that the report is due more frequently than annually as indicated, e.g., due quarterly and submitted within 30 days after the end of each quarter, or due semiannually and submitted within 30 days after the end of each 6-month period ([2 CFR § 200.329\(c\)\(1\)](#)).
3. That other reports are required, e.g., program specific reports required in a program's statute or regulation.

### **(3) FINANCIAL REPORTS – SOME RECIPIENTS:**

If a financial report is required, your education program contact will provide you with information about your financial report submission, including the due date, as a grant term or condition in box 10 on the GAN, or through another notification.

A [Standard Form \(SF\) 425 Federal Financial Report \(FFR\)](#) is required if:

1. A grant involves cost sharing, and the ED 524B, which collects cost sharing information, is not submitted or a program-specific report approved by U.S. Office of Management and Budget (OMB) does not collect cost sharing information;
2. Program income was earned;

3. Indirect cost information is to be reported and the ED 524B was not used or a program-specific report approved by OMB does not collect indirect cost information;
4. Program regulations or statute require the submission of the FFR; or
5. Specific Award Conditions, or specific grant or subgrant conditions for designation of "high risk," were imposed in accordance with 2 C.F.R. part [200.208](#) and part [3474.10](#) and required the submission of the FFR.

If the FFR is required, the notification may indicate one of the following (see the form and its instructions at [Standard Form \(SF\) 425 Federal Financial Report \(FFR\)](#)):

1. Quarterly - FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 30 days after each reporting period.
2. Semi-annual - FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 30 days after each reporting period.
3. Annual - FFRs are required for reporting period ending 09/30, and is due within 30 days after the reporting period.
4. Final - In coordination with the submission of final performance reports, FFRs are due within 120 days after the project or grant period end date (2 CFR [200.328](#)).

When completing an FFR for submission, the following must be noted:

1. *Multiple Grant Reporting Using SF 425A Prohibited:* While the FFR is a governmentwide form that is designed for single grant and multiple grant award reporting, the Department's policy is that multiple grant award reporting is not permitted for Department grants. Thus, a Department grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. Do not use the FFR attachment (Standard Form 425A), which is available for reporting multiple grants, for reporting on Department grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to Department grantees. With regards to item 1 of the note found in the FFR Instructions, a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the FFR are not applicable to Department grants.
2. *Program Income:* Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 2 CFR Part [200.307](#). A grantee is permitted, in accordance with 2 CFR Part [200.307](#), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
3. *Indirect Costs:* A grantee will complete item 11(a) by listing the indirect cost rate type identified on its indirect cost rate agreement, as approved by its cognizant agency for indirect costs.

A Department grantee that does not have an indirect cost rate agreement approved by its cognizant agency for indirect costs, and that is using the Department approved (beyond the 90-day temporary period) temporary indirect cost rate of 10% of budgeted direct salaries and wages, or the de minimis rate of 10% of modified total direct cost (MTDC) must list its indirect cost rate in 11(a) as a Department Temporary Rate or De Minimis Rate. The de minimis rate of 10% of MTDC consists of:

All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and contracts up to the first \$25,000 of each subaward (i.e., subgrant). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items, including contract costs in excess of \$25,000, may be excluded when necessary to avoid a serious inequity in the distribution of indirect costs (see definition of MTDC at [2 CFR § 200.1](#)).

A training program grantee whose recovery of indirect cost limits indirect cost recovery to 8% of MTDC or the grantees negotiated indirect cost rate, whichever is less in accordance with EDGAR § [75.562 \(c\)](#), must list its rate in 11(a) as a Department Training Grant Rate. The 8% limit does not apply to agencies of Indian tribal governments, local governments, and States<sup>1</sup> as defined in [2 CFR § 200.1](#)

A restricted program grantee must list its rate as a Restricted Indirect Cost Rate in 11(a). A restricted program (i.e., programs with statutory supplement-not-supplant requirements) grantee must utilize a restricted indirect cost rate negotiated with its cognizant agency for indirect costs, or may elect to utilize a restricted indirect cost rate of 8% MTDC if their negotiated restricted indirect cost rate calculated under 34 CFR [75.563](#) and [76.564 – 76.569](#), is not less than 8% MTDC. A State or local government<sup>2</sup> that is a restricted program grantee may not elect to utilize the 8% MTDC rate. Additionally, restricted program grantees may not utilize the de minimis rate, but may utilize the temporary rate until a restricted indirect cost rate is negotiated. If a restricted program grantee elects to utilize the temporary rate, it must list its rate as a Department Temporary Rate in 11(a).

Grantees with indirect cost rates prescribed in program statute or regulation must list their rate as a Rate Required in Program Statute or Regulation in 11(a). Grantees are required to follow program-specific statutory or regulatory requirements that mandate either indirect cost rate type or maximum administrative costs recovery.

For detailed information including restrictions related to temporary, de minimis, training, restricted, and program prescribed indirect cost rates see GAN ATTACHMENT 4.

4. *Supplemental Pages:* If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: the PR/Award Number

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<sup>1</sup> Note that a State-funded institution of higher education is not considered a “State government” for these purposes; and a Tribal college or university funded by a federally-recognized Tribe is not considered a Tribe for these purposes.

<sup>2</sup> Note that a State-funded institution of higher education is not considered a “State government” for these purposes.

also known as the Federal Identifying Number or FAIN, recipient organization, Unique Entity Identifier, Employer Identification Number (EIN), and period covered by the report.

## AN OVERVIEW OF SINGLE AUDIT REQUIREMENTS OF STATES, LOCAL GOVERNMENTS, AND NONPROFIT ORGANIZATIONS

This GAN ATTACHMENT is **not** applicable to for-profit organizations. For-profit organizations comply with audit requirements specified in block 10 of their Grant Award Notification (GAN).

### Summary of Single Audit Requirements for States, Local Governments and Nonprofit Organizations:

1. Single Audit. A non-Federal entity (a State, local government, Indian tribe, Institution of Higher Education (IHE)<sup>1</sup>, or nonprofit organization) that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.501, "Audit Requirements," except when it elects to have a program specific audit conducted.
2. Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding research and development (R&D)), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
3. Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO). Generally, grant records must be maintained for a period of three years after the date of the final expenditure report ([2 CFR § 200.334](#))
4. Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.
5. Report Submission. To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all audit documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form electronically to the Federal Audit Clearinghouse at:

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<sup>1</sup> As defined under the Higher Education Act of 1965, as amended (HEA) section 101.

<https://facides.census.gov/Account/Login.aspx>.

The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

For single audit-related questions, if the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at [oinon-federalaudit@ed.gov](mailto:oinon-federalaudit@ed.gov). Additional resources for single audits are also available on the Non-Federal Audit Team's website at <https://www2.ed.gov/about/offices/list/oig/nonfed/index.html>. For programmatic questions, grantees should contact the education program contact shown on the Department's GAN.

Grantees can obtain information on single audits from:

The OMB website at [www.omb.gov](http://www.omb.gov). Look under Office of Management and Budget (in right column) then click Office of Federal Financial Management (to obtain OMB Compliance Supplement). The SF-SAC: Data Collection Form can be found at the Federal Audit Clearinghouse at: <https://facides.census.gov/Files/2019-2021%20Checklist%20Instructions%20and%20Form.pdf>.

The American Institute of Certified Public Accountants (AICPA) has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff at [www.aicpa.org](http://www.aicpa.org).

### REQUEST FOR APPROVAL OF PROGRAM INCOME

In projects that generate program income, the recipient calculates the amount of program income according to the guidance given in 2 CFR Part 200.307.

**\*\*\* IF YOU RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY AND YOU ARE SUBJECT TO ANY OF THE RESTRICTIONS IDENTIFIED BELOW, THE RESTRICTION(S) WILL APPEAR IN BOX 10 ON YOUR GRANT AWARD NOTIFICATION AS A GRANT TERM OR CONDITION OF THE AWARD. \*\*\***

Unless checked below as NOT ALLOWED, the recipient may exercise any of the options or combination of options, as provided in 2 CFR Part 200.307, for using program income generated in the course of the recipient's authorized project activities:

Not Allowed Adding program income to funds committed to the project by the Secretary and recipient and using it to further eligible project or program objectives;

Not Allowed Using program income to finance the non-Federal share of the project or program;  
and

Not Allowed Deducting program income from the total allowable cost to determine the net allowable costs.

## **TRAFFICKING IN PERSONS**

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR [175](#) and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR [175.15\(b\)](#) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2. ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2. ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

**FEDERAL FUNDING ACCOUNTABILITY TRANSPARENCY ACT  
REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION**

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that Department of Education (Department) grant recipients:

1. Report **first-tier subawards** made under Federal grants that are funded at \$30,000 or more that meet the reporting conditions as set forth in this grant award term;
2. Report their executives' compensation for all new Federal grants that are funded at \$30,000 and that meet the reporting conditions as set forth in this grant award term; and
3. Report executive compensation data for their **first-tier subrecipients** that meet the reporting conditions as set forth in this grant award term.

For FFATA reporting purposes, the Department grant recipient is the entity listed in box 1 of the Grant Award Notification.

Only **first-tier subawards** made by the Department grant recipient to its **first-tier subrecipients** and the **first-tier subrecipients'** executive compensation are required to be reported in accordance with FFATA.

*Subaward, Subrecipient, Recipient, Total Compensation, Executives*, and other key terms, are defined within item 5, Definitions, of this grant award term.

This grant award term is issued in accordance with [2 CFR Part 170—Reporting Subaward And Executive Compensation Information](#).

**1. Reporting of First-tier Subawards -**

a. *Applicability and what to report.*

Unless you are exempt as provided item 4, Exemptions, of this grant award term, you must report each obligation that **equals or exceeds \$30,000** in Federal funds for a first-tier subaward to a non-Federal entity or Federal agency.

You must report the information about each obligating action that are specified in the submission instructions posted at [FSRS](#).

b. *Where and when to report.*

The Department grant recipient must report each obligating action described in paragraph **1.a.** of this award term to [FSRS](#).

Report subaward information no later than the end of the month following the month in which the subaward obligation was made. For example, if the obligation was made on November 7, 2020, the obligation must be reported by no later than December 31, 2020.

**2. Reporting Total Compensation of the Department's Grant Recipients' Executives -**

a. *Applicability and what to report.*

You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

- i The total Federal funding authorized to date under this Federal award **equals or exceeds \$30,000**;
- ii In the preceding fiscal year, you received—
  - A. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards), **and**
  - B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards); **and**,
  - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [SEC Investor.gov Executive Compensation](#).)

b. *Where and when to report.*

You must report executive total compensation described in paragraph **2.a.** of this grant award term:

- i As part of your registration profile at [SAM.gov](#).
- ii By the end of the month following the month in which this award is made (for example, if the obligation was made on November 7, 2020 the executive compensation must be reported by no later than December 31, 2020), and annually thereafter.

**3. Reporting of Total Compensation of Subrecipient Executives –**

a. *Applicability and what to report.*

Unless you are exempt as provided in item 4, Exemptions, of this award term, for each first-tier **non-Federal entity** subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i In the subrecipient's preceding fiscal year, the subrecipient received—

- A. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards), **and**
  - B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards); **and**,
  - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [SEC Investor.gov Executive Compensation](#).)
- b. *Where and when to report.*

You must report subrecipient executive total compensation described in paragraph **3.a.** of this grant award term:

- i. In [FSRS](#). You must include a condition on subawards that requires the subrecipients to timely report the information required under paragraph **3.a.** to you the prime awardee, or in the [SAM.gov](#). Subrecipient executive compensation entered in [SAM.gov](#) by the subrecipient will pre-populate in [FSRS](#), so you do not have to report when subrecipients enter this information in [SAM.gov](#). Subrecipient executive compensation not entered in [SAM.gov](#) by the subrecipient is reported in [FSRS](#) by you the Department grant recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if the subaward obligation was made on November 7, 2020 the subrecipient’s executive compensation must be reported by no later than December 31, 2020.

#### **4. Exemptions –**

- a. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
  - i. Subawards, and
  - ii. The total compensation of the five most highly compensated executives of any **subrecipient**.

#### **5. Definitions -**

- a. For purposes of this award term:
  - i. Federal *Agency* means a Federal agency as defined at [5 U.S.C. 551\(1\)](#) and further clarified by [5 U.S.C. 552\(f\)](#).
  - ii. Non-Federal *Entity* means all of the following, as defined in [2 CFR part 25](#):

A Governmental organization, which is a State, local government, or Indian tribe;

- A foreign public entity;
  - A domestic or foreign nonprofit organization; and,
  - A domestic or foreign for-profit organization
- iii. *Executive* means officers, managing partners, or any other employees in management positions.
- iv. *Obligation*, when used in connection with a non-Federal entity's utilization of funds under a Federal award, means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.
- v. *Subaward*:

This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

The term does not include your procurement of property and services (such as payments to a contractor, small purchase agreements, vendor agreements, and consultant agreements) that are needed for the benefit of the prime awardee to carry out the project or program (for further explanation, see [2 CFR 200.331](#)). For example, the following are not considered subawards:

*Cleaning Vendors*: Vendors that are hired by a grantee to clean its facility.

*Payroll Services Vendors*: Vendors that carryout payroll functions for the grantee.

*Information Technology Vendors*: Vendors that provide IT support to grant staff.

Payments to individuals that are beneficiaries of Federal programs are not considered subawards.

A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

- v. *Subrecipient* means a non-Federal entity or Federal agency that:

Receives a subaward from you (the recipient) under this award; and

Is accountable to you for the use of the Federal funds provided by the subaward.

In accordance with its subaward, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the Department prime awardee.

- vii. *Recipient* means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity.
- viii. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see [17 CFR 229.402\(c\)\(2\)](#)):

Salary and bonus.

Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

Above-market earnings on deferred compensation which is not tax-qualified.

Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) for the executive exceeds \$10,000.

**SPECIFIC CONDITIONS FOR DISCLOSING  
FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state:

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 116-260, Consolidated Appropriations Act, 2021.

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING  
DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

## REGISTRATION OF UNIQUE ENTITY IDENTIFIER (UEI) NUMBER AND TAXPAYER IDENTIFICATION NUMBER (TIN) IN THE SYSTEM FOR AWARD MANAGEMENT (SAM)

The U.S. Department of Education (Department) Grants Management System (G5) disburses payments via the U.S. Department of Treasury (Treasury). The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with the Department you must have a registered Unique Entity Identifier (UEI) and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee UEI number is different than your grantee UEI number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from the Department.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered [TINs according to the IRS](#).

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

If your UEI number is not currently registered with the SAM, you can easily register by going to [www.sam.gov](http://www.sam.gov). Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your UEI is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

## SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

### 1. Requirement for System for Award Management (SAM)

Unless you are exempted from this requirement under 2 CFR 25.110, you are, in accordance with your grant program's Notice Inviting Applications, required to maintain an active SAM registration with current information about your organization, including information on your immediate and highest level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which you have an active Federal award or an application or plan under consideration by a Federal awarding agency. To remain registered in the SAM database after your initial registration, you are required to review and update your information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete.

### 2. Requirement for Unique Entity Identifier (UEI) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that they may not receive a subaward from you unless they provided their UEI number to you.
2. May not make a subaward to a subrecipient when the subrecipient fails to provide its UEI number to you.

### 3. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM internet site (currently at <https://www.sam.gov>).
2. Unique Entity Identifier (UEI) means the identifier assigned by SAM registration to uniquely identify business entities.
3. Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See 2 CFR 200.86.
4. Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. See 2 CFR 200.92.

5. Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. See 2 CFR 200.93.

**ATTACHMENT B  
SPECIAL GRANT TERMS AND CONDITIONS FOR  
FINANCIAL AND PERFORMANCE REPORTS**

**PERFORMANCE REPORTS:**

**ALL RECIPIENTS** are required to submit a final performance report within 90 days after the expiration or termination of grant support.

**ALL RECIPIENTS** of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

\_\_\_\_\_ 1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

\_\_\_\_\_ The continuation report is due on \_\_\_\_\_.

\_\_\_\_\_ The Department will provide recipients with additional information about this report, including due date, at a later time.

\_\_\_\_\_ 2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

\_\_\_\_\_ Quarterly Submit within 30 days after the end of each quarter.

\_\_\_\_\_ Semiannually Submit within 30 days after the end of each 6-month period.

\_\_\_\_\_ 3. Other Required Reports:

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

**FINANCIAL REPORTS:**

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

\_\_\_\_\_ Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

\_\_\_\_ Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

\_\_\_\_ An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

\_\_\_\_ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

\_\_\_\_ (34 CFR 74.14 or 80.12) Special Award Conditions or Special grant or subgrant conditions for "high-risk" grantees;

\_\_\_\_ Statutory Requirement or Other Special Condition

**When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:**

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h). A grantee is permitted, in accordance with 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, must list its rate in 11(a) as an ED Temporary Rate. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB

within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.

5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

**One original and one copy of all reports should be mailed to:**

U.S. Department of Education  
Office of Postsecondary Education  
Office of Federal TRIO Programs  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8510

**The hand-delivery address is:**

U.S. Department of Education  
Office of Postsecondary Education  
Office of Federal TRIO Programs  
1990 K Street, NW, 7th Floor  
Washington, DC 20006-8510

12/2012

## KEY FINANCIAL MANAGEMENT REQUIREMENTS FOR DISCRETIONARY GRANTS AWARDED BY THE DEPARTMENT OF EDUCATION

The Department expects grantees to administer Department grants in accordance with generally accepted business practices, exercising prudent judgment so as to maintain proper stewardship of taxpayer dollars. This includes using fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. In addition, grantees may use grant funds only for obligations incurred during the funding period.

Title 2 of the Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," establishes requirements for Federal awards made to non-Federal entities. The Education Department General Administrative Regulations in 34 CFR (EDGAR) 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99 contain additional requirements for administering discretionary grants made by this Department. The most recent version of these regulations may be accessed at the following URLs:

[The Education Department General Administrative Regulations \(EDGAR\)](#)

[2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

The information on page 2, "Selected Topics in Administering Department Discretionary Grants," highlights major administrative requirements of 2 CFR Part 200. In addition, a few of the topics discuss requirements that the Department imposes on its discretionary grantees under EDGAR, Part 75 (Direct Grants). The specific sections of 2 CFR Part 200 and of EDGAR that address the topics discussed are shown in parentheses. The Department urges grantees to read the full text of these and other topics in EDGAR and in 2 CFR Part 200.

Grantees are reminded that a particular grant might be subject to additional requirements of the authorizing statute for the program that awarded the grant and/or any regulations issued by the program office. Grantees should become familiar with those requirements as well, because program-specific requirements might differ from those in 2 CFR Part 200 and in EDGAR.

The Department recommends that the project director and the fiscal management staff of a grantee organization communicate frequently with each other about the grant budget. Doing so will help to assure that you use Federal funds only for those expenditures associated with activities that conform to the goals and objectives approved for the project.

Grantees may direct any questions regarding the topics discussed on page 2, "Selected Topics in Administering Department Discretionary Grants," or about any other aspect of administering your grant award to the Department program staff person named in Block 3 of the Grant Award Notification.

## SELECTED TOPICS IN ADMINISTERING DEPARTMENT DISCRETIONARY GRANTS

### I. Financial Management Systems (2 CFR Part 200.302)

In general, grantees are required to have financial management systems that:

- \* provide for accurate, current, and complete disclosure of results regarding the use of funds under grant projects;
- \* provide adequate source documentation for Federal and non-Federal funds used under grant projects;
- \* contain procedures to determine the allowability, allocability, and reasonableness of obligations and expenditures made by the grantee; and
- \* enable the grantee to maintain effective internal control and fund accountability procedures, e.g., requiring separation of functions so that the person who makes obligations for the grantee is not the same person who signs the checks to disburse the funds for those obligations.

State systems must account for funds in accordance with State laws and procedures that apply to the expenditure of and the accounting for a State's own funds. A State's procedures, as well as those of its subrecipients and cost-type contractors, must be sufficient to permit the preparation of reports that may be required under the award as well as provide the tracing of expenditures to a level adequate to establish that award funds have not been used in violation of any applicable statutory restrictions or prohibitions.

### II. Federal Payment (2 CFR Part 200.305)

Under this part --

- \* the Department pays grantees in advance of their expenditures if the grantee demonstrates a willingness and ability to minimize the time between the transfer of funds to the grantee and the disbursement of the funds by the grantee;
- \* grantees repay to the Federal government interest earned on advances; and
- \* grantees, generally, must maintain advance payments of Federal awards in interest bearing accounts.

In general, grantees should make payment requests frequently, only for small amounts sufficient to meet the cash needs of the immediate future.

The Department has recently encountered situations where grantees failed to request funds until long after the grantee actually expended its own funds for the costs of its grant. Grantees need to be aware that, by law, Federal funds are available for grantees to draw down for only a limited period of time, after which the funds revert to the U.S. Treasury. In some cases grantees have requested funds too late for the Department to be able to pay the grantees for legitimate costs incurred during their project periods.

The Department urges financial managers to regularly monitor requests for payment under their grants to assure that Federal funds are drawn from the Department G5 Payment System at the time those funds are needed for payments to vendors and employees.

### **III. Personnel (EDGAR §§ 75.511-75.519 and 2 CFR Part 200 Subpart D and E)**

The rules governing personnel costs are located in EDGAR Part 75 and 2 CFR Part 200 Subparts D and E. Part 75 covers issues such as paying consultants with grant funds, prohibiting dual compensation of staff, and waiving the requirement for a full-time project director. The rules clarifying changes in key project staff are located in 2 CFR Part 200.308 (c)(2). General rules governing reimbursement of salaries and compensation for staff working on grant projects are addressed in the cost principles in 2 CFR Part 200 Subpart D and E. In all cases, payments of any type to personnel must be supported by complete and accurate records of employee time and effort. For those employees that work on multiple functions or separately funded programs or projects, the grantee must also maintain time distribution records to support the allocation of employee salaries among each function and separately funded program or project.

### **IV. Cost Principles (2 CFR Part 200 Subpart E)**

All costs incurred under any grant are subject to the cost principles found in 2 CFR Part 200 Subpart E. The cost principles provide lists of selected items of allowable and unallowable costs, and must be used in determining the allowable costs of work performed under the grant.

### **V. Procurement Standards (2 CFR Part 200.317-327)**

Under 2 CFR Part 200.317, States are required to follow the procurement rules the States have established for purchases funded by non-Federal sources. When procuring goods and services for a grant's purposes, all other grantees may follow their own procurement procedures, but only to the extent that those procedures meet the minimum requirements for procurement specified in the regulations. These requirements include written competition procedures and codes of conduct for grantee staff, as well as requirements for cost and price analysis, record-keeping and contractor compliance with certain Federal laws and regulations. These regulations also require grantees to include certain conditions in contracts and subcontracts, as mandated by the regulations and statutes.

### **VI. Indirect Costs (EDGAR §§75.560-564 and 2 CFR Part 200.414)**

In addition to the information presented below, see GAN ATTACHMENT 4 for additional information including restrictions related to temporary, de minimis, training, restricted, and program prescribed indirect cost rates.

#### **A. Unrestricted Indirect Cost Rate**

To utilize an unrestricted indirect cost rate, a grantee must have an indirect cost agreement with its cognizant agency, submit an indirect cost rate proposal to its cognizant agency for indirect

costs (cognizant agency) within 90 days after the award of this grant or elect to utilize the de minimis rate under 2 CFR § 200.414(f) or the temporary indirect cost rate (subject to limitations described below).

The grantee must provide proof of its negotiated indirect cost rate agreement to the Department as soon as it has signed such an agreement with its cognizant agency.

#### B. Temporary Indirect Cost Rate

A grantee that does not have a current negotiated indirect cost rate agreement may recover indirect costs at a temporary rate, which is limited to 10% of budgeted direct salaries and wages (See 34 CFR § 75.560(c)); or it may choose not to charge indirect costs to the grant. The temporary rate can only be used for 90 days unless the exceptional circumstances apply under 34 CFR § 75.560(d)(2).

If the grantee has not submitted its indirect cost proposal to its cognizant agency within the 90-day period, it may no longer recover indirect costs utilizing the temporary indirect cost rate until it has negotiated an indirect cost rate agreement with its cognizant agency. Once a grantee obtains a federally recognized indirect cost rate that is applicable to this grant, the grantee may use that indirect cost rate to claim indirect cost reimbursement.

#### C. De minimis Indirect Cost Rate

Institutions of Higher Education (IHEs), federally-recognized Indian Tribes, State and Local Governments<sup>1</sup> receiving less than \$35 million in direct federal funding, and nonprofit organizations, if they do not have a current negotiated (including provisional) rate, and are not subject to the Department's training rate or restricted rate (supplement-not-supplant provisions) may elect to charge a de minimis indirect cost rate of 10% of modified total direct costs (MTDC). This rate may be used indefinitely.

MTDC consists of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and contracts up to the first \$25,000 of each subaward (i.e., subgrant). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items, including contract costs in excess of \$25,000, may be excluded when necessary to avoid a serious inequity in the distribution of indirect costs (see definition of MTDC at 2 CFR § 200.1).

Additionally, the de minimis rate may not be used by grantees that are subject to the Department's training indirect cost rate (34 CFR § 75.562) or restricted indirect cost rate. The de minimis rate may be used indefinitely. However, if a grantee chooses to use the de minimis rate to recover indirect costs, it must do so for all of its Federal awards until such time as the grantee negotiates an indirect cost rate with its cognizant agency. Once a grantee obtains a federally recognized indirect cost rate that is applicable to this grant, the grantee may use that indirect cost rate to claim indirect cost reimbursement.

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<sup>1</sup> Note that a State-funded institution of higher education is not considered a "State government" for these purposes.

D. Programs with a Supplement-not-supplant requirement (restricted indirect cost rate)

A restricted program (i.e., programs with statutory supplement-not-supplant requirements) grantee must utilize a restricted indirect cost rate negotiated with its cognizant agency for indirect costs, or may elect to utilize a restricted indirect cost rate of 8% MTDC if their negotiated restricted indirect cost rate calculated under 34 CFR 75.563 and 76.564 – 76.569, is not less than 8% MTDC. A State or local government<sup>2</sup> that is a restricted program grantee may not elect to utilize the 8% MTDC rate. Additionally, restricted program grantees may not utilize the de minimis rate, but may utilize the temporary rate until a restricted indirect cost rate is negotiated.

E. Training Grant Indirect Cost Rate

If the grantee is a training grant recipient and is not a State, local, or Tribal government<sup>3</sup>, the grantee must negotiate a rate under 34 CFR 75.562. This provision limits indirect cost recovery to 8% of modified total direct costs or the grantees negotiated indirect cost rate, whichever is less.

The recovery using the training grant indirect cost rate is subject to the following limitations:

- i. The lesser of the 8% indirect cost rate or negotiated indirect cost rate also applies to sub-awards that fund training.
- ii. The 8% limit does not apply to agencies of Indian tribal governments, local governments, and States as defined in 2 CFR § 200.1, respectively.
- iii. Indirect costs in excess of the 8% limit may not be charged directly, used to satisfy matching or cost-sharing requirements, or charged to another Federal award.
- iv. A grantee using the training rate of 8% is required to have documentation available for audit that shows that its negotiated indirect cost rate is at least 8%.

F. Program-Specific Indirect Cost Rate

Grantees are required to follow program-specific statutory or regulatory requirements that mandate either indirect cost rate type or maximum administrative costs recovery instead of the general requirements described here.

**VII. Audit Requirements (2 CFR Part 200 Subpart F)**

2 CFR 200 Subpart F requires that grantees that are non-Federal entities (a State, local government, Indian tribe, IHE, or nonprofit organization that carries out a Federal award as a recipient or subrecipient) obtain a non-Federal audit of their expenditures under their Federal grants if the grantee expends more than \$750,000 in Federal funds in one fiscal year. 2 CFR Part 200 Subpart F contains the requirements imposed on grantees for

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<sup>2</sup> Note that a State-funded institution of higher education is not considered a “State government” for these purposes.

<sup>3</sup> Note that a State-funded institution of higher education is not considered a “State government” for these purposes; and a Tribal college or university funded by a federally-recognized Tribe is not considered a Tribe for these purposes.

audits done in connection with the law.

The Department recommends hiring auditors who have specific experience in auditing Federal awards under the regulations and the Compliance Supplement.

**VIII. Other Considerations**

Some other topics of financial management covered in 2 CFR Part 200 that might affect particular grants include program income (2 CFR Part 200.307), cost sharing or matching (2 CFR Part 200.306), property management requirements for equipment and other capital expenditures (2 CFR Parts 200.313, 200.439).

## MEMORANDUM TO ED DISCRETIONARY GRANTEES

You are receiving this memorandum to remind you of Federal requirements, found in 2 CFR Part [200](#), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, regarding cash drawdowns under your grant account.

For any cash that you draw from your Department of Education (*the Department*) grant account, you must:

- draw down only as much cash as is necessary to meet the immediate needs of the grant project;
- keep to the minimum the time between drawing down the funds and paying them out for grant activities; and
- return to the Government the interest earned on grant funds deposited in interest-bearing bank accounts except for a small amount of interest earned each year that your entity is allowed to keep to reimburse itself for administrative expenses).

In order to meet these requirements, you are urged to:

- take into account the need to coordinate the timing of drawdowns with prior internal clearances (e.g., by boards, directors, or other officials) when projecting immediate cash needs so that funds drawn down from ED do not stay in a bank account for extended periods of time while waiting for approval;
- monitor the fiscal activity (drawdowns and payments) under your grant on a continuous basis;
- plan carefully for cash flow in your grant project during the budget period and review project cash requirements before each drawdown; and
- pay out grant funds for project activities as soon as it is practical to do so after receiving cash from the Department.

Keep in mind that the Department monitors cash drawdown activity for all grants. Department staff will contact grantees who appear to have drawn down excessive amounts of cash under one or more grants during the fiscal quarter to discuss the particular situation. For the purposes of drawdown monitoring, the Department will contact grantees who have drawn down 50% or more of the grant in the first quarter, 80% or more in the second quarter, and/or 100% of the cash in the third quarter of the budget period. However, even amounts less than these thresholds could still represent excessive drawdowns for your particular grant activities in any particular quarter. Grantees determined to have drawn down excessive cash will be required to return the excess funds to the Department, along with any associated earned interest, until such time as the money is legitimately needed to pay for grant activities. If you need assistance with returning funds and interest, please contact the Department's G5 Hotline by calling 1-888-336-8930.

Grantees that do not follow Federal cash management requirements and/or consistently appear on the Department's reports of excessive drawdowns could be:

- subjected to specific award conditions or designated as a "high-risk" grantee [2 CFR Part [200.208](#) and 2 CFR [3474.10](#)], which could mean being placed on a "cash-reimbursement" payment method (i.e., a grantee would experience the inconvenience of having to pay for grant activities with its own money and waiting to be reimbursed by the Department afterwards);

- subject to further corrective action;
- denied selection for funding on future ED grant applications [EDGAR [75.217\(d\)\(3\)\(ii\)](#)]; and/or
- debarred or suspended from receiving future Federal awards from any executive agency of the Federal government.

You are urged to read 2 CFR Part 200.[305](#) to learn more about Federal requirements related to grant payments and to determine how to apply these requirements to any subgrantees. You are urged to make copies of this memorandum and share it with all affected individuals within your organization.

## THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
  - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
  - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” In particular, remember that:
  - Federal grant funds cannot be used to pay for alcoholic beverages; and
  - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
  - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
  - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:
  - The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
  - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

## MEMORANDUM TO REMIND DEPARTMENT OF EDUCATION GRANTEEES OF EXISTING CASH MANAGEMENT REQUIREMENTS CONCERNING PAYMENTS

The Department of Education (Department) requires that its grantees adhere to existing cash management requirements concerning payments and will ensure that their subgrantees are also aware of these policies by providing them relevant information. A grantee's failure to comply with cash management requirements may result in an improper payment determination by the Department in accordance with the [Payment Integrity Information Act \(PIIA\) of 2019](#).

There are three categories of payment requirements that apply to the drawdown of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,<sup>1</sup> as follows:

1. Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
2. Payments to States under programs that are not covered by a TSA; and
3. Payments to other non-Federal entities, including nonprofit organizations and local governments.

### CMIA Requirements Applicable to Programs included in a TSA

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs meeting thresholds in 31 CFR § 205.5) are included in a State's written TSA. See 31 CFR § 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR § 205.15. If a State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR § 205.14.

### CMIA Requirements Applicable to Programs Not Included in a TSA

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR § 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR § 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

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<sup>1</sup> The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR § 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR § 205.35.

### **Fund transfer requirements for grantees other than State governments and subgrantees**

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR § 200.305(b). These requirements are like those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR § 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrate the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability." 2 CFR § 200.305(b)(1). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR § 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR § 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:

Grantees and subgrantees must annually remit interest earned on federal advance payments except that interest earned amounts up to \$500 per year may be retained for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. 2 CFR § 200.305(b)(9)(i) and (ii).

1. When returning interest through ACH Direct Deposit or Fedwire, grantees must include the following in their return transaction:
  - PMS Account Number (PAN). NOTE: The PAN is the same series of alpha-numeric characters used for payment request purposes (e.g.: C1234G1).
  - PMS document number.
  - The reason for the return (e.g., interest, part interest part other, etc.).
  - An explanation stating that the refund is for interest payable to the Department of Health and Human Services, and the grant number(s) for which the interest was earned.
- a. U.S. Department of Education grantees are generally located and operate domestically and return interest domestically. Below is PSC ACH account information for interest returned

domestically. For international ACH interest returned, account information is available at: Returning Funds/Interest.

- PSC ACH Routing Number is: 051036706
  - PSC DFI Accounting Number: 303000
  - Bank Name: Credit Gateway - ACH Receiver
  - Location: St. Paul, MN
- b. Service charges may be incurred from a grantee's financial institution when a Fedwire to return interest is initiated. For FedWire returns, Fedwire account information is as follows:
- Fedwire Routing Number: 021030004
  - Agency Location Code (ALC): 75010501
  - Bank Name: Federal Reserve Bank
  - Treas NYC/Funds Transfer Division
  - Location: New York, NY
2. Interest may be returned by check using only the U.S. Postal Service; however, returning interest via check may take 4-6 weeks for processing before a check payment may be applied to the appropriate PMS account.
- a. Interests returned by check are to be mailed (USPS only) to:
- HHS Program Support Center  
PO Box 979132  
St. Louis, MO 63197
- A brief statement explaining the nature of the return must be included.
- b. To return interest on a grant not paid through the PMS, make the check payable to the Department of Health and Human Services, and include the following with the check:
- An explanation stating that the refund is for interest
  - The name of the awarding agency
  - The grant number(s) for which the interest was earned
  - The return should be made payable to: Department of Health and Human Services.
3. For detailed information about how to return interest, visit the PSC Returning Funds/Interest page at: [Returning Funds/Interest](#)

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR § 200.332, pass-through entities must –

1. Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.
2. Monitor the performance and fiscal activities of the subrecipient to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of Department grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the Education Program Contact listed in Block 3 of your Grant Award Notification.

**RECIPIENTS OF DEPARTMENT OF EDUCATION GRANTS AND COOPERATIVE AGREEMENTS  
FREQUENTLY ASKED QUESTIONS ON CASH MANAGEMENT**

**Q What are the Federal Laws and Regulations Regarding Payments to the States?**

**A** The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title31/31cfr205\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title31/31cfr205_main_02.tpl). Non-Federal entities other than States follow the rules on Federal payments set out in 2 CFR 200.305.

**Q What is a Treasury-State Agreement (TSA)?**

**A** A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.

**Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?**

**A** Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, GAN Enclosure 4.

**Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?**

**A** If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program, Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.

**Q What if there is no TSA?**

- A** When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.
- Q** **Who is responsible for Cash Management?**
- A** Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.
- Q** **Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?**
- A** Recipients must monitor their own cash drawdowns **and** those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.
- Q** **How soon may I draw down funds from the G5 grants management system?**
- A** Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:
- By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)**
- Q** **How may I use Federal funds?**
- A** Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.
- Q** **What are the consequences to recipients/subrecipients for not complying with terms of the grant award?**
- A** If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may in accordance with 2 CFR 200.339 take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

**Q Who is responsible for determining the amount of interest owed to the Federal government?**

**A** As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305.

**Q What information should accompany my interest payment?**

**A** In accordance with 2 CFR 200.305(b)(9), interest in excess of \$500.00 earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

For returning interest on Federal awards paid through PMS, the refund should:

- (a) Provide an explanation stating that the refund is for interest;
- (b) List the PMS Payee Account Number(s) (PANs);
- (c) List the Federal award number(s) for which the interest was earned; and
- (d) Make returns payable to: Department of Health and Human Services.

For returning interest on Federal awards not paid through PMS, the refund should:

- (a) Provide an explanation stating that the refund is for interest;
- (b) Include the name of the awarding agency;
- (c) List the Federal award number(s) for which the interest was earned; and
- (d) Make returns payable to: Department of Health and Human Services.

For additional information about returning interest see GAN ATTACHMENT 4.

**Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?**

**A** The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.

**Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?**

**A** A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b).

**Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?**

**A** Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.

Consider Approval of Purchasing Contracted Services for Microsoft Support

Staff requests approval of this proposal to purchase contracted services from SHI (DIR Contract No. DIR-TSO-4172). The total cost of this purchase is \$19,130.00 and a breakdown of the cost follows.

The institution is requesting purchasing contracted services for multi-vendor platform support (MVP) from vendor SHI for Microsoft products such as server applications (i.e. Microsoft Exchange), desktop operating systems (i.e. Windows 11), etc. The SOW is for 50 hours of support good for one year. The source of funding is the Education and General Fund (11-51510-51210).

| <b>Vendor/Quotes</b>                | <b>Item/Quotes</b>                         | <b>Funding Sources</b>                             | <b>Cost</b>        |
|-------------------------------------|--|--|--------------------|
| SHI<br>Contract No:<br>DIR-TSO-4172 | Multi-Vendor Platform<br>Support: 50 Hours | Education and<br>General Fund (11-<br>51510-51210) | \$19,130.00        |
| <b>Total:</b>                       |  |  | <b>\$19,130.00</b> |

Consider Approval of Proposal to Purchase Instructional Equipment for the Following Programs: Electrical-Electronics Technology and Instrumentation Technology

Staff is requesting Board approval to purchase new instructional equipment for the Electrical & Electronics Technology and Instrumentation Technology programs. This equipment is identified as a necessary addition to the program's inventory to familiarize students with equipment they will encounter on the job in the Gulf Coast and Houston region. The cost includes material, labor, student learning systems, and warranty on parts and labor for one year. Most of this equipment will be purchased on the purchasing contract TX DIR-TSO-3763. For the other items, three quotes were received and staff is recommending approval for the vendor with the lowest quote. All purchasing requirements were followed. The total for this project is \$100,447.80 and the funding source for this project is the Texas Reskilling and Upskilling for Education (TRUE) Grant.

| <b>Program</b>                      | <b>Equipment</b>  | <b>Vendor</b>  | <b>Cost</b> | <b>Funding Source</b>                                     |
|-------------------------------------|---|--|-------------|---|
| Electrical & Electronics Technology | Five (5) - Multiple Output Dual Range- Switching DC Power Supply 01SPD3606<br>TX DIR-TSO-3763                             | Electronix Express – RSR Electronics Inc.<br>900Hart St.<br>Rahway, NJ 07065 | \$4,149.60  | Texas Reskilling and Upskilling for Education (TRUE)Grant |
| Electrical & Electronics Technology | Eighteen (18) - Dell Precision 3360 Tower and Eighteen (18) - Dell 22 Monitor - P2222H, 54.6cm (21.5")<br>TX DIR-TSO-3763 | Dell Technologies<br>One Dell Way, Mail Stop 8129, Round Rock, TX 78682      | \$33,857.82 | Texas Reskilling and Upskilling for Education (TRUE)Grant |
| Instrumentation Technology          | Fourteen (14) - Dell Laptop Computers - Mobile Precision 3570<br>TX DIR-TSO-3763  | Dell Technologies<br>One Dell Way, Mail Stop 8129, Round Rock, TX 78682      | \$23,450.00 | Texas Reskilling and Upskilling for Education (TRUE)Grant |

|                            |   |   |             |   |
|----------------------------|---|---|-------------|---|
| Instrumentation Technology | Dell - Joey 30 Cart charges, secures, stores and transports up to 30 devices<br>TX DIR-TSO-3763   | Dell Technologies<br>One Dell Way, Mail Stop 8129, Round Rock, TX 78682 | \$1,010.75  | Texas Reskilling and Upskilling for Education (TRUE)Grant |
| Instrumentation Technology | Dell Server - PowerEdge T440 - [amer_t440_12421]<br>TX DIR-TSO-3763   | Dell Technologies<br>One Dell Way, Mail Stop 8129, Round Rock, TX 78682 | \$12,585.60 | Texas Reskilling and Upskilling for Education (TRUE)Grant |
| Instrumentation Technology | Four (4) - Fluke 718 300G Pressure Calibrator, -12 to 300 psi, .025% Accuracy<br>Weight: 3.20 lbs.<br>Lowest of the three quotes received   | TEquipment.NET205<br>Westwood Avenue<br>Long Branch, NJ 07740 ·         | \$11,631.48 | Texas Reskilling and Upskilling for Education (TRUE)Grant |
| Instrumentation Technology | Four (4) - Fluke C101<br>Fluke C101 Hard Carrying Case with Configurable Foam Inserts<br>Lowest of the three quotes received  | TEquipment.NET205<br>Westwood Avenue<br>Long Branch, NJ 07740 ·         | \$340.20    | Texas Reskilling and Upskilling for Education (TRUE)Grant |
| Instrumentation Technology | One (1) - SQ2800 scanning spectrophotometer-single beam, 4nm band-pass with LCD screen, wavelength range: 90~1100 nm, USB port, parallel port, build-in software<br>Lowest of three quotes received | TEquipment.NET205<br>Westwood Avenue<br>Long Branch, NJ 07740 ·         | \$4,422.35  | Texas Reskilling and Upskilling for Education (TRUE)Grant |
| Instrumentation Technology | Fluke 700PTP-1<br>Fluke 700PTP-1 Pneumatic Test/Vacuum Pump, 600 psi, 40 bar/-13 psi, -0.9 bar<br>Weight: 2.25 lbs.<br>Lowest of three quotes received.   | TEquipment.NET205<br>Westwood Avenue<br>Long Branch, NJ 07740 ·         | \$9,000     | Texas Reskilling and Upskilling for Education (TRUE)Grant |

Consider Approval to Paint and Repair Whitecaps Apartments

Staff requests Board approval to power wash, prep, repair and repaint the exterior of the Whitecaps Apartments. The College’s JOC, Generosity Services Inc. (Choice Partners Contract #21/039-MR-08), 1212 Winding Way Drive, Friendswood, TX 77546 will complete the project, which is priced at \$64,230.26. Funding for this project will come out of the Education and General Fund (11-61020-50630). Proposal available for review upon request.

| Location             | Scope of Work   | Price       |
|----------------------|---|-------------|
| Whitecaps Apartments | <ol style="list-style-type: none"> <li>1) Repair rotten wood on back wall as needed. Remove two doors and enclose with wall. All loose and rotten wood around buildings to be re-nailed or replaced if rotten with new.</li> <li>2) Paintings of all exterior sidings' soffit fascia, downspouts and shutters, metal shutters, stairway, handrails and banister rails. Also includes masonry wall.</li> <li>3) Prior to painting all areas to be power washed to remove all dirt and mildew. New and bare wood to be primed, all nail holes and cracks to be puttied and caulked as needed.</li> <li>4) All areas to be repainted with two coats of Sherwin Williams Exterior Super Paint per owner’s design choice.</li> </ol> | \$64,230.26 |

Consider Approval for Asbestos Abatement and Structural Demolition  
of Houses Located at 2301, 2305 & 2307 41st St.

Staff requests Board approval to conduct asbestos abatement and structural demolition of houses at 2301, 2305 & 2307 41<sup>st</sup> St. Written quotes were requested from three vendors for this project. Staff recommends approval of the proposal from A&M Environmental, LLC which is priced at \$33,830.00. The company will furnish all labor, tools, equipment and other necessary supplies for the removal of asbestos containing material and demolition of the three houses. The source of funding is Education and General Fund (11-61020-50630). Proposals available for review upon request.

| <b>Vendor</b>   | <b>Cost</b> |
|---|-------------|
| A&M Environmental, LLC<br>101 Main Street<br>Pasadena, Texas 77506  | \$33,830.00 |
| American-INC<br>(American Industry National Contractors, LLC)<br>9626 Trailing Moss Drive<br>Houston, Texas 77064 | No Bid      |
| TRT Environmental, LLC<br>3003 Bingle Road<br>Houston, Texas 77055  | \$36,527.00 |

Consider Nomination and Election of Board Officers for 2022-2024 Term

The Board will nominate and then elect officers for the 2022-2024 term.

Consider Conferment of Faculty Tenure

In accordance with Board Policy DCB Local, Employment Practices: Tenure, Mr. Kristopher Blackmon is being recommended to the Board for the conferment of faculty tenure. Mr. Blackmon has met the eligibility requirements to be considered for tenure and has completed the tenure review process. His application for tenure has been reviewed by the faculty Rank, Tenure, and Sabbatical Committee and unanimous endorsements for candidacy were received. The Vice President for Instruction recommend tenure for this candidate. Dr. W. Myles Shelton, President, concurs with these endorsements. Instructions were given to the Board members on how to access the candidate's online tenure portfolio for review prior to the meeting.

It is the recommendation of the President that the Board grant tenure for Mr. Blackmon beginning in the 2022-23 academic year.

Consider Approval of Faculty Change in Rank

The following individuals have petitioned for a change in faculty rank:

| <u>Faculty Member</u> | <u>Change in Rank From</u> | <u>Change in Rank To</u> |
|-----------------------|----------------------------|--------------------------|
| Conrad Breitbach      | Associate Professor        | Professor                |
| Janene Davison        | Assistant Professor        | Professor                |
| Vicki Jernigan        | Instructor                 | Assistant Professor      |

Mr. Breitbach, Ms. Davison, and Ms. Jernigan have met the criteria (outlined below) to be considered for a change in faculty rank and have completed the review process conducted by the Rank, Tenure and Sabbatical Committee. The Committee affirms and recommends this change in faculty rank. The Vice President of Instruction agrees with the Committee's recommendation and the President concurs with these endorsements. Change in rank would be effective upon Board approval.

**CRITERIA****Professor**

Academic Track: Rank of instructor plus forty-five (45) additional graduate hours (in a discipline related to the teaching field) beyond the hours required for the Master's degree AND fifteen (15) years of satisfactory postsecondary teaching experience AND be awarded tenure. OR Rank of Instructor plus an earned doctorate (not necessarily in the teaching field) plus 30 hours in a related teaching field or the equivalent AND 10 years of satisfactory postsecondary teaching experience AND be awarded tenure.

Workforce Track: Master's degree plus thirty (30) graduate hours or the equivalent in addition to the hours required for the Master's degree AND fifteen (15) years of satisfactory postsecondary teaching experience AND a minimum of ten (10) years of work experience in the teaching field AND be awarded tenure.

**Associate Professor**

Academic Track: Rank of instructor plus thirty (30) additional graduate hours (in a discipline related to the teaching field) beyond those hours required for the Master's degree AND nine (9) years of satisfactory postsecondary teaching experience AND be awarded tenure. OR Rank of Instructor plus an earned doctorate (not necessarily in the teaching field) plus a total of 12 additional graduate hours in a discipline related to the teaching field plus six (6) years of satisfactory postsecondary teaching experience AND be awarded tenure.

Workforce Track: Rank of Instructor plus a Bachelor's degree with a minimum of 20 college hours or the equivalent in a related teaching field AND a minimum of 8 years professional experience AND nine (9) years of satisfactory postsecondary teaching AND be awarded tenure.

## **Assistant Professor**

Academic Track: Rank of instructor plus 12 additional graduate hours (in a discipline related to the teaching field) beyond those hours required for the master's degree AND three years of satisfactory postsecondary teaching experience OR be awarded tenure OR rank of instructor and have an earned doctorate (not necessarily in the teaching field)

Workforce Track: Rank of instructor plus 15 hours in a discipline related to the teaching field or the equivalent of 15 hours in CEU and professional certifications AND three years of satisfactory postsecondary teaching experience AND five years of work experience in the teaching field

## **Instructor**

Academic Track: Eighteen graduate hours in the teaching field and a master's degree (which may or may not be in the teaching field)

Workforce Track: Associate degree or equivalent (e.g. special licensure or certification) plus three years of professional work experience in the program area in which the instructor is teaching

Consider Acceptance of Faculty Resignation

It is recommended that the resignation of the following individual be accepted and that the President acknowledge, with appreciation, service rendered to the College:

| <u>Name</u>     | <u>Position</u>    | <u>Effective Date</u> |
|-----------------|--------------------|-----------------------|
| Emily Stinemetz | Biology Instructor | 08/31/2022            |