

Time and Effort Policy for Heaven Sent Community Services and Veterans Assistance

Purpose: This policy ensures accurate tracking of staff time across all activities, including federal grants like VA SSVF (per 2 CFR 200.430), to support allowable costs, budgeting, and reporting. All employees track 100% of their time daily, regardless of funding source.

Procedures:

- **Tracking Method:** Use QuickBooks Time or equivalent software for daily timesheets capturing hours by grant (e.g., SSVF), program (Veterans' Outreach), admin, and fundraising. Record actual time after each shift; no estimates or budgets except interim for nonprofits.
- **Submission and Approval:** Submit weekly by Friday 5 PM to supervisor for certification. Supervisors verify accuracy against activities before payroll integration. Total time cannot exceed 40 hours/week.
- **Responsibilities:** Program managers monitor grant-specific allocations; finance reviews quarterly for Uniform Guidance compliance. Training provided at onboarding and annually.
- **Documentation:** Retain times sheets 3 years post-grant; use for SF-PPR reports, audits, and cost allocation. After-the-fact adjustments require justification.
- **Non-Compliance:** Violations trigger retraining; repeated issues may result in payroll hold.

Procurement Procedures Policy

Purpose: Comply with 2 CFR 200 Subpart D for federal grant purchases, promoting competition, cost-effectiveness, and documentation to avoid waste or favoritism. Applies to all expenditures over \$10,000 annually per grant.

General Procedures:

- **Authorization:** Purchases >\$500 require Executive Director pre-approval via requisition form detailing vendor, cost, grant code, and justification.
- **Vendor Selection:** Prioritize disadvantaged businesses; maintain debarred parties list check via SAM.gov. Document sole-source if competition infeasible (e.g., unique veteran service software).

- **Contracts:** Include federal flow-down clauses (e.g., equal opportunity, Davis-Bacon if construction). Retain bids/quotes 3 years.
- **Conflicts:** No board/staff ownership in vendors; disclose annually.
- **Monitoring:** Finance conducts monthly reviews; annual procurement policy audit. Emergency buys (e.g., veteran housing crisis) follow post-documentation

Threshold	Method	Requirements
<\$10K (Micro)	Direct purchase	Document ≥1 price quote; price reasonable professionalgrantwriter
\$10K-\$250K (Small)	Informal quotes	≥3 written quotes; select lowest responsive bid
>\$250K	Formal sealed bids/IFB	Public notice, evaluate on price; written policy