

## Compliance Process Workflow

1. Grantee sends email to Cori to notify that they have submitted a request for funds.
2. Cori notifies Therese
3. Therese goes to Smartsheet (Exhibit A) to:
  - a. Verify that they have submitted the Request for Funding form and whether it is complete.
  - b. Verify that they have submitted the checklist.
  - c. Review the Triumph Expense Itemization (Exhibit B) form and check for any missing invoices or proof of payments
  - d. Review the Match Expense Itemization (Exhibit C) form and check for any missing invoices or proof of payments and verify match is on track
  - e. Review the Payroll Submission (Exhibit D) sheet and check for completeness and supporting documents including job descriptions
    - i. Once reviewed, expert review is requested
  - f. Verify that the Detail of Project account is uploaded, and accurate
  - g. Verify that the Insurance Certificate is uploaded or referenced to prior request
  - h. Verify that the Wire Transfer form is uploaded
4. The review almost always results in a communication back to the grantee requesting additional information.
5. When Therese's review is complete she notifies Laura (TMGC) that it is ready for review.
6. Laura then starts detail review which includes review grant and/or various Amendments for requirements
  - a. Check for appropriate signatures.
  - b. Verify mathematical accuracy
  - c. Review invoice and proof of payment for each item listed on the excel itemization sheet for accuracy, correct category, allowable, and verifying it is not a duplicate for this or any other grant.
  - d. Review invoice and proof of payment for each item listed on the Excel match itemization sheet for accuracy, correct category, allowable and verifying it is not a duplicate for this or any other grant.
  - e. Current Smartsheet users
  - f. Review bid documents with appropriate signoffs.
  - g. Review contracts and change orders for appropriate approvals along with expert reviewer comments.
  - h. Review financial statement audits uploaded by Grantee
  - i. Confirm that subject matter experts have reviewed and signed off on annual/quarterly reports.
  - j. If Disbursement Grant, post and track proof of payments for prior distributions in appropriate Smartsheet section.
7. Update Project detail account to include approved proof of payment and match sections
8. Complete Compliance Summary for review by Jennifer

9. Jennifer reviews and signs off on all expert reviews, audits, match documentation, and disbursement sections (Exhibit E)
10. All questions and comments throughout the process and during compliance summary review are communicated to Triumph staff and/or Grantee to be resolved.
11. Once all items to be addressed have been resolved and the compliance summary approved by Jennifer, the next steps in the approval/funding process are initiated.
  - a. TMGC approved compliance summaries uploaded to Smartsheet.
  - b. Email sent to Board member (currently Mr. Reynolds) to review Grantee disbursement request as summarized in the Compliance Summary (Exhibit F) Approval is noted by Treasurer in Smartsheet.
  - c. Email is sent to Triumph staff noting Treasurer approval of disbursement request.
  - d. After compliance summary approval, email sent to Board member to transfer funds from Prime account to Money Market account.
  - e. When completed, a request is sent to a Board member to transfer funds from Money Market to the operating account and approve the grantee disbursement wires.
  - f. Another email is sent to the appropriate Board member to release/send the wires to Grantees' accounts.
  - g. Email sent to Triumph staff when wires released to Grantees.

#### Overall Concerns

As workload continues to grow Tipton, Marler, Garner, & Chastain Statutory Cap will be reached. Triumph Staff will not be able to maintain their part of compliance reviews.

#### Possible Solutions

1. Increase Triumph staff
2. Shift some of detail review to Triumph
3. Bring on another firm
4. Reduce level of review
  - a. No other grant does 100% review -Does the board have an interest in sampling?
  - b. If yes
    - i. Would that be just specific areas? For example we have specifically been asked to sample federal match dollars. In some cases federal match dollars are tested using a sampling method by grantees external auditors. We have no way to verify what sample size if any would be tested by them.
    - ii. Would we do 100% of invoices but sample proof of payment
    - iii. What % for sample size?
    - iv. How to determine sample?
    - v. When errors are found, what would next steps be?

# #264 WCSD- War Eagle Career Academy

To Be Submitted By	Primary Column	Date Started/Received	Date Required	Date Completed	Included /Answer	Grant Amount	Done	Reviewed by	Date Approved	Approved By	Comments	Action needed
	<b>#264 WCSD- War Eagle Career Academy</b>						<input checked="" type="checkbox"/>					<input type="checkbox"/>
1							<input checked="" type="checkbox"/>					<input type="checkbox"/>
2	Cori	Term Sheet					<input type="checkbox"/>					<input type="checkbox"/>
3	Cori	Application, Amendment and Modification Requests					<input type="checkbox"/>					<input type="checkbox"/>
4	Cori	Executed Award Contract	05/03/22			\$20,011,606.00	<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input checked="" type="checkbox"/>
5	Cori	Completion Deadline		12/31/33			<input type="checkbox"/>					<input checked="" type="checkbox"/>
6												
7	Grantee	Original Approved Budget					<input type="checkbox"/>					<input checked="" type="checkbox"/>
8	Grantee	Amended Budget					<input type="checkbox"/>					<input type="checkbox"/>
9	Cori	Approval of Amended Budget (Over 5% Change) (15 Days)					<input type="checkbox"/>					<input type="checkbox"/>
10												
11	Cori	Exhibit C Smartsheet users					<input type="checkbox"/>					<input checked="" type="checkbox"/>
12	Grantee	Exhibit C Smartsheet users update					<input type="checkbox"/>					<input type="checkbox"/>
13	Grantee	Exhibit C Smartsheet users update					<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input type="checkbox"/>
14	Grantee	Exhibit C Smartsheet users update					<input type="checkbox"/>					<input type="checkbox"/>
15	Legal	Legal review of Smartsheet Set-up					<input type="checkbox"/>					<input type="checkbox"/>
16												
17		Bid Documents					<input type="checkbox"/>					<input type="checkbox"/>
18	Grantee	Bid Processes					<input type="checkbox"/>					<input type="checkbox"/>
19	Grantee	Invitation to Bid					<input type="checkbox"/>					<input type="checkbox"/>
20	Grantee	Evaluation of Bid (15 Days)					<input type="checkbox"/>					<input type="checkbox"/>
21	Randy	Bid Evaluation					<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input type="checkbox"/>
22	Cori	Staff Recommendation					<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input type="checkbox"/>
23	Grantee	Invitation to Bid					<input type="checkbox"/>					<input type="checkbox"/>
24	Grantee	Evaluation of Bid (15 Days)					<input type="checkbox"/>					<input type="checkbox"/>
25	Randy	Bid Evaluation					<input type="checkbox"/>					<input type="checkbox"/>
26	Cori	Staff Recommendation					<input type="checkbox"/>					<input type="checkbox"/>
27												
28		Contracts (Greater than \$350,000) and Change Orders (Greater than \$65,000)					<input type="checkbox"/>					<input type="checkbox"/>
29												
30	Grantee	Contracts Greater \$350,000 (15 Days)					<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input type="checkbox"/>
31	Randy	Staff recommendation of construction contract					<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input type="checkbox"/>
32	Cori	Notification of construction contract approval					<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input type="checkbox"/>
33	Grantee	Contracts Greater \$350,000 (15 Days)					<input type="checkbox"/>					<input type="checkbox"/>
36	Grantee	Contracts Greater \$350,000 (15 Days)					<input type="checkbox"/>					<input type="checkbox"/>
39	Grantee	Contracts Greater \$350,000 (15 Days)					<input type="checkbox"/>					<input type="checkbox"/>
42												
43	Grantee	Financial Reports					<input type="checkbox"/>					<input type="checkbox"/>
44	Grantee	Audited Financial Statements FY 2020		10/31/21			<input checked="" type="checkbox"/>					<input type="checkbox"/>
45	Grantee	Audited Financial Statements FY 2021		10/31/22			<input checked="" type="checkbox"/>					<input type="checkbox"/>
46	Grantee	Audited Financial Statements FY 2022		10/31/23			<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input type="checkbox"/>
47	Grantee	Audited Financial Statements FY 2023		10/31/24			<input type="checkbox"/>					<input type="checkbox"/>
48	Grantee	Audited Financial Statements FY 2024		10/31/25			<input type="checkbox"/>					<input type="checkbox"/>
49												
50		Business Donation Reporting (Not Applicable to #264)					<input type="checkbox"/>					<input type="checkbox"/>
55												
56		Construction reports					<input type="checkbox"/>					<input type="checkbox"/>
57	Grantee	Notification of start of construction:	09/05/23				<input type="checkbox"/>				8/1/23 CRA recommended Allstate's GMP Bid	<input type="checkbox"/>
58	Grantee	During Construction: 4TH QTR 23 and Annual Review: Progress and Cost Incurred		01/31/24			<input checked="" type="checkbox"/>	Jennifer Davidson	03/31/24			<input type="checkbox"/>
59	Randy	4TH QTR and Annual review		02/28/24			<input checked="" type="checkbox"/>	Jennifer Davidson	03/31/24			<input type="checkbox"/>
60	Cori	Staff Approval and Review		03/31/24			<input type="checkbox"/>					<input type="checkbox"/>
61	Grantee	During Construction: 1ST QTR 24: Progress and Cost Incurred		04/30/24			<input type="checkbox"/>					<input type="checkbox"/>
62	Randy	1ST QTR 24 review		05/31/24			<input checked="" type="checkbox"/>	Jennifer Davidson	07/14/24			<input type="checkbox"/>
63	Cori	Staff Approval and Review		06/31/24	05/29/24		<input checked="" type="checkbox"/>	Jennifer Davidson	07/14/24			<input type="checkbox"/>
64	Grantee	During Construction: 2ND QTR 24 Progress and Cost Incurred		07/30/24			<input type="checkbox"/>					<input type="checkbox"/>
67	Grantee	During Construction: 3RD QTR 24 and Annual Progress and Cost Incurred		10/31/24			<input type="checkbox"/>					<input type="checkbox"/>

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70	Grantee	+	During Construction: 3RD QTR 2025 and Annual Progress and Cost Incurred									<input type="checkbox"/>
73												
74		-	Education Reports									<input type="checkbox"/>
75	Grantee		Notification of start of certificate program	06/06/22								<input type="checkbox"/>
76	Grantee	+	Annual 2022 and Q3 2022 Qtrly update towards metrics									<input type="checkbox"/>
79	Grantee	+	Q4 2022 Qtrly update towards metrics									<input type="checkbox"/>
82	Grantee	+	Q1 23 Qtrly update towards metrics									<input type="checkbox"/>
85	Grantee	-	Q2 23 Qtrly update towards metrics				<input checked="" type="checkbox"/>					<input type="checkbox"/>
86	Frank		Review of performance towards metrics				<input checked="" type="checkbox"/>	Jennifer Davidson	11/14/23			<input type="checkbox"/>
87	Cari		Report to Board on review				<input checked="" type="checkbox"/>	Jennifer Davidson	11/14/23			<input type="checkbox"/>
88	Grantee	-	2023 Annual & Q3 Review Activity Report on Operations, Progress on Performance Metrics		10/31/23		<input checked="" type="checkbox"/>	Jennifer Davidson	01/14/24			<input type="checkbox"/>
89	Frank		Review of Annual performance towards metrics		11/30/23		<input checked="" type="checkbox"/>	Jennifer Davidson	01/14/24			<input type="checkbox"/>
90	Cari		Report to Board on review		12/31/23		<input checked="" type="checkbox"/>	Jennifer Davidson	01/14/24		Staff recommended the grant be continued in Dec 2023	<input type="checkbox"/>
91	Grantee	+	2024 Annual & Q3 Review Activity Report on Operations, Progress on Performance Metrics		10/31/24		<input type="checkbox"/>					<input type="checkbox"/>
94	Grantee	+	2025 Annual & Q3 Review Activity Report on Operations, Progress on Performance Metrics		10/31/25		<input type="checkbox"/>					<input type="checkbox"/>
98												
99		-	Site Visits									<input type="checkbox"/>
100	Grantee		2024 Site Visit				<input type="checkbox"/>					<input type="checkbox"/>
101												
102												
103		-	Metrics									<input type="checkbox"/>
104	Grantee		2023 Certification Verification Worksheets				<input type="checkbox"/>					<input type="checkbox"/>
105	Grantee		2024 Certification Verification Worksheets				<input type="checkbox"/>					<input type="checkbox"/>
106	Grantee		2025 Certification Verification Worksheets				<input type="checkbox"/>					<input type="checkbox"/>
107	Grantee		2026 Certification Verification Worksheets				<input type="checkbox"/>					<input type="checkbox"/>
108	Grantee		2027 Certification Verification Worksheets				<input type="checkbox"/>					<input type="checkbox"/>
109	Grantee		Upon Request (Back-Up Data for Performance Metrics) (10 Days)				<input type="checkbox"/>					<input type="checkbox"/>
110	Grantee		Clawback Demand for Repayment (30 Days)				<input type="checkbox"/>					<input type="checkbox"/>
111												
112	Grantee	-	Additional Grantee Documents									<input type="checkbox"/>
113	Grantee		Job Descriptions and Resumes				<input type="checkbox"/>					<input type="checkbox"/>
114	Grantee		Supplemental Grantee Information				<input type="checkbox"/>					<input type="checkbox"/>
115	Grantee		Supplemental Grantee Information				<input type="checkbox"/>					<input type="checkbox"/>
116												
117		-	Additional Items Provided By Triumph Staff									<input type="checkbox"/>
118			Grantee Documents				<input type="checkbox"/>					<input type="checkbox"/>
119			Supplemental Triumph Gulf Coast Information				<input type="checkbox"/>					<input type="checkbox"/>
120			Supplemental Triumph Gulf Coast Information				<input type="checkbox"/>					<input type="checkbox"/>
121			Supplemental Triumph Gulf Coast Information				<input type="checkbox"/>					<input type="checkbox"/>
122			Supplemental Triumph Gulf Coast Information				<input type="checkbox"/>					<input type="checkbox"/>
123												
124		+	Disbursement Grant - Proof of Payment for Prior Distributions (Not Applicable to #264)									<input type="checkbox"/>
136												
137			Allocation of Matching Funds:			\$2,415,040.26	<input type="checkbox"/>					<input type="checkbox"/>
138		+	Matching Funds, 2022				<input type="checkbox"/>					<input type="checkbox"/>
141		-	Matching Funds, 2023				<input type="checkbox"/>					<input type="checkbox"/>
142			Matching Funds, 2023 Eopt, Curricula, Exams, Expenses	11/02/23	11/02/23	Yes	\$662,801.32	Jennifer Davidson	11/13/23			<input type="checkbox"/>
143			Matching Funds, 2023 Instructional Expenditures/Personnel	01/02/24	01/02/24	Yes	\$752,238.94	Jennifer Davidson	01/14/24		Originally submitted with 1st Request for Funds but evaluated by Frank for 2nd request for funds.	<input type="checkbox"/>
144		-	Matching Funds, 2024				<input type="checkbox"/>					<input type="checkbox"/>
145			Matching Funds, 2024 Eopt, Curricula, Exams, Expenses				<input type="checkbox"/>					<input type="checkbox"/>
146			Matching Funds, 2024 Instructional Expenditures/Personnel				<input type="checkbox"/>					<input type="checkbox"/>
147			Matching Funds, 2024 Construction	05/02/24	05/02/24	Yes	\$1,000,000.00	Jennifer Davidson	05/08/24			<input type="checkbox"/>
148			Matching Funds, 2024				<input type="checkbox"/>					<input type="checkbox"/>
149		+	Matching Funds, 2025				<input type="checkbox"/>					<input type="checkbox"/>
152		+	Matching Funds, 2026				<input type="checkbox"/>					<input type="checkbox"/>

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155	+ Matching Funds, 2027						<input type="checkbox"/>					<input type="checkbox"/>
158	+ Matching Funds, 2028						<input type="checkbox"/>					<input type="checkbox"/>
161	+ Matching Funds, 2029						<input type="checkbox"/>					<input type="checkbox"/>
164	+ Matching Funds, 2030						<input type="checkbox"/>					<input type="checkbox"/>
167	+ Matching Funds, 2031						<input type="checkbox"/>					<input type="checkbox"/>
170	+ Matching Funds, 2032						<input type="checkbox"/>					<input type="checkbox"/>
173	+ Matching Funds, 2033						<input type="checkbox"/>					<input type="checkbox"/>
176												
177	Treasurer + Request for Funding of Grant #1 (45 Days)	11/11/23	12/26/23	11/20/23		\$1,783,176.56	<input checked="" type="checkbox"/>	Jennifer Davidson	11/13/23			<input type="checkbox"/>
226												
227	Treasurer + Request for Funding of Grant #2 (45 Days)	12/29/23	02/12/24	01/23/24		\$2,745,726.46	<input checked="" type="checkbox"/>	Jennifer Davidson	01/14/24			<input type="checkbox"/>
276												
277	Treasurer + Request for Funding of Grant #3 (45 Days)	03/14/24	04/28/24	04/03/24		\$3,503,540.89	<input checked="" type="checkbox"/>	Jennifer Davidson	03/31/24			<input type="checkbox"/>
326												
327	Treasurer + Request for Funding of Grant #4 (45 Days)	05/02/24	06/16/24	05/13/24		\$2,714,201.62	<input checked="" type="checkbox"/>	Jennifer Davidson	05/08/24			<input type="checkbox"/>
376												
377	Treasurer + Request for Funding of Grant #5 (45 Days)	07/02/24	08/16/24			\$2,911,909.55	<input checked="" type="checkbox"/>	Jennifer Davidson	07/14/24			<input type="checkbox"/>
426												
427	Treasurer + Request for Funding of Grant #6 (45 Days)						<input type="checkbox"/>					<input type="checkbox"/>
476												
477												
478												
479	Disbursements Received					\$13,658,555.08	<input type="checkbox"/>					<input type="checkbox"/>
480	Remaining Funds					\$6,353,050.92	<input type="checkbox"/>					<input type="checkbox"/>
481												
482												
483												
484	Cori Total Project Cost					\$38,916,830.00	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
485	Cori Total Triumph Portion of Grant					\$20,011,606.00	<input checked="" type="checkbox"/>					<input type="checkbox"/>
486	Cori Total Match					\$18,905,224.00	<input checked="" type="checkbox"/>					<input type="checkbox"/>
487	TMGC Total Triumph Funding request received to date					\$13,658,555.08	<input checked="" type="checkbox"/>					<input type="checkbox"/>
488	Cori Total minimum job metric						<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
489	Cori Total jobs achieved as of						<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
490	Cori Total minimum education certificates					7,450.00	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
491	Cori Total education certificates as of	05/24/24				1,160.00	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
492	Cori Total validated certificates as of						<input type="checkbox"/>					<input type="checkbox"/>
493												
494												
495												

New Expense Itemization Sheet for Triumph Funds Request

**EXHIBIT B**

Project # & Grantee Name: 216, Northwest Florida State College  
 Funding Request #: 8  
 Reimbursement/Disbursement: Disbursement  
 Request for Funds Amount: 80,401.66  
 Date: 5/8/2024

Supporting documentation must be uploaded in the order that it appears on the list.

Request #	Budget Category	Vendor	Vendor Invoice Number	NWFSF Invoice Number	Invoice Date	Check Amount \$	Invoice Amount	Triumph Amount to Fund	Comments
8	Equipment	Irwin International Inc	5457134	IC098932	9/29/2023	\$ 352.22	\$ 96.75	\$ 96.75	
8	Equipment	Irwin International Inc	5455291	IC098933	9/27/2023	\$ 352.22	\$ 159.91	\$ 159.51	
8	Equipment	Irwin International Inc	5455827	IC098934	9/27/2023	\$ 352.22	\$ 95.96	\$ 95.96	
8	Equipment	Irwin International Inc	5456767	IC099004	9/29/2023	\$ 123.11	\$ 94.11	\$ 94.11	
8	Equipment	Irwin International Inc	3059103	IC099005	9/27/2023	\$ 123.11	\$ 29.00	\$ 29.00	
8	Equipment	Irwin International Inc	5446393	IC099616	10/5/2023	\$ 337.14	\$ 50.33	\$ 50.33	
8	Equipment	Irwin International Inc	3063653	IC099616	10/4/2023	\$ 337.14	\$ 139.80	\$ 139.80	
8	Equipment	Irwin International Inc	3063878	IC099617	10/4/2023	\$ 337.14	\$ 147.01	\$ 147.01	
8	Equipment	W.W. Grainger Inc	9840471834	IC099621	9/18/2023	\$ 602.69	\$ 72.21	\$ 72.21	
8	Equipment	W.W. Grainger Inc	9861767797	IC099622	10/5/2023	\$ 602.69	\$ 530.48	\$ 530.48	
8	Equipment	Fastenal	FLFTW140010	IC099795	9/25/2023	\$ 23.40	\$ 23.40	\$ 23.40	
8	Equipment	W.W. Grainger Inc	9879990878	IC099902	10/23/2023	\$ 381.28	\$ 381.28	\$ 381.28	
8	Equipment	Irwin International Inc	5472539	IC099906	10/25/2023	\$ 385.60	\$ 385.60	\$ 385.60	
8	Equipment	Office Depot Inc	328761276001	IC098943	8/24/2023	\$ 3,911.92	\$ 67.47	\$ 67.47	
8	Equipment	Office Depot Inc	324849426601	IC098944	8/18/2023	\$ 3,911.92	\$ 43.62	\$ 43.62	
8	Equipment	Office Depot Inc	324880389001	IC098945	8/18/2023	\$ 3,911.92	\$ 229.14	\$ 229.14	
8	Equipment	Snap-On Industrial	ARV / 58801236	IC099020	9/21/2023	\$ 31,465.20	\$ 31,465.20	\$ 31,465.20	
8	Equipment	Select Aerospace Industries	193854	IC099614	9/28/2023	\$ 6,190.00	\$ 6,190.00	\$ 6,190.00	
8	Equipment	Irwin International Inc	4462000	IC100088	10/25/2023	\$ 729.50	\$ 639.55	\$ 639.55	
8	Equipment	Irwin International Inc	7092357	IC100089	10/25/2023	\$ 729.50	\$ 89.95	\$ 89.95	
8	Equipment	Irwin International Inc	3076086	IC100132	10/24/2023	\$ 116.09	\$ 116.09	\$ 116.09	
8	Equipment	Ulline Inc	170113196	IC100157	10/25/2023	\$ 221.52	\$ 221.52	\$ 221.52	
8	Equipment	W.W. Grainger	9889315983	IC100364	10/31/2023	\$ 318.93	\$ 109.04	\$ 109.04	
8	Equipment	W.W. Grainger	9898012456	IC100365	11/7/2023	\$ 318.93	\$ 209.89	\$ 209.89	
8	Equipment	Ulline Inc	170156922	IC100359	10/28/2023	\$ 29.25	\$ 29.25	\$ 29.25	
8	Equipment	Irwin International Inc	5483275	IC100852	11/10/2023	\$ 139.50	\$ 135.80	\$ 135.80	
8	Equipment	Ulline Inc	170594921	IC100661	11/6/2023	\$ 228.16	\$ 228.16	\$ 228.16	
8	Equipment	W.W. Grainger	9905678176	IC100662	11/15/2023	\$ 197.92	\$ 197.92	\$ 197.92	
8	Equipment	W.W. Grainger	9907537543	IC100663	11/16/2023	\$ 84.48	\$ 84.48	\$ 84.48	
8	Equipment	Irwin International Inc	7099839	IC100734	11/17/2023	\$ 139.50	\$ 3.70	\$ 3.70	
8	Equipment	Irwin International Inc	5487922	IC100923	11/17/2023	\$ 554.20	\$ 554.20	\$ 554.20	
8	Equipment	Irwin International Inc	5483177	IC101000	11/10/2023	\$ 35.00	\$ 35.00	\$ 35.00	
8	Equipment	Office Depot Inc	324687089002	IC100268	9/23/2023	\$4,504.75	\$ 21.36	\$ 21.36	
8	Equipment	ECAS LLC	827492	IC100097	10/26/2023	\$ 286.85	\$ 286.85	\$ 286.85	
8	Equipment	ECAS LLC	827880	IC100342	10/31/2023	\$ 316.10	\$ 316.10	\$ 316.10	
8	Equipment	Alpha Aviation	35513	IC100103	10/24/2023	\$ 209.00	\$ 209.00	\$ 209.00	
8	Equipment	AWB Industries Inc	704329	IC100894	11/15/2023	\$ 63.92	\$ 63.92	\$ 63.92	
8	Equipment	Ulline Inc	171047168	IC101277	11/17/2023	\$ 66.87	\$ 66.87	\$ 66.87	
8	Equipment	Irwin International Inc	5499466	IC101363	12/7/2023	\$ 537.90	\$ 537.90	\$ 537.90	
8	Equipment	W.W. Grainger	9927355231	IC101472	12/7/2023	\$ 2,981.60	\$ 256.32	\$ 256.32	
8	Equipment	Office Depot	337706032001	IC101115	10/31/2023	\$ 1,423.48	\$ 65.00	\$ 65.00	
8	Equipment	Office Depot	337714398001	IC101152	10/31/2023	\$ 1,423.48	\$ 35.96	\$ 35.96	
8	Equipment	Ulline Inc	171857097	IC101171	12/7/2023	\$ 218.96	\$ 218.96	\$ 218.96	
8	Equipment	W.W. Grainger	9949527734	IC101852	1/2/2024	\$ 44.99	\$ 44.99	\$ 44.99	
8	Equipment	Irwin International Inc	5513751	IC102016	1/3/2024	\$ 27.42	\$ 27.42	\$ 27.42	

Equipment	46	Snap-On Industrial	ARV/59818238	0102043	12/17/2023	\$ 512.00	\$ 512.00	\$ 512.00	
Equipment	47	Irwin International Inc	3118787	0102097	1/2/2024	\$ 14.50	\$ 14.50	\$ 14.50	
Equipment	48	Irwin International Inc	5519420	0102349	1/1/2024	\$ 297.95	\$ 297.95	\$ 297.95	
Equipment	49	W. W. Grainger	994000330	0102364	1/1/2024	\$ 1,931.93	\$ 323.68	\$ 323.68	
Equipment	50	Uline Inc	172995012	0102507	1/10/2024	\$ 303.13	\$ 303.13	\$ 303.13	
Equipment	51	Irwin International Inc	5525352	0102575	1/22/2024	\$ 155.28	\$ 155.28	\$ 155.28	
Equipment	52	W. W. Grainger	9970823226	0102593	1/22/2024	\$ 39.48	\$ 39.48	\$ 39.48	
Equipment	53	Irwin International Inc	7640663	0102695	1/24/2024	\$ 116.86	\$ 87.08	\$ 87.08	
Equipment	54	Irwin International Inc	5527000	0102696	1/24/2024	\$ 116.86	\$ 29.78	\$ 29.78	
Equipment	55	W. W. Grainger	9970823234	0102719	1/22/2024	\$ 39.72	\$ 39.72	\$ 39.72	
Equipment	56	TEX Cesana Tech SVC	010064040999	0101920	1/9/2024	\$ 138,219.65	\$ 1,013.95	\$ 1,013.95	
Equipment	57	PCARD credit for sales tax	010064040999	0101920	1/9/2024	\$	\$ (11.48)	\$ (11.48)	sales tax credit, has been calculated into request
Equipment	58	Environmental Systems Research	94641465	0102690	1/10/2024	\$ 750.00	\$ 750.00	\$ 750.00	
Equipment	59	Sunshine Promo	28806	0101861	12/15/2023	\$ 200.20	\$ 200.20	\$ 200.20	
Equipment	60	ECAS LLC	836592	0102715	1/25/2024	\$ 60.00	\$ 60.00	\$ 60.00	
Equipment	61	Heritage Crystal Clean Inc	18288062	0102736	10/11/2023	\$ 539.01	\$ 539.01	\$ 539.01	
Equipment	62	Aero Transport Professional	4344	0101874	11/20/2023	\$ 477.00	\$ 477.00	\$ 477.00	
Equipment	63	EDMO Distributors Inc	1701510	0102474	1/18/2024	\$ 336.72	\$ 336.72	\$ 336.72	
Operational	64	All American Realty	ACCT # 00659736 NOV. RENT 2023	00099788	10/25/2023	\$ 30,237.59	\$ 30,237.59	\$ 30,237.59	
	Total					\$ 50,164.07	\$ 50,164.07	\$ 50,164.07	

The total amount for Triumph to fund must equal the amount requested on the Request for Funding Form.

The Triumph amount to fund must be separated and totaled by category, if applicable.

**New Grantee Match Expense Itemization Sheet for Triumph Funds Request**

Project # & Grantee Name: 216, Northwest Florida State College  
 Associated with Funds Request #: B  
 Match Amount: 117,874.20  
 Date: 4/16/2024

**EXHIBIT C**

Supporting documentation must be uploaded in the order that it appears on the list.

Request #	Budget Category	Vendor	Vendor Invoice Number	NWFS Invoice Number	Invoice Date	Check Amount	Invoice Amount	Match Amount	Comments
B	Operational	1 K&B-AIR Aviation LLC	DUNJAN DEAL POWERPLANT TEST	10099123	8/28/2023	\$ 1,600.00	\$ 400.00	\$ 400.00	
B	Operational	2 K&B-AIR Aviation LLC	DANA STICKLAND POWERPLANT	10099124	8/28/2023	\$ 1,600.00	\$ 400.00	\$ 400.00	
B	Operational	3 K&B-AIR Aviation LLC	TYLER SHAW POWERPLANT	10099125	8/22/2023	\$ 1,600.00	\$ 400.00	\$ 400.00	
B	Operational	4 K&B-AIR Aviation LLC	CDRY JOHN T POWERPLANT	10099126	8/29/2023	\$ 1,600.00	\$ 400.00	\$ 400.00	
B	Operational	5 K&B-AIR Aviation LLC	GEN. AIRFRAME, HEATH CHAMBERS	10099472	10/16/2023	\$ 600.00	\$ 600.00	\$ 600.00	
B	Operational	6 K&B-AIR Aviation LLC	GEN. AIRFRAME TEST C. MERRITT	10100155	11/1/2023	\$ 1,200.00	\$ 600.00	\$ 600.00	
B	Operational	7 K&B-AIR Aviation LLC	GEN. AIRFRAME TESTING M. ZETTEK	10100156	11/6/2023	\$ 1,200.00	\$ 600.00	\$ 600.00	
B	Operational	8 PSI True Talent	10062458462	10100404	11/14/2023	\$ 145,497.30	\$ 350.00	\$ 350.00	
B	Operational	9 K&B-AIR Aviation LLC	GEN. AIRFRAME WILLIAM B. DAVIS	10100653	11/14/2023	\$ 1,200.00	\$ 600.00	\$ 600.00	
B	Operational	10 K&B-AIR Aviation LLC	GEN. AIRFRAME, JAKE MURO	10100654	11/13/2023	\$ 1,200.00	\$ 600.00	\$ 600.00	
B	Operational	11 PSI True Talent	10062891324	10100694	11/21/2023	\$ 138,219.65	\$ 175.00	\$ 175.00	
B	Operational	12 All American Realty and Inv	000277	10100988	11/28/2023	\$ 49,499.02	\$ 19,261.43	\$ 19,261.43	
B	Operational	13 All American Realty and Inv	ACCT #00659736 RENT 1223	10100989	11/24/2023	\$ 49,499.02	\$ 30,237.59	\$ 30,237.59	
B	Operational	14 All American Realty and Inv	000287	10101364	12/11/2023	\$ 30,237.59	\$ 30,237.59	\$ 30,237.59	
B	Operational	15 PSI Services LLC	010063481046	10101287	12/11/2023	\$ 142,468.80	\$ 175.00	\$ 175.00	
B	Operational	16 K&B-AIR Aviation LLC	SHANNON RUSSELL, GEN AIRFRAME	10101301	11/29/2023	\$ 600.00	\$ 600.00	\$ 600.00	
B	Operational	17 PSI Services LLC	010063606946	10101612	12/14/2023	\$ 142,468.80	\$ 175.00	\$ 175.00	
B	Operational	18 PSI Services LLC	010063690263	10101623	12/15/2023	\$ 142,468.80	\$ 175.00	\$ 175.00	
B	Operational	19 All American Realty Inc	ACCT 00659736 FEB. 2024 RENT PYMT	10102531	1/25/2024	\$ 30,237.59	\$ 30,237.59	\$ 30,237.59	
B	Operational	20 PSI Services LLC	010063653883	10101792	1/5/2024	\$ 142,468.80	\$ 1,050.00	\$ 1,050.00	
B	Operational	21 Robert D Kaba	GEN AIRFRAME, CHRISTOPHER LANTZ	10102741	1/30/2024	\$ 600.00	\$ 600.00	\$ 600.00	
		<b>Total</b>					\$ 117,874.20	\$ 117,874.20	

The total amount for Triumph to fund must equal the amount requested on the Request for Funding Form.

The Triumph amount to fund must be separated and totaled by category, if applicable.



Payroll Submission for Triumph

**EXHIBIT D**

Project # & Grantee Name: 216, Northwest Florida State College

Funds Request #: 8

Submission Date: 5/8/2024

Payroll Period Date Range	Name	Title	Total Pay	Total Charged to Triumph	Total Charged to Match	Triumph Course(s) or Grant Administration Support
10/01/2023-10/31/2023		Director of Aviation	\$ 17,165.80	4,526.07	12,639.73	Center Director
10/01/2023-10/31/2023		Assistant Professor, Airframe Technician	\$ 6,702.06	3,351.04	3,351.02	AMT 0717, AMT 0703, AMT 0704
10/01/2023-10/31/2023		Administrative Staff Assistant	\$ 4,057.27	2,028.64	2,028.63	Administrative Assistant
10/01/2023-10/31/2023		Aviation Maintenance Technology Lab Assistant	\$ 3,343.46	1,671.74	1,671.72	Lab Assistant
10/01/2023-10/31/2023		Assistant Professor, Powerplant Technician	\$ 6,699.43	\$ 3,349.73	\$ 3,349.70	AMT 0821C, AMT 0701, AMT 0702, AMT 0703
10/01/2023-10/31/2023		Adjunct	\$ 515.11	-	515.11	ASC 1870
11/01/2023-11/30/2023		Director of Aviation	\$ 17,166.18	4,526.18	12,640.00	Center Director
11/01/2023-11/30/2023		Assistant Professor, Airframe Technician	\$ 6,702.05	3,351.02	3,351.03	AMT 0717, AMT 0703, AMT 0704
11/01/2023-11/30/2023		Administrative Staff Assistant	\$ 4,057.24	2,028.61	2,028.63	Administrative Assistant
11/01/2023-11/30/2023		Aviation Maintenance Technology Lab Assistant	\$ 3,343.47	1,671.73	1,671.74	Lab Assistant
11/01/2023-11/30/2023		Assistant Professor, Powerplant Technician	\$ 6,699.44	\$ 3,349.72	\$ 3,349.72	AMT 0821C, AMT 0701, AMT 0702, AMT 0703
11/01/2023-11/30/2023		Aviation Recruitment & Community Liaison	\$ 4,250.23	1,133.95	3,116.28	Recruitment and admin support
11/01/2023-11/30/2023		Adjunct	\$ 515.11	-	515.11	ASC 1870
12/01/2023-12/31/2023		Director of Aviation	\$ 17,165.97	4,526.12	12,639.85	Center Director
12/01/2023-12/31/2023		Assistant Professor, Airframe Technician	\$ 6,702.05	3,351.02	3,351.03	AMT 0717, AMT 0703, AMT 0704
12/01/2023-12/31/2023		Administrative Staff Assistant	\$ 4,105.28	2,052.64	2,052.64	Recruitment and admin support
12/01/2023-12/31/2023		Aviation Maintenance Technology Lab Assistant	\$ 3,343.48	1,671.74	1,671.74	Lab Assistant
12/01/2023-12/31/2023		Assistant Professor, Powerplant Technician	\$ 6,699.42	\$ 3,349.71	\$ 3,349.71	AMT 0821C, AMT 0701, AMT 0702, AMT 0703
12/01/2023-12/31/2023		Aviation Recruitment & Community Liaison	\$ 6,637.00	3,318.50	3,318.50	Recruitment and admin support
12/01/2023-12/31/2023		Adjunct	\$ 515.11	-	515.11	ASC 1870
01/01/2024-01/31/2024		Director of Aviation	\$ 9,049.25	4,524.62	4,524.63	Center Director
01/01/2024-01/31/2024		Assistant Professor, Airframe Technician	\$ 6,702.06	3,351.03	3,351.03	AMT 0712, AMT 0713
01/01/2024-01/31/2024		Administrative Staff Assistant	\$ 4,105.27	2,052.63	2,052.64	Recruitment and admin support
01/01/2024-01/31/2024		Aviation Maintenance Technology Lab Assistant	\$ 3,343.47	1,671.73	1,671.74	Lab Assistant
01/01/2024-01/31/2024		Assistant Professor, Powerplant Technician	\$ 6,699.41	\$ 3,349.70	\$ 3,349.71	AMT 0822C, AMT 0823C, AMT 0704
01/01/2024-01/31/2024		Aviation Recruitment & Community Liaison	\$ 6,629.35	3,314.67	3,314.68	Recruitment and admin support
01/01/2024-01/31/2024		Adjunct	\$ 1,785.72	-	1,785.72	ASC 1320, ASC 2561C, ASC 2473, ATT 1100
01/01/2024-01/31/2024		Adjunct	\$ 824.18	-	824.18	ASC 1870, ATT 1810

\$ 165,523.87    \$ 67,522.54    \$ 98,001.33

Grantee:	#216 Northwest Florida State College Airframe	County:	Okaloosa
Type of Grant :	Disbursement & Reimbursement: Construction Match & Education	Completion Date	12/31/2029
Total Project amount:	\$14,367,918.00	Triumph Amount:	\$ 7,064,665.00
Disbursement #	8	Previously Approved:	(4,671,127.59)
Disbursement amount requested	<b>147,924.20</b>		<u>(147,924.20)</u>
Date Request submitted	5/29/2024	Funds Remaining to disburse	\$ 2,245,613.21
Date request submitted accurately	6/10/2024		
Last date to approve	7/25/2024	Match Funds Documented as spent	1,648,762.23
		Last Education Expert Review	11/14/2023
		Last Construction Expert Review	N/A

Funding request appears to be in compliance with Grant Award agreement.

Summary :

We reviewed reimbursement invoices in the amount of \$147,924.20 and Grantee match of \$215,875.53. Reimbursement invoices are allocated in the following manner: \$50,164.07 equipment costs; \$67,522.54 to personnel costs; and \$30,237.59 to operational costs. Dr. Fuller reviewed and approved the Grantee's annual report on 11/14/23. The December 2023 Administrative Report further reported that metrics were on track.

### #216 Northwest Florida State College Airframe

To Be Submitted By	Primary Column	Date Started / Received	Date Required	Date Completed	Included /Answer	Grant Amount	Reviewed by	Date Approved	Approved By
Grantee	Request for Funding of Grant #8 (45 Days)	06/10/24	07/25/24	07/02/24		\$147,924.20	Jennifer Davidson	06/30/24	
	Request for Funding of Grant #1								
	Invoices - Equipment/Construction \$3,889,839 REIMBURSEMENT				Yes	\$50,164.07	Jennifer Davidson	06/30/24	
	Invoices - Operational/Contractual \$1,112,942 REIMBURSEMENT				Yes	\$30,237.59	Jennifer Davidson	06/30/24	
	Invoices - Personnel \$2,061,884 DISBURSEMENT				Yes	\$67,522.54	Jennifer Davidson	06/30/24	
Grantee	Matching Funds Paid (exhibit B) (see above)				Yes				
Grantee	Invoices				Yes				
Grantee	Documentation of Evidencing completed work				Yes				
Grantee	Other Requested Documentation								
Grantee	All refunds reimbursements, refunds, credits received related to this or prior disbursements				N/A				
Grantee	All outside funding sources related to these invoices (if greater than 50% our portion is reduced)				N/A				
Grantee	Pending litigation documentation				N/A				
Grantee	Detail of Project account to date				Yes		Jennifer Davidson	06/23/24	
Grantee	Insurance policies				Yes		Jennifer Davidson	06/23/24	
Grantee	Latest Budget				Yes		Jennifer Davidson	06/23/24	
TMGC	Checklist Questions								
TMGC	Annual reports received to date				Yes		Jennifer Davidson	06/30/24	
TMGC	Verified not more than one request this month				Yes		Jennifer Davidson	06/30/24	
TMGC	Verified invoices not previously submitted				Yes		Jennifer Davidson	06/30/24	
TMGC	Questions a)-m) should all be NO								
TMGC	a) Missing or incomplete documentation				No		Jennifer Davidson	06/30/24	
TMGC	b) reimbursement seeks more than 100% of amount paid				No		Jennifer Davidson	06/30/24	
TMGC	c) amount including previous request exceeds 7,064,665				No		Jennifer Davidson	06/30/24	
TMGC	d) authority made a misrepresentation or omission*				No		Jennifer Davidson	06/30/24	
TMGC	e) pending litigation with respect to performance*				No		Jennifer Davidson	06/30/24	
TMGC	f) Authority took action without necessary approval *				No		Jennifer Davidson	06/30/24	
TMGC	g) violation of 9.1, 9.4 and/or 9.5*				No		Jennifer Davidson	06/30/24	
TMGC	h) violation of any provision of contract*				No		Jennifer Davidson	06/30/24	
TMGC	i) breach of any representation or warranty*				No		Jennifer Davidson	06/30/24	
TMGC	j) any agency revoked suspended or terminated assistance *				No		Jennifer Davidson	06/30/24	
TMGC	k) Matching Funds are not being used for the intended purposes/in amounts and at times set forth in budget/ evidence of payment not provided*				No		Jennifer Davidson	06/30/24	
TMGC	l) Grantee has failed to pay/provide evidence of payment *				No		Jennifer Davidson	06/30/24	
TMGC	m) Grantee has abandoned or discontinued one of the projects *				No		Jennifer Davidson	06/30/24	
TMGC	n) reimbursement includes items not in the scope*				No		Jennifer Davidson	06/30/24	
TMGC	o) contracts have been amended in excess of \$100,000 without approval*				No		Jennifer Davidson	06/30/24	
TMGC	p) failed to make annual reasonable good faith efforts for Business donations/provide evidence of efforts *				N/A				
TMGC	q) Overall budget, budget categories and/or Matching Funds increased/decreased by more than 5% *				No		Jennifer Davidson	06/30/24	
TMGC	u) Compliance with competitive bidding				Yes		Jennifer Davidson	06/30/24	
TMGC	has budget been amended (exhibit B) *				No		Jennifer Davidson	06/30/24	

TMGC	Has completion schedule changed*				No	Jennifer Davidson	06/30/24
TMGC	casualty insurance maintained*				Yes	Jennifer Davidson	06/30/24
TMGC	compliance with environmental regulations*				Yes	Jennifer Davidson	06/30/24
TMGC	Any change orders that exceed 100,000 submitted*				No	Jennifer Davidson	06/30/24
TMGC	Compliance with consultants competitive negotiation act*				Yes	Jennifer Davidson	06/30/24
TMGC	Prohibited transactions				No	Jennifer Davidson	06/30/24
TMGC	discriminated against applicants for employment*				No	Jennifer Davidson	06/30/24
TMGC	any contracts to related parties *				No	Jennifer Davidson	06/30/24
TMGC	any interest of members of or delegates to Congress or legislature receive benefit *				No	Jennifer Davidson	06/30/24
TMGC	any portions used for lobbying*				No	Jennifer Davidson	06/30/24
Grantee	Wire transfer form - Attach				Yes	Jennifer Davidson	06/30/24
Treasurer Cori	Approval of funds to disburse by wire Approval Notification (30 Days to Disburse)	07/02/24	08/01/24	07/18/24			07/02/24 Reynolds Henderson