NAVARRO COLLEGE ADMINISTRATIVE PROCEDURES MANUAL BUSINESS AND SUPPORT SERVICES GRANT MANAGEMENT PROCEDURES

Grant Monitoring Guidelines Grant Project Title: Topic Area: A. Program Operation 1. Are project goals attainable in 2. Is the project progressing on s 3. Is the project functioning as de 4. Has there been a change in Pris 5. Do Progress Reports describe 16. Is data provided to support pro 17. Is compliance with required tr. 8. Are there Segregation of Dutie 9. Is sub-recipient involved in lob 10. Is sub-recipient compliant with 11. Have all Special Conditions of 12. Is there evidence of a change 8. Budget 1. Will project meet budget time 2. Have budget adjustments beer 3. Do expenses have supporting 4. Are match requirements being —Can grantee provide clear de —What are the sources of the 5. Fiscal records include federal, 6. Is there a budget variance greg 8. Are grant funds routinely reque 9. Box New 19. Supplement 19. In the supplement 1	chedule? escribed in the application? mary Contacts? project activities? oject "goals/outcomes"? aining documented? es between fiscal & program? obying activities? oth terms of previous awards? ff the award been met? ein project scope? effame? If not, why? n needed? documentation? g met? ocumentation of match? match? matching & program income? eg to fund project? get than 10% per category? ested to meet obligations? rmed monthly? Is supported by documentation?	Grant Agre	No No	nber:	Recommend
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3. Do hiring policies exclude relati	or ALL grant employees?				
D. Travel	ted parties?				
Is travel documented by date,					
Is mileage reimbursement paid Supplies (Operating Expenses)	a at the State rate or less?	1	<u> </u>	4	
 Supplies/Operating Expenses Have these been purchases acc 	cording to hudget?				
F. Equipment	co. ag to buaget:	<u> </u>			
Has approved equipment beer	n purchased?				
Was competitive bidding used					
3. Is equipment being used appro					
4. Does grantee have current pro					
5. Does agency have physical inv	entory control procedures?				
G. Reports	le with Nevers - C-II2				
Are ALL required reports on fil Financial Report	ie witii Navarro College?	1		+	+
Progress Report				+	+
Special Report				1	
Annual Progress Report					
H. Professional/Contractual Service		T			
Have all contracts received PR Doos contract outling work to				1	
Does contract outline work to with program objectives?	be performed and does it comply				
Was copy of RFP & list of bidde	ers provided to grantee?			+	+
Was copy of Kir & list of blddi Was competitive bidding used				1	
If Sole Source used, is approva					
6. Is "Contractor" making regular					
I. Federal Regulations					
1. An EEOP, if required, is in place				1	1
	handle discrimination complaints				
from employees and agency bene		1	1	+	+
·	nation complaints within the past 3				
years? 4. Is sub-recipient suspended/de	harred from participation?	1		+	
S sub-recipient suspended/de Does sub-recipient maintain a	·	1	 	+	+
Summary Information	and the mornplaces				
	ject, including Strengths, Problem A	reas and Rec	ommenda	tions:	
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Updated:

Reviewed: