A.   Each quarter, the College shall conduct a review of all grant-funded projects or programs to ensure that they are effectively and efficiently administered by the College.

B.   The Project Director, supervisor, or other pertinent personnel will meet with a Grants Administrator to review:

   1.   Program activity since the last review.

   2.   Program activity planned for the next quarter.

   3.   Progress toward satisfying the project or program goals as approved in the funded grant proposal. Specifically:

      a.   Are there actual or anticipated changes in project or program activity that might affect the ability to satisfy objectives? If yes, what recommendations can be made to correct the situation? Should the funding agency be notified of a program modification request? If yes, agree on a procedure to follow.

      b.   If changes are anticipated, what will be the impact on the project or program budget? Should the funding agency be notified and a budget modification requested? If yes, agree on a procedure to follow.

C.   Fiscal questions relating to administration of grant. Specifically:

   1.   Determine the rate and nature of expenditures are appropriate. Review billing, accounts receivable, and encumbered funds to ensure understanding and agreement between program personnel and the Business Office.

   2.   Status of cash or in-kind match expenditures, if relevant.

D.   Status of program reports required by funding agency including confirmation of due dates, information requested, personnel responsible for completing reports. Specifically,

   1.   Narrative program progress or final reports.

   2.   Fiscal reports, interim and final.

E.   Status of multi-year funding and application for continued funding, if relevant, including due dates, information requested, and procedures for submitting application.

Adopted: August 26, 2022