

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

Grant Monitoring Check List				
Grant Monitoring Guidelines	Date Report Completed:	Project Director or Site Coordinator:		
Grant Project Title:		Grant Agreement Number:		
Topic Area:	Yes	No	N/A	Recommendations/Comments
<b>A. Program Operation</b>				
1. Are project goals attainable in this grant period?				
2. Is the project progressing on schedule?				
3. Is the project functioning as described in the application?				
4. Has there been a change in Primary Contacts?				
5. Do Progress Reports describe project activities?				
6. Is data provided to support project "goals/outcomes"?				
7. Is compliance with required training documented?				
8. Are there Segregation of Duties between fiscal & program?				
9. Is sub-recipient involved in lobbying activities?				
10. Is sub-recipient compliant with terms of previous awards?				
11. Have all Special Conditions of the award been met?				
12. Is there evidence of a change in project scope?				
<b>B. Budget</b>				
1. Will project meet budget time frame? If not, why?				
2. Have budget adjustments been needed?				
3. Do expenses have supporting documentation?				
4. Are match requirements being met?				
--Can grantee provide clear documentation of match?				
--What are the sources of the match?				
5. Fiscal records include federal, matching & program income?				
6. Is there evidence of Supplanting to fund project?				
7. Is there a budget variance greater than 10% per category?				
8. Are grant funds routinely requested to meet obligations?				
9. Bank reconciliations are performed monthly?				
10. Value of In-kind contribution is supported by documentation?				
<b>C. Personnel</b>				
1. Are there job descriptions for ALL grant-funded positions?				
2. Are time sheets maintained for ALL grant employees?				
3. Do hiring policies exclude related parties?				
<b>D. Travel</b>				
1. Is travel documented by date, distance, locations & rates?				
2. Is mileage reimbursement paid at the State rate or less?				
<b>E. Supplies/Operating Expenses</b>				
1. Have these been purchases according to budget?				
<b>F. Equipment</b>				
1. Has approved equipment been purchased?				
2. Was competitive bidding used to obtain equipment?				
3. Is equipment being used appropriately?				
4. Does grantee have current property control record on file?				
5. Does agency have physical inventory control procedures?				
<b>G. Reports</b>				
1. Are ALL required reports on file with Navarro College?				
--Financial Report				
--Progress Report				
--Special Report				
-- Annual Progress Report				
<b>H. Professional/Contractual Services</b>				
1. Have all contracts received PRIOR grantee approval?				
2. Does contract outline work to be performed and does it comply with program objectives?				
3. Was copy of RFP & list of bidders provided to grantee?				
4. Was competitive bidding used to obtain contract(s)?				
5. If Sole Source used, is approval on file?				
6. Is "Contractor" making regular & accurate billing?				
<b>I. Federal Regulations</b>				
1. An EEOP, if required, is in place?				
2. Agency has a policy on how to handle discrimination complaints from employees and agency beneficiaries.				
3. Have there been any discrimination complaints within the past 3 years?				
4. Is sub-recipient suspended/debarred from participation?				
5. Does sub-recipient maintain a drug-free workplace?				
<b>Summary Information</b>				
Grant Manager's Assessment of Project, including Strengths, Problem Areas and Recommendations:				

Approved: 2024  
 Updated:  
 Reviewed:

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