CACG Sub-Grantee Checklist

*This document is intended to help you gauge how you are meeting the CACG requirements. Do not return this form to HESC. If you have any questions, contact HESC at cacg@hesc.org.

A. **ADMINISTRATIVE**

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<th>Yes</th>
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<tbody>
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<td>1.</td>
<td>Are you using the following HESC forms?</td>
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<td>a. Proposed Budget Form?</td>
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<td>b. Event Report Form</td>
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<td>c. Mid-Year Report Form?</td>
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<td>d. Final Report Form?</td>
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<td>e. Budget Modification Form?</td>
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<td>2.</td>
<td>Have you submitted the Mid-Year Report (Date :______)?</td>
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<td>3.</td>
<td>Have you submitted the Final Report (Date :__________)?</td>
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<td>4.</td>
<td>Have you submitted Event Reports?</td>
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<td>5.</td>
<td>If you were unable to submit a report by the identified due date, did you submit to HESC a written request for an extension of the due date?</td>
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| 6. | Do you keep records that fully show:  
The amount of funds approved under the annual grant? |   |   |
|   | How the funds are used? |   |   |
|   | The total program fiscal year cost of the project? |   |   |
|   | The share of that cost provided from other sources? |   |   |
|   | Other records to facilitate an effective audit? |   |   |
| 7. | Are you aware that records are required to be retained for 3 years after final payment and all other pending matters are closed? |   |   |
| 8. | Are all administrative, financial and operational records kept at a designated central location |   |   |
9. Are you aware that student records are subject to the Family Educational Rights and Privacy Act of 1974? 

10. Are you aware that any press release, publication, bulletin or other document designed to advertise or publicize the CACG project to the general public is subject to prior review and approval by HESC. This review and approval will not be unreasonably delayed.

B. FINANCIAL

1. GENERAL
   a. Do you segregate CACG funds and expenditures from other programs
   b. Do you cap indirect costs at 8%?
   c. Do you continually monitor expenditures to ensure that there is no significant deviation from the proposed budget?
   d. Do you maintain source documentation such as cancelled checks, paid bills, payroll, time and attendance records, contracts and subgrant award documents?

2. SALARIES & FRINGE BENEFITS
   a. Are you aware of the need to notify HESC prior to the change of essential project personnel?
   b. If you are using CACG funds for salaries, do you verify your employee’s time records and sign off on them?
   c. Are employees promptly removed from the payroll after termination?

3. TRAVEL
   a. Do you keep a record for program related travel expenditures?
   b. Do you require an employee to submit a travel voucher with supporting documentation for reimbursement?
   c. Does the Program Director/Fiscal Manager review and verify all travel vouchers?
4. EQUIPMENT

Equipment purchased with CACG project funds is property of HESC and shall be returned to HESC if the funded sub-grant is discontinued, meaning either discontinuance by the sub-grantee, suspension by HESC or cancellation by HESC.

a. Are technology items, such as laptop, with a per unit cost of $1,000 or more, categorized as “Equipment”?  

b. Are technology items with a unit cost of less than $1,000 categorized as “Supplies & Materials”?  

c. Do you loan out CACG equipment to participating students, staff and/or parents?  

d. Do you have a control system to ensure adequate safeguards to prevent loss, damage, or theft?  

5. SUPPLIES & MATERIALS

a. When reporting expenditures, do you provide both the “quantity” and “unit costs” for each expenditure?  

6. CONSULTANTS & CONTRACTS

a. Do you maintain a written code of standards of conduct governing the performances of your employees engaged in the award and administration of contracts?  

b. Do you maintain records sufficient to detail the significant history of procurement?  

c. Are your procurements obtained by competitive proposals?  

d. Do you receive all grant-related documentation from Consultants, Vendors and Subcontractors (e.g., time Sheets, travel requests, etc)?  

Yes  No
C. PROGRAMMATIC

1. Are the following records readily available at designated central offices:

Program Operations Records:
   a. Academic year and summer program calendars for each year of operation
   b. Schedule and location of all projects activities
   c. Attendance records for student, parents and staff for all project-sponsored activities including signed parental permission slips for field trips
   d. Cumulative records of tutoring, counseling and any other services provided by the project including brief descriptions of each service, number of hours for each type of service provided, number of students and parents who received each type of service
   e. Minutes from staff and advisory board meetings
   f. Records of all staff development activities
   g. A signed parental consent form which permits the release of the student’s school records and gives permission for the student to participate in CACG activities
   h. Project administration and finance records including project proposal, renewal applications, request for funds, project expenditures reports, approved and amended budgets vouchers, receipts and travel records
   i. Payroll and personal records (for all paid and volunteer staff and faculty) including time sheets, staff rosters, resumes, job description, performance evaluations plans, search procedures and announcements, recommendations and correspondence regarding all personnel actions
2. GENERAL

WHERE APPLICABLE:

a. Do you have a system which consistently collects, analyzes, reports and maintains information on elements related to the involvement and progress of CACG students, parents and teachers?  

b. Do you schedule activities in accordance with your contract proposal?  
c. Do you organize activities to foster parental involvement in preparing students for college?  
d. Do you provide staff development such as training and in-service programs for teachers, tutors, guidance counselors and other school staff?  
e. Do you provide information about higher education options, required academic courses and financial aid to participating students?  
f. Do you provide assistance in obtaining summer jobs and career mentoring to participating students?  
g. Do you establish “benchmarks” for each annual objective?  
   A benchmark describes progress toward a targeted goal that is beyond current capabilities

EXAMPLE:

75% of participants will improve SAT scores
80-100 points by the end of the program