PERKINS COMPLIANCE REVIEW CHECKLIST PYE22

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Institution: |  | Date: |  | State Staff: |  | Type: |  |

1. **PROGRAM REVIEW**
	1. Personnel interviewed:
	2. Review how special populations and nontraditional students are supported
	3. Review Programs of Study. Please submit the document below.
		* POS Articulation Agreements
	4. Documentation of stakeholder meetings for 4-year local application. Submit a document of the summary of participants and meetings or the actual sign-in sheets and minutes.
2. **ACTIVITIES REVIEW**
	1. Personnel interviewed:
	2. Review progress to date for each activity
	3. Review impact on student achievement with person responsible for implementing activity. Please invite activity faculty/staff member to attend the online desk audit.
3. **FISCAL REVIEW**
	1. Personnel interviewed:
	2. Review written polices required by new EDGAR/UGG (effective August 13, 2020). Submit a document of the policy location, physical or electronic.
4. Cash Management Procedure - § 200302(b)(6) & § 200305
5. Allowability Procedures - § 200302(b)(7)
6. Conflicts of Interest Policy - § 200318(c)
7. Competition - § 200319(c) (one-year transition period provided)
8. Equipment Management Procedures - § 200313(d)
9. Method of Procurement to Be Followed - § 200320(d)(3)
10. Compensation and Fringe Benefits Policies – § 200430(a), § 200431(a), § 200464
11. Travel Policy - § 200474(b)
12. Time & Effort Policy - § 200430
	1. Review financial management system as related to Perkins, including quarterly reconciliation
	2. Review PARs on file for Perkins funded positions
	3. Review Perkins inventory management system. There will be a random check of items. Your document submission **upon request** will be two images of each requested item. Document: One inventory tag image and one location image.
		1. Inventory sheet (online in portal as of PYE2021 and upload of inventory sheet prior to PYE 2021).
		2. Date of last physical check. You must check every two years.
	4. Review Supplemental Review areas of concern

\_\_\_Tenure \_\_\_ Unused Funds \_\_\_Reimbursements \_\_\_Results /IP

1. **ACCOUNTABILTY/PROGRAM IMPROVEMENT REVIEW**
	1. Personnel interviewed:
	2. Review collection of special populations. Please document process.
	3. Review collection and reporting of Technical Skills Assessment results. Document the following:
		1. Process for collection, reporting, and documenting variables
		2. List of assessments reported
		3. Plans for expansion
	4. Review how Perkins performance results are used on campus
	5. Review progress on Improvement Plans as appropriate
2. **SUMMARY/EXIT INTERVIEW**
	1. Program Review findings:
	2. Fiscal Review findings:
	3. Accountability/Program Improvement Review findings:
	4. Other Findings:
3. **RECOMMENDTIONS/FOLLOW UP**
	1. Notes for compliance review letter to president
	2.
	3.