PERKINS SUPPLEMENTAL REVIEW FORM PYE25

Institution:

Coordinator:

***Please complete the responses to the following questions and submit this form prior to our on-campus visit.***

1. **PROGRAM REVIEW**
   1. Review how special populations and nontraditional students are supported:

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* 1. Review Programs of Study. Please submit the document below.
     + Up-to-date POS MOU with secondary school

1. **FISCAL REVIEW**
   1. Review financial process at your college and duties of each person involved in Perkins grant. List specific names and task responsibilities.

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* 1. Refer to your college’s **COMPREHENSIVE FISCAL REPORT** for discussion during your on-site visit.
  2. Review written polices required by new EDGAR/UGG (effective July 2025). Submit a document of the policy location, physical or electronic.

1. Financial Management Procedure - § 200302(b)(6)(7) & § 200305
2. Internal Controls
3. Mandatory Disclosures -§ 200113
4. Whistle Blower Protection - § 200117
5. Required Certifications - § 200415
6. Allowability Procedures - § 200302(b)(7)
7. Conflicts of Interest Policy - § 200318(c) & 200112 to include Board Members
8. Competition - § 200319
9. Equipment Management Procedures - § 200313(d)(e)
10. Procurement Method and Procedures (three types) - § 200320
11. Compensation and Fringe Benefits Policies – § 200430(a), § 200431(a)
12. Travel Policy - § 200474 & §200475
13. Conferences - §200432
    1. Time & Effort Policy - § 200430
14. **INVENTORY CHECK**
    1. Be sure to **update and upload any M&R or changes** to your historical inventory document for inventory prior to the PYE21 year. These are stored in the REPORTS section of the portal. Choose a statement below.

\_\_\_\_\_ Yes, I updated my historical inventory document and uploaded to the portal

\_\_\_\_\_No, there were no changes to my inventory prior to PYE21.

* 1. ***When was the date of your last physical inventory check?*** (You are required to check at least every two years.) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **On-Site Visit**

***We will be checking documentation and discussing the following at your personalized visit:***

Stakeholder engagement (ie. Meeting sign-in sheets, surveys, call log, email)

Collection method, tool, and/or records of Supplemental Credentials results for PYE23 that were submitted in August 2023.

Collection method, tool, and/or records of Special Populations

Inventory items

Review status of activities and purchases

Personnel meetings and observation opportunities

Meet with activity personnel that receive Perkins funding through the current year.

Meet with Finance/Grant Manager

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| ***State Office Use Only*** |  |
| State Staff Reviewer: |  |
| Date Submitted: |  |
| Date Reviewed: |  |
| Requests for Clarification: |  |
| Recognitions: |  |
| Recommendations: |  |
| Findings: |  |