

6.7.1 Federal Grant Management Procedures

Summary: Durango Adult Education Center complies with the Uniform Grant Guidance in managing all federal grants and contracts.

Grant Monitoring and Reporting: Each federal grant will be assigned a “class” in the QuickBooks database to track both income (grant reimbursements) and expenditures. When preparing final grant reports and reimbursement requests, a “class” report will be created from QuickBooks with the appropriate expenditures. A separate “class” is assigned for program income and grant match for each federal grant agreement.

Personnel Tracking: Employees will document their time and effort using the online timeclock and will assign the appropriate “class” for any eligible hours worked on a federal grant. This applies to matching funds and Program Income (see separate policy on Program Income). Reports from the online timeclock will be used to document time and effort for grant monitoring.

Non-Personnel Expenses: The Executive Director will carefully review all bills, assign the account and “class” to the invoices, and approve payment of the invoice. The Finance Department will prepare the payments. For purchases greater than \$3,000, more than one price quote needs to be obtained.

Hiring Personnel: Any new staff positions paid with federal funds will be advertised in a local newspaper for at least one week and vetted with an in-depth interview, criminal background check, and demonstration of teaching ability as applicable.