


LORAIN COUNTY COMMUNITY COLLEGE ROUND 4 TAACCCT GRANT MONITORING VISIT CHECKLIST AND UPLOAD INSTRUCTIONS

No Data	<i>Instructions: Please utilize and complete this document to submit or communicate information regarding documents necessary for your TAACCCT monitoring visit. The Name, Title, and DocGroup fields will be utilized when uploading documents to Sharepoint. The Hyperlink field should be used to communicate hyperlinks to very large files or files that may change frequently. (LCCC will print a static copy of the hyperlink files for our records.) The Documents Submitted column should be used to indicate if the file was uploaded to SharePoint. This document should be returned to the</i>					
No Data	Use these fields (columns B through D) when uploading files to SharePoint				Columns F and G To be completed by School	
Item #	Name	Title (when uploading to SharePoint)	Doc Group	School	Hyperlink (if available)	Document(s) Submitted to Sharepoint (Yes/No)
1	1 Federal Grant Records PP	Federal Grant Records Retention Policies/Procedures	Monitoring	Sample Community College	sample: www.ourcommunitycollege.org/accounting/policy/plain and simple procurement policies and procedures at Our Community College	No
2	2 Personnel PP	Personnel Policies/Procedures	Monitoring	Sample Community College	sample: None	YES
3	3 Org Chart	Organizational Chart	Monitoring	Sample Community College	No Data	No Data
4	4 Position Descriptions	Position Descriptions	Monitoring	Sample Community College	No Data	No Data
5	5 EEO	Equal Opportunity and Section 504 Notice	Monitoring	Sample Community College	No Data	No Data
6	6 Sustainabilty Planning	Sustainabilty Planning	Monitoring	Sample Community College	No Data	No Data
7	7 Leverage PP	Leverage Policy/Procedure	Monitoring	Sample Community College	No Data	No Data
8	8 Procurement Policies	Procurement Policies	Monitoring	Sample Community College	No Data	No Data
9	9 Grant Management Policy	Federal Grant Property Management Policy	Monitoring	Sample Community College	No Data	No Data
10	10 Grant Property Inventory	Federal Grant Property Inventory	Monitoring	Sample Community College	No Data	No Data
11	11 Procurement Files	Procurement Files	Monitoring	Sample Community College	No Data	No Data
12	12 Consortium Agreement	Consortium Agreement	Monitoring	Sample Community College	No Data	No Data
13	13 A-133 Compliant Single Audit	A-133 Compliant Single Audit	Monitoring	Sample Community College	No Data	No Data
14	14 Debt Collection PP	Debt Collection Policy/Procedures	Monitoring	Sample Community College	No Data	No Data
15	15 MIS PP	MIS Policy/Procedures	Monitoring	Sample Community College	No Data	No Data
16	16 Fiscal PP	Fiscal Administrative Policy/Procedures	Monitoring	Sample Community College	No Data	No Data
17	17 OTN Budget	OTN Budget	Monitoring	Sample Community College	No Data	No Data
18	<i>Cumulative Rev and Expense Review</i>				IN PERSON REVIEW	
19	19 GL Expenditure History	Expenditure History from General Ledger	Monitoring	Sample Community College	No Data	No Data
20	20 Chart of Accounts	Chart of Accounts	Monitoring	Sample Community College	No Data	No Data
21	<i>Time Sheets, Payroll Records, and Time Activity Reports</i>				IN PERSON REVIEW	
22	22 Lease Agreements	Lease Agreements	Monitoring	Sample Community College	No Data	No Data

Item #	Name	Title (when uploading to SharePoint)	Doc Group	School	Hyperlink (if available)	Document(s) Submitted to Sharepoint (Yes/No)
23	23 Travel PP	Travel Policy/Procedures	Monitoring	Sample Community College	No Data	No Data
24	24 Consultant Contracts	Consultant Contracts	Monitoring	Sample Community College	No Data	No Data
25	<i>Bank Reconciliation and evidence of Cancelled Checks</i>					IN PERSON REVIEW
26	26 Cost Allocation PP	Cost Allocation Policy/Procedures	Monitoring	Sample Community College	No Data	No Data
27	27 Indirect Cost Rate Agreement	Indirect Cost Rate Agreement	Monitoring	Sample Community College	No Data	No Data
28	28 Cash Mgt PP	Federal Cash Mgt Policy/Procedure	Monitoring	Sample Community College	No Data	No Data
29	29 Inventory of Grant Products	Inventory of Grant Products	Monitoring	Sample Community College	No Data	No Data
30	30 Outreach Strategy	Targeted Populations Outreach Strategy	Monitoring	Sample Community College	No Data	No Data
31	<i>Review of Participant Files</i>					IN PERSON REVIEW
32	32 Participant Process	Diagram of Participant Process	Monitoring	Sample Community College	No Data	No Data
33	33 Veterans Priority Service PP	Veterans Priority of Service Policy/Procedure	Monitoring	Sample Community College	No Data	No Data
34	34 Selective Service PP	Selective Service Registration Verification Policy/Procedure	Monitoring	Sample Community College	No Data	No Data
35	35 Academic Sup Services PP	Academic Supportive Services Policy/Procedure	Monitoring	Sample Community College	No Data	No Data
36	36 SCORM Compliance	SCORM Compliance	Monitoring	Sample Community College	No Data	No Data
37	37 Intellectual Property PP	Intellectual Property Policies/Procedures	Monitoring	Sample Community College	No Data	No Data
38	38 Creative Commons	Creative Commons Attribution License	Monitoring	Sample Community College	No Data	No Data
39	<i>Arrangements to Interview Participants</i>					IN PERSON REVIEW
40	<i>Arrangements to Interview Employer Partners</i>					IN PERSON REVIEW
41	41 Programmatic Reporting PP	Programmatic Reporting Policies/Procedures	Monitoring	Sample Community College	No Data	No Data
42	42 Data Validation PP	Data Validation Policies/Procedures	Monitoring	Sample Community College	No Data	No Data
43	43 Third Party SME Resume	Third Party SME Resume	Monitoring	Sample Community College	No Data	No Data
<p>This workforce solution was funded by a grant awarded by the U.S Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.</p> <p> This work is licensed under the Creative Commons Attribution 4.0 International License. It is attributed to Ohio TechNet. To view a copy of this license, visit http://creativecommons.org/licenses/by/4.0/.</p>						