



TREND CONSORTIUM

CORE MONITORING AND COMPLIANCE PROCEDURE

Bismarck State College, as lead institution of the TREND Consortium grant partners, is designated by the U.S. Department of Labor as the responsible institution for core management functions and program operations of the TREND Consortium. To comply with the U.S. Department of Labor guidelines, this procedure has been developed to monitor the grant Statement of Work against performance objectives, in addition to compliance with uniform administrative requirements. Bismarck State College will maintain written documentation on grant monitoring for at least three years after the close of the TAACCCT grants and any subsequent audits.

Monitoring Tools/Procedures

Bismarck State College will monitor each TREND Consortium institution on a periodic basis to ensure alignment with the Statement of Work (SOW), college and federal policies. Monitoring visits will review a variety of elements, not limited to:

- Travel Policy
- Procurement Policy
- Veteran's Priority of Service Procedure
- Waste/Theft/Abuse Reporting Procedure
- Budget Controls
- Time and Effort Documentation
- Equipment Inventory
- Data Collection

Bismarck State College will review elements in a sample size of not less than 10 percent. In addition to the lead institution's requirement of documenting monitoring and compliance visit agenda and notes, additional documents may be asked for from the partner colleges on a periodic basis. This documentation could include a variety of elements, not limited to:

- Segregation of Duties
- Grant Organizational Chart
- Indirect Cost Rate
- Job Descriptions

- Written Policies and Procedures
- Equipment
- Monitoring Reports
- Travel Policy
- Procurement Policy

Compliance

Following the monitoring visit, Bismarck State College will share meeting notes taken, action items, and recommendations with each partnering institution. Partner institutions will be given time to respond and add to the notes, as well as make any necessary corrections as found during the monitoring visit. Once the action items are resolved and documented, the partner institutions will receive a final closeout letter from Bismarck State College, documenting the partnering college as being in full compliance with known U.S. Department of Labor guidelines.

If partnering colleges do not take action to correct any compliance findings discovered during the monitoring visit in a reasonable amount of time, U.S. Department of Labor funding will be withheld by the lead institution until all requirements and action items are satisfactorily resolved.

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Original Compliance Procedure adopted by TREND Governance Team on June 16, 2015
Modified Compliance Procedure adopted by TREND Governance Team on September 1, 2016

