



College of The Albemarle Procedure

Procedure Number: 6.2.12.1

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Title: Review of Grant Funded Projects and Programs

Related Policy: 6.2.12 Review of Grant Funded Projects and Programs

Division of Responsibility: Business and Administrative Services

I. PRE-AWARD VETTING AND APPROVAL

Before any grant application is submitted, the Project Lead must complete a Grant Intent Form for review by the Grant Coordinator and the President's Leadership Team (PLT). This review shall evaluate:

- A. Match Requirements: Identification of required cash or in-kind matches.
- B. Sustainability: A plan for personnel or equipment maintenance after the grant period expires.
- C. Infrastructure Needs: Assessment of IT, facility, or administrative support required.

II. QUARTERLY COMPLIANCE REVIEWS

On a quarterly basis, the Project Director and the Grants Coordinator shall conduct a formal review of all active grants. The following must be presented to the PLT:

- A. Programmatic Progress: Actual activity compared to the goals approved in the grant proposal.
- B. Fiscal Health: Review of spending, accounts receivable, and any encumbered funds.
- C. Allowability Check: Verification that all expenditures meet the "Allowable, Allocable, and Reasonable" standards under 2 CFR 200.
- D. Modification Needs: Identification of any required budget or program modifications that necessitate notification to the funding agency.

III. TIME AND EFFORT REPORTING

In compliance with federal Uniform Guidance, any employee whose salary is charged (wholly or partially) to a federal grant must:



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- A. Complete "Time and Effort" certifications at least semi-annually (or as required by the specific grant).
- B. Ensure that the percentage of salary charged matches the actual time spent on grant-related activities.

IV. RECORDS RETENTION AND AUDIT READINESS

- A. All grant records (fiscal and programmatic) must be maintained for a period of five (5) years after the final report is submitted, or longer if required by the specific funding agency.
- B. The chief financial officer or designee shall conduct a "Mock Audit" or file review annually for high-risk or high-dollar grants.

Legal Reference: 2 C.F.R. Part 200 (Uniform Guidance); N.C.G.S. § 115D-20

June 13, 2023

April 20, 2026

April 20, 2026

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision