



Some Examples of Important Policy and Procedure

- ✚ Grantee maintains policies and procedures for core management functions and program operations.
- ✚ The organization maintains written documentation including monitoring reports, corrective actions, and resolutions based on Statement of Work (SOW), and performance objectives.
- ✚ The grantee has written personnel policy (including hiring process and procedures) that meets federal law and regulations.
- ✚ The grantee has a written grievance and complaint process that meets the requirements of applicable federal law and regulations, and follows its process.
- ✚ Written policy on acquisition, management and disposition of equipment purchased with grant funds.
- ✚ The organization maintains a system to capture data on performance measures in accordance with federally-required reports.
- ✚ Policies and procedures are developed in accordance with applicable laws and regulations that demonstrate grantee's commitment to the principle of Federal Civil Rights Laws:
 - Title VI – Civil Rights Act of 1964
 - Section 504 – Rehabilitation Act
 - Title IX, Education Amendments Act of 1972
 - Age Discrimination Act of 1975
 - Section 188 of the Workforce Investment Act
- ✚ Notices (in languages appropriate to population served) are visibly posted to inform staff, project participants, and service providers of the discrimination complaint process, Equal Opportunity (EO), and Section 504 policies.
- ✚ The grantee location and facility, or part of the facility, is physically accessible to and usable by disabled individuals.
- ✚ Written policy and procedures that describe grant match requirements, allowable match, and methods for tracking match have been issued to all parties affected.
- ✚ The organization has a procedure that tracks expenditures based on the accrual accounting method.
- ✚ The organization has identified resources that will support project activities after expiration of the grant.
- ✚ A plan is in place for continuation of services to participants who have not completed the program by the end of the grant period.
- ✚ If applicable, the organization maintains a system for audit in compliance with OMB Circular A-133 (Federal grants \$500,000 or more).
- ✚ Grantee organization maintains a record retention and access policy in accordance with Federal laws and regulations.

