

Guide for Review of HBCU Overall Grant Management			
Name of Program Participant:			
Staff Consulted:			
Date of Approved Application:			
Name(s) of Reviewer(s)		Date	

Instructions: This Exhibit is designed to determine if the HBCU carried out its community development program as described in the Application for assistance and the Statement of Work for the period being monitored. Follow the sampling guidance in Section 15-4 of the introduction to this Chapter in selecting projects and activities to review as a basis for responding to the Exhibit questions.

Questions:

1.

Describe the HBCU’s overall system for management of its HBCU funds. (If the HBCU has written procedures, attach a copy, or relevant portions, to this Exhibit.)
Describe Basis for Conclusion:

2.

Is there documentation to show that the HBCU is carrying out the activities in the approved Application and the Statement of Work in the Grant Agreement to determine compliance with the provisions of 24 CFR 570.501 and OMB Circular A-21, “Cost Principles for Institutions of Higher Education,” and 24 CFR Part 84? [HBCU Grant Agreement, Section 6, Scope of Work, Task 1, Project Management]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

3.

Does the HBCU have a system or procedure for periodically assessing the effectiveness of each activity being funded under the program as a whole? [24 CFR 84.44]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

4.

a. Has a system been developed to track activity progress? [24 CFR 84.44]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

b. If the answer to “a” above is “yes,” does the tracking system include a timetable with scheduled completion dates? [24 CFR 84.44]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

5.

For the activities reviewed, did they meet CDBG eligibility requirements? [HBCU Grant Agreement, Section 8, Eligible Activities; 24 CFR 570.201-207]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

6.

Does the HBCU document the eligibility and nature of its activities? [24CFR570.506(a)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

7.

Did the activities reviewed meet a CDBG national objective? [HBCU Grant Agreement, Section 9, Eligible Activities; 24 CFR 570.208(a), (b) and (c)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

8.

Did the HBCU have documentation to support its national objectives claims? [24 CFR 570.506(b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

9.

a. Are the activities reviewed on schedule as laid out in the Grant Agreement? [HBCU Grant Agreement, Section 6, Scope of Work, Task 1, Project Management 1.2]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

b. If the answer to “a” above is “no,” what actions has the HBCU taken to address delays (e.g., notified GTR; requested amendment or extension)? [HBCU Grant Agreement, Section 16, Amendments]
Describe Basis for Conclusion:

10.

a. Are the activities reviewed within the approved budget? [HBCU Grant Agreement, Scope of Work]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

b. If the answer to “a” above is “no,” are any budgetary differences within the HBCU’s permitted 10% discretionary threshold OR has a Contract Amendment been requested? [HBCU Grant Agreement, Section 11, Budget]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	

11.

If program changes were requested, were such changes authorized by Contract Amendment(s) in the form of a new HUD-1044 signed by HUD’s Director of the Office of University Partnerships? [HBCU Grant Agreement, Section 16, Amendments]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	