

Program Review Requirement	Responsible Party	
	Fiscal Agent	CBO
CORE COMPONENT 1: Program Management		
Element 1: Fiscal Management		
(A) Expenditure Report – FFY ending 9/30/08	✓	✓
(B) Proof of Fiscal Management Assurances		
Sources/amounts of match		✓
Internal controls to show that funds support only program & supplement rather than supplant	✓	✓
(C) Indirect Cost Rate/Cost Allocation Plan	✓	
(D) ED-524B – RSA has already		
(E) Payment System Records – RSA has already		
(F) Audits	✓	✓
Element 2: Contract Oversight		
Most recent contract with CBO	✓	
Element 3: Personnel Management		
Effort certifications/personnel activity reports	✓	
How CBO effort is validated	✓	
Position descriptions or synopses of roles & responsibilities associated with grant	✓	✓
For staff not paid by grant funds, position description or Synopsis (identify source of funds)	✓	✓
CORE COMPONENT 2: Program Performance		
Element 1: Emphasis/Expansion of Consumer Choice/Control		
Narrative re: consumer involvement		✓
Element 2: Timely & Equitable Access to Financial Assistance		
Policies & procedures		✓
Lender agreements		✓
Application flow		✓
Elaboration of equitable access		✓
Elaboration of services provided		✓
Element 3: Capacity to Continue on Permanent Basis		
Investment plan		✓
Explanation of how program will continue		✓
Data analysis discussion		✓
Strengths & areas in need of improvement		✓
How we learn from data		✓