
**MAKING COMMUNITY CONNECTIONS CHARTER SCHOOL
ADMINISTRATION OF FEDERAL GRANT FUNDS**

DAF

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer Federal grant awards efficiently, effectively, and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by Making Community Connections Charter School (MC²) in the administration of any funds received by MC² through federal grant programs as required by applicable NH and federal and state laws or regulations, including, without limitation, the Uniform Grant Guidance(UGG).

The Board directs the Business Office to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that MC² is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or state law and regulation and shall be based on best practices.

The Executive Director is directed to assure that all individuals responsible for the administration of a Federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy. To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. Identification of all federal funds received and expended and their program source;
2. Accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. Records sufficient to track the receipt and use of funds;
4. Effective control and accountability over assets to assure they are used only for authorized purposes; and
5. Comparison of expenditures against budget

This Policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

DAF-1 ALLOWABILITY

DAF-2 CASH MANAGEMENT AND FUND CONTROL

DAF-3 PROCUREMENT

DAF-4 PROCUREMENT - ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

- DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES**
- DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS**
- DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS**
- DAF-8 ACCOUNTABILITY AND CERTIFICATIONS**
- DAF-9 TIME AND EFFORT REPORTING**
- DAF-10 GRANT BUDGET RECONCILIATION AND GRANT CLOSEOUT**
- DAF-11 SUB-RECIPIENT AND MANAGEMENT**

NOTICE: Notwithstanding any other policy of Making Community Connections Charter School, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy and Sub-policies, and any administrative procedures adopted implementing this Policy.

Revision History:

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