



COUNCIL *for* OPPORTUNITY *in* EDUCATION

GETTING READY

TECHNICAL ASSISTANCE THAT
SUPPORTS PROGRAM EXCELLENCE



If you are interested in any of these services please go to:

coenet.us/evaluationservices

You can contact **Angelica Vialpando**, COE Acting VP for Program and Professional Development directly at:

angelica.vialpando@coenet.us

COUNCIL FOR OPPORTUNITY IN EDUCATION

work (202) 347-7430 x331

fax (202) 347-0786

cell (703) 408-3160

1025 Vermont Ave., NW, Suite 900,
Washington, DC 20005

(202) 347-7430

www.coenet.us

GET STARTED TODAY!



CREATE A BASELINE

For new directors, a Compliance Assessment can provide the starting point from which to assess current policies and procedures.

LET US HELP YOU PROBLEM SOLVE


We can help programs resolve troublesome issues and target potential problems.

CREATE AND STREAMLINE BEST PRACTICES

We will help you construct more effective ways to conduct business and provide services.

BUILD AND STRENGTHEN YOUR TEAM

This is an opportunity for project staff, business office staff, and administration to discuss fiscal procedures and programmatic issues in a professional atmosphere with implementation guidance.



• COMPLIANCE ASSESSMENT SERVICES •

The purpose of a Compliance Assessment visit is to review administrative, fiscal, and programmatic activities to examine compliance with applicable TRIO program laws, regulations, and policies as well as to bring any applicable findings or deficiencies to the attention of the institution or agency.

A two-day on-site Compliance Assessment consists of the following activities:

- *Review of applicable laws and regulations with program staff and institution and agency administrators.*
- *Examination of records for appropriate documentation.*
- *Examination of costs, that they are allowable, allocable, and reasonable*
- *Review of evaluation in place.*
- *Closeout meeting and report of findings and recommendations of improvement where needed.*

Data are collected through on-site observation and an assessment of all applicable documents, forms, participant files, and financial records. Participant files are reviewed to determine compliance with applicable TRIO program laws, regulations, and policies. Financial documents are reviewed to determine whether grant funds were spent on reasonable, allocable, and allowable costs as well as to determine the adequacy of fiscal accountability at the Project level and institutional/agency oversight.

• ADDITIONAL FEE-BASED TECHNICAL ASSISTANCE SERVICES FOR COE MEMBERS •

\$2,500

ON-SITE NEW PROGRAM START-UP

On-site assistance with implementing a new project, including putting a grant proposal plan of operation into practice. May include assistance with hiring; recruitment and selection of students; setting up a program within an institution and with external community or schools; development of various forms; and establishing documentation and recordkeeping practices.

\$400/hr

DISTANCE NEW PROGRAM START-UP

Assistance similar to on-site within limitations of communication mode; e-mail, phone, Skype, tailored webinars

\$2,500

NEW DIRECTORS (DISTANCE OR ON-SITE)

Individual legislations-regulations training; variety of topics as requested by client

Varies based on level of service.

APR ASSISTANCE

On-site or distance; webinar tailored to project with follow-up

Varies based on level of service.

PRIOR-EXPERIENCE AND FORMATIVE ASSESSMENT (ON TRACK)

On-site or distance; webinar tailored to project with follow-up



COE

COUNCIL *for* OPPORTUNITY *in* EDUCATION