

American Indian Education Center Program DOCUMENTATION REQUIREMENTS

Applicant Name:

The signature on Page 2 certifies that the following documents, if applicable, are current and are maintained in the American Indian Education Center offices located at the address provided below.

Address:

1. Agencies shall retain the following records for five years after the completion of any required audit:
 - A. Complete personnel files for all employees
 - B. Salary and benefit schedules for each position
 - C. Job descriptions
 - D. Copies of all contracts
 - E. Articles of incorporation
 - F. Current private nonprofit status, if applicable
 - G. Charter, if applicable
 - H. Tribal bylaws or tribal agreement and tribal resolution, if applicable
 - I. Bylaws of the Board of Directors
 - J. Records of all policies, meetings, and decisions of the Board of Directors
 - K. Bylaws of the Parent Advisory Council (PAC)
 - L. Records of an active PAC, including:
 1. Participant list made up of parents with children who are served by the program
 2. Documents indicating the PAC's service in an advisory capacity to the agency's governing board

M. Policies and procedures on:

1. Employment
2. Conflict of interest in employment
3. Nepotism
4. Employee grievances
5. Participant grievances
6. Transportation/Van
7. Smoke and drug-free workplace

N. Audited Final Revenue and Expenditure Report (AUD 9529)

O. Complete inventory of items purchased through this funding source

P. Documentation of insurance for the following:

1. Liability
2. Transportation of students
3. Van
4. Fire
5. Theft
6. Other

Q. Maintenance and service contracts for equipment

Title

Signature

Date