



<b>QAP 01-01</b>	<b>Quality Assessment Program</b>		
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## **I. Background**

### A. Purpose

The purpose of this Quality Assessment Program (QAP) Policy and Procedure is to ensure that all funds distributed through Prosperity Denver Fund's (PDF) reimbursement process consistently meet all eligibility requirements and have appropriate supporting documentation. PDF's QAP program is designed to prevent fraud, reduce errors, and improve overall funding processes by systematically monitoring and evaluating information provided to PDF and utilized for calculating reimbursement requests.

### B. Definitions

- **Organizations** – nonprofit scholarship and support services providers.
- **Supported Organizations** – organizations who have been deemed eligible to receive reimbursement funding from PDF.

## **II. Reference Documents**

### A. Ordinance Sections

- Sec. 11-33 – Student eligibility requirements.
- Sec. 11-34 – Organization reimbursement program.
- Sec. 11-35 – Organization reimbursement for high school support services.
- Sec. 11-36 -- Organization reimbursement program for students in certificate programs.

### B. Related Policies & Procedures

- OP-01: Overpayment
- EA-01-01: Eligibility Application Submission
- EA-01-02: Processing Initial Eligibility Application
- EA-01-03: Processing Renewal Eligibility Application
- RP-04-02: Reimbursement Detail Reports



### **III. Policy**

Prosperity Denver Fund (PDF) is committed to maintaining financial integrity and accountability. In addition to all controls in place prior to reimbursements being distributed to supported organizations, at least once annually, PDF will conduct an internal audit. This audit will be conducted on a random sampling of supported organizations. It will serve to ensure all documentation to support eligibility and funds pertaining to the scholars/learners, scholarships, cost of training and support services expenses that were submitted to Prosperity Denver Fund are in order and reconcile with the funding amount each organization is awarded. Should any discrepancies be found, they will be resolved during this process.



## **IV. Procedure**

### **A. Selection of Records to Review**

PDF will randomly select 20% of participating supported organizations in each program (Collegiate, Credentials, High School Support Services) to be audited. Additionally, selected Collegiate and Credentials will be required to provide scholar/learner eligibility documentation for 10% of their submitted scholars/learners, which will also be randomly selected by PDF.

### **B. Items to be Reviewed & Acceptable Documentation**

Selected supported organizations will be required to furnish documentation to verify the following:

a. Collegiate Program

**i. Scholar Eligibility**

1. Age/Date of Birth
2. Residency
  - a. If 25 or under: Name of Denver high school they attended or their Denver address for the six months prior to receiving their (first) award
  - b. If 26-30: their Denver address for the six months prior to receiving their (first) award
3. Financial Need (at time of applying for first award)
4. Satisfactory Academic Progress
5. Post-secondary Institution

Acceptable forms of documentation include:

- Scholar's scholarship application
- Scholar affidavit or attestation
- Report and/or transcript from high school, school district, or post-secondary institution
- Supported Organization database records

**ii. Scholarship Award Amount**

Acceptable forms of documentation include:

- Award letter
- Payment to post-secondary institution or scholar

**iii. Support Services Expenses (if applicable)**



1. Total personnel costs
2. Total non-personnel costs
3. Total number of students served

Acceptable forms of documentation include:

- General ledger
- P&L statement
- Payroll ledger
- Invoices
- Receipts

b. Credentials Program

**i. Learner Eligibility**

1. Age/Date of Birth
2. Residency
  - a. If 25 or under: Name of Denver high school they attended or their Denver address for the six months prior to receiving their (first) award
  - b. If 26-30: their Denver address for the six months prior to beginning training
3. Financial Need (at the time they applied for training)
4. Satisfactory Academic Progress

Acceptable forms of documentation include:

- Learner's training/program application
- Learner affidavit or attestation
- Report and/or transcript from high school, school district, or training provider
- Supported Organization database records

**ii. Cost of Training Expenses**

1. Total training direct operating expenses for learner's training pathway
2. Total instructor wages for learner's training pathway
3. Total number of learners served in training pathway

Acceptable forms of documentation include:

- General ledger
- P&L statement
- Payroll ledger
- Invoices
- Receipts

**iii. Support Services Expenses (if applicable)**



1. Total support services direct operating expenses for learner's training pathway
2. Total support services personnel wages for learner's training pathway
3. Total number of learners served by support services in training pathway

Acceptable forms of documentation include:

- General ledger
- P&L statement
- Payroll ledger
- Invoices
- Receipts

c. High Schol Support Services Program

**i. Submitted Support Services Expenses**

1. Total personnel costs
2. Total non-personnel costs

Acceptable forms of documentation include:

- General ledger
- P&L statement
- Payroll ledger
- Invoices
- Receipts

**ii. Total Students Served by Program**

1. Denver residency verification
  - a. Denver high school
  - b. Denver address for the six months prior to receiving services
2. Low-income/financial need verification

Acceptable forms of documentation include:

- Student's training/program application
- Student affidavit or attestation
- Report and/or transcript from high school or school district
- Supported Organization database records



### C. Records Review and Reconciliation

Following an organization's submission of all required documentation, PDF staff will review all submitted documents and reconcile it with the original submission and subsequent reimbursement payment. PDF may request additional documentation from the supported organization.

### D. Identification of Discrepancies and/or Missing Documentation

Should Prosperity Denver Fund discover any discrepancies between the information provided with the original submission or subsequent reimbursement payment, and the documents provided during the QAP audit, the supported organization will be notified and provided an opportunity to clarify any discrepancies within 14 days of receiving the notification. PDF may request additional scholar/learner records to review either a larger sample or all scholars/learners submitted for reimbursement during the period being reviewed.

### E. Identification of Overpayment

If an overpayment is discovered, PDF will follow the steps identified in the Overpayment Policy & Procedure (OP-01) to correct the overpayment with the applicable supported organization.

### F. Audit Findings

Prosperity Denver Fund will provide each participating organization with a written report of their findings of the Quality Assurance Program as it relates to the supported organization.