



Grant Compliance Management Procedure

Revised February 2026

Acknowledgements

While grant compliance procedures are generally universal, this manual uses themes and terminology found in the Amarillo College Grant Management Manual 2025 as well as Pre-Award/Post-Award Grant Development Handbooks from Community College of Aurora.

Table of Contents

Pueblo Community College Grant Compliance Management Procedure

1. Introduction

Purpose and Objectives of the Manual	3
Significance in Managing Grants	3
Alignment with Policies and Regulations	3

2. Key Personnel and Roles

Office of Grant Compliance Overview	4
Key Personnel and Responsibilities.....	4

3. Pre-Award Process

Grant Authorization Form and Evaluation Process	5
---	---

4. Post-Award Process

Notice of Award (NOA)	6
Kickoff Meeting and Fiscal Operations	6
Time and Effort Process	7

5. Communication Protocol with Funders

Agency Notifications	8
Grant Budget Modification Process	8
Performance Measure Changes	9
Request for Grant Contract Extensions	9

6. Grant Close-Out Process

Key Steps	10
Record Retention	10

7. Basic Cost Principles for Grantees (UGG Allowable Costs)

Allowable, Allocable, and Reasonable Costs	11
--	----

8. Supplanting vs. Supplementing

Definitions	11
-------------------	----

9. Grant Program Procurement Process

Debarred Vendors	12
Grant Program Procurement of Equipment	12
Supplies & Other Expenses	12
Purchase Card (P-Card)	13
Purchasing Computer Hardware and Software	13

10. Travel Requirements for Grant-Funded Projects

Pre-Travel Approvals and Allowable Expenses	14
Documentation and Reimbursement	14
Travel Compliance	14

11. Frequently Asked Questions (FAQs)

General Grant Management FAQs	14
Budget and Financial Management FAQs	15
Reporting FAQs	15
Procurement and Time and Effort FAQs	16
Grant Close Out FAQs	16
Other FAQs	16

12. Closing Section

Commitment to Excellence in Grant Management	17
Continuous Improvement and Feedback	17

13. Grant Terminology Glossary

Definitions of Key Terms	18
--------------------------------	----

14. Appendices

Appendix A	22
Appendix B	23
Appendix C	24

Introduction

The **Grant Compliance Manual** is a comprehensive guide for managing grants at Pueblo Community College (PCC). It provides standardized procedures and best practices to assist grant project teams, administrators, and stakeholders.

While funding agencies may have specific standards, PCC often maintains additional internal requirements for accountability. In these instances, the college's internal policies take precedence over external agency expectations in such cases. Adhering to these standards helps protect the integrity of our operations and supports strong internal controls.

Objectives of this manual:

1. Promote consistency and accountability in grant-related activities.
2. Ensure compliance with funder guidelines, institutional policies, and regulations.
3. Streamline communication and coordination across departments.
4. Foster transparency, efficiency, and accuracy in grant administration and reporting.

Significance in Managing Grants

Effective grant management is essential to achieving institutional goals and maintaining strong funder relationships. The handbook plays a crucial role by addressing:

- **Compliance:** Establishing a framework for meeting all reporting, financial, and regulatory requirements.
- **Transparency:** Providing clear guidance for cohesive project management.
- **Efficiency:** Streamlining reporting, tracking, and communication processes.
- **Training and Development:** Offering resources for staff to enhance cross-departmental collaboration.
- **Partnership Building:** Supporting communication and updates to build long-term funder relationships.

Alignment with Policies and Regulations

The handbook ensures adherence to PCC's policies and federal, state, and local regulations by:

1. **Timely Reporting:** Ensuring all reports are accurate and submitted on time.
2. **Accountability:** Providing regular updates to college leadership to highlight grant-funded activities and outcomes.
3. **Financial Stewardship:** Maintaining compliance with approved budgets through documentation and audits.
4. **Institutional Integrity:** Reflecting ethical practices and continuous improvement in procedures.

Key Personnel and Roles

Pueblo Community College Office of Grant Compliance

The Office of Grant Compliance oversees all grant-funded projects' management, compliance, and implementation to ensure alignment with federal, state, and institutional regulations.

Roles and Responsibilities

- **Grant and Resource Development Coordinator:**
On an as-needed basis (generally for federally funded grants), responsible for supporting the development of grant proposals and ensuring compliance issues are addressed in the initial writing of the grant proposal.
- **Project Director (also referred to as Principal Investigators):**
Generally prepares grant proposals including the internal grant authorization form (GAF). Leads program development and ensures compliance with funder requirements. Monitors budgets and expenditures, manages day-to-day operations, produces accurate invoices to grantors when needed as well as grant expense verification documents, and manages reporting and communication throughout the grant lifecycle.
- **Director of Grant Compliance:**
Serves in an oversight role to support all grant programs. Responsibilities include ensuring adherence to regulations, approving grant expenditures, and providing compliance support to PDs/PIs. This role also supports the preparation of GAFs, official grant proposals, and the Fiscal Office as needed in the administration of the grant.
- **Fiscal Operations Officer:**
Responsible for grant accounting. Supports Project Directors with financial reports and training as needed. Oversees financial processes such as organization and fund number creation, grant reimbursement, budget to actual reports, time and effort reporting, drawdown of funds, and approving financial information reported on a grant.
- **Department Heads (includes, Deans, Directors, and Vice Presidents):**
Ensure grant-funded activities align with institutional goals and provide strategic oversight. The department heads or their delegate will also serve as the party responsible for the duties performed by the PD should the need arise, e.g., PD leaves before project is completed.
- **Business Officer:**
Serves as the signature authority and approval oversight for all grant applications and contracts.
- **College President:**
Serves as the final authority for approval of grant application requests sent to external grant making agencies.

The Office of Grant Compliance works collaboratively with **fiscal operations, department heads, and project directors** to ensure successful grant development and management. Each stakeholder is critical in aligning grant activities with institutional goals and funder requirements.

Pre-Award Process

1. Grant Authorization Form:

For those considering applying for a grant:

- Perform an informal needs assessment. Internal department discussions should support collection of supporting data, such as demographics, socioeconomic levels, and industry needs. The data obtained should describe the demographic of interest and the need to be addressed. Assumptions and unsupported assertions should be avoided. This evaluation must also include an explanation of how funding will support the mission, vision, values, and strategic plan objectives of the College. In addition, it is vital that the department seeking the potential grant(s) will have the capacity to manage the grant if awarded. (For further information on conducting a needs assessment please see Appendix A).
- If the informal evaluation justifies the search for and submission of a grant application, contact the **Director of Grant Compliance**. The Director of Grant Compliance will walk you through the pre-submission process, including grant authorization form (GAF), and necessary documentation. (Grants submitted for funding must serve the institutional purpose of the college and fall within the parameters of the strategic plan).
- Once received by the grant compliance office, the GAF and its supporting documentation will be routed to the Grant Review Committee for review and recommendations.
 - The Grant Review Committee is comprised of the President, all Vice Presidents, the Senior Director of Accounting, the Grant Compliance Director, and ad hoc subject matter experts.
- The President has final approval on whether we should go forward on applying.
- The initiator of the grant authorization form will be notified of the decision by the Grant Compliance Director.
- If approved the completed grant application must be reviewed and approved by the President or his delegate **before** submission.

Post-Award Process

1. Notice of Award (NOA):

- Upon notification of the grant award, the assigned **Project Director** will notify the Grant Compliance Director and provide the electronic copy of the NOA.

2. Kickoff Meeting:

The Director of Grant Compliance schedules a kickoff meeting with the Project Director to review:

- Budget Setup and Monitoring: Establish the grant's organization number (see Appendix B), review the approved budget, and discuss tracking protocols.
- Reporting Schedules: Outline deadlines for programmatic and financial reports and provide submission guidance.
- Communication Protocols: Clarify procedures for funder communication and assign roles for ongoing correspondence.
- Grant Inventory Tracker: Review expectations for using the spreadsheet to properly manage and track grant activity.
- Subrecipient Monitoring: If applicable, provide guidance on managing grants awarded by the college to another entity.
- Program Income: If applicable, review requirements for income generated by the grant.

□

Important Note:

- **Review of Performance/Programmatic Reporting:**
Before performance reports are sent to the funder they must be reviewed and approved by the Project Director's Supervisor.

During the kickoff meeting, the Project Director will review and sign a **grant checklist**. This document will be maintained in the grant's official file.

3. Fiscal Grant Operations:

Grant-funded projects require coordination with the Fiscal Office to ensure proper financial accounting. The fiscal operations include:

- Post-award administration support for financial reporting, financial record maintenance, and Time and Effort reporting.
- Provide guidance on spending to ensure compliance with agency regulations and funder requirements.
- Provide cash management support, including training on monthly Grant Expense Verification (GEV) Forms and reviewing them for accuracy, (See Appendix C); draw down of funds, and review and approval of reimbursement process.

- The fiscal team may need to perform the electronic process of requesting funds (usually a federal agency). The GEV form initiates this process. For grants that require invoicing, the Project Director will initiate the process by filling out invoicing template and attaching verification of expenses. This will include our financial system documents from the general ledger. The information needs approval from Fiscal Team. Once approval is given the Project Director will submit invoice to PCC Cashier office with delivery instructions. PCC Cashier will provide invoice number and submit the invoice to grantor.
 - Journal Entry Process: For those grants involving a draw down (G5):
During month end close, fiscal operations reviews expenses for grants and records the receivable via a journal entry, this entry records the receivable and revenue. The second part occurs after the GEV forms and drawdowns are completed. This JE records a credit to the receivables and debits the cash.
 - For those grants involving reimbursement process (Invoicing): Invoices are prepared by Project Directors for the grant. They are submitted to fiscal operations for review and approval. Fiscal operations will record a journal entry recording accounts receivable and revenue. Upon receipt of the funds, fiscal operations does a second journal entry to credit accounts receivable and debits our cash.

Important Note:

- **Review of Financial Reporting:** For any reporting that will include financial information, the fiscal operations must review and approve any information before it is sent to funding agency or other entity.
4. **Ongoing Support:** The Office of Grant Compliance provides continued guidance on compliance, reporting, and adjustments throughout the grant's lifecycle.

Time and Effort Process

Time and Effort documentation ensures that salaries and stipends charged to a grant accurately reflect the actual time worked on grant-related activities. These reports are required by federal regulations see Uniform Guidance (2 CFR Part 200) and the Colorado Community College System (CCCS) to show that the time funded by a grant

was spent on grant activities. The reports must reflect 100% of an employee's compensated time for the reporting period. In addition to the report, employees must also maintain supporting documentation (e.g., outlook calendars) for hours worked.

Employee and/or Grant Project Director must electronically submit the Time and Effort Report to the Director of Grant Compliance and the Fiscal Officer by the second working day of the following pay period.

The employee and/or Grant Project Director must maintain the reports **AND** supporting documentation for hours worked. Please contact the Grant Compliance Office with any questions. (See Appendix C-1)

Communication Protocol with Funders

To ensure consistency and compliance, the Office of Grant Compliance must be notified prior to any outreach to existing funding agencies. This includes discussions regarding budgets, prior approvals, allowable costs, reporting requirements, and grant extensions. Collaborating with Grant Compliance before contacting program officers helps maintain unified messaging, prevents miscommunication, and supports the college's internal control processes.

Agency Notifications

If a funding agency contacts a Project Director (PD) directly, the PD must immediately notify the Office of Grant Compliance and the Fiscal Office. Responses must be developed collaboratively.

- **Action:** Always CC the Director of Grant Compliance and the Fiscal Officer on all email correspondence with funders.

This process helps safeguard compliance and supports effective, unified communication with external funders.

Grant Budget Modification Process

To modify an approved grant budget, follow these steps:

1. Internal Review & Approval:

Before contacting the funder, the PD must obtain internal approval from:

- a. Director of Grant Compliance
- b. Fiscal Officer
- c. Appropriate Area Vice President
- d. Vice President of Administration and Finance (for changes over 10% of the total award)

(Note: Internal approval is mandatory for reallocations between salary pools or administrative costs.)

2. Funder Request:

After internal approval is secured, the PD submits the formal modification request and the revised budget to the funding agency.

3. Post-Approval Documentation:

Once the agency grants approval, the PD must forward the approval email and the final modified budget to: the Director of Grant Compliance and the Fiscal Officer

Performance Measure Changes and Update Request

The Project Director must notify the Office of Grant Compliance before modifying approved program activities or performance measures. This ensures updates remain within the approved scope of work and align with institutional policy. **Do not submit changes to the funder without prior internal coordination.**

To ensure proper documentation and communication, please **CC all correspondence** to the Director of Grant Compliance and Fiscal Officer via email.

Request for Grant Contract Extensions Procedure

1. Initial Review and Approval

- All requests for grant contract extensions must be discussed with and approved by:
 - **Grant Compliance Office**
 - **Fiscal Office**
 - **Department Dean or Director**

2. Coordination and Submission

- Upon approval, the **Project Director** collaborates with the Grant Compliance Office to prepare and submit the extension request to the funder.
- Ensure all required documentation and justifications align with the funder's guidelines.

3. Follow-Up

- The Project Director must maintain open communication with the funder and internal stakeholders to monitor the status of the extension request.

Grant Closeout Process

Key Steps for Project Directors:

1. **Pre-Closeout Meeting:** Schedule a meeting with Grant Compliance and Fiscal Office **60 days before the grant end date.**
2. **Budget:** Liquidate all encumbrances; **no new obligations or charges may be incurred after the grant end date.**
3. **Personnel:** Ensure all termination or transfer paperwork for grant-funded staff is processed by Human Resources.
4. **Purchasing:** Verify that all items are received, reconcile charges, and confirm equipment records.
5. **Grant Files:** Finalize and organize all documentation for audit readiness.
6. **Final Reports:** Submit accurate and timely programmatic, financial, and performance reports.
7. **Document Storage:** Securely store grant files or assign responsibility for record retention.

Key Reminder

Avoid last-minute purchases to prevent non-compliance risks. For questions or assistance, contact the **Director of Grant Compliance.**

Record Retention Requirements

1. Standard Retention

- Financial records, compliance reports, and supporting documentation must be retained for **7 years** following the end of the fiscal year in which the grant was closed.
 - Example: If a grant ends September 30, 2025, the 7-year period begins after the Fiscal Year 2026 close (June 30, 2026). Records must be kept until **June 30, 2033.**
- Both the Grant Compliance Office and Project Directors are responsible for maintaining grant-related documents.
- Award-related records (i.e., the proposal, grant award notice, contracts, MOUs, etc.) should be stored electronically in a secure and backed-up location, such as the official PCC shared drive. Any documentation that is in paper form should be scanned and stored electronically. These scanned documents must remain readable and unalterable.

2. Extended Retention

- If a funding agency specifies a more extended retention period, follow their guidelines.

Basic Cost Principles for Grantees (UGG Allowable Costs)

Definition

Federal guidelines under the Uniform Grant Guidance ([2 CFR Part 200](#)) outline allowable, reasonable, allocable, and necessary costs for grant expenditures.

Allowable Costs

To be allowable, costs must be:

- **Necessary:** Essential to fulfill grant objectives.
- **Reasonable:** Based on sound business practices and comparable to market prices.
- **Allocable:** Directly chargeable to the grant based on the benefit provided to the program.
- **Documented:** Consistent with PCC's internal policies and adequately supported by records.

Examples of Costs

Allowable:

- Personnel salaries and benefits for project staff.
- Travel expenses supporting grant activities.
- Equipment necessary for grant objectives.

Unallowable:

- Supplies or equipment outside the grant's approved scope.
- Alcoholic beverages.
- On most grants, food and beverage charges

Supplanting vs. Supplementing

Definition

Supplanting (Prohibited): Using grant funds to replace costs already funded by Pueblo Community College's budget. This is **not allowable**.

Supplementing (Required): Using grant funds to enhance existing programs with new positions or activities. This is **allowable and encouraged**.

- *Rule of Thumb: If the grant disappeared tomorrow, would the college be legally or contractually required to keep the position? If yes, using grant funds for it is likely supplanting and not allowable.*

Grant Program Procurement Process

The procurement process ensures fiscal responsibility, transparency, and compliance with grant requirements through competitive pricing, strategic vendor selection, and ethical practices.

Debarred Vendors – Procurement with Federal Funds

Acquisition of Goods or Services with Federal Funds

Per [2 CFR 200.214](#), Pueblo Community College (PCC) is prohibited from contracting with or making sub-awards to parties that are **suspended or debarred**.

- **Requirement:** Before any purchase or contract, the Project Director (PD) must verify the vendor's status on [SAM.gov](#).
- **Verification:** A screenshot from SAM.gov showing "**No Active Exclusions**" must be uploaded to every Ultimus request.
- **Prohibition:** If a vendor has an active exclusion, they cannot be used, and the college cannot issue payment to them using federal funds.

When submitting the ULTIMUS request the SAM.gov screenshot showing "NO EXCLUSIONS" must be uploaded to the request.

Grant Program Procurement of Equipment

Per [2 CFR 200.313\(d\)\(1\)](#), "Equipment" is defined as **an item with a useful life of over one year and a cost of \$10,000 or more per item.**

- **System Office Exception:** Laptops and firearms must be tracked regardless of cost.
- **Tagging Process:** Upon receipt, the PD must contact the **Assistant Controller (719-549-3349)** for tagging and entry into the Banner fixed asset system.
- **Inventory:** A physical inventory is conducted annually. Any permanent move of equipment must be reported via email to the Assistant Controller.
- **Disposal:** Follow [PCC Operating Protocol #405](#). **Prior permission is required** before any disposal or transfer.

Supplies & Other Expenses

Supplies/Other must be purchased and utilized during the grant award period. A PCC requisition form (through ULTIMUS) must be used to order items, however a college "purchase credit card", or p-card, can be used for most purchases **PCC Purchasing Office** should be contacted for information regarding the use of p-cards for grant program expenses.

1. For any purchase that will be routed through Ultimus requester must attach a price quote as supporting documentation of the price of the item(s).
 - Any purchases over \$15,000 need to have evidence of two price quotes (two web site prices are sufficient) to demonstrate best pricing (attach all documents in Ultimus).
 - Any purchases over \$50,000 will require a bid process through the Purchasing Office. Since it will be going through the Purchasing Office only one quote is required with the requisition.
 - Official Functions must follow the PCC process including the completion of appropriate forms in order for these events to be paid. This form is currently available under ULTIMUS and should be processed through the electronic forms.

A copy of the signed approval request in ULTIMUS should be printed in pdf format and retain in the grant records. Signed forms are not stored in ULTIMUS indefinitely.

PURCHASE CARD – (P-CARD)

ALL P-Card purchases must be reviewed prior to purchase via Ultimus Request through the Ultimus system. Once a request is approved through Ultimus the purchase can be made. This includes IT purchases which are grant funded and to be made by P-Card (whether your card or someone in IT on your behalf).

- A copy of the APPROVED form **must** accompany every receipt of a grant funded P-Card purchase with your **P-Card statement**.
- If you are making a grant funded P-Card purchase and do not go through this process BEFORE making the purchase, the charge will be unapproved, and the grant will **NOT** be liable for the cost.
- P-card statements should be reconciled with all applicable receipts, invoices, official function forms, etc.
- Once the P-Card statement is compiled it should be reviewed by the next appropriate supervisor.
- P-card statements should be sent to the Purchasing office with all back up.
- Responsible grant staff should keep all copies of P-card statements and purchase backup made (by month) with grant records.

A copy of the signed approval request in ULTIMUS should be kept in project grant records.

Computer Hardware and Software

To ensure compatibility, Project Directors must allow **at least two weeks** for Computer Services to evaluate any hardware or software before an order is placed.

Travel Requirements for Grant Funded Projects

Travel must have prior approval from the grant maker or be explicitly defined in the approved grant budget.

- **Pre-Approval:** Submit a **Travel Request Form**, conference brochure, or website link to your **Dean/Director** for signature.
- **Compliance Review:** Forward the signed form to the **Director of Grant Compliance** for final approval.
- **Out-of-State:** The **College President** must approve all out-of-state travel.

Allowable Expenses

- **Transportation:** Airfare, mileage, rental cars.
- **Lodging:** Within approved per diem rates.
- **Meals:** Per federal per diem rates or institutional guidelines.
- **Other:** Conference fees directly related to the grant project.

Unallowable Expenses

- Personal expenses (e.g., entertainment, alcohol).
- First-class airfare or luxury travel unless pre-approved.

Documentation and Reimbursement

Within **5 business days** of return, submit your receipts and a **Travel Reimbursement Form** to Accounts Payable. Ensure the original approved Travel Request is attached to your submission.

Travel Compliance

Travel must align with institutional policies and federal guidelines, ensuring expenses are:

- **Necessary** for grant objectives.
- **Reasonable** based on sound practices.
- **Allocable** to the grant project.

Frequently Asked Questions (FAQs)

General Grant Management

1. **What is the role of the Grant Project Director?**
 - This is the primary lead responsible for the oversight, implementation, and compliance of grant-funded projects. They manage the scope of work, budget, and staff and serve as the **main point of contact** for the funding agency. They ensure all goals are met within regulatory requirements.

2. What is the role of the Director of Grant Compliance

- The role oversees grant-funded projects, ensuring compliance with federal, state, and institutional guidelines, supporting project teams, and promoting accountability throughout the grant lifecycle.

3. What is the role of the Fiscal Operations Officer?

- The PCC fiscal department manages the financial lifecycle of grants, this includes setting up grant orgs, monitoring budgets for allowable expenses, reconciling expenditures, submitting financial reports, managing audits, and handling payroll certification for grant staff.

4. What do I do if I discover an error in a grant report after submission?

- Contact the Grant Compliance Director immediately to address the error. Depending on the situation, a corrected report may need to be submitted to the funder.

Budget and Financial Management

5. Can I reallocate funds within my grant budget?

- Yes, but all reallocations require internal approval from the Grant Compliance Director, Fiscal Operations Officer, and Vice Presidents and external approval from the funding agency.

6. What costs are unallowable under federal grants?

- Common unallowable costs include alcohol, entertainment expenses, and costs unrelated to the grant's objectives. Refer to the Uniform Grant Guidance (2 CFR Part 200 and 34 CFR Part 606.10) for more details.

7. How do I handle unspent grant funds at the end of the project?

- Notify the Grant Compliance Director and Fiscal Officer to work with you to contact the funding agency. Some grants allow carryover funds, while others require the return of unspent funds.

Reporting

8. What are the reporting requirements for grant-funded projects?

- Requirements vary by funder but typically include financial, programmatic, and performance reports. Refer to the grant agreement for specific deadlines and formats.

9. Who reviews grant reports before submission?

- Reports must be sent to the Grant Compliance Director Fiscal Officer for review at least two weeks before the funder deadline.

Procurement and Purchasing

10. Do I need approval for purchases under \$10,000?

- Yes, while small purchases require less documentation, they still need approval from the Director of Grant Compliance and must align with the grant's scope.
-

Time and Effort Reporting

11. What is Time and Effort Reporting, and why is it required?

- Time and Effort Reporting documents the time spent on grant-funded activities to ensure compliance with funder requirements. It must be accurate and timely.

12. How do I certify my time worked on a grant project?

- Complete the Time & Effort report distributed by the Director of Grant Compliance. It must detail the percentage of time worked on grant-related activities. Please submit it to your supervisor for approval.
-

Grant Closeout

13. What steps are involved in the grant closeout process?

- Key steps include reconciling the budget, finalizing reports, completing personnel paperwork, and securing grant files for audit readiness. A pre-closeout meeting should be scheduled two months before the grant end date.

14. What happens to equipment purchased with grant funds after the grant ends?

- Equipment disposition depends on the grant's terms. Consult the Fiscal Officer for guidance on whether the equipment can be retained, transferred, or returned.

Other FAQs

15. How do I find new funding opportunities?

- Key resources include [Grants.gov](https://www.grants.gov) for federal funding, [GrantForward](https://www.grantforward.com) for academic or research opportunities, and tools like [Candid's Foundation Directory](https://www.candid.com) to find private, corporate, or local foundation grants.

16. Who do I contact for questions or support?

- Reach out to the Director of Grant Compliance. For financial questions, contact the Fiscal Office.

17. What should I do if I suspect noncompliance with grant regulations?

- Report concerns to the Director of Grant Compliance immediately. Whistleblower protections are in place to ensure confidentiality and prevent retaliation. (See [PCC Board Policy BP 3-71](#).)

Closing Section

Commitment to Excellence in Grant Management

The **Compliance Manual** reflects Pueblo Community College's dedication to accountability, compliance, and collaboration in managing grant-funded programs. By adhering to the guidelines and processes outlined in this manual, grant staff, administrators, and stakeholders contribute to successfully administering grants, ensuring transparency, efficiency, and sustainability.

Continuous Improvement

Grant management is an evolving process. As policies, funder requirements, and institutional goals change, this manual will be updated to ensure it remains a relevant and valuable resource. Feedback and suggestions for improvement are encouraged and can be directed to the **Director of Grant Compliance**.

Your Role in Success

Every grant team member plays a vital role in achieving the college's mission of excellence. By working together and following these procedures, we strengthen our ability to secure and manage funding that supports innovative programs, enhances student success, and promotes institutional growth.

Together, we ensure the continued success of Pueblo Community College's grant initiatives. Thank you for your dedication and commitment!

Grant Terminology Glossary

Definitions of Key Terms

A

Abstract: A summary of the proposed project, typically including the need, goals, methods, and expected outcomes.

Allowable Costs: Expenses can be charged to a grant according to the funding agency's guidelines and applicable regulations.

Assistance Listing Number (ALN): This is the unique identifier for federal programs.

B

Baseline Data: Initial information collected before a program begins that serves as a basis for measuring progress.

Budget Narrative: A detailed explanation of each line item in a grant budget, justifying why each expense is necessary for the project.

Budget Period: The interval of time a project period is divided for budgetary and funding purposes.

C

Carryover Funds: Unobligated funds remaining at the end of a budget period that may be carried forward to the next budget period.

Code of Federal Regulations (CFR): The codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

Cost Share is the portion of project costs not paid by federal funds (or "matching funds").

D

Deliverables: Products, services, or results that must be provided according to the grant agreement.

Direct Costs: Expenses that can be explicitly identified with a particular project or activity.

E

Extension: Additional time granted to complete project activities beyond the original end date.

F

Final Disposition (of equipment): Equipment acquired under an award with a current fair market value (per unit) of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Federal Awarding Agency.

Fiscal Sponsor: An organization that accepts and manages grants on behalf of projects that lack tax-exempt status.

Funding Priorities: Specific areas or topics a funder has identified as necessary for grant support.

G

Grant Agreement: A legally binding document outlining the terms and conditions of a grant award.

Grant Cycle: The time frame during which a grantor accepts applications, reviews them, and makes award decisions.

I

Indirect Costs: Expenses that benefit more than one project and cannot be readily identified with a specific grant (also known as "overhead" or "facilities and administrative costs").

In-Kind Contribution: Non-cash donations of goods, services, or facilities that support a grant project.

L

Letter of Intent (LOI): A brief document outlining a proposed project submitted before a complete grant application.

M

Matching Funds: Money that grantees must contribute to a project in addition to the grant funds received.

Measurable Outcomes: Specific, observable, and measurable results expected from grant activities.

N

No-Cost Extension: Additional time granted to complete a project without additional funding.

Notice of Award (NOA): Official documentation from the funding agency that a grant has been approved.

Notice of Funding Opportunity (NOFO): Notice of Funding Opportunity (NOFO/NOFA): The official announcement of federal funding, outlining purpose, eligibility, and deadlines.

O

Objectives: Specific, measurable statements describing what a project intends to accomplish.

Outcome Measures: Indicators used to evaluate the results and effectiveness of a program.

P

Performance Measures: Data collected to demonstrate progress toward specific goals and objectives.

Principal Investigator (also Project Director): The individual responsible for directing the project.

Program Officer: A funder's representative who oversees grant programs and serves as liaison with grantees.

R

Reporting Requirements: The specific information, forms, and documentation must be submitted to the funder.

Request for Proposals (RFP): A formal solicitation for grant applications.

S

Scope of Work: Detailed description of a grant-funded project's activities, deliverables, and timelines.

Sustainability Plan: Strategy for continuing program activities after grant funding ends.

T

Technical Assistance: Training, guidance, or other support provided to grant recipients.

Timeline: A schedule of project activities, milestones, and deadlines.

U

Unallowable Costs: Expenses that cannot be charged to a grant according to the funding agency's guidelines.

Underserved Population: Groups that face barriers to accessing services or are inadequately served by existing programs.

For additional terminology please see: <https://osc.colorado.gov/grants> and <https://www.grants.gov/learn-grants/grant-terminology>

APPENDIX A

CONDUCTING A NEEDS ASSESSMENT

Funders seek grantees that will address a community need and have a significant impact. **A needs assessment** helps determine, clarify, and specify the problem that will be addressed by grant funding.

- **Define Scope & Goals:** Clearly define the specific population and geographical area you intend to serve.
- **Collect Data:** Use a mix of primary data (surveys, interviews, focus groups) and secondary data (census, existing reports) to establish evidence.
- **Identify Key Needs:** Analyze data to pinpoint urgent, high-impact needs that your organization is capable of addressing.
- **Engage Stakeholders:** Involve campus colleagues to validate findings and ensure buy-in.
- **Develop an Action Plan:** Document the findings to create a compelling case for funding, defining the "who, what, when, where, and why" of the need.

The following questions will support conducting an informal needs assessment:

- What problem will grant funding address?
- What needs does the community have?
- How would a grant align with the actual community/college demands?
- Will the grant opportunity have a significant impact on the community? (While it is important to address how the College and its students will be impacted by the grant, it is equally important to address how the community will be impacted, including the service area, students' families, high schools, and other partners.)
- Will this grant promote PCC's vision and have an impact on many people, departments, divisions, and/or partners?
- What project, initiative, or idea will support the need identified?
- What evidence is there to ensure the project, initiative, or idea will be successful?

It is essential to consider who in the community/College will benefit from receiving support via grant funded initiatives and projects. If the benefit is small scale (e.g., only affects a few students), consider whether the time, effort, and resources allow for grant funding considerations. PCC should make data-informed decisions, and evidence (specifically hard data) should be used to support these decisions when searching and applying for grant opportunities.

APPENDIX B

REQUESTING AN “ORG” FOR GRANT SET-UP

Once you have logged in to Ultimus you should have a task bar on the left that says REQUESTS and underneath Initiate All. Click on Initiate All and you will see your options in the window to the right as seen below.

REQUESTS	
Initiate All (37)	
PROCESS	STEP
<input type="checkbox"/> Club Advisor Report V1	Begin
<input type="checkbox"/> Request for Additional Education Deg Comp V1	Begin
<input type="checkbox"/> Grant Expenditure Compliance Request V1	Begin
<input type="checkbox"/> Request to Engage in Outside Employment V1	Begin
<input type="checkbox"/> Request for Payroll Expense Transfer V1	Begin
<input type="checkbox"/> Work Study Position Request V1	Request
<input type="checkbox"/> Banner Security Request V1	Requester
<input type="checkbox"/> Fundraising Approval Request V1	Begin
<input type="checkbox"/> Request for Expense Transfer V1	Begin
<input type="checkbox"/> Co Curricular Learning Event V1	Begin
<input type="checkbox"/> Grant Disposition and Banner Org Request V1	Begin
<input type="checkbox"/> Consulting Requisition V1	Begin
<input type="checkbox"/> Work Study Termination V1	Begin
<input type="checkbox"/> Authorization to Recruit V1	Hiring Mgr or Delegate
<input type="checkbox"/> Employee Status Change Form V1	Begin

Double click on Grant Dispositoin and Banner Org Request V1. This opens a new window which will ask for grant information. Such as the Project Name, and start and end date.

Once all information is completed the grant award notification/agreement must also be attached as required information. Then request can be submitted by clicking “send” box in right hand corner.

APPENDIX C

PCC Grant Expense Verification Form

Expense Verification Process

As the lead Project Director or Manager for an award, you have the ultimate responsibility to ensure that all costs charged to your award are allowable, allocated appropriately, reasonable, and directly benefit the project. PCC utilizes Ultimus as a way to manage the pre-approval of various expenditures incurred by a grant project. This tool was developed to provide you with an electronic method that is easy to use and that also provides assurances to PCC's grant funders that expenses are being reviewed and corrections are being made in a timely manner. This is one internal control established to ensure compliance as required by federal regulations. The OMB 2 CFR Part 200 (also known as the Uniform Guidance or UG) requires that each entity receiving federal funding has a set of strong internal controls to ensure that federal funds are used appropriately and expenses are actively reviewed, particularly in regards to labor charges. PCC initiates a monthly drawdown of expenditures or quarterly depending on the grant. Having documented expense reviews at regular intervals will provide greater confidence in expenses posted to federal awards.

Personnel and Operating Expenses

Time and Effort reporting must tie to the payroll record. A monthly Time and Effort report should tie to the financial detail in Banner. Review of payroll records in NHIDIST and all expenditures in FGITRND is something a Project Director should do monthly or quarterly as needed to ensure all expenditures are appropriate.

The *PCC Grant Expense Verification Form* documents your review of the charges that have posted to your grant and is an efficient communication tool to ensure timely corrections of identified errors. As the Project Director you are responsible for the accuracy of grant expenses and labor allocations on your grants. You should review those expenditures for accuracy. If there are errors, indicate them in the expense correction box below. Send this completed form, NHIDIST, and FGITRND to both the Fiscal and Grant Compliance offices.

Expense Correction(s) Identified

As the Project Director or Lead for this grant, I have identified the following corrections needed and will initiate the process to correct these charges. Give a brief description below including account number and amount(attach additional pages if necessary):

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

As the Project Director or Lead for this grant, I am certifying the following amount of expenditures for the time period listed (net of any corrections identified and listed above).

Amount Org Code Grant name
Month/Year Project Director/Lead/
Delegate signer