



GRANTS and OTHER EXTERNAL FUNDING OPERATING MANUAL

**OFFICE OF
GRANTS
DEVELOPMENT
AND
MANAGEMENT**

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I. INTRODUCTION

The purpose of this Grant/Other External Funding Operating Manual is to provide an overview of the Grant-Funded Project process. An equally important purpose of the Operating Manual is to provide a clear explanation of the newly developed Management System for Grant-Funded Projects. This manual also supports and encourages Grant Project success in every way possible in best serving students.

Throughout the remainder of this Operating Manual, the term “Grant” will be used to represent “Grants and Other External Funding.”

As you work on Grant-Funded Projects, it is important to keep in mind the distinction between the Grant and the Grant-Funded Project and that each can have separate and unique requirements that must be addressed accordingly.

PVCC Leadership supports the use of grant funding sources to fund beneficial initiatives/projects for students, and the College.

Most Grants have strict requirements related to the use of Grant Funds that must be satisfied commencing with the Application for the Grant, acceptance of Grant Funds and throughout the life of the Grant. PVCC Leadership is committed to ensuring that the College complies with all Grantor Use-of-Funds Requirements throughout the life of the Grant and to maximize the success of the Grant Project in serving students.

Project Administrators, Project Directors, and all others associated with the Grant-Funded Project are expected to be proactive and accountable in meeting Grantor Use-of-Funds Requirements and following guidelines and procedures set forth in this Grant Operating Manual.

To follow are components of the Grant-Funded Project Operating Manual:

- Grant-Funded Project Planning
- Grant Fund Search
- Grant-Funded Project Proposal Writing
- Grant-Funded Project Implementation & Operation
- Management System for Grant-Funded Projects

II. GRANT-FUNDED PROJECT PLANNING

During the course of the College Strategic and Operational Planning and Budgeting activities, there will be times in which good projects are presented with very limited prospects of being funded. This is the time to seek grant funds to finance the beneficial project.

It is very important to effectively plan and present your project at the concept level to your immediate Supervisor, Division Chair/Manager and Grants Coordinator as a first step to gain their support before proceeding to the next step, Grant Fund Search. This will result in gaining necessary preliminary approval and support at the beginning of the Project.

III. GRANT FUND SEARCH

There are many grant fund websites that can be accessed to locate possible sources of grant funding. Access to some websites, such as eCivis, is on a subscription basis, in which the subscriber submits criteria for type of grant being sought (Technology, Childcare, Math, etc.). PVCC subscribes to eCivis through Maricopa District Offices and receives daily available grant announcements. In addition, grant announcements are received periodically from District Grants Development Office, and finally, there is free access to many other grant fund websites. See Appendix A.

As you conduct the Grant Fund Search, you will come across fresh project ideas that will “come from search data” that you may want to investigate. It is important to be open to such information/ideas.

It is important to coordinate all grant searches and grant work with Grants Coordinator early in your search. The Grants Coordinator can assist in determining feasibility of writing Grant Proposal and in discussing Grant requirements with Supervisor/Division Chair/Manager to ensure that Grant requirements are feasible and can be satisfied.

The Grants Coordinator and Director of Development & Community Relations can assist with Grants that require 501(c) (3) status.

With approval of Supervisor/Division Chair/Manager, a Proposed Grant-Funded Project Pre-Submission form (Appendix B) is prepared and presented to the President’s Leadership Team (PLT) for review. Presidential approval is required before proceeding to next step.

IV. GRANT-FUNDED PROJECT PROPOSAL WRITING

This phase involves writing the Grant Proposal which includes describing the Project to be funded in detail. Many times, the content of the Grant Proposal is dictated by the information the Grantor requires in the Request for Proposal (RFP) or grant guidance application.

Regardless of the RFP requirements, an Implementation and Operating Plan must be developed and used to guide the project to a successful completion.

The College Grants Coordinator and District Grants Development Office are available to assist with writing the Grant Proposal. With some of the larger or more technical Grants, there is the possibility of employing a Grant Writer to assist with writing the proposal.

Upon completion of writing the Grant Proposal, the Proposal Approval Summary Form (Appendix C) is prepared and presented to the President, along with the Grant Proposal, for review/approval.

Next, the approved Grant Proposal, along with the Proposed Approval Summary Form, is presented to the District Grants Development Office for review/approval by Vice Chancellor of Educational Development. Submit proposals to the District Grants Development Office at least two weeks prior to the application due date. At the time of submitting the proposal to the District Grants and development Office, the college program director is responsible for entering the proposal into the FMS grants module or no later than two-weeks after submission.

With the approval of Vice Chancellor of Educational Development, the Grant Proposal is submitted to the Grantor for consideration. It is important to be in contact with the Grantor during the review process and be prepared to respond to any information requested by Grantor.

At this point it is a matter of waiting on a response from Grantor regarding their decision to fund the proposed project.

V. GRANT-FUNDED PROJECT IMPLEMENTATION AND OPERATING PLANS

Upon notification that the College has been awarded a Grant, the following steps/requirements must be met:

The college grants program director updates the grant proposal according to the notice of award in FMS.

Contact the Grantor and find out if they have an orientation meeting, which is common practice. If there is no orientation, it is suggested that a meeting be scheduled with the College grant program director contacts the Grantor to discuss grant requirements and guidelines the Grantee must comply with.

Meet with District Grants Development Office and Grants Accounting to review the Grant Proposal and learn how the College is expected to work with each of these offices.

The Grant Proposal sets forth the main requirements/expectations of the Grant-Funded Project. This is also the point in which acceptance sign off of Grant Award is addressed. Your college grants coordinator or District Grant Development Office will assist with completing the proper acceptance forms depending on the amount of the award.

Review Implementation Plan - If an Implementation Plan is included as part of the Grant proposal it must be followed throughout the duration of the Grant. If there is not an Implementation Plan as part of the Grant Proposal, one must be developed using Grant Proposal and Grantor use-of-funds requirements. The College Grants Coordinator is available to assist with development of the Implementation Plan. The Implementation Plan must be reviewed and approved by the respective Vice President. The Implementation Plan must be followed and must align with the Operating Plan.

Review Operating Plan - There must be an Operating Plan that contains the following components and must be approved by the respective Manager/Division Chair and Vice President.

The components are:

- Grant Project Purpose Statement,
- Indicate all College Strategic Focus/Prioritizing that will be addressed,
- Goals/Objectives/Outcomes,
- Task/Activities with timelines and responsible individual, and
- Reporting requirements, due dates and responsible party.

Following the above steps should result in getting Grant-Funded Projects off to an effective, well-planned start.

VI. MANAGEMENT SYSTEM FOR GRANT-FUNDED PROJECTS

To ensure that all Grants and Grant-Funded Projects are managed in the most effective way possible, a Grants Management System has been developed with the following components:

The first component of the Management System is the First Review. The First Review is conducted by the Grants Coordinator during the first 30-days of any newly awarded Grant. A First Review Form (Appendix D) has been developed to be used in conducting the review. The main focus of the First Review is for the Grants Coordinator to comprehensively review the Grant and the Grant-Funded Project to identify any deficiencies, problems or weaknesses in the Grant-Funded Project that need to be addressed early on in the Project. This is also an opportunity to look for and encourage strengths and successes within the Grant Project.

The findings of the First Review are presented by the Grants Coordinator to the Grant-Funded Project Administrator and respective Vice President. In addition, a copy of the First Review report will be provided to the Vice President of Administrative Services and the College President.

The second component of the Management System is the Mid-Year Review. The Mid-Year Review is conducted by the Grants Coordinator using a Mid-Year Review Form (Appendix E). The Mid-Year Review is conducted at the mid-point of the college fiscal year or the mid-point of the grant funding cycle, if less than a twelve-month period. The Mid-Year Review and Evaluation of the Grant and the Grant-Funded Project is for the purpose of identifying any problems, issues, weaknesses or deficiencies in the administration of Grant Funds and management of the Grant Project.

If needed, the Corrective Action Plan is prepared in response to findings of problems/issues. This is also an opportunity to look for and encourage strengths and successes within the Grant Project.

The completed Mid-Year Review of Grant-Funded Projects is to be presented to the Grants Project Administrator and respective Vice President. In addition, a copy of the Mid-Year Review will be provided to the Vice President of Administrative Services and the College President.

The third component of the Management System is the Corrective Action Report (Appendix F). This report is prepared by the Grants Coordinator and Grants Project Administrator within 10-days of the most recent Mid-Year Review in which various problems and issues were identified.

If needed, the Corrective Action Report is prepared in response to problems/issues identified in the Mid-Year Review and is updated monthly until resolved.

The main focus of the Corrective Action Report is to develop solutions to the problems/issues identified in the Mid-Year Review.

The Corrective Action Report is to be presented to the respective Vice President and the Vice President of Administrative Services with a copy to the College President. If all problems and issues are not resolved within 90-days of being identified in the Mid-Year Review, the 90-day Corrective Action Report shall be presented to the College President by the Grants Coordinator, Grant Administrator, respective Vice President and Vice President of Administrative Services. The focus of the meeting with the College President is to pursue resolution at the Presidential level with strong emphasis on final resolution. The Corrective Action Plan will continue at the Presidential level until final resolution is achieved.

The fourth component of the Management System is the Grant Period Close-Out using Grant Period Close-Out Report Form (Appendix G). The Grant Close-Out Report is prepared by the Grant Project Administrator and presented to the Grants Coordinator and respective Vice President, along with a copy to the Vice President of Administrative Services.

The Grant Close-Out Report is prepared one to two months prior to close of Grant Period. The main focus of the Grant Period Close-Out is to ensure that all of the following Close-Out items have been accomplished before the end of the Grant Period:

- Reimbursement of all funds.
- All invoices paid.
- Grant funds expended as close to 100% as possible and consistent with wise use of funds.
- All Grant Reports, Assessments, and other requirements.
- All Purchase Orders closed out.

The fifth, and final, component of the Grants Management System is the approach to follow in responding to an audit. In the event of an internal or external audit, the Grant Project Administrator is to adhere to the following:

- Advise the Auditing Agency that notification must be made to the Grants Coordinator and Vice President of Administrative Services prior to conducting the audit.
- The Grant Program Director, Grant Program Administrator, College Grants and Budget Director, and Grants Coordinator are required to be present at the initial meeting with the Auditor.
- Both the Grants Coordinator and the Grant Project Administrator are to make themselves available to the Auditor's schedule in order to discuss findings, concerns, or recommendations.
- The Grants Coordinator and Grant Project Administrator are required to be present at the exit interview and will advise the Auditor that the College will expect a copy of the Audit Report.
- The Grants Coordinator and Grant Project Administrator are to prepare a Corrective Action Report in response to findings and recommendations by the Auditor and present said report to the Vice President of Administrative Services and the respective Vice President.

The Corrective Action Report guidelines should be followed throughout the resolution of audit findings. All audit recommendations are to be resolved and/or complied with in a timely manner, without exception.

The Grant Management System is subject to change, as needed, to maintain a current and highly effective management tool. With this in mind, it is important to check this page for latest update.

A. GRANT WEBSITES

The eCivis – Grants Network: Research™ is a web-based collection of Federal and Foundation grant information for local governments. The Grants Network: Research™ includes a monthly newsletter, weekly news articles, and daily or weekly notification of grants that have recently become available and updated.

With eCivis you can:

- Search for and save grant opportunities,
- Create and save search agents,
- View new grant opportunities and updates to recently added
- Search Library of Previously Funded Applications
- Access grant related news articles written by eCivis professionals, and
- View articles related to federal grants written by media sources across the nation.

The Maricopa County Community College District maintains a district-wide license for this resource. By choosing to establish an eCivis account through our license, please know that you are subject to the terms of acceptable use outlines in the district's Technology Resource Standards Access to eCivis is granted to you as an employee and the use of this system, "... is limited to educational, research, service, operational, and management purposed of the Maricopa County Community College District and its member institutions." (Maricopa Technology Resource Standards, <http://www.maricopa.edu/legal/it/trs.htm>)

COMMON NATIONAL FUNDING SOURCES

American Association of Community Colleges

<http://www.aacc.nche.edu/Resources/aaccprograms/diversity/resourcesgrants/Pages/default.aspx>

Corporation for National and Community Service www.nationalservice.org

Health Resources & Service Administration www.hrsa.gov/grants/

Institute of Museum and Library Services <http://www.imls.gov/>

NAFSA: Association of International Educators www.nafsa.org (type "grant" in search box)

National Aeronautics & Space Administration <http://nspires.nasaprs.com/external/>

National Endowment for the Arts <http://arts.gov/>

National Institutes of Health <http://grants1.nih.gov/grants/>

National Science Foundation www.nsf.gov/funding

Public Welfare Foundation www.publicwelfare.org

Small Business Administration www.sba.gov/financing/basics/grants.html

Smithsonian Institution <http://www.smithsonianofi.com/>

U.S. Department of Agriculture www.usda.gov

U.S. Department of Commerce www.commerce.gov

U.S. Department of Defense www.defense.gov

U.S. Department of Education <http://www2.ed.gov/fund/landing.jhtml>

U.S. Department of Energy www.energy.gov

U.S. Department of Health & Human Services <http://www.hhs.gov/>

U.S. Department of Homeland Security <http://www.dhs.gov/how-do-i/find-and-apply-grants>

U.S. Department of Housing and Urban Development

<http://portal.hud.gov/hudportal/HUD?src=/topics/grants>

U.S. Department of the Interior www.doi.gov
U.S. Department of Justice www.usdoj.gov/10grants/index.html
U.S. Department of Labor www.dol.gov/dol/business.htm#grant
U.S. Department of State <http://www.state.gov/>
U.S. Department of Transportation <http://www.dot.gov/resources/government>
U.S. Environmental Protection Agency www.epa.gov/epahome/finance.htm
U.S. Institute of Peace www.usip.org/gf.html

DISTRICT GRANTS DEVELOPMENT OFFICE

The District Grants Development and Management Department has several distribution lists which are used regularly to disseminate grants related information via email to interested parties. Grants related information includes:

- . External funding opportunities
- . Grants Workshop Announcement from a specific funding source
- . Articles that may be helpful to someone preparing a grant
- . Grants Calendar updates

Groups are specifically categorized, which provide the opportunity for you to be included on the list(s) that best suit your individual needs. When grants related information is received, the lists will be used to distribute the information. These lists are important to our office and assist us in serving as an "Information Center". If you would like to join one of these distribution lists, please send an email to the grants account, grants@domail.maricopa.edu, with your name, college name, and which list(s) you would like to be a part of. The various distribution lists are:

1. All List - The people on this list have asked to receive all the grants related information our office sends out.
2. At Risk and Special Populations - This list will include any program or information on Limited English Proficient and Bilingual, Disadvantaged Postsecondary, School Dropouts and Dropout Prevention, Criminal Offenders, Child Care and Parenting Skills, Gifted and Talented Students, Minorities, Handicapped, Pregnant Teens and Teenage Parents, Veterans, Substance Abuse, Older Students, Women Students, etc.
3. Educational Partnerships - These are joint partnerships that we may have with industry, the community, federal or state entities, coalitions, and/or other educational institutions.
4. Humanities and Arts - Programs within the humanities area will include faculty/staff travel, lecturing abroad, seminars and cultural workshops, Arizona humanities mini student grants, and programs that increase public access to and understanding of the humanities and arts.
5. Foreign Language and International Education - All foreign travel for faculty/staff/students, foreign partnerships, linkages between US institutions of higher education and the American business community that is involved in International economic activity. Also, to improve the international academic programs and foreign language studies.
6. Adult and Occupational Programs - The programs in this category will all be related to adult education. They will include basic skills education, tech prep, literacy training, vocational education

programs, occupational training, and any programs that promote improved productivity and marketable skills.

7. Health and Nursing - This category includes all health professions and related programs.

8. Science, Technology, Math and Engineering - Programs to broaden the understanding of science, technology, math, and engineering, improve instruction, develop new program initiatives, revise and replace curriculum, basic scientific research, and any other related programs.

9. Community Service - Programs that encourage participation in community service projects, serving real community needs, and benefiting students. These programs can be with a variety of organizations in the community and must make volunteer service an integral part of education.

10. Library - Programs designed to develop new techniques, systems, and equipment to handle, process, store, and distribute information for use in libraries.

B. PRE-SUBMISSION FORM PRIOR TO PROPOSAL WRITING

This form must be completed, reviewed and approved as indicated prior to proceeding with writing the Grant Proposal. Obtain perspective of District Grant Development Office regarding feasibility of pursuing Grant. Include the perspective as an attachment to this document. If Grant is to be funded through Maricopa Foundation, obtain the review of Director of Development & Community Relations.

1. PROJECT TITLE: _____

2. INITIATOR(S): _____

3. DIVISION(S)/DEPARTMENT(S): _____

4. FUNDING SOURCE(S): _____

5. GRANT PROPOSAL SUBMISSION DEADLINE:

6. PROJECT START DATE: _____ PROJECT END DATE: _____

7. EXECUTIVE SUMMARY (Describe the Project, target population served, expected outcomes, partners, etc.)

8. COLLEGE STRATEGIC GAALS/PLANNING OBJECTIVES/PRIORITIES (Indicate all that will be addressed by this Project):

9. MULTI-YEAR PROJECT? NO YES NUMBER OF YEARS: _____

Amount Requested – Year 1 \$ Amount Requested – Year 4 \$

Amount Requested – Year 2 \$ Amount Requested – Year 5 \$

Amount Requested – Year 3 \$

TOTAL AMOUNT REQUESTED (All Years) \$

10. MATCH REQUIREMENT Cash and/or In-Kind (Provide details, e.g., staff time, space, renovation costs, etc.):

11. PROJECT IMPACT (Identify new staff to be hired, intended impact on the college and participants, equipment to be purchased, requirements to sustain project after funding ends, etc.):

12. REVIEWS

CAMPUS DIRECTOR OF DEVELOPMENT & COMMUNITY RELATIONS, with Comments:

(If funded through Maricopa Foundation)

Signature

Date

CAMPUS GRANTS COORDINATOR, with Comments:

Signature

Date

MANAGER/DIVISION CHAIR, with Comments:

Signature

Date

RESPECTIVE VICE PRESIDENT, with Comments:

Signature

Date

PRESIDENT'S LEADERSHIP TEAM (PLT) as information, with Comments:

Signature

Date

COLLEGE PRESIDENT

APPROVE

DENY

Comments:

Signature

Date

Cc: Vice President of Administrative Services
Budget Director

C. PROPOSAL APPROVAL SUMMARY

In order to expedite processing a proposal and its subsequent tracking, it is imperative that the following information be provided when a proposal is submitted for signature. The proposal, budget, and signatory cover sheets (if applicable) must accompany this form. If you have any questions regarding submitting a proposal or completing this form, please contact District Grants Development and Management Department at (480) 731-8019. Additional forms may be obtained at:

www.maricopa.edu/grants/

MCCCD PROJECT TITLE:

RFP TITLE/CATEGORY:

PROJECT ADMINISTRATOR:

COLLEGE/CENTER:

PHONE:

PROJECT DIRECTOR:

COLLEGE/CENTER:

PHONE:

ORIGINAL FUNDING SOURCE:

CONTACT NAME & PHONE:

PASS THROUGH AGENCY:

CONTACT NAME & PHONE:

AMOUNT REQUESTED-YEAR 1: _____

AMOUNT REQUESTED-YEAR 4: _____

AMOUNT REQUESTED-YEAR 2: _____

AMOUNT REQUESTED-YEAR 5: _____

AMOUNT REQUESTED-YEAR 3: _____

TOTAL AMOUNT REQUESTED: _____

MATCH REQUIRED? () REQUIRED () NOT REQUIRED () ENCOURAGED

MATCH AMOUNT \$ _____

INDIRECT COST RATE:

START DATE:

SUBMISSION DEADLINE:

END DATE:

PROJECTED DATE OF AWARD:

PROPOSAL DEVELOPED BY:

BRIEF DESCRIPTION OF PROJECT:

EXPECTED BENEFITS:

APPROVAL: _____

DATE: _____

C. FIRST REVIEW

INSTRUCTIONS:

- This review must be completed by Grants Coordinator within the first 30-days of the award/approval of any PVCC Grant. The report shall be presented by Grants Coordinator to Grant Project Administrator and respective Vice President.
- Reviewer's recommendations must be acted upon within 30-days, or earlier, if deemed necessary by the Vice President of Administrative Services.

1. GRANT: ☐ CONTRACT: ☐ FOUNDATION: ☐ MOU: ☐

REVIEW DATE:

2. GRANTOR:

3. GRANT PROJECT TITLE:

CONTACT NAME:

CONTACT PHONE:

4. GRANT PROJECT ADMINISTRATOR: _____

DISTRICT CONTACTS: Grant Development:

Grant Accounting:

5. GRANT PERIOD: Start/End Dates:

6. FINANCIAL:

Amount Awarded: \$

Charge Center:

Method of Funding:

Budget Loaded in CFS: Yes/No

Date to be completed:

Comments:

7. PROJECT SUPPORT STAFF:

Name	FTE	Weekly Schedule	Funding Source

8. GRANT EXECUTIVE SUMMARY:

9. 30-DAY IMPLEMENTATION PLAN STATUS:

Staffing:

Contracts:

Meeting Schedule:

Space Reservations:

Other Needs:

Comments:

10. GRANT OPERATIONAL/WORKPLAN DETAILS:

Funder Approved Plan:

Goals:

Activities:

Deliverables:

Comments:

11. CORPORATE COMPLIANCE REQUIREMENTS: (conflict of interest, fiscal policies, etc.)

12. GRANTOR REPORTING/EVALUATION REQUIREMENTS: (Include due dates)

13. REVIEW PERIOD: Start: _____ Finish: _____

14. COLLEGE GRANTS COORDINATOR COMMENTS AND RECOMMENDATIONS:

SIGNATURES

Prepared by: _____
GRANTS COORDINATOR Date

Reviewed by: _____
GRANT PROJECT ADMINISTRATOR Date

Reviewed by: _____
RESPECTIVE VICE PRESIDENT Date

CC: President
Vice President of Administrative Services

D. MID-YEAR CRITICAL REVIEW

INSTRUCTIONS:

- This review must be completed by Grants Coordinator within the six months of the award/approval of any PVCC Grant. The report shall be presented by Grants Coordinator to Grant Project Administrator and respective Vice President.
 - Reviewer's recommendations must be acted upon within 30-days, or earlier, if deemed necessary by the Vice President of Administrative Services.
-

1. GRANT NUMBER:

REVIEW DATE:

2. GRANTOR:

GRANT PROJECT TITLE:

CONTACT NAME:

CONTACT PHONE:

3. GRANT PROJECT ADMINISTRATOR:

DISTRICT CONTACTS: Grant Development:

Grant Accounting:

4. GRANT PERIOD: Start/End Dates:

5. FINANCIAL:

Amount Awarded:

Charge Center:

Method of Funding:

Budget Completed: Y/N

Original Budget Amended: Y/N If yes, when

Plan to Revise Original Budget: Y/N If yes, when

Percent of Grant Award Expended: %

Comments:

6. STATUS IN ACHIEVING GRANT OPERATIONAL/WORK PLAN GOALS, OBJECTIVS AND ACTIVITIES:

Funder Approved Plan:

Goals:

Workload Measures:

Activities:

Comments:

7. STATUS IN MEETING CORPORATE COMPLIANCE REQUIREMENTS: (fiscal policies, conflict of interest, policies and procedures, scholarship procedures, etc.)

8. STATUS IN MEETING GRANT REPORTING AND EVALUATION REQUIREMENTS AND TIMELINES:

9. REVIEW PERIOD: Start: Finish:

10. GRANTS COORDINATOR COMMENTS:

SIGNATURES:

Prepared by: _____

COLLEGE GRANTS COORDINATOR	Signature	Date
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Reviewed by: _____

GRANT PROJECT DIRECTOR	Signature	Date
------------------------	-----------	------

Reviewed by: _____

FISCAL SERVICES DIRECTOR	Signature	Date
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Reviewed by: _____

RESPECTIVE VICE PRESIDENT	Signature	Date
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CC: President

Vice President of Administrative Services

E. CORRECTIVE ACTION REPORT

INSTRUCTIONS:

- The Corrective Action Report is prepared by the Grants Coordinator and the Grant Project Administrator within 10 working days of the Critical Review and is required as a response to problems identified in the First Review or the Grant Review. A review and resulting report shall be prepared monthly until problems are resolved.
- The Corrective Action Report shall be presented to the respective Vice President and the Vice President of Administrative Services.
- Recommended corrective actions must be stated in specific terms, along with completion time frames and person(s) responsible to take corrective action.
- A Corrective Action Report stating that all problems have been resolved shall be jointly prepared and presented by the Grants Coordinator/Director and the Grant Project Administrator to the respective Vice President and the Vice President of Administrative Services.
- If all problems identified by the Critical Review have not been resolved within 90-days, the 3-Month Corrective Action Addendum Report shall be presented to College President by the Grants Coordinator/Director, Grant Project Administrator, respective Vice President, and the Vice President of Administrative Services.

1. GRANT: CONTRACT: FOUNDATION: MOU:
REVIEW DATE:

2. GRANTOR:
GRANT PROJECT TITLE:
CONTACT NAME: CONTACT PHONE:

3. GRANT PROJECT ADMINISTRATOR:

4. GRANT PERIOD: Start Date: End Date:

5. FINANCIAL:

Amount Awarded:

Charge Center:

6. RESPONDING TO: FIRST REVIEW: MID-YEAR CRITICAL REVIEW:

CORRECTIVE ACTION ADDENDUM REPORT (Attach to Corrective Action Report)

REPORT #: (1-3)

GRANT-FUNDED PROJECT TITLE:
GRANT-FUNDED PROJECT CHARGE CENTER:

RECOMMENDED CORRECTIVE ACTION AND RESPONSIBLE PERSON(S):

Prepared by:
GRANTS COORDINATOR Signature Date

CORRECTIVE ACTION ADDENDUM REPORT (Attach to Corrective Action Report)

REPORT #: (1-3)

GRANT-FUNDED PROJECT TITLE:

GRANT-FUNDED PROJECT CHARGE CENTER:

RECOMMENDED CORRECTIVE ACTION AND RESPONSIBLE PERSON(S):

Prepared by:
GRANT PROJECT ADMINISTRATOR Signature Date

CORRECTIVE ACTION ADDENDUM REPORT (Attach to Corrective Action Report)

REPORT #: (1-3)

GRANT-FUNDED PROJECT TITLE:

GRANT-FUNDED PROJECT CHARGE CENTER:

RECOMMENDED CORRECTIVE ACTION AND RESPONSIBLE PERSON(S):

Reviewed by:
RESPECTIVE VICE PRESIDENT Signature Date

CORRECTIVE ACTION ADDENDUM REPORT (Attach to Corrective Action Report)

REPORT #: (1-3)

GRANT-FUNDED PROJECT TITLE:

GRANT-FUNDED PROJECT CHARGE CENTER:

RECOMMENDED CORRECTIVE ACTION AND RESPONSIBLE PERSON(S):

Reviewed by:
VICE PRESIDENT ADMINISTRATIVE SERVICES Signature Date

F. GRANT PERIOD CLOSE-OUT REPORT

INSTRUCTIONS:

The Grant Period Close-Out Report is prepared by the Grant Project Administrator and presented to the Grants Coordinator and the respective Vice President.

The Grant Period Close-Out Report is prepared at the following time intervals:

- 1-2 Months prior to the close of the Grant Period.
- Before the 15th day of the last month of the Grant Period.
- The Grant Period Close-Out Report is presented to the Grants Coordinator, along with a copy to the respective Vice President.

1. GRANT: CONTRACT: FOUNDATION: MOU:

REVIEW DATE:

2. GRANTOR:

GRANT PROJECT TITLE:

CONTACT NAME:

CONTACT PHONE:

3. GRANT PROJECT ADMINISTRATOR:

4. GRANT PERIOD: Start Date: End Date:

5. FINANCIAL:

Amount Awarded:

Charge Center:

Percent of Grant Award Expended:

Percent of Funds Reimbursed:

Comments:

PROVIDE THE FOLLOWING DOCUMENTATION AS ATTACHMENTS:

6. STATUS OF OPEN PURCHASE ORDERS/PENDING INVOICES:

(Provide list Of PO's, outstanding amounts, pending/expected invoices)

7. ACTION PLAN to complete all pending invoices.

8. PROVIDE LIST OF End of Grant Period Report(s), Evaluations, and Other Requirements due to be completed by End of Grant Period.

9. ACTION PLAN for addressing all Close-Out items not completed.

Prepared by: _____

GRANT DIRECTOR/COORDINATOR	Signature	Date
----------------------------	-----------	------

Reviewed by: _____

COLLEGE GRANTS COORDINATOR	Signature	Date
----------------------------	-----------	------

Reviewed by: _____

COLLEGE FISCAL DIRECTOR	Signature	Date
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Reviewed by: _____

RESPECTIVE VICE PRESIDENT	Signature	Date
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CC: President

Vice President of Administrative Services

G. GRANT FUNDING FORM PROCEDURE

INSTRUCTIONS:

1. The Grant/Other External Funding forms can be found in the Appendix section of the Grants website www.pvc.maricopa.edu/grants.
2. To save one of the grant forms from the website to your computer right click on the desired form link. From the menu that opens up click on Save Link (Target) as this will then prompt you to save the file to a location of your choice.
3. Open the form you have downloaded and complete each section. Once you are finished click on the File tab and then Save As to save your form.
4. Once you have completed and saved the form send a copy via email to the appropriate approving supervisor.