

PCCD Grant Recipient Post-Award Checklist

- Fiscal reports must be submitted in Egrants quarterly.
- Interim fiscal reports allow for more frequent expenditure reimbursement if necessary.
- Program reports are generally required on a quarterly basis but may be required less frequently for some funding streams.
- Incur expenditures **ONLY** for line items within your approved budget.
- Record accounting transactions for each PCCD grant in general ledger accounts used exclusively for a single grant.
- Maintain back-up documentation (e.g. invoices, receipts, timesheets, contracts, etc.) for all expenditures charged to the grant.
- Submit Project Modification Requests (PMR) for changes to the project period, budget, or scope.
- Respond promptly to monitoring and other requests from PCCD staff.
- Have established policies and procedures to safeguard grant assets.
- Additional Resources
 - [PCCD's website](#)
 - [The Grants Financial Management page on PCCD's website](#)
 - [PCCD's Applicant's Manual](#)
 - [Project Modification Request and Reporting Walkthroughs](#)
 - [Fiscal Grants Management Training on YouTube](#)

Do you have questions?

- Contact the PCCD contacts listed for your grant project within Egrants. Clicking on their name within Egrants will provide their contact information.
- Questions may also be submitted to PCCD's Grants Management email resource account at RA-PCCDGrantsMgmt@pa.gov.

*This is meant as a high-level overview of essential expectations after being awarded a grant. This is not an all-inclusive list of requirements.