

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 1000

SECTION: 1000 Grants

TITLE: 1000 Grant
Management, Compliance,
and Administration

ADOPTED: February 16,
2012

REVISED: April 26,
2018

1000 GRANT MANAGEMENT, COMPLIANCE, AND ADMINISTRATION

Purpose

The **Board of Education (“Board”)** acknowledges that management, compliance, and administration requirements of grant funds received by the School District of Philadelphia (**“District”**) are governed by detailed federal and Commonwealth laws and rules. The continued receipt of those funds is contingent on the effective and efficient use of those funds and the adherence to effective managerial and financial controls. ~~As such, it is incumbent that grant policies and implementing procedures that are to~~ are adhered to by employees at all levels of the district.

Definitions

N/A

Authority

~~The School Reform Commission (SRC) the Board of Education (“Board”)~~ adopts the policies developed by the District through its Grant Governance Committee specifically related to grant management, compliance and administration. The SRC **Board** authorizes the ~~D~~istrict through its Office of Grant Compliance and Fiscal Services to establish managerial and financial controls ~~and as well as the implementing~~ administrative procedures necessary to ensure compliance with all applicable federal and Commonwealth laws and **regulations and the** rules and policies of the **Board SRC**.

Delegation of Responsibility

~~Employees at all levels are responsible and accountable for resources under their control and all employees must adhere to established policies and implementing procedures. Persons violating these policies and attendant procedures will be subject to disciplinary action.~~

The Office of Grant Compliance and Fiscal Services, in consultation with responsible District leaders **and Office of General Counsel**, shall develop policies and procedures specifically related to grant management, compliance, and administration.

The body of policies and procedures **developed by the Office of Grant Compliance and Fiscal Services Committee** shall be incorporated into a comprehensive Grant Management and Compliance Policy and Procedure Manual (“Manual”) **which shall be made** ~~The Grants Governance Committee of the school~~ ~~D~~istrict shall make the Grant Management and Compliance Policy and Procedure Manual widely available to school ~~D~~istrict employees and posted on the District’s website. **[1] and The Manual shall be routinely reviewed and updated as needed to ensure compliance with applicable laws and to improve efficiency and effectiveness.**

Mandatory Regulatory Procedures:

The ~~D~~istrict, through its Office of Grant Compliance and Fiscal Services, in collaboration with other responsible offices, shall provide ongoing training and support as required to all appropriate employees

regarding grant policies and procedures and shall establish a system of accountability to ensure grant compliance.

The District will manage and administer all grant awards in a manner so as to ensure that all funding is expended and associated programs are implemented in full accordance with applicable federal and state laws. [2][3]

Employees at all levels are responsible and accountable for resources under their control and all employees must adhere to established policies and procedures set forth in the Manual. Persons violating these policies and attendant procedures will be subject to disciplinary action. [4]

Legal References:

1. ~~School District of Philadelphia Grant Corrective Action Plan as approved by the Pennsylvania Department of Education on December 30, 2011. Corrective actions further codified in Memorandum of Agreement between the Pennsylvania Department of Education and School District of Philadelphia approved on March 8, 2013, as amended.~~
2. ~~2 Code of Federal Regulations Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.~~
3. ~~2 CFR Part 200.~~
4. ~~34 CFR § 76.500.~~
5. ~~School Code—24 P.S. Sec. 696~~

1. **Grant Management and Compliance Policy and Procedure Manual**
2. **2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**
3. **34 CFR § 76.500**
4. **[Policy 317](#) - Conduct/Disciplinary Procedures**

Administrative Procedures: