Overview of Procedure
It is the policy of the School District of Philadelphia to ensure that grant program funds are used to benefit only eligible participants and that subawards are made only to eligible subgrantees. Eligibility requirements specify the criteria for determining the individuals (including area of service delivery), groups, or subgrantees that can participate in the program and the amounts for which they qualify. The specific requirements for eligibility are unique to each program and are found in the laws, regulations, and the provisions of contracts or grant agreements pertaining to the program. The District must ensure compliance with these various eligibility requirements.

Procedure Details
Grant specific eligibility requirements should be identified during the grant development process and should be communicated amongst the grant development team members. See Policy GP0100 Grant Proposal Development and Acceptance. The GPM is responsible for ensuring that District staff responsible for determining participant or subgrantee eligibility knows the requirements. The effects of all grant administration decisions on eligibility requirements should be considered throughout the duration of the grant program. The GPM is responsible for ensuring compliance with eligibility requirements.

All individuals who determine and review eligibility are bound by the District’s Employee Code of Ethics.

Procedure Steps
Grant Program Managers (GPMs), Grants Compliance Monitors (GCMs) and any other district employees involved in determining participant or subgrantee eligibility or monitoring participant or subgrantee eligibility must consider and ensure that program specific eligibility requirements are met at the following times

- Program and award budget development
- Budget amendments
- Creation and processing of journal vouchers (JVs)
- Expenditure of grant funds
- Review of grant expenditures
- Program closeout
- Financial year closeout

Policy
- GP0500: Participant and Subgrantee Eligibility

Forms

Definitions

Contacts
- Office of Grant Development and Compliance
Frequently Asked Questions

Related Information
- *District’s Employee Code of Ethics*

History
Amended:
- Amended 6/09/2015 for technical adjustments.