

Procedure:  <b>Interim Grant Reporting</b>	Policy: <b>Grant Reporting</b>	Number: <b>GP2600.1</b>
	( ) Complete Revision ( ) Partial Revision ( X ) New	Supersedes:  Page: <b>Page 1 of 2</b>

### Overview of Procedures

The School District of Philadelphia must provide evidence that it has used grant funds and fulfilled program goals according to the terms and conditions agreed upon with the grantor. **2 C.F.R 200.328** requires the submission of performance reports as required by the Federal awarding agency to best inform improvements in program outcomes and productivity. This report should include a brief comparison of actual accomplishments to objectives, reasons why established goals were not met and any additional pertinent information. **2 C.F.R 200.327** requires for financial reporting that the federal grantor can only require the standard collection of financial information as approved by OMB for the frequency stated in the federal award but no less frequently than annually or no more frequently than quarterly except in special circumstances. The District will submit interim financial and/or programmatic reports as required by grantors or by law in a timely manner. Reports will accurately reflect programmatic activity and the actual use of grant funds as recorded in the financial records of the District and will be in compliance with the requirements of the grant.

### Procedure Details

Grantors may require periodic status reports. The district will comply with any reporting requirement of its grantors. Preparation for any interim reports should occur well in advance of the reporting deadline to assure review for compliance.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
Grant Program Manager (GPM), Grant Budget Analyst (GBA), Lead Program Evaluator (LPE), other District staff	1	Review the award documentation to identify what reports are required and when. Enter programmatic or performance (GPM), financial (GBA) and Evaluation (LPE) report due dates in the Grant Management Database.
GPM, GBA, LPE and any other necessary District staff	2	Prepare the interim report(s) according to the grantors specifications.  For financial reports, the GBA shall ensure that all receipts and disbursements to date have been accounted for properly. Maintain all supporting documentation.  For financial reports, the GBA shall prepare the reports in sufficient time in advance of the reporting deadline to present and review the report(s) with the Principal Financial Analyst (PFA) or Director in Grant Fiscal Services (GFS) and to review the report with the GPM and obtain the GPM signature.  For Performance reports, the GPM shall prepare the reports in sufficient time in advance of the reporting deadline to present and review the report(s) with the Principal Financial Analyst (PFA) or Director in Grant Fiscal Services (GFS) .
Principal Financial Analyst (PFA)/Director	3	The PFA or Director in GFS shall review with the GBA all interim reports for content logic and accuracy prior to the GBA review with the GPM.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
GPM	4	<p>Review and sign off on report(s) and documentation verifying the accuracy and clarity.</p> <p>The GPM’s signature on financial reports IS MANDATORY, whether the report provides a place for the GPM’s signature or not. It is the GPMs responsibility to understand the underlying financial transactions or performance results of their grant which may require consultation with the GBA prior to signing the report(s). Financial reports and requests for payment will contain the certification required in <a href="#">2 CFR Part 200.415</a>.</p> <p>The GPM shall submit the financial report(s) or performance report(s) to the grantor if GPM submission is required. Or, the GBA may submit the GPM approved financial report to the grantor if so requested by the GPM.</p> <p>The GPM, GBA and LPE shall retain copies of all reports and documentation in accordance with District Policy <a href="#">GP1400 Document and Record Retention</a>.</p>

**Policy**

- [GP2600 Grant Reporting](#)

**Forms**

- Each grant typically has unique reporting forms.

**Definitions**

**Contacts**

- [Grant Fiscal Services](#)
- [Grant Compliance Office](#)
- [Office of Research and Evaluation](#)

**Frequently Asked Questions**

**Related Information**

- [GP1400 Document and Record Retention](#)
- [2 C.F.R Part 200](#)

**History**

**Amended:**

- Amended 6/4/2015 to include reference updates for the Uniform Grant Guidance and technical adjustments.

Issue Date: July 1, 2012	Effective Date: July 1, 2015	Approved by: Chief Grant Development & Compliance Officer
-----------------------------	---------------------------------	--