THE SCHOOL DISTRICT OF PHILADELPHIA
GRANT COMPLIANCE AND FISCAL SERVICES

BOARD ACTION ITEM APPROVAL FORM - GRANTS
SDP FISCAL YEAR:

Note: This form is used by the Grant Compliance Office (GCO) to review Board Action Items seeking to authorize contracted services or tangible goods to be funded with federal dollars. Requests are made by grant program managers and school principals.

A. ACTION ITEM TITLE (Enter full name)	B. BOARD MEETING DATE

C. SUBGRANTEE / CONTRACTOR COMPARISON FORM
Is there a subgrantee / contractor comparison form signed by the grant program manager and has that decision been confirmed by the Deputy Chief of GCFS?

YES ☐ NO ☐

What was the determination? ☐ Subgrantee ☐ Contractor

D. If the Action Item amount is under $100,000, is there an approved Grant Quotation Form indicating either phone / written price quotes (as applicable) were obtained, or a formal bid process was used?

YES ☐ NO ☐

E. If the Action Item amount is $100,000 or greater, or if a formal bid process was used regardless of amount, does the body of the Action Item describe the formal selection process and include the Request for Proposal (RFP) / Request for Quote (RFQ) number, the number of other responders, and the criteria used for selection? If none of this information is described in the Action Item, do you have a written response from the program manager affirming a legitimate competitive selection?

YES ☐ NO ☐

F. Is the Action Item to accept a federal award acaquired through a competitive process? YES ☐ NO ☐

If yes, have the terms and condition been reviewed for extraordinary grant specific requirements? YES ☐ NO ☐

If there are specific terms and conditions that require monitoring beyond that for federal formula grants, briefly describe in the GCO Comments section below.

F. GCO DECISION:

☐ APPROVE ☐ REJECT

G. GCO COMMENTS (including reason to be rejected back to the preparer):

H. GRANT FISCAL SERVICES (GFS) COMMENTS (including reason to be rejected back to the preparer):

I. GCO GRANT COMPLIANCE MONITOR	**J. GFS PRINCIPAL FINANCIAL ANALYST (PFA)**
Approved: ☐ Yes ☐ No	Approved: ☐ Yes ☐ No
Signature:	Signature:
K. GFS GRANT BUDGET ANALYST	**L. DEPUTY CHIEF, GCFS**
Approved: ☐ Yes ☐ No	Approved: ☐ Yes ☐ No
Signature:	Signature: