

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 1000 Grants  
TITLE: Grant Management,  
Compliance, and  
Administration

ADOPTED: February 16, 2012

REVISED: April 26, 2018

## **1000 GRANT MANAGEMENT, COMPLIANCE, AND ADMINISTRATION**

### **Purpose**

The management, compliance and administration requirements of grant funds received by the School District of Philadelphia 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 are adhered to by employees at all levels of the district.

### **Authority**

The School Reform Commission (SRC) adopts the policies developed by the District through its Grant Governance Committee specifically related to grant management, compliance and administration. The SRC authorizes the district through its Grant Governance Committee to establish any and all managerial and financial controls and implementing procedures necessary to ensure compliance with all applicable federal and Commonwealth laws and rules and policies of the SRC. The body of policies and procedures shall be incorporated into a comprehensive Grant Management and Compliance Policy and Procedure Manual.

The Grants Governance Committee of the school district shall make the Grant Management and Compliance Policy and Procedure Manual widely available to school district employees and the district 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.[1]

The District will manage and administer federal awards in a manner so as to ensure that federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements including, but not limited to, the federal Uniform Grant Guidance [2] and those protecting public welfare, the environment, and prohibiting discrimination.[3] The following office has been designated to handle inquiries regarding the District's non-discrimination policies:

School District of Philadelphia Office of General Counsel  
440 North Broad Street, Portal C, Suite 303  
Philadelphia, PA 19130  
215.400.4000

**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.

**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 200.300(a)
4. 34 CFR 76.500
5. School Code – 24 P.S. Sec. 696

**Related Information:**

Grant Management and Compliance Policy and Procedure Manual