

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 1000 Grants  
TITLE: Grant Management,  
Compliance, and  
Administration  
ADOPTED: February 16, 2012  
REVISED: March 26, 2020

## 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.

### **Authority**

The Board authorizes the District through its Office of Grant Compliance and Fiscal Services to establish managerial and financial controls as well as the administrative procedures necessary to ensure compliance with all applicable federal and Commonwealth laws and regulations and the rules and policies of the Board.

### **Delegation of Responsibility**

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 shall be incorporated into a comprehensive Grant Management and Compliance Policy and Procedure Manual (“Manual”) which shall be made widely available to District employees and posted on the District’s website.[1] 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 District, 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. 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

**Related Information:**

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.