

Joseph D'Alessandro has been the Deputy Chief of Grant Compliance and Fiscal Services for the School District of Philadelphia since May 2012, leading the effort to change the District's compliance culture. Prior to his grant role, D'Alessandro was Deputy Budget Director of the School District of Philadelphia for 9 years.

D'Alessandro came to the District in 2003 after 14 years in Illinois State Government having served as a budget analyst in the Governor's Office and then chief financial officer for two state agencies where he developed expertise in designing and implementing effective budget development systems and financial and managerial controls.

A graduate of the University of Wisconsin-Madison, D'Alessandro holds a bachelor's degree and a master's degree in public policy and administration. D'Alessandro also is a NGMA Certified Grants Management Specialist.

# ANNUAL CERTIFICATION FORM







SCHOOL DISTRICT OF PHILADELPHIA  
Federal Grant Program – Time and Effort Certification Form

**E.**

Below, list all positions and persons filling those positions that either worked on the Schoolwide Program or a single cost objective, as may be applicable, but who did NOT work the entire 12 month certification period. Include start and end dates.

Name	Position	Start Date	End Date

I have full knowledge of 100% of these activities.

F. Principal / Administrator \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name Signature

G. School / Office: \_\_\_\_\_ Location (Org. Code) Number: \_\_\_\_\_  
Date : \_\_\_\_\_

***Please attach a copy of the Time and Attendance sign in sheet(s) for the last Pay Period of the 12 month period as backup documentation.***

PAR FORM

SCHOOL DISTRICT OF PHILADELPHIA  
PERSONAL ACTIVITY REPORTS  
FISCAL YEAR 2024

Joe D'Alessandro

Deputy Chief of Grant Compliance and Fiscal Services

Grants Compliance

Pay Period Ending Date: 11/17/2023

BASE PAY ONLY (Not EC, PD, etc)

Cost Objective	% of Time (Activity Hours / Total Hours in Pay Period)
1100L6 - General Fund	2.9 %
201XL6 - Title I(A)	4.3 %
237XL6 - Title III-Language Instruction for LEP & Immigrant Students	2.9 %
238XL6 - ACCESS - Medicare Reimbursement - EPSDT & Transportation	2.9 %
242XL6 - IDEA - B	2.9 %
3J4X - ARPA ESSER III	64.3 %
NONFEDGRANT - Non-Federal Grant Compliance, Management, Administration and	2.9 %
FEDGRANT - Federal Grant Compliance, Management, Administration, and Technical	17.1 %
<b>Totals</b>	<b>100.0 %</b>

I certify that this report represents a true recording of effort expended for the period indicated and that I have full knowledge of those activities.

*Joe D'Alessandro*

11/27/2023

Employee's Signature

Date

Supervisor's Signature

Date



PAYROLL MODIFICATION  
REQUEST FORM

THE SCHOOL DISTRICT OF PHILADELPHIA  
GRANT COMPLIANCE OFFICE (GCO)

**Supplemental Payroll Modification Request**

(To be Completed and Submitted to the Grant Compliance Office for Appeals to Supplemental Pay Denials)

A. Date of payroll event \_\_\_\_\_ B. Location: \_\_\_\_\_

C. Start time of event \_\_\_\_\_ D. End time of event \_\_\_\_\_

Type of event pay: EC PD Other (specify) \_\_\_\_\_

Name of Employee \_\_\_\_\_ Employee ID# \_\_\_\_\_

On the above-referenced date, Employee was not paid for event hours for the following reason: (define the situation that led to the employee NOT being paid)

As a result, Employee should be compensated for \_\_\_\_\_ additional hours at the indicated event rate.

**Compliance Certification**

We certify this Employee has worked the hours in question on the date and time indicated pursuant to the objective(s) of the funding source indicated. We certify that the information on this form is true, complete and correct\*

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVENT LEADER SIGNATURE (onsite personnel  
with first-hand knowledge of Employee's attendance)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

**Grants Compliance Approval**

Approved ABC Code: \_\_\_\_\_

Denied

If denied, reason

\_\_\_\_\_  
Director (or designee)

\_\_\_\_\_  
DATE

This form must be kept on file to support future audits and investigations.

\*Certification applicable under the Uniform Grant Guidance: *"I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."* 2 CFR 200.415.

PD-EC-OT UNIVERSAL SUPPLEMENTAL  
PAY LOG

THE SCHOOL DISTRICT OF PHILADELPHIA  
GRANT COMPLIANCE OFFICE

**PD-EC-OT – UNIVERSAL SUPPLEMENTAL PAY LOG – ACTIVITY CATEGORIES**

**A. Funding**

YEAR	FUND	AGENCY	ORG	ACTIVITY	OBJECT	REPT. GRP.	DATE ENTERED INTO THE PAYROLL SYSTEM

**B. TYPE OF SUPPLEMENTAL PAY (Check Box)**

EXTRACURRICULAR (EC)

PROFESSIONAL DEVELOPMENT (PD)

SUMMER

OVERTIME (OT)

**C. EVENT DESCRIPTION**

**D. CONTACT PERSON:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**EVENT LOCATION (SCHOOL / OFFICE):** \_\_\_\_\_

**E. SUPPLEMENTAL PAY CATEGORY DETAIL**

**Professional Development Categories (choose the single best category)**

<i>Core Curriculum</i>	<i>Social / Emotional</i>	<i>Technology</i>	<i>School Leadership and Management</i>	<i>Parent Training</i>	<i>Other</i>

**EXTRA-CURRICULAR CATEGORY DETAIL (choose the single best category)**

<p><i>Academic Enrichment</i> Learning that allows students to engage topics and peers</p>	<p><i>Health and Wellness</i> Athletic contest or competition other than interscholastic</p>	<p><i>Community &amp; Civic Engagement</i> Addressing issues of concern such as voting, current events, student leadership, etc.</p>	<p><i>Cultural / Affinity</i> Students exploring different aspects of their identity and for community among peers</p>
<p><i>Curriculum Support</i> Academic learning primarily organized and run by teachers and staff</p>	<p><i>Events, Fairs, Assemblies</i> Individual or recurring events</p>	<p><i>Music and Visual / Performing Arts</i> Activities and clubs</p>	<p><i>Science and Technology</i> Activity not directly related to academic learning such as robotics clubs, computer clubs, etc.</p>
<p><i>Special Interest</i> Student interest activity not specifically related to academic learning</p>	<p><i>School-Wide Initiatives and Committees</i> Activities by staff with limited participation by students, e.g., teacher conferences, school selection interviews</p>	<p><i>Student Government</i> Student represented bodies related to events, activities, initiatives, etc.</p>	<p><i>Student Publications</i> Student run media (print, web, broadcast, etc.)</p>

**THE SCHOOL DISTRICT OF PHILADELPHIA  
GRANT COMPLIANCE OFFICE (GCO)  
SUPPLEMENTAL PAY ATTENDANCE LOG  
ALL FUNDING SOURCES**

**This form is intended for:**  
 \*Single employee use / overtime  
 \*EC without students  
 \*Multiple staff activities during the school year and summer

**Sign in logs should be maintained for all events, regardless of funding source**

**A. EVENT DESCRIPTION:**

EVENT LOCATION: \_\_\_\_\_

**This form is not complete until the Principal / Administrator has signed the certification at the end of the Attendance Log**

**B. ATTENDEES**

**Employees signing the attendance form certify that they have participated in the event during the date indicated and the time verified by the employee sign-in and sign-out times.**

**To be completed by Principal / Administrator**

**Employees sign their names as they arrive and at the end of the event / session. No one shall sign in / out for any other employee.**

EVENT DATE(S): \_\_\_\_\_

EVENT BEGINNING TIME: \_\_\_\_\_

EVENT ENDING TIME: \_\_\_\_\_

	DATE	PRINTED EMPLOYEE NAME	EMPLOYEE EIN	SIGN-IN (ORIGINAL INK)		SIGN-OUT (ORIGINAL INK)		POSITION
				SIGNATURE	SIGN-IN TIME	SIGNATURE	SIGN-OUT TIME	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

**This is to certify that the individuals in the positions listed have attended the PD / EC or related event during the time and date indicated pursuant to the objective(s) of the funding source indicated.**

**C. PRINCIPAL / ADMINISTRATOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**B. ATTENDEES**

Employees signing the attendance form certify that they have participated in the event during the date indicated and the time verified by the employee sign-in and sign-out times.

To be completed by Principal / Administrator

Employees sign their names as they arrive and at the end of the event / session. No one shall sign in / out for any other employee.

EVENT DATE(S): \_\_\_\_\_

EVENT BEGINNING TIME: \_\_\_\_\_

EVENT ENDING TIME: \_\_\_\_\_

	DATE	PRINTED EMPLOYEE NAME	EMPLOYEE EIN	SIGN-IN ( <i>ORIGINAL INK</i> )		SIGN-OUT ( <i>ORIGINAL INK</i> )		POSITION
				SIGNATURE	SIGN-IN TIME	SIGNATURE	SIGN-OUT TIME	
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								

This is to certify that the individuals in the positions listed have attended the PD / EC or related event during the time and date indicated pursuant to the objective(s) of the funding source indicated.

C. PRINCIPAL / ADMINISTRATOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**B. ATTENDEES**

**Employees signing the attendance form certify that they have participated in the event during the date indicated and the time verified by the employee sign-in and sign-out times.**

**To be completed by Principal / Administrator**

**Employees sign their names as they arrive and at the end of the event / session. No one shall sign in / out for any other employee.**

EVENT DATE(S): \_\_\_\_\_

EVENT BEGINNING TIME: \_\_\_\_\_

EVENT ENDING TIME: \_\_\_\_\_

	DATE	PRINTED EMPLOYEE NAME	EMPLOYEE EIN	SIGN-IN ( <i>ORIGINAL INK</i> )		SIGN-OUT ( <i>ORIGINAL INK</i> )		POSITION
				SIGNATURE	SIGN-IN TIME	SIGNATURE	SIGN-OUT TIME	
30.								
31.								
32.								
33.								
34.								
35.								
36.								
37.								
38.								
39.								
40.								
41.								
42.								
43.								
44.								
45.								
46.								
47.								

**This is to certify that the individuals in the positions listed have attended the PD / EC or related event during the time and date indicated pursuant to the objective(s) of the funding source indicated.**

**C. PRINCIPAL / ADMINISTRATOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

EC Categories	Description	Example Organizations / Activities	
Academic Enrichment	Activities that are related to academic learning, but not explicitly connected to a particular curriculum, that allow students to engage with topics and their peers at a higher level.	Math Club Science Club Other Academic Association	History Club Homework Club
Health and Wellness	Activities that include an athletic contest or competition other than interscholastic athletics.	Cheerleading Lacrosse Fitness Club	Basketball Ultimate Frisbee
Community & Civic Engagement	Activities that promote participation addressing issues of public concern, such as voting, current events, or student leadership.	Current Events Peer Club National Honor Society (NHS) Debate Club Tutoring (students tutoring students)	Leadership Tutoring Volunteering Mock Trial
Cultural/Affinity	Activities that offer opportunities for students to explore different aspects of their identity and find community among their peers.	Gay Straight Alliance (GSA) Hispanic/Latinx Club Multicultural Club Religion (Variety)	African American Club Asian Pacific Islander Club Khmer Club
Curriculum Support	Activities that support academic learning and are primarily organized and run by teachers and school staff.	Credit Recovery Course Review NOCTI Prep Tutoring (teachers tutoring students)	Homework Support SAT Prep
Events, Fairs, and Assemblies	Activities supporting individual or recurring events, such as Senior Night, School Fairs, College Information or Financial Aid Fairs, and assemblies.	Senior Events College Information Parent Events	Open House School Fair Assembly
Music	Activities related to musical arts and performances, such as Music Club, Jazz Band, Orchestra, and Marching Band.	Music Club Jazz Band Drumline	Choir Orchestra Marching Band
Science and Technology	Activities related to student interest and engagement in science and technology not directly related to academic learning, such as Robotics Club, Engineering Club, Website Design, and Computer Science.	Robotics Club Technology Club Engineering Club	Website Design Computer Science/Coding
Special Interest	Activities that cater to a specific student interest not directly related to academic learning.	Chess Club Finance Foreign Language Club E-Sports	Book Club Poetry Club Film Club Business Club
School-Wide Initiatives and Committees	Activities run or led by school staff with limited participation by students, such as Parent-Teacher Conferences or School Selection interviews.	School Selection	Parent Teacher Conferences
Student Government	Activities related to student government or councils, where students are elected or appointed to help with specific events, activities, programs, policies, and initiatives around school.	Student Government	Student Council
Student Publications	Activities related to student-run media and publication outlets, including print, radio, broadcast, or web-based.	Yearbook Newspaper Announcements	Magazine Broadcasting
Visual and Performing Arts	Activities related to visual and performing arts, including dance, theater, art, design, and other visual performances.	Art Club Drama Club Glee Club	Theater Dance Club Improv Club



**PD-EC-OT – UNIVERSAL SUPPLEMENTAL PAY LOG – ACTIVITY CATEGORIES**

**A. Funding**

YEAR	FUND	AGENCY	ORG	ACTIVITY	OBJECT	REPT. GRP.	DATE ENTERED INTO THE PAYROLL SYSTEM

**B. TYPE OF SUPPLEMENTAL PAY (Check Box)**

EXTRACURRICULAR (EC)

PROFESSIONAL DEVELOPMENT (PD)

SUMMER

OVERTIME (OT)

**C. EVENT DESCRIPTION**

**D. CONTACT PERSON:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**EVENT LOCATION (SCHOOL / OFFICE):** \_\_\_\_\_

**E. SUPPLEMENTAL PAY CATEGORY DETAIL**

**Professional Development Categories (choose the single best category)**

<i>Core Curriculum</i>	<i>Social / Emotional</i>	<i>Technology</i>	<i>School Leadership and Management</i>	<i>Parent Training</i>	<i>Other</i>

**EXTRA-CURRICULAR CATEGORY DETAIL (choose the single best category)**

<i>Academic Enrichment</i> Learning that allows students to engage topics and peers	<i>Health and Wellness</i> Athletic contest or competition other than interscholastic	<i>Community &amp; Civic Engagement</i> Addressing issues of concern such as voting, current events, student leadership, etc.	<i>Cultural / Affinity</i> Students exploring different aspects of their identity and for community among peers
<i>Curriculum Support</i> Academic learning primarily organized and run by teachers and staff	<i>Events, Fairs, Assemblies</i> Individual or recurring events	<i>Music and Visual / Performing Arts</i> Activities and clubs	<i>Science and Technology</i> Activity not directly related to academic learning such as robotics clubs, computer clubs, etc.
<i>Special Interest</i> Student interest activity not specifically related to academic learning	<i>School-Wide Initiatives and Committees</i> Activities by staff with limited participation by students, e.g., teacher conferences, school selection interviews	<i>Student Government</i> Student represented bodies related to events, activities, initiatives, etc.	<i>Student Publications</i> Student run media (print, web, broadcast, etc.)

THE SCHOOL DISTRICT OF PHILADELPHIA  
GRANT COMPLIANCE OFFICE (GCO)

**TEACHER - STUDENT SUPPLEMENTAL PAY ATTENDANCE LOG  
EXTRA-CURRICULAR ACTIVITY ONLY  
ALL FUNDING SOURCES**

This form is intended for single event  
employee / student EC activity

Sign in logs should be maintained for all events, regardless of funding source

**A. STAFF ATTENDEES**

Employees signing the attendance log certify that they have participated in the event during the date indicated and the time verified by the employee sign-in and sign-out times.

Employees sign their names as they arrive and at the end of the event/session. No one shall sign in /out for any other employee.

To be completed by the Principal/Administrator

EVENT DATE: \_\_\_\_\_

EVENT BEGINNING TIME: \_\_\_\_\_

EVENT ENDING TIME: \_\_\_\_\_

EMPLOYEE SIGN-IN (ORIGINAL INK)		EMPLOYEE SIGN-OUT (ORIGINAL INK)		EMPLOYEE EIN	POSITION	SUBJECT	ROOM
NAME	SIGN-IN TIME	NAME	SIGN-OUT TIME				

**B. EVENT DESCRIPTION:**

**C. STUDENT ATTENDEES**  
Students signing the log certify that they have participated in the event during the date and the time indicated.

Students sign their names as they arrive for the event.

PRINT STUDENT LAST NAME	PRINT STUDENT FIRST NAME	STUDENT SIGNATURE (ORIGINAL INK)	STUDENT ID	GRADE	TIME IN (COMPLETED BY STUDENT)
1).					
2).					
3).					
4).					
5).					
6).					

This certifies that teacher list above attended the EC event during the time indicated pursuant to the objective(s) of the funding source indicated and that the students listed have attended the event during the time and date indicated pursuant to the objective(s) of the federal grant program indicated (if applicable).

D. TEACHER SIGNATURE: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**C. STUDENT ATTENDEES**

Students signing the log certify that they have participated in the event during the data and the time indicated.

**To be completed by the Principal/Administrator**

Students sign their names as they arrive for the event.

EVENT DATE: \_\_\_\_\_

EVENT BEGINNING TIME: \_\_\_\_\_

EVENT ENDING TIME: \_\_\_\_\_

PRINT STUDENT LAST NAME	PRINT STUDENT FIRST NAME	STUDENT SIGNATURE (ORIGINAL INK)	STUDENT ID	GRADE	TIME IN (COMPLETED BY STUDENT)
7).					
8).					
9).					
10).					
11).					
12).					
13).					
14).					
15).					
16).					
17).					
18).					
19).					
20).					
21).					
22).					

**This certifies that teacher list above attended the EC event during the time indicated pursuant to the objective(s) of the funding source indicated and that the students listed have attended the event during the time and date indicated pursuant to the objective(s) of the federal grant program indicated (if applicable).**

**D. TEACHER SIGNATURE:** \_\_\_\_\_

**PRINCIPAL SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**C. STUDENT ATTENDEES**

Students signing the form certify that they have participated in the event during the data and the time indicated.

**To be completed by the Principal/Administrator**

Students sign their names as they arrive for the event.

EVENT DATE: \_\_\_\_\_

EVENT BEGINNING TIME: \_\_\_\_\_

EVENT ENDING TIME: \_\_\_\_\_

PRINT STUDENT LAST NAME	PRINT STUDENT FIRST NAME	STUDENT SIGNATURE (ORIGINAL INK)	STUDENT ID	GRADE	TIME IN (COMPLETED BY STUDENT)
23).					
24).					
25).					
26).					
27).					
28).					
29).					
30).					
31).					
32).					
33).					
34).					
35).					
36).					
37).					
38).					

**This certifies that teacher list above attended the EC event during the time indicated pursuant to the objective(s) of the funding source indicated and that the students listed have attended the event during the time and date indicated pursuant to the objective(s) of the federal grant program indicated (if applicable).**

**D. TEACHER SIGNATURE:** \_\_\_\_\_

**PRINCIPAL SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

EC Categories	Description	Example Organizations / Activities	
Academic Enrichment	Activities that are related to academic learning, but not explicitly connected to a particular curriculum, that allow students to engage with topics and their peers at a higher level.	Math Club Science Club Other Academic Association	History Club Homework Club
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