

GPSS Management Oversight

Task Name/Goal	Task Sub-Header	Responsible Person/Office	Validation by USDOE/Date & Method of Validation	Underlying Problems	Action Taken by GPSS for Resolution	Completion Date/ Measurable Objective	Documents/ References	Updates	Supporting Documents for July 2008 Update
I. Strengthen GPSS Overall Monitoring Process	A. Determine roles and responsibilities of the various staff in the Federal Programs Division, Program Managers (Division Heads) and Business Office by August 2007	Federal Programs Administrator, Program Managers, Project Directors, & CFO	USDOE Validation Pending	GPSS has not clearly distinguished segregation of duties for program directors, program managers & program monitors.	(a) GPSS has delineated functions between State Education Agency (Federal Programs Division) & Local Education Agency (Program Managers/Project Directors); (b) Training was provided in August 2007 informing State Staff (SEA) & Program Managers/Project Directors (LEA) of their roles & responsibilities; 1) State Monitors are responsible for reviewing & validating project applications, monitoring project activities to ensure fiscal & programmatic compliance, ensure program goals & objectives are being achieved, & provide technical assistance to Prgm Mgrs/Project Dir.; 2) Prgm Mgrs/Project Dir. are responsible for implementing & managing their respective federally funded activities, & ensuring program goals, objectives, & activities align with federal statutory requirements; (c) GPSS to ensure personnel responsible for implementing & monitoring federally funded activities receive all necessary training by December 2007 & annually thereafter; (d) To ensure State Monitors possess a thorough understanding of cross cutting federal requirements, State Monitors to continue to receive Grants Mgmt training annually	<ul style="list-style-type: none"> GPSS to ensure personnel responsible for implementing & monitoring federally funded activities receive all necessary training by December 2007 & annually thereafter. State Monitors to continue to receive Grants Management training annually 	<ul style="list-style-type: none"> SEA vs. LEA Training Materials 	GPSS continues to hold the lines of delineation between state and local educational agency functions. Training is ongoing via communication with district and program personnel to articulate these lines and educate on roles and duties and responsibilities between the SEA and the LEA. Formal training will be repeated and conducted annually with the next one to occur within the first quarter of FY2008-2009.	<ol style="list-style-type: none"> Monitoring Forms evidencing monitoring efforts conducted by state staff for programmatic and fiscal compliance. Training documentation to include sign in sheets and training curriculum for the various trainings conducted by state program staff to personnel responsible for implementing and monitoring federally funded activities.
I. Strengthen GPSS Overall Monitoring Process	B. Ensure staff responsible for implementing and monitoring federal programs have a thorough understanding of federal programmatic requirements by December 2007.	Federal Programs Administrator, Program Managers, Project Directors, & CFO	USDOE Validation Pending	GPSS has not ensured that federal program staff have a thorough understanding of the federal program regulations and requirements for the programs that they have responsibility for administering.	(a) GPSS to ensure personnel responsible for implementing & monitoring federally funded activities receive all necessary training by December 2007 & annually thereafter; (b) Training was provided in August 2007 to all Program Managers & Project Directors on fiscal requirements & internal control procedures; (c) Further training on fiscal requirements & internal controls to be provided to all Program Managers & Project Directors by December 2007 & annually thereafter; (d) Monitoring of internal control procedures to be conducted & validated by State Monitors; (e) Since August 2007, State Monitors have received the following Grants Management training: 1) Grantsmanship II: Administrative Requirements & Cost Principles for Grants & Other Agreements, 2) Introduction to Federal Grants & Cooperative Agreements, 3) Monitoring Grants & Cooperative Agreements, 4) Sub awarding for Pass-Through Entities; (f) To ensure To ensure State Monitors possess a thorough understanding of cross cutting federal requirements, State Monitors will continue to receive Grants Management training annually.	<ul style="list-style-type: none"> GPSS to ensure personnel responsible for implementing & monitoring federally funded activities receive all necessary training by December 2007 & annually thereafter Monitoring of internal control procedures to be conducted & validated by State Monitors State Monitors to continue to receive Grants Management training annually 	<ul style="list-style-type: none"> Training documentation (Attendance sheets, handouts, certificates, etc.) a) SOP & Routing procedures training b) Grants Management Training certificates 	State Program Staff are educated via various trainings that are held to keep them abreast of the rules and regulations of grants management. The most recent grants management training attended by state program staff was in June 2008. Training to the various program personnel is also an ongoing activity with training occurring annually or as needed. Technical assistance is also provided by state staff to program personnel to assist and guide them in the administration of their respective grant programs.	<ol style="list-style-type: none"> Monitoring Forms evidencing monitoring efforts conducted by state staff for programmatic and fiscal compliance. Training documentation to include sign in sheets and training curriculum for the various trainings conducted by state program staff to personnel responsible for implementing and monitoring federally funded activities.

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I. Strengthen GPSS Overall Monitoring Process	B1. Provide consistent program specific training to all GPSS staff that implement federal programs by December 2007.	Federal Programs Administrator, Program Managers, Project Directors, & CFO	USDOE Validation Pending	None Stated	(a) GPSS will ensure that Program Managers/Project Directors receive the training necessary, ensuring program activities align with program goals & objectives, & adhere to federal programmatic requirements; (b) In July & August 2007, Program Managers & Project Directors received the following program specific training: 1) DEED 2) Summer School; (c) Further program specific training forthcoming to include the handling of Program Income & internal controls to be provided to all Program Managers & Project Directors by December 2007 & annually thereafter; (d) State Monitors to ensure that federally funded activities align with program goals & objectives, & adhere to federal programmatic requirements.	<ul style="list-style-type: none"> GPSS will ensure that Program Managers/Project Directors receive the training necessary to ensuring program activities align with program goals & objectives, & adhere to federal programmatic requirements. Further program specific training forthcoming to include the handling of Program Income & internal controls to be provided to all Program Managers & Project Directors by December 2007 & annually thereafter 	<ul style="list-style-type: none"> Training Documentation (attendance sheets, handouts, etc.) a) DEED b) Summer School 	State Program Staff are educated via various trainings that are held to keep them abreast of the rules and regulations of grants management. The most recent grants management training attended by state program staff was in June 2008. Training to the various program personnel is also an ongoing activity with training occurring annually or as needed. Technical assistance is also provided by state staff to program personnel to assist and guide them in the administration of their respective grant programs.	<ol style="list-style-type: none"> Monitoring Forms evidencing monitoring efforts conducted by state staff for programmatic and fiscal compliance. Training documentation to include sign in sheets and training curriculum for the various trainings conducted by state program staff to personnel responsible for implementing and monitoring federally funded activities.
I. Strengthen GPSS Overall Monitoring Process	B2. Provide cross cutting federal grants management training (on OMB Circulars, EDGAR and other requirements) to ensure that staff responsible for program implementation understand cross cutting requirements by December 2007.	Federal Programs Administrator, Program Managers, Project Directors, & CFO	USDOE Validation Pending	None Stated	(a) Since August 2007, State Monitors have received the following Grants Management training: 1) Grantsmanship II: Administrative Requirements & Cost Principles for Grants & Other Agreements, 2) Introduction to Federal Grants & Cooperative Agreements, 3) Monitoring Grants & Cooperative Agreements, 4) Subawarding for Pass-Through Entities; (b) To ensure State Monitors possess a thorough understanding of cross cutting federal requirements, State Monitors will continue to receive Grants Management training annually; (c) Monitoring of internal control procedures to be conducted quarterly by State Monitors; (d) State Monitors to continue to provide technical assistance to Program Managers/Project Directors to ensure compliance with federal requirements	<ul style="list-style-type: none"> State Monitors will continue to receive Grants Management training annually Monitoring of internal control procedures to be conducted quarterly by State Monitors State Monitors to continue to provide technical assistance to Program Managers/Project Directors to ensure compliance with federal requirements 	<ul style="list-style-type: none"> Training documentation (Attendance sheets, handouts, etc.) a) Grants Management training materials b) Training certificates 	<ul style="list-style-type: none"> State Monitors will continue to receive Grants Management training annually Monitoring of internal control procedures to be conducted quarterly by State Monitors State Monitors to continue to provide technical assistance to Program Managers/Project Directors to ensure compliance with federal requirements 	

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I. Strengthen GPSS Overall Monitoring Process	C. Ensure federal program requirements are being implemented by flow-through agencies (i.e. Schools, Guam Community College, University of Guam) by December 2007.	Federal Programs Administrator, Program Managers, Project Directors, & CFO	USDOE Validation Pending	GPSS has not ensured that program directors and managers responsible for administering federal programs through flow-through agencies have a thorough understanding of all federal program regulations and requirements.	(a) Training was provided in August 2007 to all Program Managers & Project Directors, including flow-through agencies, on fiscal requirements & internal control procedures; (b) Further training on fiscal requirements & internal controls to be provided to all Program Managers & Project Directors by December 2007 & annually thereafter; (c) State Monitors has & will continue to monitor the activities of flow-through agencies (i.e. G.C.C., U.O.G) through quarterly site reviews to ensure program activities align with project application goals & objectives; (d) State Monitors to continue to provide technical assistance to Program Managers/Project Directors to ensure compliance with federal statutory requirements	<ul style="list-style-type: none"> Program Managers & Project Directors, including flow-through agencies, received training in August on fiscal requirements & internal control procedures, further training to be provided by December 2007 & annually thereafter State Monitor to continue to evaluate flow-through agencies quarterly State Monitor to continue to provide Technical assistance to flow-through agencies to ensure compliance with project application goals & objectives, & federal statutory requirements 	<ul style="list-style-type: none"> Training documentation (Attendance sheets, handouts, etc.) a) SOP Training b) Routing procedures Monitoring Review/Site Visit Forms (GCC) Fiscal Monitoring Review Forms 	State Program Staff are educated via various trainings that are held to keep them abreast of the rules and regulations of grants management. The most recent grants management training attended by state program staff was in June 2008. Training to the various program personnel is also an ongoing activity with training occurring annually or as needed. Technical assistance is also provided by state staff to program personnel to assist and guide them in the administration of their respective grant programs.	<ol style="list-style-type: none"> Monitoring Forms evidencing monitoring efforts conducted by state staff for programmatic and fiscal compliance. Training documentation to include sign in sheets and training curriculum for the various trainings conducted by state program staff to personnel responsible for implementing and monitoring federally funded activities.
I. Strengthen GPSS Overall Monitoring Process	D. Align programmatic monitoring activities with fiscal monitoring activities by December 2007.	Federal Programs Administrator, Program Managers, Project Directors, & CFO	USDOE & Internal Audit Unit validation pending	GPSS has not included reviews of sub recipient's financial reports and underlying financial records to ensure compliance with applicable sub recipient monitoring activities. (reference: audit finding 06-08; QC=\$0)	(a) Since August 2007, State Monitors have received the following Grants Management training: 1) Grantsmanship II: Administrative Requirements & Cost Principles for Grants & Other Agreements, 2) Introduction to Federal Grants & Cooperative Agreements, 3) Monitoring Grants & Cooperative Agreements, 4) Subawarding for Pass-Through Entities; (b) Monitoring of internal control procedures to be conducted quarterly by State Monitors; (c) State Monitors to continue to provide technical assistance to Program Managers/Project Directors to ensure compliance with federal programmatic & fiscal requirements; (d) To ensure that State Staff are equipped with the tools necessary to effectively evaluate & measure project performance, State Monitors will continue to receive Grants Management training annually	<ul style="list-style-type: none"> State Monitors to continue to provide technical assistance to Program Managers/Project Directors to ensure compliance with federal programmatic & fiscal requirements Monitoring of internal control procedures to be conducted quarterly by State Monitors State Monitors will continue to receive Grants Management training annually 	<ul style="list-style-type: none"> Monitoring Review Forms Fiscal Monitoring Review Forms Monitoring Review/Site Visit schedule Training documentation (Attendance sheets, handouts, etc.) for Grants Management 	State Program Staff are educated via various trainings that are held to keep them abreast of the rules and regulations of grants management. The most recent grants management training attended by state program staff was in June 2008. Training to the various program personnel is also an ongoing activity with training occurring annually or as needed. Technical assistance is also provided by state staff to program personnel to assist and guide them in the administration of their respective grant programs.	<ol style="list-style-type: none"> Monitoring Forms evidencing monitoring efforts conducted by state staff for programmatic and fiscal compliance. Training documentation to include sign in sheets and training curriculum for the various trainings conducted by state program staff to personnel responsible for implementing and monitoring federally funded activities.

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I. Strengthen GPSS Overall Monitoring Process	E. [Establish a process for retaining monitoring documentation and reports by December 2007].	Federal Programs Administrator	USDOE Validation Pending	None Stated	(a) By December 2007, State Staff will have developed & implemented Standard Operating Procedures for ensuring, maintaining, updating, & securing Federal Grant & Program documentation; (b) Strict policies will be enforced to ensure Federal Grant & Program files are secured & maintained; (c) File maintenance procedures to be validated monthly	• By December 2007, State Staff will have developed & implemented Standard Operating Procedures for ensuring, maintaining & updating Federal Grant & Program files	• File maintenance Standard Operating Procedures forthcoming for maintaining & updating Federal Grant & Program files	Currently there are file maintenance protocols in place that have been effectuated as of the onset of the submitted CCAP. In addition, these procedures are currently being revamped to reflect the presence of technology wherein the task of file retention is being explored in order to streamline our file maintenance procedures and utilize limited space more efficiently within the division.	
II. Strengthen GPSS Fixed Assets, Equipment and Real Property Policies & Procedures	A. GPSS must develop a property management system that complies with equipment and real property management requirements by January 2008.	Federal Programs Administrator, Internal Auditor-In-Charge, Property Management Office, FSAIS, & CFO	GPSS has completed an accurate and complete inventory of fixed assets under the management and oversight of the GPSS Internal Auditors. SOP has been completed and training provided to all division heads and public and private schools (reference: FMP Monthly Status Report, November	GPSS lacks a system for equipment and real property management (reference: audit finding 04-16; QC=\$0). Equipment & Real Property Management: GPSS lacked human resources and internal controls over ensuring compliance with equipment management requirements (reference: audit finding 03-21; QC=\$0, 05-14:	(a) GPSS is in the process of automating its fixed assets management system. The automation will assist the district in complying with federal equipment management requirements. The successful bidder for the Fixed Asset & Bar Coding System, United Technology Solutions (UTS), is scheduled to provide training to all essential personnel from the Financial Affairs Division & the Financial, Student, & Administrative Information Systems (FSAIS) Office in November 2007; (b) UTS, along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; (c) Full implementation of the Fixed Asset & Bar Coding System slated for January 2008; (d) By January 2008, all State Staff & Program Managers will have received training on the Fixed Asset & Bar Coding system to include full implementation & internal controls; (e) The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented; (f) State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly	• Key personnel to receive training on the new Fixed Asset & Bar Coding System in November 2007 • Full implementation of new Fixed Asset & Bar Coding System slated for January 2008 to include training & internal controls • State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly	• Copy of RFP for Fixed Asset & Bar Coding System • Proposed Onsite Schedule (UTS) • Fixed Asset Narrative	Currently the Fixed Assets system is in place and is being utilized to track current assets through bar coding process that was also implemented within the system. Updates to the current collection procedures are being formulated to further enhance the capabilities of the system to capture additional data on fixed assets such as exact location of property and the requisition numbers	

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II. Strengthen GPSS Fixed Assets, Equipment and Real Property Policies & Procedures	B. GPSS must fully implement the standard operating procedures outlined in the Fixed Assets Management System by January 2008.	Federal Programs Administrator, Internal Auditor-In-Charge, Property Management Office, FSAIS, & CFO	USDOE Validation Pending	None Stated	(a) GPSS is in the process of automating its fixed assets management system. The automation will assist the district in complying with federal equipment management requirements. The successful bidder for the Fixed Asset & Bar Coding System, United Technology Solutions (UTS), is scheduled to provide training to all essential personnel from the Financial Affairs Division & the Financial, Student, & Administrative Information Systems (FSAIS) Office in November 2007; (b) UTS, along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; (c) Full implementation of the Fixed Asset & Bar Coding System slated for January 2008; (d) By January 2008, all State Staff & Program Managers will have received training on the Fixed Asset & Bar Coding system to include full implementation & internal controls; (e) The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented; (f) State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly	United Technology Solutions (UTS), along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System;	<ul style="list-style-type: none"> • Copy of RFP for Fixed Asset & Bar Coding System • Proposed Onsite Schedule (UTS) • Fixed Asset Narrative 	Currently the Fixed Assets system is in place and is being utilized to track current assets through bar coding process that was also implemented within the system. Updates to the current collection procedures are being formulated to further enhance the capabilities of the system to capture additional data on fixed assets such as exact location of property and the requisition numbers	
II. Strengthen GPSS Fixed Assets, Equipment and Real Property Policies & Procedures	B1. Develop Standard Operating Procedures for Fixed Assets Management System January 2008.	Federal Programs Administrator, Internal Auditor-In-Charge, Property Management Office, FSAIS, & CFO	Internal Auditor & USDOE validation pending	None Stated	(a) GPSS is in the process of automating its fixed assets management system. The automation will assist the district in complying with federal equipment management requirements. The successful bidder for the Fixed Asset & Bar Coding System, United Technology Solutions (UTS), is scheduled to provide training to all essential personnel from the Financial Affairs Division & the Financial, Student, & Administrative Information Systems (FSAIS) Office in November 2007; (b) UTS, along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; (c) Full implementation of the Fixed Asset & Bar Coding System slated for January 2008; (d) By January 2008, all State Staff & Program Managers will have received training on the Fixed Asset & Bar Coding system to include full implementation & internal controls; (e) The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented; (f) State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly	<ul style="list-style-type: none"> • United Technology Solutions (UTS), along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System • The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented • State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly 	<ul style="list-style-type: none"> • Copy of RFP for Fixed Asset & Bar Coding System • Proposed Onsite Schedule (UTS) • Fixed Asset Narrative 	Currently the Fixed Assets system is in place and is being utilized to track current assets through bar coding process that was also implemented within the system. Updates to the current collection procedures are being formulated to further enhance the capabilities of the system to capture additional data on fixed assets such as exact location of property and the requisition numbers	

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II. Strengthen GPSS Fixed Assets, Equipment and Real Property Policies & Procedures	B2. Assign property numbers to all fixed (value = \$4,999.99 or less) and capital (value = \$5,000 or more) assets, specifically those purchased with federal funds by January 2008.	Federal Programs Administrator, Internal Auditor-In-Charge, Property Management Office, FSAIS, & CFO	Internal Auditor & USDOE validation pending	None Stated	(a) GPSS is in the process of automating its fixed assets management system. The automation will assist the district in complying with federal equipment management requirements. The successful bidder for the Fixed Asset & Bar Coding System, United Technology Solutions (UTS), is scheduled to provide training to all essential personnel from the Financial Affairs Division & the Financial, Student, & Administrative Information Systems (FSAIS) Office in November 2007; (b) UTS, along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; (c) Full implementation of the Fixed Asset & Bar Coding System slated for January 2008; (d) By January 2008, all State Staff & Program Managers will have received training on the Fixed Asset & Bar Coding system to include full implementation & internal controls; (e) The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented; (f) State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly	<ul style="list-style-type: none"> The automation of its fixed assets management system will assist the district in assigning property numbers to fixed assets purchased with federal funds The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly 	<ul style="list-style-type: none"> Copy of RFP for Fixed Asset & Bar Coding System Proposed Onsite Schedule (UTS) Fixed Asset Narrative 	Currently the Fixed Assets system is in place and is being utilized to track current assets through bar coding process that was also implemented within the system. Updates to the current collection procedures are being formulated to further enhance the capabilities of the system to capture additional data on fixed assets such as exact location of property and the requisition numbers	
II. Strengthen GPSS Fixed Assets, Equipment and Real Property Policies & Procedures	B3. Establish and implement a consistent system for coordinating financial and physical reconciliation of fixed assets records by January 2008.	Federal Programs Administrator, Internal Auditor-In-Charge, Property Management Office, FSAIS, & CFO	Internal Auditor & USDOE validation pending	None Stated	(a) GPSS is in the process of automating its fixed assets management system. The automation will assist the district in complying with federal equipment management requirements. The successful bidder for the Fixed Asset & Bar Coding System, United Technology Solutions (UTS), is scheduled to provide training to all essential personnel from the Financial Affairs Division & the Financial, Student, & Administrative Information Systems (FSAIS) Office in November 2007; (b) UTS, along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; (c) Full implementation of the Fixed Asset & Bar Coding System slated for January 2008; (d) By January 2008, all State Staff & Program Managers will have received training on the Fixed Asset & Bar Coding system to include full implementation & internal controls; (e) The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented; (f) State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly	<ul style="list-style-type: none"> United Technology Solutions (UTS) along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly 	<ul style="list-style-type: none"> Copy of RFP for Fixed Asset & Bar Coding System Proposed Onsite Schedule (UTS) Fixed Asset Narrative 	Currently the Fixed Assets system is in place and is being utilized to track current assets through bar coding process that was also implemented within the system. Updates to the current collection procedures are being formulated to further enhance the capabilities of the system to capture additional data on fixed assets such as exact location of property and the requisition numbers	

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II. Strengthen GPSS Fixed Assets, Equipment and Real Property Policies & Procedures	B4. Establish and implement a process for disposition of excess and surplus property by January 2008.	Federal Programs Administrator, Internal Auditor-In-Charge, Property Management Office, FSAIS, & CFO	Internal Auditor & USDOE validation pending	None Stated	(a) GPSS is in the process of automating its fixed assets management system. The automation will assist the district in complying with federal equipment management requirements. The successful bidder for the Fixed Asset & Bar Coding System, United Technology Solutions (UTS), is scheduled to provide training to all essential personnel from the Financial Affairs Division & the Financial, Student, & Administrative Information Systems (FSAIS) Office in November 2007; (b) UTS, along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; (c) Full implementation of the Fixed Asset & Bar Coding System slated for January 2008; (d) By January 2008, all State Staff & Program Managers will have received training on the Fixed Asset & Bar Coding system to include full implementation & internal controls; (e) The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented; (f) State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly	<ul style="list-style-type: none"> • United Technology Solutions (UTS) along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; • The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented • State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly 	<ul style="list-style-type: none"> • Copy of RFP for Fixed Asset & Bar Coding System • Proposed Onsite Schedule (UTS) • Fixed Asset Narrative 	Currently the Fixed Assets system is in place and is being utilized to track current assets through bar coding process that was also implemented within the system. Updates to the current collection procedures are being formulated to further enhance the capabilities of the system to capture additional data on fixed assets such as exact location of property and the requisition numbers	
II. Strengthen GPSS Fixed Assets, Equipment and Real Property Policies & Procedures	B5. Establish a consistent system for accepting and accounting for fixed asset donations by January 2008.	Federal Programs Administrator, Internal Auditor-In-Charge, Property Management Office, FSAIS, & CFO	Internal Auditor & USDOE validation pending	None Stated	(a) GPSS is in the process of automating its fixed assets management system. The automation will assist the district in complying with federal equipment management requirements. The successful bidder for the Fixed Asset & Bar Coding System, United Technology Solutions (UTS), is scheduled to provide training to all essential personnel from the Financial Affairs Division & the Financial, Student, & Administrative Information Systems (FSAIS) Office in November 2007; (b) UTS, along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; (c) Full implementation of the Fixed Asset & Bar Coding System slated for January 2008; (d) By January 2008, all State Staff & Program Managers will have received training on the Fixed Asset & Bar Coding system to include full implementation & internal controls; (e) The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented; (f) State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly	<ul style="list-style-type: none"> • United Technology Solutions (UTS) along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; • The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented • State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly 	<ul style="list-style-type: none"> • Copy of RFP for Fixed Asset & Bar Coding System • Proposed Onsite Schedule (UTS) • Fixed Asset Narrative 	Currently the Fixed Assets system is in place and is being utilized to track current assets through bar coding process that was also implemented within the system. Updates to the current collection procedures are being formulated to further enhance the capabilities of the system to capture additional data on fixed assets such as exact location of property and the requisition numbers	

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<p>II. Strengthen GPSS Fixed Assets, Equipment and Real Property Policies & Procedures</p>	<p>C. GPSS staff (central office and school-level) must be properly trained on Standard Operating Procedures (SOP) and internal controls by January 2008.</p>	<p>Federal Programs Administrator, Internal Auditor-In-Charge, Property Management Office, FSAIS, & CFO</p>	<p>Internal Auditor & USDOE validation pending</p>	<p>None Stated</p>	<p>(a) GPSS is in the process of automating its fixed assets management system. The automation will assist the district in complying with federal equipment management requirements. The successful bidder for the Fixed Asset & Bar Coding System, United Technology Solutions (UTS), is scheduled to provide training to all essential personnel from the Financial Affairs Division & the Financial, Student, & Administrative Information Systems (FSAIS) Office in November 2007; (b) UTS, along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; (c) Full implementation of the Fixed Asset & Bar Coding System slated for January 2008; (d) By January 2008, all State Staff & Program Managers will have received training on the Fixed Asset & Bar Coding system to include full implementation & internal controls; (e) The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented; (f) State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly</p>	<ul style="list-style-type: none"> • United Technology Solutions (UTS) along with FSAIS & Financial Affairs Division, will work collaboratively to develop a comprehensive Standard Operating Procedure for the Fixed Asset & Bar Coding System; • The Property Management Office & FSAIS to ensure fixed assets procured with federal funds are properly identified & documented • State Monitors & CFO to validate property purchased with federal funds & internal control procedures quarterly 	<ul style="list-style-type: none"> • Copy of RFP for Fixed Asset & Bar Coding System • Proposed Onsite Schedule (UTS) • Fixed Asset Narrative 	<p>Currently the Fixed Assets system is in place and is being utilized to track current assets through bar coding process that was also implemented within the system. Updates to the current collection procedures are being formulated to further enhance the capabilities of the system to capture additional data on fixed assets such as exact location of property and the requisition numbers</p>	