

Consolidated Grant Programs CAP

Task Name	Task Sub-Header	Responsible Person/Office	Underlying Problems	STATUS & UPDATES	Completion Date / Percentage of Completion/Status	Documents/ References	Comments/ Acknowledgement by USDOE
I. Strengthen GPSS Monitoring & Technical Assistance Process	Subrecipient Monitoring: A. Federal Programs Division (FPD) identified criteria to be used in determining programmatic & fiscal monitoring needs. The programmatic & fiscal monitoring protocol shall address areas such as allowable uses of funds (in accordance with Section 5121(2)-(8) & Section 5131(a) [of Title V, Part A of the ESEA]), local needs assessment, annual project evaluation & equitable participation of private schools. In addition, [Federal Program Division monitors shall use identification of sites to be monitored, criteria used to select monitoring sites, [and] the timeline by which the SEA will provide to each subgrantee a copy of the monitoring report.	• <b>Lead:</b> Federal Programs Division	Subrecipient Monitoring: activities and services paid with federal funds are related to program objectives and supported with documentation •[GPSS has not ensured] that programs implemented within schools provide services only to eligible participants, i.e., the DEED after school program •[GPSS has not provided] a clear segregation of duties for its program managers, program monitors, program directors and their interaction with school staff	(1) State Officers continue to provide training to various district personnel (LEAs) in an effort to reinforce compliance with local & federal rules and regulation relative to federal grants & programs. (2) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program managers & project directors with regard to project application & program budget preparations; B) Review & evaluate project applications to ensure measurable goals & objectives, budget, & proposed activities align with grant requirements; C) Validate activities (all requests) against approved project applications, SOPs, & local & federal requirements for programmatic & fiscal compliance including: i) Personnel requests, recruitment, selection, & salary; ii) Procurement activities to include RFPs, IFBs, sole source, & contracts iii) Expenditure reports/activities & budget modifications; D) Monitor & validate grant/program activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Provide guidance & technical assistance & training to program staff (LEAs), Business Office, Procurement, Personnel, & all other personnel responsible for handling/managing federal grants/programs; F) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely G) Receive Grants Management & program specific training regularly to ensure thorough understanding of cross-cutting federal requirements, grants administration procedures, to effectively provide LEAs with guidance & technical assistance; H) Ensure all necessary training is provided accordingly to personnel responsible for handling/managing federal grants/programs;	Activities Ongoing - Processes to ensure implementation of Internal Controls in place and validated by Programmatic & Fiscal Reviews by State Program Officers	(1) Samples of completed: A) Programmatic Monitoring Forms evidencing review by State Officers for compliance. B) Routing forms. (2) Updated grant listing-chart of responsibilities - May 2009 (3) Sign-in sheets & technical assistance & training documents	
II. Strengthen Procedures for Reviewing Proposals for Use of Title V Funds]	[A. GPSS shall establish valid procedures for application approval which will ensure the proper use of federal funds.]	• <b>Lead:</b> Federal Programs Division • <b>Support:</b> Deputy Superintendents, Curriculum & Instructional Improvement, Educational Support & Community Learning; Program Managers, & Project Directors	[A. GPSS shall establish valid procedures for application approval which will ensure the proper use of federal funds.]	(1) State Officers continue to provide training to various district personnel (LEAs) in an effort to reinforce compliance with local & federal rules and regulation relative to federal grants & programs. (2) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program managers & project directors with regard to project application & program budget preparations; B) Review & evaluate project applications to ensure measurable goals & objectives, budget, & proposed activities align with grant requirements; C) Validate activities (all requests) against approved project applications, SOPs, & local & federal requirements for programmatic & fiscal compliance including: i) Personnel requests, recruitment, selection, & salary; ii) Procurement activities to include RFPs, IFBs, sole source, & contracts iii) Expenditure reports/activities & budget modifications; D) Monitor & validate grant/program activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Provide guidance & technical assistance & training to program staff (LEAs), Business Office, Procurement, Personnel, & all other personnel responsible for handling/managing federal grants/programs; F) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely G) Receive Grants Management & program specific training regularly to ensure thorough understanding of cross-cutting federal requirements, grants administration procedures, to effectively provide LEAs with guidance & technical assistance; H) Ensure all necessary training is provided accordingly to personnel responsible for handling/managing federal grants/programs;	Activities Ongoing - Processes to ensure implementation of Internal Controls in place and validated by Programmatic & Fiscal Reviews by State Program Officers	(1) Samples of completed: A) Programmatic Monitoring Forms evidencing review by State Officers for compliance. B) Routing forms. (2) Updated grant listing-chart of responsibilities - May 2009 (3) Sign-in sheets & technical assistance & training documents	
II. Strengthen Procedures for Reviewing Proposals for Use of Title V Funds]	[B. GPSS shall ensure that program applications are adequately evaluated prior to submission to USDOE FY'08 grant submission.	• <b>Lead:</b> Federal Programs Division • <b>Support:</b> Deputy Superintendents, Curriculum & Instructional Improvement, Educational Support & Community Learning; Program Managers, & Project Directors	[B. GPSS shall ensure that program applications are adequately evaluated prior to submission to USDOE FY'08 grant submission.	(1) State Officers continue to provide training to various district personnel (LEAs) in an effort to reinforce compliance with local & federal rules and regulation relative to federal grants & programs. (2) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program managers & project directors with regard to project application & program budget preparations; B) Review & evaluate project applications to ensure measurable goals & objectives, budget, & proposed activities align with grant requirements; C) Validate activities (all requests) against approved project applications, SOPs, & local & federal requirements for programmatic & fiscal compliance including: i) Personnel requests, recruitment, selection, & salary; ii) Procurement activities to include RFPs, IFBs, sole source, & contracts iii) Expenditure reports/activities & budget modifications; D) Monitor & validate grant/program activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Provide guidance & technical assistance & training to program staff (LEAs), Business Office, Procurement, Personnel, & all other personnel responsible for handling/managing federal grants/programs; F) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely G) Receive Grants Management & program specific training regularly to ensure thorough understanding of cross-cutting federal requirements, grants administration procedures, to effectively provide LEAs with guidance & technical assistance; H) Ensure all necessary training is provided accordingly to personnel responsible for handling/managing federal grants/programs;	Activities Ongoing - Processes to ensure implementation of Internal Controls in place and validated by Programmatic & Fiscal Reviews by State Program Officers	(1) Samples of completed: A) Programmatic Monitoring Forms evidencing review by State Officers for compliance. B) Routing forms. (2) Updated grant listing-chart of responsibilities - May 2009 (3) Sign-in sheets & technical assistance & training documents	

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II. Strengthen Procedures for Reviewing Proposals for Use of Title V Funds]	[C. GPSS shall implement evaluation procedures to ensure that program applications & evaluation are uniformly implemented, followed, and support the use of federal funds only for allowable program activities.]	<ul style="list-style-type: none"> <li>• <b>Lead:</b> Federal Programs Division</li> <li>• <b>Support:</b> Deputy Superintendents, Curriculum &amp; Instructional Improvement, Educational Support &amp; Community Learning; Program Managers, &amp; Project Directors</li> </ul>	[C. GPSS shall implement evaluation procedures to ensure that program applications & evaluation are uniformly implemented, followed, and support the use of federal funds only for allowable program activities.]	(1) State Officers continue to provide training to various district personnel (LEAs) in an effort to reinforce compliance with local & federal rules and regulation relative to federal grants & programs. (2) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program managers & project directors with regard to project application & program budget preparations; B) Review & evaluate project applications to ensure measurable goals & objectives, budget, & proposed activities align with grant requirements; C) Validate activities (all requests) against approved project applications, SOPs, & local & federal requirements for programmatic & fiscal compliance including: i) Personnel requests, recruitment, selection, & salary; ii) Procurement activities to include RFPs, IFBs, sole source, & contracts iii) Expenditure reports/activities & budget modifications;  D) Monitor & validate grant/program activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Provide guidance & technical assistance & training to program staff (LEAs), Business Office, Procurement, Personnel, & all other personnel responsible for handling/managing federal grants/programs; F) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely G) Receive Grants Management & program specific training regularly to ensure thorough understanding of cross-cutting federal requirements, grants administration procedures, to effectively provide LEAs with guidance & technical assistance; H) Ensure all necessary training is provided accordingly to personnel responsible for handling/managing federal grants/programs;	Activities Ongoing - Processes to ensure implementation of Internal Controls in place and validated by Programmatic & Fiscal Reviews by State Program Officers	(1) Samples of completed: A) Programmatic Monitoring Forms evidencing review by State Officers for compliance. B) Routing forms. (2) Updated grant listing-chart of responsibilities - May 2009 (3) Sign-in sheets & technical assistance & training documents	
II. Strengthen Procedures for Reviewing Proposals for Use of Title V Funds]	[D. GPSS shall provide evidence that its personnel involved in the application, evaluation, and approval process are properly trained.]	<ul style="list-style-type: none"> <li>• <b>Lead:</b> Federal Programs Division</li> <li>• <b>Support:</b> Deputy Superintendents, Curriculum &amp; Instructional Improvement, Educational Support &amp; Community Learning; Program Managers, &amp; Project Directors</li> </ul>	[D. GPSS shall provide evidence that its personnel involved in the application, evaluation, and approval process are properly trained.]	(1) State Officers continue to provide training to various district personnel (LEAs) in an effort to reinforce compliance with local & federal rules and regulation relative to federal grants & programs. (2) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program managers & project directors with regard to project application & program budget preparations; B) Review & evaluate project applications to ensure measurable goals & objectives, budget, & proposed activities align with grant requirements; C) Validate activities (all requests) against approved project applications, SOPs, & local & federal requirements for programmatic & fiscal compliance including: i) Personnel requests, recruitment, selection, & salary; ii) Procurement activities to include RFPs, IFBs, sole source, & contracts iii) Expenditure reports/activities & budget modifications;  D) Monitor & validate grant/program activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Provide guidance & technical assistance & training to program staff (LEAs), Business Office, Procurement, Personnel, & all other personnel responsible for handling/managing federal grants/programs; F) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely G) Receive Grants Management & program specific training regularly to ensure thorough understanding of cross-cutting federal requirements, grants administration procedures, to effectively provide LEAs with guidance & technical assistance; H) Ensure all necessary training is provided accordingly to personnel responsible for handling/managing federal grants/programs;	Activities Ongoing - Processes to ensure implementation of Internal Controls in place and validated by Programmatic & Fiscal Reviews by State Program Officers	(1) Samples of completed: A) Programmatic Monitoring Forms evidencing review by State Officers for compliance. B) Routing forms. (2) Updated grant listing-chart of responsibilities - May 2009 (3) Sign-in sheets & technical assistance & training documents	
II. Strengthen Procedures for Reviewing Proposals for Use of Title V Funds]	(E): Reform program options to be made available to schools for implementation in SY 2009-2010	<ul style="list-style-type: none"> <li>• <b>Lead:</b> Deputy Superintendent, Curriculum &amp; Instructional Improvement,</li> <li>• <b>Support:</b> Federal Programs Division; Deputy Superintendent, Educational Support &amp; Community Learning; Program Managers; &amp; Project Directors</li> </ul>		(1) The following reform program options have been approved for implementation for SY 2009-2010: A) Elementary Schools i) Direct Instruction ii) Success for All iii) Proposed: Pacific Resources for Educational Learning (PREL)-Effective Schools Program Secondary Schools. B) Secondary Schools i) Johns Hopkins Talent Development Middle and High School (a) To be piloted at (1) middle school & (1) high school	Activities Ongoing - Processes to ensure implementation of Internal Controls in place and validated by Programmatic & Fiscal Reviews by State Program Officers	(1) May 21, 2009 letter from Deputy Superintendent, Curriculum & Instructional Improvement regarding Elementary Reform Programs. (2) May 22, 2009 letter from Deputy Superintendent, Curriculum & Instructional Improvement regarding Comprehensive Corrective Action Plan Bi-Annual Report Update (3) Sign-in sheets & technical assistance & training documents	
II. Strengthen Procedures for Reviewing Proposals for Use of Title V Funds]	(F): Summary of actions taken in response to the Independent Evaluation of the Direct Instruction reform program (SEIRA)	<ul style="list-style-type: none"> <li>• <b>Lead:</b> Deputy Superintendent, Curriculum &amp; Instructional Improvement,</li> <li>• <b>Support:</b> Federal Programs Division; Deputy Superintendent, Educational Support &amp; Community Learning; Program Managers; &amp; Project Directors</li> </ul>		(1) Independent evaluation of the Direct Instruction Program conducted by School Evaluation & Instructional Research Associates (SEIRA) was completed November 2008. (2) GPSS Management Team reviewed the recommendations & developed an action plan to address these recommendations accordingly. a. GPSS proceeded to address other goals stipulated in the District Action Plan (DAP) Major activities in progress include: i. Review & revision of the Content Standards & Performance Indicators in all subject areas ii. Development of the Criterion Reference Test iii. Implementation of reform program option	(1) On-going (2) Projected completion - June 2010.	(1) May 21, 2009 letter from Deputy Superintendent, Curriculum & Instructional Improvement regarding Elementary Reform Programs. (2) May 22, 2009 letter from Deputy Superintendent, Curriculum & Instructional Improvement regarding Comprehensive Corrective Action Plan Bi-Annual Report (3) May 23, 2009 letter from Deputy Superintendent, Curriculum & Instructional Improvement regarding SEIRA Final Report.	

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III. Reporting	Reporting and properly accounting for Program Income	<ul style="list-style-type: none"> <li>• Lead: Deputy Superintendent, Finance &amp; Administrative Services</li> <li>• Support: Federal Programs Division, Deputy Superintendents, Curriculum &amp; Instructional Improvement; Educational Support &amp; Community Learning; Program Managers; &amp; Project Directors</li> </ul>	Reporting: • GPSS has failed to properly account for program income in the past. reference: audit number 03-24 regarding calculation of program income	(1) GPSS personnel continue to adhere to existing SOP No. 200-005 (Program Income). (2) GPSS will re-evaluate SOP # 200-005 to ensure program income is recorded & expended accordingly. (3) Monitoring activities ongoing to ensure compliance with Program Income SOP & federal grant requirements (4) PROGRAM INCOME IS BEING USED TO SUPPORT COST OF DEED PROGRAM.	Activities Ongoing - Processes to ensure implementation of Internal Controls in place and validated by Programmatic & Fiscal Reviews by State Program Officers	(1) March 7, 2009 Email correspondence (2) Sign-in sheets from training (3) DEED Program Guidelines (4) SOP# 900-019 Program Income for Federal Grants (5) SOP# 200-005 Receiving & Recording of DEED Payments (6) DEED Financial (program income) report Aug. 08 – Mar 09 (7) DEED Financial (program income) report March 31, 2009 (8) DEED Financial (program income) report Jan. – Mar 2009 (9) May 22, 2009 memorandum from Deputy Superintendent, Educational Support & Community Learning regarding DEED Program Income CCAP Progress Report	