

Discretionary Grant 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
Teacher Quality Enhancement (TQE) Project Hatsa							
GPSS must submit a restricted Indirect Cost Rate (ICR) proposal for programs that have a non-supplanting requirement to DOI for approval. (See GPSS Fiscal Oversight section of the CAP)		<ul style="list-style-type: none"> Lead: Nieves Flores, Program Manager Support: Federal Programs Division, Deputy Superintendent Finance & Administrative Services, Internal Auditors 	[GPSS/Office of Federal Programs does not have an approved indirect cost rate with the Department of Interior in place, which has restricted its ability to draw down indirect cost funds.] (*Status - resolved - see Completion date)	(1) GPSS is presently negotiating indirect cost rate with the U.S.- National Business Center (NBC) Indirect Cost Services (2) Project Hatsa (TQE) is currently in its no-cost extension year with an expiration of 12/09 (3) GPSS developing Indirect Cost Rate SOP	Proposal submitted & awaiting response from NBC	(1) May 22, 2009 Communiqué between Business Office & the National Business Center (NBC) Indirect Cost Services regarding the submission of the Indirect Cost Proposal	
Improving Literacy Through School Libraries							
Per Program Officer Irene Harwarth, there are no underlying problems to address at this time.		<ul style="list-style-type: none"> Lead: Deputy Superintendent, Curriculum & Instructional Improvement Support: Federal Programs Division, Deputy Superintendent Finance & Administrative Services, Internal Auditors 		(1) State Officers continue to provide training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local & federal rules & regulation relative to federal grants & programs. (2) Discretionary Grant Program Managers & personnel have been provided with all necessary training relative to grant reporting & budget requirements; (3) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local & federal rules and regulation; B) Review & evaluate grant applications to ensure measurable goals & objectives, budget, & proposed activities align with grant application & requirements; C) Validate activities (all requests) against approved grant 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 activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely	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	
Territories & Freely Associated States (TFASE)							
Per Program Officer Valerie Rogers, there are no underlying problems to address at this time.		<ul style="list-style-type: none"> Lead: Deputy Superintendent, Curriculum & Instructional Improvement Support: Federal Programs Division, Deputy Superintendent Finance & Administrative Services, Internal Auditors 		(1) State Officers continue to provide training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local & federal rules & regulation relative to federal grants & programs. (2) Discretionary Grant Program Managers & personnel have been provided with all necessary training relative to grant reporting & budget requirements; (3) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local & federal rules and regulation; B) Review & evaluate grant applications to ensure measurable goals & objectives, budget, & proposed activities align with grant application & requirements; C) Validate activities (all requests) against approved grant 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 activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely	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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<i>Character Education Project Menhalom</i>							
Per Program Director Robert Alexander there are no underlying problems to address at this time.		<ul style="list-style-type: none"> • Lead: Student Support Services Administrator • Support: Federal Programs Division, Deputy Superintendent Finance & Administrative Services, Internal Auditors 		(1) State Officers continue to provide training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local & federal rules & regulation relative to federal grants & programs. (2) Discretionary Grant Program Managers & personnel have been provided with all necessary training relative to grant reporting & budget requirements; (3) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local & federal rules and regulation; B) Review & evaluate grant applications to ensure measurable goals & objectives, budget, & proposed activities align with grant application & requirements; C) Validate activities (all requests) against approved grant 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 activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely	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	
<i>Project "Na'la'la' / Lenguahen Chamoru"</i>							
		<ul style="list-style-type: none"> • Lead: Chamoru Studies Administrator • Support: Federal Programs Division, Deputy Superintendent Finance & Administrative Services, Internal Auditors 	As this is a new program, there are no underlying problems to address at this time.	(1) State Officers continue to provide training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local & federal rules & regulation relative to federal grants & programs. (2) Discretionary Grant Program Managers & personnel have been provided with all necessary training relative to grant reporting & budget requirements; (3) State Officers continue to perform the following: A) Provide guidance, technical assistance, & training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local & federal rules and regulation; B) Review & evaluate grant applications to ensure measurable goals & objectives, budget, & proposed activities align with grant application & requirements; C) Validate activities (all requests) against approved grant 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 activities, processes, & procedures (Programmatic & Fiscal Monitoring) to ensure compliance with relative local & federal requirements & adherence to internal controls procedures; E) Ensure records management procedures are being adhered to by program personnel & other relative divisions to ensure files are maintained & filed securely	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	