

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 the] monitoring protocol to monitor subgrants through regular site visits or by other means, using appropriate monitoring documents within the fiscal year. The monitoring plan shall be submitted to USDOE to include at a minimum, 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.	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) 1st Quarter Report & relative supporting documents (2) Samples of completed programmatic & fiscal monitoring Forms evidencing review by State Officers for compliance. (3) Updated grant listing chart of responsible personnel - January 2009 (4) Sign-in Sheets from technical assistance meetings (5) Samples of completed routing forms (6) Revised Form P routing form	
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.]	Federal Programs Division, Program Managers, Project Directors, & Division Heads	[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) Updated grant listing chart of responsible personnel - January 2009 (2) Sign-in Sheets from technical assistance meetings	

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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.	Federal Programs Division, Program Managers, Project Directors, & Division Heads	[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) Updated grant listing chart of responsible personnel - January 2009 (2) Sign-in Sheets from technical assistance meetings	
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.]	Federal Programs Division, Program Managers, Project Directors, & Division Heads	[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) Updated grant listing chart of responsible personnel - January 2009 (2) Sign-in Sheets from technical assistance meetings	

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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.]	Federal Programs Division, Program Managers, Project Directors, & Division Heads	[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) Updated grant listing chart of responsible personnel - January 2009 (2) Sign-in Sheets from technical assistance meetings	
III. Reporting	Reporting and properly accounting for Program Income	Federal Programs Division, Program Managers, Project Directors, & Division Heads	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 adhering to SOP No. 200-005 (Program Income) (2) Monitoring activities ongoing to ensure compliance with Program Income SOP & federal grant requirements	Activities Ongoing - Processes to ensure implementation of Internal Controls in place and validated by Programmatic & Fiscal Reviews by State Program Officers	(1) Copy of SOP 200-005 (2) Copy of memorandum re: SOP 200-005 (3) DEED & GATE Program Financial Reports	