

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
<b>Teacher Quality Enhancement (TQE) Project Hatsa</b>							
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)		Nieves Flores, FP Administrator, Deputy Superintendent Finance & Administrative Services	[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) The approved Indirect Cost rate of 2.81% will be applied to all US-Ed discretionary grants (2) (2) Revised & updated budgets to reflect this rate will be prepared by the respective program mangers/project directors & submitted to the Federal Programs Division accordingly for review. (3) Project Hasta (TQE) is currently in its no-cost extension year with an expiration of 12/09 A) Activities are on-going to ensure funds are expended accordingly & align to local & 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) Updated grant listing chart of responsible personnel - January 2009	
<b>Improving Literacy Through School Libraries</b>							
Per Program Officer Irene Harwarth, there are no underlying problems to address at this time.		FP Administrator, Deputy Superintendent C&I, Deputy Superintendent Finance & Administrative Services, Int. 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) The approved Indirect Cost rate of 2.81% will be applied to all US-Ed discretionary grants A) Revised & updated budgets to reflect this rate will be prepared by the respective program mangers/project directors & submitted to the Federal Programs Division accordingly for review. (4) 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) Updated grant listing chart of responsible personnel - January 2009 (2) Sample completed routing forms evidencing review & compliance procedures being adhered to.	

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
Territories & Freely Associated States (TFASE)							
Per Program Officer Valerie Rogers, there are no underlying problems to address at this time.		Deputy Superintendent C&I, FP Administrator, Deputy Superintendent Finance & Administrative Services, Int. Auditors		<p>(1) State Officers continue to provide training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local &amp; federal rules &amp; regulation relative to federal grants &amp; programs.</p> <p>(2) Discretionary Grant Program Managers &amp; personnel have been provided with all necessary training relative to grant reporting &amp; budget requirements;</p> <p>(3) The approved Indirect Cost rate of 2.81% will be applied to all US-Ed discretionary grants</p> <p>A) Revised &amp; updated budgets to reflect this rate will be prepared by the respective program mangers/project directors &amp; submitted to the Federal Programs Division accordingly for review.</p> <p>(4) State Officers continue to perform the following:</p> <p>A) Provide guidance, technical assistance, &amp; training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local &amp; federal rules and regulation;</p> <p>B) Review &amp; evaluate grant applications to ensure measurable goals &amp; objectives, budget, &amp; proposed activities align with grant application &amp; requirements;</p> <p>C) Validate activities (all requests) against approved grant applications, SOPs, &amp; local &amp; federal requirements for programmatic &amp; fiscal compliance including:</p> <p>i) Personnel requests, recruitment, selection, &amp; salary;</p> <p>ii) Procurement activities to include RFPs, IFBs, sole source, &amp; contracts</p> <p>iii) Expenditure reports/activities &amp; budget modifications;</p> <p>D) Monitor &amp; validate grant activities, processes, &amp; procedures (Programmatic &amp; Fiscal Monitoring) to ensure compliance with relative local &amp; federal requirements &amp; adherence to internal controls procedures;</p> <p>E) Ensure records management procedures are being adhered to by program personnel &amp; other relative divisions to ensure files are maintained &amp; filed securely</p>	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) Sample completed routing forms evidencing review & compliance procedures being adhered to.	

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
Character Education <i>Project Menhalom</i>							
Per Program Director Robert Alexander there are no underlying problems to address at this time.		Student Support Administrator, FP Administrator, Deputy Superintendent Finance & Administrative Services, Internal Auditors		<p>(1) State Officers continue to provide training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local &amp; federal rules &amp; regulation relative to federal grants &amp; programs.</p> <p>(2) Discretionary Grant Program Managers &amp; personnel have been provided with all necessary training relative to grant reporting &amp; budget requirements;</p> <p>(3) The approved Indirect Cost rate of 2.81% will be applied to all US-Ed discretionary grants</p> <p>A) Revised &amp; updated budgets to reflect this rate will be prepared by the respective program mangers/project directors &amp; submitted to the Federal Programs Division accordingly for review.</p> <p>(4) State Officers continue to perform the following:</p> <p>A) Provide guidance, technical assistance, &amp; training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local &amp; federal rules and regulation;</p> <p>B) Review &amp; evaluate grant applications to ensure measurable goals &amp; objectives, budget, &amp; proposed activities align with grant application &amp; requirements;</p> <p>C) Validate activities (all requests) against approved grant applications, SOPs, &amp; local &amp; federal requirements for programmatic &amp; fiscal compliance including:</p> <p>i) Personnel requests, recruitment, selection, &amp; salary;</p> <p>ii) Procurement activities to include RFPs, IFBs, sole source, &amp; contracts</p> <p>iii) Expenditure reports/activities &amp; budget modifications;</p> <p>D) Monitor &amp; validate grant activities, processes, &amp; procedures (Programmatic &amp; Fiscal Monitoring) to ensure compliance with relative local &amp; federal requirements &amp; adherence to internal controls procedures;</p> <p>E) Ensure records management procedures are being adhered to by program personnel &amp; other relative divisions to ensure files are maintained &amp; filed securely</p>	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) Sample completed routing forms evidencing review & compliance procedures being adhered to.	

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
Project "Na'la'la' / Lenguahen Chamoru"							
		Chamoru Studies Administrator, FPD Administrator, Deputy Superintendent Finance & Administrative Services, Internal Auditors	As this is a new program, there are no underlying problems to address at this time.	<p>(1) State Officers continue to provide training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local &amp; federal rules &amp; regulation relative to federal grants &amp; programs.</p> <p>(2) Discretionary Grant Program Managers &amp; personnel have been provided with all necessary training relative to grant reporting &amp; budget requirements;</p> <p>(3) The approved Indirect Cost rate of 2.81% will be applied to all US-Ed discretionary grants</p> <p>A) Revised &amp; updated budgets to reflect this rate will be prepared by the respective program mangers/project directors &amp; submitted to the Federal Programs Division accordingly for review.</p> <p>(4) State Officers continue to perform the following:</p> <p>A) Provide guidance, technical assistance, &amp; training to program personnel responsible for managing/handling discretionary grant funds/activities to ensure compliance with local &amp; federal rules and regulation;</p> <p>B) Review &amp; evaluate grant applications to ensure measurable goals &amp; objectives, budget, &amp; proposed activities align with grant application &amp; requirements;</p> <p>C) Validate activities (all requests) against approved grant applications, SOPs, &amp; local &amp; federal requirements for programmatic &amp; fiscal compliance including:</p> <p>i) Personnel requests, recruitment, selection, &amp; salary;</p> <p>ii) Procurement activities to include RFPs, IFBs, sole source, &amp; contracts</p> <p>iii) Expenditure reports/activities &amp; budget modifications;</p> <p>D) Monitor &amp; validate grant activities, processes, &amp; procedures (Programmatic &amp; Fiscal Monitoring) to ensure compliance with relative local &amp; federal requirements &amp; adherence to internal controls procedures;</p> <p>E) Ensure records management procedures are being adhered to by program personnel &amp; other relative divisions to ensure files are maintained &amp; filed securely</p>	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) Sample completed routing forms evidencing review & compliance procedures being adhered to.	