

**FEDERAL PROGRAMS DIVISION
DEPARTMENT OF EDUCATION
Government of Guam**



**Education Stabilization Fund Program Outlying
Areas-State Educational Agency**

QUARTER 2 PROGRESS UPDATE | ESF-SEA

To the United States Department of Education
Office of Elementary and Secondary Education
Rural, Insular, and Native Achievement Programs
Washington, D.C. 20202-6400

March 01, 2021



**Education Stabilization Fund to the Outlying Areas
Quarterly Progress Update**

Grantee Name Guam Department of Education

Progress Review Date _____ **Type of Fund** ESF- Gov ESF- SEA

Topic¹ Internal Controls

Directions: *In preparation for the Quarterly Progress Update, Education Stabilization Fund grantees (ESF-SEA and ESF-Governor) must respond in writing to the questions below two weeks in advance of the progress check update. Responses and associated documentation regarding the implementation of current Fiscal Year ESF-SEA or ESF-Governor grant will be collected electronically.*

As it relates to the quarterly progress update topic:

1. What were the grantee's key accomplishments this past quarter? Provide documentation that highlights your work in this area (e.g., public notice to stakeholders, guidance document, sample monitoring report, etc.).

GDOE Response:

The Guam Department of Education | Education Stabilization Fund – State Educational Agency (ESF-SEA) grant funds and activities are aligned with the following three (3) priority areas:

Component #1. Distance and Modified Learning Platforms Expansion

Component #2. Student and Employee Health and Safety

Component #3. Mental, Social and Behavioral Health and Wellness Support

- GDOE State Educational Agency, Federal Programs Division, held its ESF-SEA Stakeholder Consultative Workshops with all eligible participating public, charter and private-non-public schools, parents, students and teacher leaders on May 14, 15, and 20, 2020 to develop the ESF-SEA Initial Report Budget request (May 2020).
- Procurement of equipment, supplies and materials is on-going to support the available models of learning for continued learning to address the educational gap created as a result of the COVID-19 pandemic situation
 - Component 1: Distance and Modified Learning Platforms Expansion Equipment, Supplies and Materials
 - Pending delivery of technology supplies and materials (i.e. laptops, tablets, mobile carts, and other necessary peripherals) for students, teachers and ancillary personnel to support remote learning/telework needs

¹ The topic will change each quarter and will be selected by the U.S. Department of Education. Grantees will be notified of the topic in advance of the quarterly calls and the topic will be the same for all grantees. It will be closely related to a specific, or set of related, statutory or regulatory requirements. The specific, or set of related, statutory or regulatory requirements outlining Departmental oversight authority will be cited in the electronic questionnaire distributed in advance of quarterly progress check calls (e.g., Internal Controls: 2 C.F.R. 200.61).

- Additional lighting procured to support the health and safety of students and parents/guardians in the campus parking lots at designated CLCs during evening hours
- GDOE School Year (SY) 2020-2021: At the beginning of the school year, two (2) remote models of learning, hard copy and online instruction, were available for all Pre-K – 12th grade GDOE public school students to utilize. As of January 2021, an estimated 25% of the GDOE public school student population have opted to return to traditional face-to-face instruction.
 - Component 1: Distance and Modified Learning Platforms Expansion Equipment, Supplies and Materials
 - Pending delivery of procured Hard Copy Instructional Materials and Soft Copy Instructional Materials
 - Ongoing procurement for remaining Hard Copy Instructional Materials, Soft Copy Instructional Materials and digital support tools
 - Pending delivery of laptops, tablets and other technology supplies and materials to support student access to the internet and remote models of learning
 - Instructional supplies to support classroom and remote instruction for students in all models of learning
 - Communication/Internet access expansion ongoing for all school sites in need of amplified support
 - Remote Learning Model: Virtual platform tools and resources procured for teachers and classrooms
 - Online web-conferencing applications (i.e. Webex/Zoom) procured for teachers to meet with students participating in remote models of learning and professional development opportunities
 - Portable internet devices (i.e. MiFi) were procured for participating charter schools to support remote learning
 - Remote Learning Model: Hard-copy and online supplemental resources for students and teachers
 - Professional printing services were procured for weekly distribution of lesson plans
 - Traditional Face-to-Face Model:
 - Classroom telephones procured to foster open communication between teachers and parents/guardians
 - Ongoing procurement for the expansion of internet bandwidth to support regular school instruction and CLC operations
 - Component 2: Student and Employee Health and Safety Equipment, Supplies and Materials Distribution Logs (Personal Protective Equipment (PPE))
 - Procured PPE supplies and materials to support the health and safety of student and school personnel. Ongoing procurement for PPE supplies and materials.
- Social Emotional Wellness Virtual Trainings & Feedback.
 - Component #3. Mental, Social and Behavioral Health and Wellness Support
 - All school/ancillary personnel are provided ongoing professional development and social emotional wellness supports.
 - Perception surveys continue to be collected and analyzed for social emotional wellness activities
 - Assessments provided to students and school/ancillary personnel to address social emotional and mental health support.
- Outreach campaigns, supporting Components 1, 2, and 3, continue to be developed and shared on multiple platforms relative to health and safety practices on school campuses, learning model options, CLCs and other necessary topics to help students and parents/guardians remain updated on school protocols and expectations as a result of the pandemic situation and its impact on education.

2. What were the grantee's key challenges this past quarter?

GDOE Response:

- The COVID-19 pandemic situation has presented a multitude of challenges on the education and island community affecting both the delivery of educational supports and project activity implementation/timelines:
 - As a result of the economic impact of COVID-19, the vendor pool has diminished causing a lack of, or minimal responses, to Request for Proposals (RFP) and Indefinite Quantity Bids (IQB)
 - Multiple requests for extensions by potential vendors for deliveries and/or cancellation of orders due to lack of supply from manufacturers
 - Additional time to an already lengthy procurement process
 - Due to Guam's isolated geographic location in the Pacific Ocean, delivery of goods procured can take four (4) months or more extending delays in shipments
 - Nationwide shortages and competing demands for supplies and materials further delays delivery

3. What methods, tools, and processes are you utilizing to address these challenges?

GDOE Response:

- Weekly meetings and individualized activity tracking headed by the Superintendent of Education with personnel from the Procurement office, LEA project, SEA and Legal office to provide regular updates on priority procurement services and identify next steps.
- Updated and streamlined procurement SOP/processes
- More frequent communication between the Procurement office, Federal Programs Division | Grants Office, Project personnel and potential vendors
- Regular meeting with stakeholders for input and feedback
- Data from perception surveys

4. How can the U.S. Department of Education help the grantee address these challenges?

GDOE Response:

- Provide guidance or technical assistance on how other States or Insular Areas are managing efficient and timely procurement processes.

5. What are the grantee's technical assistance needs related to these challenges?

GDOE Response:

- Provide guidance or technical assistance on how other States or Insular Areas are managing efficient and timely procurement processes.
- Describe any significant actions taken to ensure a system of effective internal controls over Federal awards that provides reasonable assurance that Federal grants are being managed in compliance with

Federal statutes, regulations, and that the terms and conditions of Federal awards are operational. Examples could include documented policies for the segregation of duties, updated written standards of conduct for employees, sample internal evaluations of internal controls system, and actions taken to prevent waste, fraud, and abuse of federal funds. Provide documentation that highlights your work in this area.

GDOE Response:

- Implementation of internal controls for accountability of Federal grant funding expenditures. These include the distribution and receipt of any and all equipment and services and validation of all project expenditures:
 - Acknowledgement of Receipt of all equipment, supplies and services funded by the ESF-SEA by all participating schools
 - Certification of Invoices by Project Leads, Project Managers and State Office
 - Distribution reports are updated and reviewed regularly

As it relates to implementation of the current fiscal year ESF-SEA or ESF-Governor grant:

6. Is the grantee on track to meet the objectives and timelines associated with the use of funds outlined in the grantee's signed Certification and Agreement and Initial Report? If not, what methods, tools, and processes is the grantee employing to ensure objectives and timelines are met?

GDOE Response:

- Yes – Although delays and challenges are prevalent due to the COVID-19 pandemic situation (i.e. as noted in GDOE's response in Question #2), GDOE, through the collective cooperation of all parties, continues to make every effort to obligate funds based on approved activities and continue project implementation outlined in the ESF-SEA Initial Report.
- It is imperative to note that GDOE has obligated a large percentage of its ESF-SEA allocation, however, these funds have yet to be drawn due to vendor delivery delays and receipt of orders (i.e. as noted in GDOE's response in Question #2).

7. Have there been any changes in key personnel? If so, please describe these changes.

GDOE Response:

- To ensure high level of accountability for tracking and monitoring of procured supplies, fixed assets and PPEs coupled with the cumbersome procurement process and great need to ensure financial accountability, GDOE will require additional work force and support to meet these heightened levels of demand. GDOE will request limited term appointed administrative staff to support the procurement services outlined in the ESF-SEA Initial Report.

Drawdown Report Review: The U.S. Department of Education will review drawdown data from G5 on a regular basis. If there are any areas of concern based on this data, the Department will request that the grantee provide more information or documentation.

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QUARTER 2 PROGRESS UPDATE | ESF-SEA

**ESF-SEA Stakeholder Consultation | Meeting
Notifications**

May 14, 15, and 20, 2020 | October 30, 2020

To the United States Department of Education
Office of Elementary and Secondary Education
Rural, Insular, and Native Achievement Programs
Washington, D.C. 20202-6400

March 01, 2021

FFY 2020 Education Stabilization Fund (ESF) Meaningful and Timely Consultation with Stakeholders

- **May 14, 2020, 11:00 p.m. – GDOE Middle School Administrators and Teacher Leaders Join Zoom Meeting**
<https://gdoe.zoom.us/j/98834259528>
Meeting ID: 988 3425 9528

- **May 14, 2020, 12:30 p.m. – GDOE Elementary School Administrators and Teacher Leaders Join Zoom Meeting**
<https://gdoe.zoom.us/j/95872620028>
Meeting ID: 958 7262 0028

- **May 14, 2020, 2:00 p.m. – GDOE High School Administrators and Teacher Leaders Join Zoom Meeting**
<https://gdoe.zoom.us/j/92100055992>
Meeting ID: 921 0005 5992

- **May 15, 2020, 10:00 a.m. - Private Non-Public and Charter Schools**
Join Zoom Meeting
<https://us02web.zoom.us/j/85856394573?pwd=ZTZ5L2x0K25xRnFFY28vR053Wnp1UT09>
Meeting ID: 858 5639 4573
Password: 586996

- **May 20, 2020, 2:00 p.m. - Parent Teacher Organization Leadership and IBOGS**
Join Zoom Meeting
<https://zoom.us/j/9102166460?pwd=YWI3TEs5THRaaXA5ZVc2V25Ia1A1QT09>
Meeting ID: 910 216 6460
Password: 915376

- **October 30, 2020, 2:00 p.m. - CARES Act - Education Stabilization Fund/Consolidated Grant with Participating Charter and Private-Non-Public School Representatives**
Join Zoom Meeting
<https://zoom.us/j/9102166460?pwd=YWI3TEs5THRaaXA5ZVc2V25Ia1A1QT09>
Meeting ID: 910 216 6460
Passcode: 915376



Angela G. Mendiola <agmendiola@gdoe.net>

C&I/FPD Meeting with ES Admin and Teacher Leaders regarding Distance Learning/ESF Funding & School Openings.

3 messages

Joseph L.M. Sanchez (Deputy Supt. C & I) <jsanchez@gdoe.net> Thu, May 14, 2020 at 6:47 AM
To: elemprincipals@gdoe.net, elementary principals <elementary-principals@gdoe.net>, Elementary Assistant Principals <elem_ap@gdoe.net>
Cc: "Jon Fernandez (Superintendent)" <jonfernandez@gdoe.net>, "Kelly R. Sukola" <krsukola@gdoe.net>, Stacey Sahagon <sacoletta@gdoe.net>, "Zenaida T. Asuncion" <ztauncion@gdoe.net>, "Ignacio C. Santos" <icsantos@gdoe.net>, Rachel Lee Santos Duenas <rrsantos@gdoe.net>, CG STATE <cg-state@gdoe.net>, cgstate@gdoe.net, Yolanda Gabriel <ysgabriel@gdoe.net>, "Terese Ann D. Crisostomo (Special Education)" <tdcrisostomo@gdoe.net>, Laura Kym Taisipic <lktaisipic@gdoe.net>, "Dina S.N. Lorenzo" <dsnlorenzo@gdoe.net>, "Anthony S. Monforte" <asmonforte@gdoe.net>, "Nadine T. Cepeda" <ntcepeda@gdoe.net>, Division Heads <divisionheads@gdoe.net>, Candi <candi@gdoe.net>, "Maria A. Gutierrez" <magutierrez@gdoe.net>, GDOE Parents <gdoeparents@gdoe.net>, Karla Borja <kborja04@gmail.com>, "Lourdes M. Benavente" <lmbenavente@gdoe.net>, Christopher Anderson <cjanderson@gdoe.net>, Erika Cruz <ercruz@gdoe.net>

Good Morning Everyone,

Please see Zoom Invite below for our meeting today.

See you then...

Joe

Zoom Invite

Topic: C&I/FPD Meeting with ES Admin and Teacher Leaders
Time: May 14, 2020 12:30 PM Guam, Port Moresby

Join Zoom Meeting

<https://gdoe.zoom.us/j/95872620028>

Meeting ID: 958 7262 0028

End...

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Joseph Leon M. Sanchez, Deputy Superintendent
Curriculum and Instructional Improvement

[500 Mariner Avenue,](#)
[Barrigada, Guam 96913](#)

Telephone: (671) 300-1635/1247

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To view this discussion on the web visit <https://groups.google.com/a/gdoe.net/d/msgid/cg-state/CAAmCNkvqqe%3DpsUwJQs9yjhQPB4Ft-rQVmJajTRTgiPB%2BNXcBCA%40mail.gmail.com>.

Joseph L.M. Sanchez (Deputy Supt. C & I) <jsanchez@gdoe.net> Thu, May 14, 2020 at 9:03 AM
To: elemprincipals@gdoe.net, elementary principals <elementary-principals@gdoe.net>, Elementary Assistant Principals <elem_ap@gdoe.net>
Cc: "Jon Fernandez (Superintendent)" <jonfernandez@gdoe.net>, "Kelly R. Sukola" <krsukola@gdoe.net>, Stacey Sahagon <sacoletta@gdoe.net>, "Zenaida T. Asuncion" <ztasuncion@gdoe.net>, "Ignacio C. Santos" <icsantos@gdoe.net>, Rachel Lee Santos Duenas <rrsantos@gdoe.net>, CG STATE <cg-state@gdoe.net>, cgstate@gdoe.net, Yolanda Gabriel <ysgabriel@gdoe.net>, "Terese Ann D. Crisostomo (Special Education)" <tdcrisostomo@gdoe.net>, Laura Kym Taisipic <lktaisipic@gdoe.net>, "Dina S.N. Lorenzo" <dsnlorenzo@gdoe.net>, "Anthony S. Monforte" <asmonforte@gdoe.net>, "Nadine T. Cepeda" <ntcepeda@gdoe.net>, Division Heads <divisionheads@gdoe.net>, Candi <candi@gdoe.net>, "Maria A. Gutierrez" <magutierrez@gdoe.net>, GDOE Parents <gdoeparents@gdoe.net>, Karla Borja <kborja04@gmail.com>, "Lourdes M. Benavente" <lmbenavente@gdoe.net>, Sanjay Sharma <sharma@gftunion.com>, Christopher Anderson <cjanderson@gdoe.net>, Erika Cruz <ercruz@gdoe.net>

Good Morning Everyone!

Please see attached for the following documents:

- 1) Updated Discussion Sheet on Distance Learning and School Openings
- 2) Updated Planning and Phases for Distance Learning Resources and priorities for federal funding.
- 3) U.S. DOE Education Stabilization agreement and funding descriptions.

Thank you all for your attention to this.


Best regards,

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[Quoted text hidden]

To view this discussion on the web visit https://groups.google.com/a/gdoe.net/d/msgid/cg-state/CAAmCNksB9%3DwwT8vZG_0_gKDHOBJkL-00J3cLntNaa1zzqr29iA%40mail.gmail.com.

4 attachments

 **C&I updates, discussions and planning for Distance Learning - (UPDATED 5-14-20)- Current.docx**
50K

 **Distance Learning Planning and Implementation Phases (5-14-20)- Current.docx**
33K

 **ESF- OA Allocations Table.pdf**
111K

 **SEA ESF-OA Certification and Agreement.pdf**
501K

Curriculum and Instruction updates, discussions, and planning for Distance Learning: Updated 5/14/20
Updated notes from meetings with school admin, teacher leaders

Note: The following document summarizes the discussions and plans around summer school, distance learning and curriculum matters related to the opening of schools in the fall. It is regularly updated to reflect additional information, responses to concerns, or the evolution/development of ideas and concepts. Please refer to it and share with your colleagues as these are ongoing discussions and ideas that contribute to important decisions made at the school, district and board levels.

Discussion items

- I. Work ongoing with Home Learning Resource Website, Grab-and-Learn, and PBS.**
- a. Please note these **three models** as these will be what are used for our summer school program with the possibility of a number of weekly face-to-face sessions and specific school-site activities.
 - b. Over the next few weeks, we will be **collecting best practices** for each model in anticipation for summer and fall. We will use this information to improve these services for our students.
 - c. **Lesson review and improvement for summer and fall:** Now that we have a large number of online and take-home lessons developed and reviewed by our teachers at each grade level, we need to take these examples and build on their strengths while at the same time identifying areas that may be improved and strengthened. When using this information, it is expected that it would result in even more effective and engaging lessons for the summer and fall semesters.
 - d. **Banzai Financial from Coast360-** will be working with instructional coaches and Coast360 to provide training to teachers on these resources over the next few weeks.
- II. Federal Funding and resources: “Final” drafts of our CG’20 Project Proposals** have been submitted to FPD and we are now going over each project line by line with the FPD staff. As with every year, this is when we end up with a huge budget that we need to cut. So project leads and teams are reviewing all activities and expenditures and working through our priorities.
- a. **FY’18 Carry-over** orders are currently being reviewed by superintendent for his consideration. Project are ready to input requisitions once budget modifications are approved. These orders will focus on the purchase of equipment to support Distance Learning.
 - b. **FY’19 Carry-over and excess funds** are being identified and will be used to support distance learning for:
 - i. Equipment
 - ii. Internet Access
 - iii. Learning Management System
 - iv. Online Course Management system and online resources
 - v. Printing materials and supplies to support the production of hard copy lessons or instructional student materials.
 - vi. Purchasing of student instructional materials aligned with grade level standards and lessons: C&I is looking into supplemental instructional materials aligned to our standards for students to be able to take home and utilize during times they are away from school.

c. **FY'20 Consolidated Grant Application**

- i. At the direction of the Superintendent and with guidance from the Federal Programs Division, Project Leads from C&I and ESCL are revising their project proposals to downscale the size of certain activities and reallocate funding to support Distance Learning. It was agreed that no activities will be cut in order to preserve the overall design and intent of the projects, but that their activities will be downscaled to allow for the procurement of services while at the same time reallocating more funding and supports to Distance Learning.

- d. **Adjusting implementation timelines for all CG20 activities:** In line with the previous item, the implementation timelines for CG20 activities will be adjusted to allow for a focus on distance learning supports and implementation.

- e. **Education Stabilization Fund (ESF):** The GDOE is eligible to receive a substantial amount of funding to support Guam schools, which include, GDOE public, charter, and private schools. These funds will be allocated based on stakeholder input and planning aligned to support distance learning and the maintenance of school operations to support student learning affected by and in response to the COVID19 pandemic. More detailed information will be provided by our federal programs division and stakeholder input sessions will be scheduled over the next few weeks.

III. Standards-Based Grading update and adjusted implementation timeline

- a. Although a number of activities have been completed as per our implementation timeline, there are still many that were put on hold due to school closures.
- b. Current implementation practices such as the use of the PSSTs and draft teacher scales are still in use, however, policy development and power school conversion is postponed until further notice.
- c. C&I will be meeting with admin and Curriculum Leadership Teams over the next few weeks to adjust implementation timeline.

IV. Distance Learning for the remainder of school year and next steps for Summer and Fall, 2020

- a. **Distance Learning planning and discussion** will be organized into **three-phases or terms** that span over the next few month to next year and beyond. They phases are:
 - i. Short- term plans: current activities and closing of school year
 - ii. Mid-term plans: summer school and opening in fall and,
 - iii. Long-term plan: Spring, 2021 and beyond.
- b. **Note just to address COVID19:** It is important to note that our discussion and planning regarding Distance Learning should not be limited to addressing COVID19. This is an opportunity for us as a department and as a government to strengthen our online curriculum and resources in all areas of education. Thus, these efforts, though addressing our immediate COVID19 issues, will expand beyond what is needed to do so. We want to use this opportunity to capitalize on the need and the urgency COVID19 has created to push our thinking about what

is possible and really examine what quality instruction and learning “look like” beyond the daily four walls of the traditional classroom.

- c. **Note meant to fully replace face-to-face instruction:** our efforts to implement a wide-range of distance learning strategies are not meant to entirely replace classroom instruction, but are instead meant to support and supplement our face-to-face model. We are working to ensuring the continuity of teaching and learning during unfortunate interruptions due to COVID19, but more so to supplement classroom instruction by providing students and parents an opportunity to practice and enhance students’ skills at home or while they’re away from school. Learning should be year-round and throughout the day.
- d. **Learning Management System** and system for online courses:
 - i. We have included in our CG’20 proposal funding for a **Learning Management System** (as in Schoology) to support teacher collaboration, course design and development, curriculum and resource management and most importantly, student engagement. However, if approved, this funding will be available at the beginning of next fiscal year. Thus, we are looking for immediate funding to see if we can procure a system that can be used as early as this summer, or at least at the beginning of the fall semester.
 - ii. **Online course system:** we currently have a contract with **ACE Digital for 1000 subscriptions** (students) which provides online courses for students to take in a wide variety of subjects. These courses can be taken with the guidance of a teacher, as a hybrid with some face-to-face instruction, or independently by the student. **This system will be focused on high school** to support credit advancement and credit recovery for those students who are able to take online courses.
- e. **Updated data collection and analysis:** much of our planning will require the updating of our current data regarding student access to the internet and related equipment like computers, tablets, smartphones and printers. This data will help up determine students’ needs and how we can address them. We will also need to update our efforts to ensure a few of the department’s basic expectations, for example:
 - i. **PowerSchool** access: How many parents and students access or are able to access PowerSchool information regularly. How often do we provide training? Do we track parent and student participation in the training? Do we track usage?
 - ii. **Student email addresses:** Do all of our secondary students have their GDOE email accounts and are able to access them? How about elementary students?
 - iii. **How many parents have email access?** Do we have their email addresses? To what extent does school personnel utilize parent email addresses for communication?
- f. **Professional Development for faculty and staff:** any model or framework we use to organize our distance learning strategies will have to include a systematic professional development and training plan. This may be done through a combination of internal staff trainers as well as external vendors and can be offer through face-to-face or technology-based formats (webinars, videos, etc.). When planning for training, we need to consider social distancing requirements and restrictions on large gatherings.

- g. **Partnerships with other K12 and higher education institutions, government agencies, and private sector:** The challenge to provide distance learning opportunities cannot be the responsibility of only the GDOE. We need to work closely with other government of Guam agencies, educational institutions and private businesses, in particular, telecom companies to support the success of all Guam students. The foundation of our island's society, economy and quality of life depends on it.

V. Summer School Planning

- a. In our planning for summer school (and for next school year), we have to be ready to address four groups of students. Three groups are related to students' access to the internet and equipment. The fourth group addresses students with special needs:
 - i. **GROUP #1: Students who have consistent internet and access to equipment** (computer, tablet, printer, etc.). For these students, we would like to offer lessons, resources and courses that are 100% fully online.
 - ii. **GROUP #2: Students who have limited but some internet and access to equipment.** These are students who may have family members who have internet or equipment, or who have equipment and can connect to an internet connection near by, or some combination of factors such as these. We want to help push these students to be more assertive in accessing these resources for educational purposes while at the same time addressing their challenges with inconsistent or difficult access. We would like to address this through a hybrid model of some online work and hard copy packets.
 - iii. **GROUP #3: Student who do not have internet or access to equipment.** (hard copies & limited face-to-face). For summer school, most of these support will be through hard copies of lesson materials for students and parents to pick-up from either the school site or from a community distribution point. Additional ideas possibly for summer or next school year include:
 - 1. Limited face-to-face sessions at school (limited number of students, staggered days of the week, etc.)
 - 2. Community internet access points (does not address students without equipment).
 - 3. Community based computer labs.
 - 4. Delivery system using school buses.
 - iv. **GROUP #4: Extended-School-Year (ESY) and students with special needs.** Note: may be included in any of the categories above. Admin and teachers will need to work closely with SPED to identify and address the specific accommodation and modifications noted in students' IEPs.
- b. **Extending our current models and tools:** Our current work with distance learning has provided us with several models that could be improved and expanded for our summer school (and later for fall).
 - i. **Unified district website for online instruction** with the possible inclusion of video conferencing and/or video presentations for group 1 students.

1. **High School:** We currently have a system available for online courses. If necessary, we can expand the number of subscriptions to accommodate more students. Each subscription includes an unlimited number of courses for each student and is good for one year.
 2. For students who have consistent access to the internet and equipment, the use of a district-wide LMS or Online Course system would be ideal as they can engage and participate in a fully online model with limited or no physical attendance require of face-to-face interaction. The current online course system we have for high school could be expanded to elementary and middle school students to accommodate all levels.
- ii. **Grab-and-Learn Hardcopies:** for students in groups two and three: online lessons, activities and courses can be prepared centrally with each school making the hard copies and distributing them at predetermined times at their campuses.
 1. Formatting and design of the lessons will be standardized for ease of use as well as efficiency in photocopying.
 - iii. **PBS Weekly Lessons** for groups two and three. These lessons will continue and improved upon based on feedback.
 - iv. **PDN weekly publication and support** for elementary schools
 - v. **And limited face-to-face sessions** with groups two and three. May also consider some off-site activities in housing areas.
- c. As with all summer school programs for **elementary and middle school**, lessons will be for **enrichment and practice** to support preparation for next school year.
 - d. **High School distance learning courses will have to be graded due to credits.** Will utilize the same three modes of instruction: online, hybrid, face-to-face/phone.
 - i. Items to consider:
 1. **Common online platform** for instruction for online/hybrid courses: ACE digital.
 2. **Instructional materials development** for courses not 100% online and not using ACE.
 3. **Interactions** between students and teachers
 4. **Submission of assignments and grading policies:** we should have a common set of protocols for this for all schools.
 5. **Safety/Social Distancing protocols & safety gear** for personnel
 6. **Personnel health** conditions

VI. Summer School Design for Summer, 2020

Elementary and Middle School

- a. As with all summer school years, lessons and supports will be focused on **enrichment and practice** of fundamental skills.

b. **Face-to-face interaction or in school attendance** is being considered and planned for the schools that have requested to have a school-based supplemental activity in addition to the district-wide efforts and the grab-and-learn. All other schools will have students utilize the district Home Learning Website and the Grab-and-Learn packets.

c. **Elementary School**

- i. **Expansion of our District-wide Home Learning Website for Literacy, Math, Character Education/Life Skills.**
 1. **Hiring 3 teachers** for each grade level in elementary for Reading, Writing, and Math. (Note: Instructional Coaches will be responsible for CE/LS and website support).
 2. Will be requesting for an **additional teacher for science lessons**.
 3. Lessons will follow the same weekly format that we have now. (8 weeks = 8 weekly lessons).
- ii. **Grab-and-learn lessons** formatting will be consistent for all grades and packets will be prepared by each schools TA teams for regular distribution. It was proposed that schools will follow a common distribution schedule, however, it was recommended that the school keep their current schedules since staff, parents and students were already familiar with their current schedule. This can be discussed further to determine final action.
- iii. **PBS University** will continue and have an additional 8 weeks of lessons. Teachers currently working on the PBS project will have priority with any vacancies fill by additional teachers who may be interested.
- iv. We are requesting that **PDN Lesson Inserts** continue throughout summer.
- v. **Additional school level activities** are being considered for those schools who submitted a proposal for specific school-level activities and will be based on the government re-opening plan and the availability of summer school resources.

d. **Middle School**

- i. **Expansion of our District-wide Home Learning Website for the 5 course subjects and CE/LS: Reading, Language, Math, Science and Social Studies and Character Education/Life Skills**
 1. Hiring 5 teachers for each grade level for each subject. (Note: Instructional Coaches will be responsible for CE/LS and website support).
 2. Lessons will be weekly for all subject areas.
- ii. **Grab-and-learn lessons formatting** will be consistent for all grades and packets will be prepared by each schools TA teams for regular distribution. Schools will follow a common distribution schedule.

- iii. **PBS University** will continue and have an additional 8 weeks of lessons. Teachers currently working on the PBS project will have priority with any vacancies fill by additional teachers who may be interested.
- iv. **Additional school level activities** are being considered for those schools who submitted a proposal for specific school-level activities and will be based on the government re-opening plan and the availability of summer school resources.

High School

- e. **High School distance learning courses will have to be graded due to the earning of credits.** Schools will utilize a combination of the same three modes of instruction to address the four groups of students: online, hybrid, face-to-face/phone. Schools are designing and submitting their proposed designs taking into consideration and addressing the items below:
 - i. Items to consider and address:
 - 1. Services provided to address the needs of the **four groups of students** will need to be considered.
 - 2. **Common online platform** for instruction for online/hybrid courses: ACE digital.
 - 3. **Instructional materials development** for courses not 100% online and not using ACE digital.
 - 4. **Course-by-conference model:** Interactions between students and teachers will need to be defined, in particular, the instructional supports provided to the students. Weekly assignments, face-to-face meetings, and phone conferencing are examples of this.
 - 5. **Submission of assignments and grading policies:** we should have a common set of protocols for this for all schools.
 - 6. **How can bus transportation be maximized** for CBC or Hybrid students?
 - 7. **Safety/Social Distancing protocols & safety gear** for personnel
 - 8. **Personnel health** conditions.

VII. Opening of the school year, Fall 2020

- a. **Discussing and planning for three scenarios:**
 - i. **Opening school on time and curriculum implications.** Addressing the extended “summer slide”.
 - 1. How will the curriculum need to be adjusted in terms priority content?
 - 2. How will assessments be affected, both interim and end-of-year? Online testing?

- ii. **Opening school late, as in one – two months (or more) late.** We'll need a structure to reach-out and provide students with instruction that will review materials from this school year and prepare them for next school year. If school starts later, this does not mean instruction will be delayed. We will need to look at options for getting information and materials to students ahead of time.
 - iii. **Opening school with “waves” of closures or limited attendance.** We'll need protocols in place in the event of additional shutdowns or stricter social distancing requirements.
 - 1. Schools will need to be prepared to close with limited notice.
 - 2. Assignments and procedures should be clear when this happen so there are no surprises.
 - 3. Protocols for teacher & student communications should be set.
- b. **Guiding Assumptions or expectations (might need a better term to describe this items)**
- i. **Health and safety of our students, staff and all of their families** are our first priority. **The includes their mental health and emotional well-being,** not just their physical health. We cannot expect our students to learn, our teachers to teach, or our staff to support them if they are concerned or fearful of their health and safety or that of their families.
 - ii. All of our plans will be guided by and aligned to the **government’s recovery plan** and we will abide by **all Public Health directives.**
 - iii. Distance Learning is **not limited to only technology-based solutions** and will encompass a wide-range of strategies that deliver content, promotes student engagement, and allows for multiple forms of assessments and ways for students to demonstrate learning.
 - iv. Student work and evidence of student learning **will be used to determine students’ grades** for the courses they are taking.
 - v. **Social distancing will most likely prohibit whole-school attendance,** which would mean a staggered or alternating schedule for students will need to be considered as well as a substantial reduction in physical class sizes. Some possibilities include alternating grade levels, or alternating student attendance by alphabetical groups.
 - vi. A substantial amount of time will need to be dedicated to the **teaching and reinforcement of social-distancing** requirements and school operations.
 - vii. **Alternating student schedules** will require alternative, multiple, or even odd personnel assignments. We need to prepare to work in a new, most likely, unfamiliar normal...
 - viii. In all of our planning, **we must be diligent, responsible and accountable in our use of resources** to maximize impact and ensure effective and efficient use of public funds.

- c. Fall plans for distance learning **will operate with the expectation of student work being graded and used for students' final grades**
 - i. This would have to be planned with **the same four groups of students** in mind as noted during our summer planning.
 - ii. The principle of **“equity” and the equitable treatment of students** will guide our planning and activities.
 - iii. This would require some **interaction with teachers and students beyond online engagement**, inclusive of the distribution and now, the receiving of completed assignment from students.
 - iv. Curriculum, Instruction, Assessment and Grading policies will need to reviewed to help guide these ideas:
 - 1. **Specific policies may need to be waived or temporary policies passed** to support distance learning.

Note: There is a separate COVID District/School Readiness Task Force lead by Deputy Superintendent Stacey Colleta that will cover in depth many of the operational areas noted here. Curriculum and Distance Learning is one of the sub-committees.

**Operational Items below will now be addressed by the
District/School Readiness Task Force**

- d. ~~**Stricter social-distancing requirements.** Potential staggered or alternating scheduling to limit the number of students on campus on a regular basis. Example: double sessions, different grades on different days, attendance groupings by last name, etc. When considering these options, we need to think about faculty assignments to address the issues of classroom size. Having a smaller number of students on campus wont help much if the class sizes remain the same.~~
 - i. ~~**What does Social-distancing look like in a school setting?**~~
- e. ~~**Safety/Social Distancing protocols & safety gear for students and school personnel** during school operations~~
 - i. ~~If required, who will provide these?~~
 - ii. ~~What will happen if students are not following these SD protocols? Will this be a disciplinary matter?~~
 - iii. ~~Regular cleaning and disinfecting of high traffic areas and commonly touched surfaces.~~
 - iv. ~~Need for bathroom soap and the anticipation of greater use and traffic in the restrooms for the washing of hands. Are we going to provide hand sanitizer?~~
 - v. ~~Signs and instruction will need to be posted and reinforced with students. Markers may be needed to identify 6 feet distances between individuals, much like what we have in stores today. Plexiglass shields around customer service or high traffic areas.~~

- f. **Personnel health conditions and high-risk individuals.**
 - i. ~~What are the protocols for infections in the staff or student population?~~
 - ii. ~~Need to consider personnel assignments and accommodation for high risk individuals. For example: off-site instruction by teachers who are in one or more high-risk categories, as in, teachers teaching remotely from home or teaching through one of our online platforms. This will have personnel implications as there will still need to be an adult in the room to supervise students.~~
 - iii. ~~What will happen if a student(s) or staff are found to be infected? What will be the response or follow up for testing?~~

VIII. Possible 100% online school pilot for interested high school students who have consistent internet access for SY2020-21: based on the participation rate for 100% online track for students during the summer, we may be able to sponsor a 100% online school for students who have consistent internet access and equipment.

- a. C&I will be looking into **the possibility of expanding this platform to middle and then elementary school**. The idea is to provide this to as many students as we can who have reliable internet and equipment to be successful in online instruction.
- b. Teacher will need to be identified to teacher these courses. Note: being online does not mean that the class sizes can be much larger than a regular class.

IX. Expansion of partnership with Asymuyao Community School: Through the Second Chance Project under our Consolidated Grant, the GDOE has a contract with ACS to provide students with high school courses for either credit recovery or alternative placement. We are considering expanding the number of students served with this project to include part-time and full-time ACS attendance.

X. Supports needed from federal funding and proposed uses for Education Stabilization Fund (ESF)

- a. **Internet access for students: school signal expansion, , open access to after-school computer labs and community access points:** we are collecting information here regarding potential community sites like mayors' offices, community/youth centers, housing complexes (both government and private), and other public spaces (both government and private) where students may be able to access the internet if provide with a wi-fi signal.
- b. **Equipment for students in and out of school:** Mobile carts and computer labs in all schools as well as for community-based computer labs and centers.
- c. **Equipment for students to check-out** (later effort that may require an application process)
 - i. As a start, we may want to consider what some districts are doing where they do not provide a device to all of their students, but to only those who need it as determined through an application process and accountability agreement.

- ii. We also want to take a look at the type of specifications that we want in these equipment. They will need to be functional and allow students to access the internet and resources necessary for them to participate in online learning activities, but do not necessarily have to have all of the advanced features as most computers on campus.
- d. **Assistive Technology** for student with special needs and those who need additional supports.
- e. **Equipment for teachers, instructional staff, central office staff** who support distance learning strategies.
- f. **Additional equipment to support distance learning strategies** to include video conferencing systems, computer and standard cameras, speakers, microphones, and software to support their operations.
- g. **Instructional and operational software and online subscriptions for students and teachers** for supplemental instruction and interventions support.
- h. **Learning Management System:** This is an important component as teachers will need assistance in the regular management of their classroom curriculum if we are to move efficiently between face-to-face instruction and online learning. An LMS will support teacher collaboration, course design and development, curriculum and resource management and most importantly, student engagement.
- i. **Online Course/Curriculum System:** By definition, this is similar to an LMS, expect that with this system, the courses are already set and teachers utilize the resources and lessons already provided for each course. The GDOE currently has a contract with a vendor to provide these services for high school with 1000 subscriptions.
- j. **Professional Development:** for teachers and staff in the areas of technology and effective online instruction or distance learning.
- k. **Supports for Social and Emotional:** School psychologists, counselors and social workers will be collaborating to provide S&E supports to students in the classroom and through distance learning efforts.
- l. **Resources for printing and hard copy lessons:** schools will need resources to product hard copy packets for students who do not have consistent internet access at home.
- m. **Purchasing of student instructional materials** aligned with grade level standards and lessons: C&I is looking into supplemental instructional materials aligned to our standards for students to be able to take home and utilize during times they are away from school.
 - i. Example: 180 Days Curriculum Series
 - 1. 180 Days of Reading: 2000 Students per grade x \$25= \$50,000
 - 2. 180 Days of Writing: 2000 Students per grade x \$25= \$50,000
 - 3. 180 Days of Math: 2000 Students per grade x \$25= \$50,000
 - a. \$150k per grade level x 6 elementary grades = \$900k, or

b. \$100k per grade level (2 subjects) x 6 elementary grades = \$600k.

- n. **Personal Protective Equipment (PPE) for Personnel and Students:** we will need to look at allocating funds or obtaining resources to provide for masks, face shields, soap, sanitary wipes, cleaning supplies, etc.
- o. **Electrical upgrades** for classrooms, computer labs, libraries, and other offices including off-site facilities.
- p. **Security upgrades** to facilities that contain equipment.

XI. District/School Readiness Task Force

a. **Overall Chair: Deputy Stacey Colleta, Vice-Chair: Deputy Joe Sanchez**

b. Sub-Task Forces/working groups

- i. **Curriculum and Distance Learning:** All matters related to teaching, learning, student assignments and grades.
- ii. **School Operations, Safety and Social Distancing:** All matters related to regular school operations in a manner consistent with COVID social distancing guidelines.
- iii. **School Personnel Management:** All matters related to personnel assignments related to COVID issues such as alternative work arrangements or assignments for employees in high-risk categories.
- iv. **Community, Public Relations and Information:** Maintenance of community information, media relations, and community partnerships.
- v. **Social, Emotional and overall Mental Health and Well-Being Supports**
- vi. **Budget and Finance:** Guidance and tracking of costs and resources for each working group.

XII. Heads Up! Preliminary items discussed with District/School Readiness Task Force

- a. Though additional and specific guidance in terms of format of readiness report is forthcoming, please starting thinking though and prepare to address the following:
 - i. Assessment of campus and preliminary Social Distancing plan
 1. Identification of high traffic areas
 2. Identification of possible off-limits areas
 3. Consideration and plan for student, employee, visitor movement and “traffic flow” in classroom, offices, hallways, common areas. (for example: one-way paths in office with tight spaces)
 4. Classroom, common areas, office capacity estimates. These numbers will need to be posted.

- ii. Estimated numbers for PPEs (with an identification of employee groups), Cleaning Supplies, and materials.
- iii. Assessment and estimates of student categories related to internet access (see categories in previous sections of this discussion sheet).
- iv. Assessment of employee designations in risk categories and possible accommodations that will be needed including limited access rooms or work spaces, tele-working arrangements, equipment needed to support tele-work, alternative assignments, etc..
- v. Discussion regarding possible alternative school and student schedules and operational issues related to these options.

XIII. Open discussion

Thank you everyone!

End...

Distance Learning Planning and Implementation Phases

Updated 5/14/20

Short-term activities Current & Summer, 2020	Mid-term activities Fall, 2020	Long-term activities Spring, 2021 and beyond
<ul style="list-style-type: none"> ➤ Expansion and improvement of all current models for distance learning <ul style="list-style-type: none"> ○ District Home Learning Website for ES & MS. <ul style="list-style-type: none"> ▪ Inclusion of Science and Social Studies for Elem ▪ All 5 Core Subjects for Middle School ○ Grab-and-Learn lesson pick-up at all ES and MS. ○ PBS University ○ PDN Lesson Inserts ○ School-based websites ➤ Inclusion of a graded model for high schools which includes: <ul style="list-style-type: none"> ○ Implementation of online course/curriculum system. ○ Grab and Learn and Submit Work... ○ Course-by-conference/hybrid model. ➤ Expansion of Asymuao contract to include more students both full-time and part-time options. ➤ Purchasing of more equipment for in-school and community-based 	<ul style="list-style-type: none"> ➤ Maintenance, improvement and expansion of all previous items. ➤ Alternative scheduling to allow for social distancing on school campuses: staggered attendance by grade levels or last name, double sessions, or regular stay-at-home options like sign-up days for assistance. ➤ Assessment of community-based access points and possible expansion to more sites. ➤ Consideration of community schools being open in the evening for computer access. ➤ Large-scale (per student) purchase of student materials like supplemental readers or reference books in core content areas of ELA, Math Science and Social Studies. ➤ Purchasing of more equipment for student check-out. 	<ul style="list-style-type: none"> ➤ Maintenance, improvement and expansion of all previous items. ➤ Partnerships with larger, targeted agencies and organizations such as GHURA for major housing areas, additional community centers, and some private companies like malls and shopping centers. ➤ Partnerships with telecom industry for subsidized or discounted internet access for families in need. ➤ Equipment check out and accountability protocols for students and families. <p style="text-align: right;">End...</p>
	End...	

access (inclusive of laptops and large capacity mi-fi hotspots).

- Purchase of assistive-technology to support students with special needs or who need additional interventions which may be supplemented with technology.
- Purchasing of published curriculum and instructional materials for students aligned to GDOE standards.
- **Equipment for teachers, instructional staff central office staff** who support distance learning strategies.
- **Additional equipment to support distance learning strategies** to include video conferencing systems, computer and standard cameras, speakers, microphones, and software to support their operations.
- **Instructional and operational software and online subscriptions for students and teachers** for supplemental instruction and interventions support.
- **Electrical upgrades** for classrooms, computer labs, libraries, and other offices including off-site facilities.
- **Security upgrades** to facilities that contain equipment.

II. Supports needed from federal funding and proposed uses for Education Stabilization Fund (ESF)

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- **Electrical upgrades** for classrooms, computer labs, libraries, and other offices including off-site facilities.
- **Security upgrades** to facilities that contain equipment.

End...

Education Stabilization Fund Allocations to the Outlying Areas

Authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136

Methodology for Calculating Allocations

Section 18001(a)(1) of the CARES Act requires the Department to allocate not more than 1/2 of 1 percent of the total amount made available to carry out the Education Stabilization Fund (ESF) to the outlying areas on the basis of their respective needs, as determined by the Secretary, in consultation with the Secretary of the Interior. The Department will award the full 1/2 of 1 percent of the \$30.75 billion appropriated for the ESF, or \$153,750,000, to the Outlying Areas.

The Department determined that it would be most consistent with the overall structure and purposes of the ESF to calculate allocations for the Outlying Areas in approximately the same proportion as the CARES Act provides for awards to governors under the Governor's Emergency Education Relief Fund and awards to State educational agencies under the Elementary and Secondary School Emergency Relief Fund.

Consequently, the Department determined total ESF awards to each Outlying Area by allocating 20 percent of funds using the Governor's Emergency Education Relief Fund (GEER Fund) formula described in Section 18002(b) of the CARES Act and 80 percent of funds using the formula for Elementary and Secondary School Emergency Relief Fund (ESSER Fund) awards described in Section 18003(b) of the CARES Act.

The GEER Fund formula allocates 60 percent of funds available based on each Outlying Area's relative population of individuals aged 5 through 24 and 40 percent based on each Outlying Area's relative number of children counted under section 1124(c) of the Elementary and Secondary Education Act of 1965 (i.e., children counted for the purposes of making Title I, Part A formula grants to local educational agencies, or the Title I, Part A formula count).

The ESSER Fund formula allocates available funds based on the proportion that each Outlying Area received under Title I, Part A in the most recent fiscal year. However, section 1122(c)(3) of the Elementary and Secondary Education Act (ESEA) prohibits the Department from considering the Title I, Part A hold harmless provisions in ESEA section 1122 in calculating State or local allocations for any other program administered by the Secretary, including the ESSER Fund. Therefore, to determine the ESSER Fund allocations, the Department used the fiscal year 2019 State shares of Title I, Part A allocations without the application of the hold harmless provisions in ESEA section 1122.

The Department used the most recent data available for all three elements of these formulas to determine allocations to the Outlying Areas: (1) the ages 5 to 24 resident population data that the U.S. Census Bureau released for Island Areas as part of the 2010 Decennial Census in July, 2013, (2) the Title I, Part A formula count from the fiscal year 2020 preliminary Title I, Part A allocations that the Department provided to Congress on January 22, 2020, and (3) the 2019 shares of Title I, Part A allocations without application of the hold harmless provisions in ESEA section 1122.

Final allocations to each Outlying Area, broken down by governor's shares and SEA shares, are shown in the table below.

OUTLYING AREA	TOTAL AWARD	AMOUNT FOR GOVERNORS BASED ON GEER FUND FORMULA	AMOUNT FOR SEAS BASED ON ESSER FUND FORMULA
TOTAL	153,750,000	30,750,000	123,000,000
AMERICAN SAMOA	45,594,123	7,272,191	38,321,932
GUAM	54,021,960	12,499,963	41,521,997
NORTHERN MARIANA ISLANDS	27,940,945	4,777,211	23,163,734
VIRGIN ISLANDS	26,192,972	6,200,635	19,992,337

U.S. Department of Education

Certification and Agreement for Funding under the Education Stabilization Fund Program Outlying Areas-State Educational Agency

CFDA Number: 84.425A



PROGRAM BACKGROUND INFORMATION

Purpose

Under the Education Stabilization Fund (ESF), the U.S. Department of Education (Department) allocates funds to the Outlying Areas for the purpose of providing State educational agencies (SEAs), local educational agencies (LEAs), institutions of higher education, and other education-related entities with emergency assistance as a result of the Novel Coronavirus Disease 2019 (COVID-19).

Funding

The Department will award \$153,750,000 to the Outlying Areas. Of this amount, \$123,000,000 (80%) is made available to SEAs under this Certification and Agreement and \$30,750,000 (20%) is made available to Governors under a separate Certification and Agreement.

The ESF amount awarded to Outlying Area SEAs under this Certification and Agreement is based on the same proportion that each Outlying Area received under part A of title I of the Elementary and Secondary Education Act of 1965, as amended (ESEA), in the most recent fiscal year. By statute, the Department used this same formula to make allocations to States under the Elementary and Secondary School Emergency Relief Fund.

For purposes of this Certification and Agreement, ESF funds awarded to SEAs in the Outlying Areas will be referred to as ESF-SEA funds.

Eligibility

SEAs in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the United States Virgin Islands.

Timeline

The Department encourages each SEA to award ESF-SEA funds within one year of receipt. The funds must be obligated by the SEA and subgrantees no later than September 30, 2022.

Uses of Funds

SEAs, and LEAs that receive subgrants, may use ESF-SEA funds for one or more of the purposes listed in section 18003(d) of the CARES Act (See Appendix A).¹ SEAs may also use ESF-SEA funds for emergency needs to address issues responding to COVID-19. These emergency needs may be addressed through direct services or through subgrants or contracts, including subgrants to LEAs. The SEA, and LEAs that receive subgrants, may reserve a reasonable and necessary amount of funds for administrative costs.

Contact

Email: esf.outlying@ed.gov

¹ SEAs may award subgrants of ESF-SEA funds to LEAs.

CERTIFICATION AND AGREEMENT INSTRUCTIONS

GENERAL INSTRUCTIONS

To receive ESF-SEA funds, SEAs must submit a signed PDF Certification and Agreement, by email, to the Department at esf.outlying@ed.gov no later than July 1, 2020. The Certification and Agreement must include the following:

- A completed Certification and Agreement cover sheet that includes the signature of the Chief State School Officer or authorized representative. *(Part A)*
- Programmatic, fiscal, and reporting assurances. *(Part B)*
- Information on the uses of the ESF-SEA funds. *(Part C)*
- Other assurances and certifications. *(Part D)*

APPENDICES

Appendix A – Authorizing Statute

Appendix B – Outlying Area Allocation Data

**EDUCATION STABILIZATION FUND
OUTLYING AREAS-STATE EDUCATIONAL AGENCY
PART A: CERTIFICATION AND AGREEMENT COVER SHEET
(CFDA No. 84.425A)**

State Educational Agency:

DUNS Number:

Legal Name:

Chief State School Officer:

SEA Contact for the Education Stabilization Fund:

Position and Office:

Mailing Address:

Telephone:

Email Address:

To the best of my knowledge and belief, all of the information and data in this Certification and Agreement are true and correct. I acknowledge and agree that the failure to comply with all assurances and certifications in this document, all relevant provisions and requirements of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. No. 116-136 (March 27, 2020), or any other applicable law or regulation may result in liability under the False Claims Act, 31 U.S.C. § 3729, *et seq.*; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and 18 USC § 1001, as appropriate.

Chief State School Officer or Authorized Representative (Typed Name):

Telephone:

Signature of Chief State School Officer or Authorized Representative:

Date:

**EDUCATION STABILIZATION FUND
OUTLYING AREAS-STATE EDUCATIONAL AGENCY**

PART B: PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES

The Chief State School Officer (or his/her authorized representative) assures the following:

1. The ESF-SEA funds will be used as follows:
 - By the SEA and, where applicable, LEAs, for no more than what is reasonable and necessary for administrative costs;
 - By the SEA for emergency needs to address issues responding to COVID-19; and
 - By the SEA and, where applicable, LEAs, for one or more of the purposes listed in section 18003(d) of the CARES Act (see Appendix A).
2. Equitable services, as determined through timely and meaningful consultation with non-public school officials, will be provided to students and teachers in non-public elementary and secondary schools in the same manner as provided under section 8501 of the ESEA.
 - The SEA will ensure that a public agency will maintain control of ESF-SEA funds for services and assistance provided to a non-public school.
 - The SEA will ensure that a public agency will have title to materials, equipment, and property purchased with ESF-SEA funds.
 - The SEA will ensure that services to a non-public school with ESF-SEA funds will be provided by a public agency directly, or through contract with another public or private entity.
3. The Outlying Area will comply with the maintenance-of-effort requirements in section 18008 of the CARES Act.
4. The SEA and, where applicable, an LEA and any other entity that receives ESF-SEA funds will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in accordance with section 18006 of the CARES Act. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
5. The SEA will comply with all reporting requirements, including those in section 15011(b)(2) of Division B of the CARES Act, and submit required quarterly reports to the Secretary at such time and in such manner and containing such information as the Secretary may require. (See also 2 CFR 200.327-200.329). The Secretary may require additional reporting, including: the methodology LEAs will use to provide services or assistance to students and staff in both public and non-public schools; demonstration of compliance by the LEAs or other entities with the use of funds requirements referenced in paragraph 1 of this part; and the specific uses of funds by the LEAs or other entities, such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices and related issues in supporting remote learning for all students, including disadvantaged populations.
6. The SEA will submit to the Department, within 60 days of receiving ESF-SEA funds, a report that will include:

- A budget for the SEA’s uses of funds for administration and for emergency needs to address issues related to COVID-19; and
 - An Internal Control and Subrecipient Monitoring Plan to ensure that funds are used for allowable purposes in accordance with cash management principles.
7. The SEA will ensure that every recipient and subrecipient of ESF-SEA funds will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Department and/or its Inspector General; or (ii) any other Federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.

Chief State School Officer or Authorized Representative (Typed Name):

Signature of Chief State School Officer or Authorized Representative:

Date:

**EDUCATION STABILIZATION FUND
OUTLYING AREAS-STATE EDUCATIONAL AGENCY**

PART C: USES OF ESF-SEA FUNDS

The Department is interested in learning how and to what extent ESF-SEA funds will be used to support the ability of elementary and secondary schools to continue to provide educational services to their students. The Department requests the following:

1. A description of how the SEA will:
 - Determine its most important educational needs as a result of COVID-19.
 - Establish a timeline for providing services and assistance to students and staff in both public and non-public schools.
 - Use ESF-SEA funds to promote remote learning.
 - Assess and address student learning gaps resulting from the disruption in educational services.

2. The extent to which the SEA intends to support:
 - Technological capacity and access – including hardware and software, connectivity, and instructional expertise – to support remote learning. If so, please describe the strategies the SEA intends to use to serve disadvantaged populations listed in section 18003(d)(4) of the CARES Act; and
 - Remote learning by developing new informational and academic resources and expanding awareness of, and access to, best practices and innovations in remote learning and support for students, families, and educators.

**EDUCATION STABILIZATION FUND
OUTLYING AREAS-STATE EDUCATIONAL AGENCY**

PART D: OTHER ASSURANCES AND CERTIFICATIONS

The Chief State School Officer (or his/her authorized representative) assures or certifies the following:

- The SEA acknowledges that ESF-SEA funds awarded to the Outlying Area are subject to the fiscal year 2019 Department-wide Specific Conditions incorporated in the Grant Award Notification and will also be subject to fiscal year 2020 Department-wide Specific Conditions.
- The SEA will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders, and regulations.
- With respect to the certification regarding lobbying in Department Form 80-0013, no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; the Outlying Area will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR part 82, Appendix B); and the Outlying Area will require the full certification, as set forth in 34 CFR part 82, Appendix A, in the award documents for all subawards at all tiers.
- Any LEA receiving funding under this program will comply with the requirements of section 442 of the General Education Provisions Act (GEPA), 20 U.S.C. 1232e.
- To the extent applicable, entities that receive funding will comply with the requirements of section 427 of GEPA, 20 U.S.C. 1228a.
- The SEA and other recipients will comply with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR 200.300-345) and Subpart E—Cost Principles (2 CFR 200.400-475) to ensure that ESF-SEA funds are being used for purposes that are reasonable, necessary, and allocable under the CARES Act.
- The SEA and other recipients will comply with the provisions of all applicable acts, regulations, and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the

Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

Chief State School Officer or Authorized Representative (Printed Name):

Chief State School Officer or Authorized Representative Date:
Signature:

Appendix A: Relevant Excerpts from Title VIII of Division B of the CARES Act, the Emergency Appropriations for Coronavirus Health Response and Agency Operations

DEPARTMENT OF EDUCATION EDUCATION STABILIZATION FUND

For an additional amount for “Education Stabilization Fund”, \$30,750,000,000, to remain available through September 30, 2021, to prevent, prepare for, and respond to coronavirus, domestically or internationally: Provided, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

GENERAL PROVISIONS EDUCATION STABILIZATION FUND

SEC. 18001. (a) ALLOCATIONS.—From the amount made available under this heading in this Act to carry out the Education Stabilization Fund, the Secretary shall first allocate—

- (1) not more than 1/2 of 1 percent to the outlying areas on the basis of their respective needs, as determined by the Secretary, in consultation with the Secretary of the Interior;
- (2) one-half of 1 percent for the Secretary of Interior, in consultation with the Secretary of Education, for programs operated or funded by the Bureau of Indian Education; and
- (3) 1 percent for grants to States with the highest coronavirus burden to support activities under this heading in this Act, for which the Secretary shall issue a notice inviting applications not later than 30 days of enactment of this Act and approve or deny applications not later than 30 days after receipt.

(b) RESERVATIONS.—After carrying out subsection (a), the Secretary shall reserve the remaining funds made available as follows:

- (1) 9.8 percent to carry out section 18002 of this title.
- (2) 43.9 percent to carry out section 18003 of this title.
- (3) 46.3 percent to carry out section 18004 of this title.

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND

SEC. 18003. (a) GRANTS.—From funds reserved under section 18001(b)(2) of this title, the Secretary shall make elementary and secondary school emergency relief grants to each State educational agency with an approved application. The Secretary shall issue a notice inviting applications not later than 30 days of enactment of this Act and approve or deny applications not later than 30 days after receipt.

(b) ALLOCATIONS TO STATES.—The amount of each grant under subsection (a) shall be allocated by the Secretary to each State in the same proportion as each State received under part A of title I of the ESEA of 1965 in the most recent fiscal year.

(c) SUBGRANTS TO LOCAL EDUCATIONAL AGENCIES.—Each State shall allocate not less than 90 percent of the grant funds awarded to the State under this section as subgrants to local educational agencies (including charter schools that are local educational agencies) in the State in proportion to the amount of funds such local educational agencies and charter schools that are local educational agencies received under part A of title I of the ESEA of 1965 in the most recent fiscal year.

(d) USES OF FUNDS.—A local educational agency that receives funds under this title may use the funds for any of the following:

(1) Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) (“IDEA”), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (“the Perkins Act”), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).

(2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.

(3) Providing principals and other school leaders with the resources necessary to address the needs of their individual schools.

(4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.

(5) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.

(6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.

(7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.

(8) Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for online learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.

(9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.

(10) Providing mental health services and supports.

(11) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.

(12) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

(e) STATE FUNDING.—With funds not otherwise allocated under subsection (c), a State may reserve not more than 1/2 of 1 percent for administrative costs and the remainder for emergency needs as determined by the state educational agency to address issues responding to coronavirus, which may be addressed through the use of grants or contracts.

(f) REALLOCATION.—A State shall return to the Secretary any funds received under this section that the State does not award within 1 year of receiving such funds and the Secretary shall reallocate such funds to the remaining States in accordance with subsection (b).

ASSISTANCE TO NON-PUBLIC SCHOOLS

SEC. 18005. (a) IN GENERAL.—A local educational agency receiving funds under sections 18002 or 18003 of this title shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in non-public schools, as determined in consultation with representatives of non-public schools.

(b) PUBLIC CONTROL OF FUNDS.—The control of funds for the services and assistance provided to a non-public school under subsection (a), and title to materials, equipment, and property purchased with such funds, shall be in a public agency, and a public agency shall administer such funds, materials, equipment, and property and shall provide such services (or may contract for the provision of such services with a public or private entity).

CONTINUED PAYMENT TO EMPLOYEES

SEC. 18006. A local educational agency, State, institution of higher education, or other entity that receives funds under “Education Stabilization Fund”, shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to coronavirus.

DEFINITIONS

SEC. 18007. Except as otherwise provided in sections 18001– 18006 of this title, as used in such sections—

- (1) the terms “elementary education” and “secondary education” have the meaning given such terms under State law;
- (2) the term “institution of higher education” has the meaning given such term in title I of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.);
- (3) the term “Secretary” means the Secretary of Education;
- (4) the term “State” means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico;
- (5) the term “cost of attendance” has the meaning given such term in section 472 of the Higher Education Act of 1965.
- (6) the term “Non-public school” means a non-public elementary and secondary school that (A) is accredited, licensed, or otherwise operates in accordance with State law; and (B) was in existence prior to the date of the qualifying emergency for which grants are awarded under this section;
- (7) the term “public school” means a public elementary or secondary school; and
- (8) any other term used that is defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801) shall have the meaning given the term in such section.

MAINTENANCE OF EFFORT

SEC. 18008. (a) A State’s application for funds to carry out sections 18002 or 18003 of this title shall include assurances that the State will maintain support for elementary and secondary education, and State support for higher education (which shall include State funding to institutions of higher education and state need based financial aid, and shall not include support for capital projects or for research and development or tuition and fees paid by students) in fiscal years 2020 and 2021 at least at the levels of such support that is the average of such State’s support for elementary and secondary education and for higher education provided in the 3 fiscal years preceding the date of enactment of this Act.

(b) The secretary may waive the requirement in subsection

(a) for the purpose of relieving fiscal burdens on States that have experienced a precipitous decline in financial resources.

**Appendix B: Outlying Areas Allocation Data
ESF-SEA Fund**

OUTLYING AREA	ALLOCATION²
TOTAL	\$123,000,000
AMERICAN SAMOA	\$38,321,932
GUAM	\$41,521,997
NORTHERN MARIANA ISLANDS	\$23,163,734
VIRGIN ISLANDS	\$19,992,337

² The allocation to the SEA of each Outlying Area is based on the formula used under the Elementary and Secondary School Emergency Relief (ESSER) Fund (based on the same proportion as each Outlying Area received under part A of title I of the ESEA in the most recent fiscal year)



C&I/FPD Meeting with MS Admin and Teacher Leaders regarding Distance Learning/EFS Funding & School Openings.

4 messages

Joseph L.M. Sanchez (Deputy Supt. C & I) <jsanchez@gdoe.net> Thu, May 14, 2020 at 6:53 AM
To: Middle School Principals <middleschoolprincipals@gdoe.net>, Middle School Assistant Principals <middleschool_ap@gdoe.net>
Cc: "Jon Fernandez (Superintendent)" <jonfernandez@gdoe.net>, "Kelly R. Sukola" <krsukola@gdoe.net>, Stacey Sahagon <sacoletta@gdoe.net>, "Zenaida T. Asuncion" <ztauncion@gdoe.net>, "Ignacio C. Santos" <icsantos@gdoe.net>, Rachel Lee Santos Duenas <rrsantos@gdoe.net>, CG STATE <cg-state@gdoe.net>, cgstate@gdoe.net, Yolanda Gabriel <ysgabriel@gdoe.net>, "Terese Ann D. Crisostomo (Special Education)" <tdcrisostomo@gdoe.net>, Laura Kym Taisipic <lktaisipic@gdoe.net>, "Nadine T. Cepeda" <ntcepeda@gdoe.net>, Division Heads <divisionheads@gdoe.net>, Candi <candi@gdoe.net>, "Maria A. Gutierrez" <magutierrez@gdoe.net>, GDOE Parents <gdoeparents@gdoe.net>, Karla Borja <kborja04@gmail.com>, "Lourdes M. Benavente" <lmbenavente@gdoe.net>, Sanjay Sharma <sharma@gftunion.com>, Christopher Anderson <cjanderson@gdoe.net>, Erika Cruz <ercruz@gdoe.net>

Good Morning Everyone!

Please see zoom invite below for our meeting today.

Please share with your teacher leaders.

Looking forward to seeing all of you...

Best regards,

Joe

ZoomInvite

Topic: C&I/FPD Meeting with MS Admin and Teacher Leaders

Time: May 14, 2020 11:00 AM Guam, Port Moresby

Join Zoom Meeting

<https://gdoe.zoom.us/j/98834259528>

Meeting ID: 988 3425 9528

End...

-- -- --

Joseph Leon M. Sanchez, Deputy Superintendent
Curriculum and Instructional Improvement

500 Mariner Avenue,
Barrigada, Guam 96913

Telephone: (671) 300-1635/1247



C&I FPD Meeting with HS Admin and Teacher Leaders regarding Distance Learning. ESF Funding and School Openings.

2 messages

Joseph L.M. Sanchez (Deputy Supt. C & I) <jsanchez@gdoe.net> Thu, May 14, 2020 at 6:59 AM
To: High School Principals <highschoolprincipals@gdoe.net>, High School Assistant Principals <highschool_ap@gdoe.net>
Cc: "Jon Fernandez (Superintendent)" <jonfernandez@gdoe.net>, "Kelly R. Sukola" <krsukola@gdoe.net>, Stacey Sahagon <sacoleta@gdoe.net>, "Zenaida T. Asuncion" <ztauncion@gdoe.net>, "Ignacio C. Santos" <icsantos@gdoe.net>, Rachel Lee Santos Duenas <rrsantos@gdoe.net>, CG STATE <cg-state@gdoe.net>, cgstate@gdoe.net, "Anthony S. Monforte" <asmonforte@gdoe.net>, "Dina S.N. Lorenzo" <dsnlorenzo@gdoe.net>, "Nadine T. Cepeda" <ntcepeda@gdoe.net>, Division Heads <divisionheads@gdoe.net>, Candi <candi@gdoe.net>, "Maria A. Gutierrez" <magutierrez@gdoe.net>, GDOE Parents <gdoeparents@gdoe.net>, "Lourdes M. Benavente" <lmbenavente@gdoe.net>, Karla Borja <kborja04@gmail.com>, Sanjay Sharma <sharma@gftunion.com>, Christopher Anderson <cjanderson@gdoe.net>, Erika Cruz <ercruz@gdoe.net>, Yolanda Gabriel <ysgabriel@gdoe.net>, "Terese Ann D. Crisostomo (Special Education)" <tdcrisostomo@gdoe.net>, Laura Kym Taisipic <lktaisipic@gdoe.net>

Good morning everyone!

Please see ZoomInvite below for our meeting today.

Please share with your teacher leaders.

Best regards,

Joe

ZoomInvite

Topic: C&I/FPD Meeting with HS Admin and Teacher Leaders

Time: May 14, 2020 02:00 PM Guam, Port Moresby

Join Zoom Meeting

<https://gdoe.zoom.us/j/92100055992>

Meeting ID: 921 0005 5992

End...

-- -- --

Joseph Leon M. Sanchez, Deputy Superintendent
Curriculum and Instructional Improvement

500 Mariner Avenue,
Barrigada, Guam 96913

Telephone: (671) 300-1635/1247



Invitation: Meaningful & Timely Consultation Regarding Education Stab... @ Fri May 15, 2020 10am - 11am (ChST) (agmendiola@gdoe.net)

1 message

Christopher B. Surla <cbsurla@gdoe.net>

Wed, May 13, 2020 at 12:10 PM

Reply-To: "Christopher B. Surla" <cbsurla@gdoe.net>

To: agmendiola@gdoe.net, CG STATE <cg-state@gdoe.net>, icsantos@gdoe.net, mablaz@gdoe.net, rjaitano@gdoe.net, aoaguon@gdoe.net, sjcalano@gdoe.net, rcyamashita@gdoe.net, snchargualaf@gdoe.net, sbbukikosa@gdoe.net, srrupley@gdoe.net, bsaaquino@gdoe.net, rbmendiola@gdoe.net, rlsduenas@gdoe.net, krsukola@gdoe.net, jsanchez@gdoe.net, esanchez@gdoe.net, jcbblas@gdoe.net, FFY20_ProjectManagers_ProjectLeads <ffy20_pm_pl@gdoe.net>, ddbukikosa@gdoe.net, stcalvo@gdoe.net, mmcamacho@gdoe.net

You have been invited to the following event.

Meaningful & Timely Consultation Regarding Education Stabilization Fund (ESF) Program with PNP and Charter Schools

When Fri May 15, 2020 10am – 11am Chamorro Standard Time

[more details »](#)

Joining info Join with Google Meet
meet.google.com/xcq-kiou-wuz

Join by phone
+1 224-360-0315 (PIN: 637161488)

Calendar agmendiola@gdoe.net

Who

- cbsurla@gdoe.net - organizer
- CG STATE
- icsantos@gdoe.net
- mablaz@gdoe.net
- rjaitano@gdoe.net
- aoaguon@gdoe.net
- sjcalano@gdoe.net
- rcyamashita@gdoe.net
- agmendiola@gdoe.net
- snchargualaf@gdoe.net
- sbbukikosa@gdoe.net
- srrupley@gdoe.net
- bsaaquino@gdoe.net
- rbmendiola@gdoe.net
- rlsduenas@gdoe.net
- krsukola@gdoe.net
- jsanchez@gdoe.net
- esanchez@gdoe.net
- jcbblas@gdoe.net
- FFY20_ProjectManagers_ProjectLeads
- ddbukikosa@gdoe.net
- stcalvo@gdoe.net
- mmcamacho@gdoe.net

Federal Programs is inviting you to a scheduled Zoom meeting.

Topic: Meaningful & Timely Consultation Regarding Education Stabilization Fund (ESF) Program with PNP and Charter Schools
Time: May 15, 2020 10:00 AM Guam, Port Moresby

Join Zoom Meeting
<https://us02web.zoom.us/j/85856394573?pwd=ZTZ5L2x0K25xRnFFY28vR053Wnp1UT09>

Meeting ID: 858 5639 4573
Password: 586996
One tap mobile
+13462487799,,85856394573#,1#,586996# US (Houston)
+16465588656,,85856394573#,1#,586996# US (New York)

Dial by your location
+1 346 248 7799 US (Houston)
+1 646 558 8656 US (New York)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)

Meeting ID: 858 5639 4573
Password: 586996

Find your local number: <https://us02web.zoom.us/j/85856394573>

Going (agmendiola@gdoe.net)? **Yes** - **Maybe** - **No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account agmendiola@gdoe.net because you are subscribed for invitations on calendar agmendiola@gdoe.net.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

GDOE SY 2019-2020

 **invite.ics**
3K



RESCHEDULED Meeting with PTO Leadership Team and Members of IBOG

1 message

Stephanie N. Chargualaf <snchargualaf@gdoe.net>

Sun, May 17, 2020 at 10:07 AM

To: Christie Lyn San Nicolas <clsannicolas@gdoe.net>

Cc: "Ignacio C. Santos" <icsantos@gdoe.net>, Rachel Lee Santos Duenas <rlsduenas@gdoe.net>, CG STATE <cg-state@gdoe.net>

Hafa Adai Christie,

As per Mr. Ike Santos, Federal Programs Administrator and requested by Deputy Joe Sanchez, the Zoom Conference Call Meeting scheduled for 2:00pm Tuesday, May 19, 2020 has be rescheduled to **2:00pm, Wednesday, May 20, 2020.**

Kindly requesting that you share the following invitation for the meeting with the PTO Leadership Team and Members of IBOG:

Zoom Conference Call: 2:00pm - Wednesday, May 20, 2020

Topic: Stakeholders Input on the FY2020 Education Stabilization Fund (ESF) Grant.

Below is the link for the Zoom Meeting:

Stephanie N. Chargualaf is inviting you to a scheduled Zoom meeting.

Topic: Education Stabilization Fund (ESF) Consultation with PTO Leadership and IBOGS

Time: May 20, 2020 02:00 PM Guam, Port Moresby

Join Zoom Meeting

<https://zoom.us/j/9102166460?pwd=YWI3TEs5THRaaXA5ZVc2V25la1A1QT09>

Meeting ID: 910 216 6460

Password: 915376

One tap mobile

+12063379723,,9102166460#,1#,915376# US

Dial by your location

+1 206 337 9723 US

Meeting ID: 910 216 6460

Password: 915376

Find your local number: <https://zoom.us/u/adZ3YIU0zb>

Thank you for your assistance with this!

--

Stephanie N. Chargualaf

State Program Officer

Federal Programs Division

Guam Department of Education

671-300-1261

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CONFIDENTIALITY STATEMENT: This message is from the Guam Department of Education, and contains



CARES Act - Education Stabilization Fund/Consolidated Grant

Stephanie N. Chargualaf <snchargualaf@gdoe.net>

Tue, Oct 27, 2020 at 4:25 PM

To: Juan Flores <superintendent@archagana.org>, Rosie Quitugua <rquitugua@archagana.org>, Bob Kelley <bkelley@stjohnsguam.com>, Thomas Petra <tpetra@stjohnsguam.com>, Lawrence Nagengast <LNagengast@hbcguam.net>, Jeremy Zajicek <Jeremy.Zajicek@hbcguam.net>, SpcsAsstAdmin <dpineda.spcs@gmail.com>, Yvonne Inciong <ypinciong@spcsguam.org>, Churchill Edward <cedward@gmmsda.org>, Joaquina Vega <jvega@gaasda.org>, Jason Moyer <jason.picaguam@gmail.com>, J Won Pat <cao.jwonpat@guahanacademy.org>, Lynda Hernandez-Avilla <lhernandez-avilla@guahanacademy.org>, Helen Nishihira <hnishihira@ilearnguam.org>, Florence Formoso <fformoso@ilearnguam.org>, Julie Aguon <jaguon@ilearnguam.org>, Office of the Principal <principal@sifalacs.com>, Jared Ramos <jramos@sifalacs.com>, Amy Wahl <awahl1211@gmail.com>, Ruth Dixon <ruth_e_dixon@yahoo.com>
Cc: "Ignacio C. Santos" <icsantos@gdoe.net>, Rachel Lee Santos Duenas <rlsduenas@gdoe.net>, Federal Programs <federal-programs@gdoe.net>

Hafa Adai,

On behalf of Mr. Ike Santos, Federal Programs Administrator, he respectfully request to meet with all PNP and Charter School Authorized Representatives through a Zoom Meeting scheduled for Friday, October 30, 2020 at 2:00pm to discuss the Cares Act - Education Stabilization Fund for both the Governor's Office and the Guam Department of Education and the Consolidated Grant.

Below you will find the link to join the meeting:

SEA, Stephanie N. Chargualaf, SPO is inviting you to a scheduled Zoom meeting.

Topic: CARES Act - Education Stabilization Fund/Consolidated Grant

Time: Oct 30, 2020 02:00 PM Guam, Port Moresby

Join Zoom Meeting

<https://zoom.us/j/9102166460?pwd=YWI3TEs5THRaaXA5ZVc2V25la1A1QT09>

Meeting ID: 910 216 6460

Passcode: 915376

One tap mobile

+12063379723,,9102166460#,,,,,0#,,915376# US (Seattle)

Dial by your location

+1 206 337 9723 US (Seattle)

Meeting ID: 910 216 6460

Passcode: 915376

Find your local number: <https://zoom.us/u/adZ3YIU0zb>

Please confirm receipt of this email and your attendance for this meeting.

Thank you.

Stay safe and God Bless!

--

Stephanie N. Chargualaf

State Program Officer

Federal Programs Division

Guam Department of Education

671-300-1261

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Guam Department of Education

FEDERAL PROGRAMS DIVISION DEPARTMENT OF EDUCATION

Government of Guam



Education Stabilization Fund Program Outlying Areas-State Educational Agency

QUARTER 2 PROGRESS UPDATE | ESF-SEA

ESF-SEA Supporting Documentation:

- **PPE Student & Employee Health & Safety Distribution
Technology, Supply & Equipment**
- **Social & Emotional Wellness Professional Development**
- **Community Learning Centers**

To the United States Department of Education
Office of Elementary and Secondary Education
Rural, Insular, and Native Achievement Programs
Washington, D.C. 20202-6400

March 01, 2021

Guam Department of Education | ESF-SEA Technology Distribution Matrix

Schools	Tablets	ChromeBooks	Student Laptops	Storage Cabinet	Mobile Carts
Adacao ES		120	150	9	
Agana Heights ES		120	150	9	
Astumbo ES	14	120	150	9	
C.L. Taitano ES		120	150	9	
Carbullido ES	14	120	150	9	
Chief Brodie ES		120	150	9	
D.L. Perez ES		180	210	13	
Finegayan ES	18	180	210	13	
H.S. Truman ES	14	120	150	9	
Inarajan ES		120	150	9	
J.M. Guerrero ES		120	150	9	
J.Q. San Miguel ES	17	120	150	9	
L.B. Johnson ES	46	120	150	9	
Liguan ES		120	150	9	
M.A. Ulloa ES		180	210	13	
M.U. Lujan ES	16	150	180	13	
Machananao ES	14	120	150	9	
Marcial Sablan ES	17	120	150	9	
Merizo ES		120	150	9	
Ordot Chalan Pago ES		120	150	9	
P.C. Lujan ES		120	150	9	
Price ES	30	150	180	12	
Talofofu ES		120	150	9	
Tamuning ES		150	180	12	
Upi ES		180	210	13	
Wettengel ES		180	210	13	
TOTALS	200	3510	4290	264	0
Agueda Johnston MS			240	8	1
Astumbo MS			270	9	1
FB Leon Guerrero MS			270	9	1
Inarajan MS			210	7	1
Jose Rios MS			270	9	1
LP Untalan MS			270	9	1
Oceanview MS			210	7	1
VSA Benavente MS			270	9	1
TOTALS	0	0	2010	67	8
George Washington HS			270	9	2
John F. Kennedy HS			270	9	1
Okkodo HS			270	9	1
Simon Sanchez HS			270	9	2
Southern HS			210	7	1
Tiyan HS			270	9	1
TOTALS	0	0	1560	52	8

7860

383

16

School Site Laptops

Location	School	Quantity
329	Adacao ES	33
301	Agana Heights ES	30
325	Astumbo ES	40
303	Carbullido ES	35
304	C.L. Taitano ES	43
324	Chief Brodie ES	21
323	D.L. Perez ES	49
306	Finegayan ES	50
307	H.S. Truman ES	32
309	Inarajan ES	21
308	J.M. Guerrero ES	40
311	J.Q. San Miguel ES	34
312	L.B. Johnson ES	24
328	Liguan ES	36
314	M.U. Lujan ES	45
327	Machananao ES	33
302	Marcial Sablan ES	30
313	M.A. Ulloa ES	44
315	Merizo ES	19
316	Ordot Chalan Pago ES	40
317	P.C. Lujan ES	33
318	Price ES	41
319	Talofofu ES	22
320	Tamuning ES	42
321	Upi ES	45
322	Wettengel ES	44
430	Agueda Johnston MS	53
437	Astumbo MS	47
432	F.B. Leon Guerrero MS	75
433	Inarajan MS	38
434	Jose L.G. Rios MS	64
435	L.P. Untalan MS	83
436	Oceanview MS	43
431	Vicente Benavente MS	79
471	George Washington HS	94
438	J.P. Torres Success Academy	23
472	John F. Kennedy HS	103
475	Okkodo HS	82
473	Simon Sanchez HS	98
474	Southern HS	77
476	Tiyan HS	71

**School Administrative Staff
(USB Docking Stations/Keyboards/Mouse/Monitors)**

School (Elementary)	# of Staff	School (Middle)	# of Staff	School (High)	# of Staff
ADACAO ELEMENTARY	3	A.I. JOHNSTON MIDDLE	3	GEORGE WASHINGTON HIGH	4
AGANA HEIGHTS ELEMENTARY	3	ASTUMBO MIDDLE	3	J.P. TORRES SUCCESS ACADEMY	4
ASTUMBO ELEMENTARY	3	F.B. LEON GUERRERO MIDDLE	3	JOHN F. KENNEDY HIGH	4
B.P. CARBULLIDO ELEMENTARY	3	INARAJAN MIDDLE	3	OKKODO HIGH	4
C.L. TAITANO ELEMENTARY	3	JOSE L.G. RIOS MIDDLE	3	SIMON A. SANCHEZ HIGH	4
CHIEF BRODIE ELEMENTARY	3	L.P. UNTALAN MIDDLE	3	SOUTHERN HIGH	4
D.L. PEREZ ELEMENTARY	3	OCEANVIEW MIDDLE	3	TIYAN HIGH	4
FINEGAYAN ELEMENTARY	3	V.S.A. BENAVENTE MIDDLE	3	GRAND TOTAL	28
H.S. TRUMAN ELEMENTARY	3	GRAND TOTAL	24		
INARAJAN ELEMENTARY	3				
J.M. GUERRERO ELEMENTARY	3				
J.Q. SAN MIGUEL ELEMENTARY	3				
L.B. JOHNSON ELEMENTARY	3				
LIGUAN ELEMENTARY	3				
M.A. ULLOA ELEMENTARY	3				
M.U. LUJAN ELEMENTARY	3				
MACHANANAO ELEMENTARY	3				
M.A. SABLAN ELEMENTARY	3				
MERIZO MARTYRS ELEMENTARY	3				
ORDOT/CHALAN PAGO ELEMENTARY	3				
P.C. LUJAN ELEMENTARY	3				
H.B. PRICE ELEMENTARY	3				
TALOFOFO ELEMENTARY	3				
TAMUNING ELEMENTARY	3				
UPI ELEMENTARY	3				
WETTENGEL ELEMENTARY	3				
GRAND TOTAL	78	Grand Total	130		

	Consolidated Grant Application					ESF-SEA	SRCL/CLSD
	Project 1: CCCLR	Project 2: CIQD	Project 3: CSAI	Project 4: SCCE	Project 5: PNP	ESF-SEA: GDOE	SRCL/CLSD
Laptops - Admin Laptops		361				1955	0
Laptops - Basic Laptops		0				7860	0
Laptops - Chromebooks		0				3510	0
Tablets		0				200	0
Software - Sentileone		361				13525	0
Software - Absolute		361				13525	0
Software - Windows 10		361				10015	0
Software - Microsoft Office		361				10015	0

F2020 CGA Technology Supply Breakdown (Laptops, Tablets, Readers, Software)											
Project 1: CCCLR						Project 3: CSAI					
Technology Supply	Audience	in Procurement	REQ#	PO#	Comments	Technology Supply	Audience	in Procurement	REQ#	PO#	Comments
Laptop	Students	120	20210457	20210165	Software - Sentinelone/Absolute?	Chromebooks	Students	300	20210533		
Software	Students	120	20210691			Laptops	Students	240	20210533		Software - Sentinelone/Absolute?
Tablet	Teacher/Student	70				Windows 10	Students	240	20210617		
Tablet accessories (Case, Keyboard)	Teacher/Student	70				Microsoft Office	Students	240	20210617		
Tablet Software	Teacher/Student	70									
Project 2: CIQD						Project 4: SCCE					
Technology Supply	Audience	in Procurement	REQ#	PO#	Comments	Technology Supply	Audience	in Procurement	REQ#	PO#	Comments
Laptops	Students	361	20210804	N/A	Admin Laptops	Laptops	15	6	20211048	N/A	6- Approved FY2020 9 - Carryover Pending Approval
Software - Sentinelone	Students	361	20210804	N/A		Software - Sentinelone	15	6	20211048	N/A	6- Approved FY2020 9 - Carryover Pending Approval
Software - Absolute	Students	361	20210804	N/A		Software - Absolute	15	6	20211048	N/A	6- Approved FY2020 9 - Carryover Pending Approval
Software - Microsoft Office	Students	361	20210807	N/A		Software - Microsoft Office	15	6	20211049	N/A	6- Approved FY2020 9 - Carryover Pending Approval
Software - Windows Prof. Plus	Students	361	20210807	N/A		Software - Windows Prof. Plus	15	6	20211049	N/A	6- Approved FY2020 9 - Carryover Pending Approval
											6- Approved FY2020 9 - Carryover Pending Approval
Project 5: PNP											
Technology Supply	Target Audience	in Procurement	REQ#	PO#	Comments	Technology Supply	Target Audience	in Procurement	REQ#	PO#	Comments
Laptops (PreAP/AP)	Students	325	20210751	N/A	OCE Software - Sentinelone/Absolute?	Laptops (Supplemental Resources)	Students	390	20210786	N/A	OCE Software - Sentinelone/Absolute?
Tablets	Students	10	20210754	N/A	SJS	Software (Microsoft)	Students	390	20210787	N/A	OCE
Software (Microsoft)	Students	325	20210755	N/A	OCE	Laptops (Kinder Learn)	Students	120	20210798	N/A	OCE
Laptops (Learner Center)	Students	18	20210763	N/A	SJS Software - Sentinelone/Absolute?	Software (Microsoft)	Students	120	20210845	N/A	OCE Software - Sentinelone/Absolute?
Laptops (Learner Center)	Students	15	20210769	N/A	GAA Software - Sentinelone/Absolute?	Mobile Carts (Supplemental Resources)	Students	13	20210789	N/A	OCE
Software (Microsoft)	Teachers	18	20210765	N/A	SJS	Mobile Carts (Kinder Learn)	Students	4	20210848	N/A	OCE
Software (Microsoft)	Teachers	15	20210770	N/A	GAA						
Mobile Carts (PreAP/AP)	Students	13	20210758	N/A	OCE						
Mobile Carts (Learner Center)	Students	1	20210767	N/A	SJS						
Mobile Carts (Learner Center)	Students	1	20210781	N/A	GAA						

GDOE PUBLIC SCHOOLS: F2020 ESF-SEA Technology Supply Breakdown (Laptops, Tablets, Readers)

Technology Supply	Target Audience	# in Procurement	REQ#	PO #	Comments
Laptops	Students	3510	20211118	N/A	Chromebooks
Software - Sentinelone	Students	3510	20210221	N/A	
Software - Absolute	Students	3510	20210221	N/A	
Laptops	Students	7860	20210221	N/A	Basic Laptops
Software - Sentinelone	Students	7860	20210221	N/A	
Software - Absolute	Students	7860	20210221	N/A	
Software - Microsoft Office	Students	7860	20210222	N/A	
Software - Windows Prof. Plus	Students	7860	20210222	N/A	
Tablets	Students	200	20210596	N/A	Tablets
Software - Sentinelone	Students	200	20210221	N/A	
Software - Absolute	Students	200	20210221	N/A	
Software - Microsoft Office	Students	200	20210222	N/A	
Software - Windows Prof. Plus	Students	200	20210222	N/A	
Laptops	School Personnel	1955	20210221	N/A	Admin Laptops
Software - Sentinelone	School Personnel	1955	20210221	N/A	
Software - Absolute	School Personnel	1955	20210221	N/A	
Software - Microsoft Office	School Personnel	1955	20210222	N/A	
Software - Windows Prof. Plus	School Personnel	1955	20210222	N/A	

Guam Department of Education | ESF-SEA Ancillary Personnel Technology Distribution Matrix

1ST BATCH ORDER

Division	# of Laptops	# of Monitors	# of Docks	# of Absolute Software	# of Sentileone Software	# of Printers	# of Black Ink	# of Cyan Ink	# of Yellow Ink	# of Magenta Ink	# of Mouse/Mouse Pads/Keyboard	# of UPS	# of VGA Cords	# of Acrobat Pro	# of Windows Upgrade	# of Microsoft Office
CHAMORRO STUDIES	5	10	5	5	5	3	9	6	6	6	5	5	10	5	5	5
CURRICULUM & INSTRUCTION	2	4	2	2	2	1	3	2	2	2	2	2	4	2	2	2
EDUCATION SUPP & COMM LEARN	3	6	3	3	3	2	6	4	4	4	3	3	6	3	3	3
FACILITIES & MAINTENANCE	10	20	10	10	10	5	15	10	10	10	10	10	20	10	10	10
FIN, STUDENT & ADM INFO SYS	7	14	7	7	7	4	12	8	8	8	7	7	14	7	7	7
FINANCIAL AFFAIRS	9	18	9	9	9	5	15	10	10	10	9	9	18	9	9	9
INTERNAL AUDIT	7	14	7	7	7	4	12	8	8	8	7	7	14	7	7	7
RECEIVING PROPERTY MANAGEMENT	8	16	8	8	8	4	12	8	8	8	8	8	16	8	8	8
RESEARCH, PLANNING & EVAL	3	6	3	3	3	2	6	4	4	4	3	3	6	3	3	3
STUDENT SUPPORT SERVICES	3	6	3	3	3	2	6	4	4	4	3	3	6	3	3	3
SUPERINTENDENT OF EDUCATION	15	30	15	15	15	8	24	16	16	16	15	15	30	15	15	15
SUPPLY MANAGEMENT	8	16	8	8	8	4	12	8	8	8	8	8	16	8	8	8
10% RESERVE	10	20	10	10	10	5	15	10	10	10	10	10	20	10	10	10
TOTAL COUNT	90	180	90	90	90	49	147	98	98	98	90	90	180	90	90	90

2ND BATCH ORDER

Division	# of Laptops	# of Monitors	# of Docks	# of Absolute Software	# of Sentileone Software	# of Printers	# of Black Ink	# of Cyan Ink	# of Yellow Ink	# of Magenta Ink	# of Mouse/Mouse Pads/Keyboard	# of UPS	# of VGA Cords	# of Acrobat Pro	# of Windows Upgrade	# of Microsoft Office
ADDITIONAL RESERVE (HR & FNS)	20	40	20	20	20	10	30	20	20	20	20	20	40	20	20	20
TOTAL COUNT	20	40	20	20	20	10	30	20	20	20	20	20	40	20	20	20

	Division
	Items on IFB 019-2020
	Items on IFB 016-2019
	Items for Quote

1ST BATCH ORDER

Item	QTY	REQ#	PO#	STATUS
Laptops	90	20210060	20210593	REQ CONVERTED, PO PENDING DELIVERY
Monitors	180	20210060	20210593	REQ CONVERTED, PO PENDING DELIVERY
Docks	90	20210912	20210405	REQ CONVERTED, PO PENDING DELIVERY
Absolute Software	90	20210060	20210593	REQ CONVERTED, PO PENDING DELIVERY
Sentileone Software	90	20210060	20210593	REQ CONVERTED, PO PENDING DELIVERY
Printers	49	20210063	20210009	REQ CONVERTED, PO PENDING DELIVERY
Blank Ink	147	20210063	20210010	REQ CONVERTED, PO PENDING DELIVERY
Cyan Ink	98	20210063	20210010	REQ CONVERTED, PO PENDING DELIVERY
Yellow Ink	98	20210063	20210010	REQ CONVERTED, PO PENDING DELIVERY
Magenta Ink	98	20210063	20210010	REQ CONVERTED, PO PENDING DELIVERY
Mouse/MousePads/Keyboards	90	20210063	20210009	Items delievered and distributed, liquidated this part
UPS	90	20210063	20210009	Items delievered and distributed, pending 25 more
VGA Cords	180	20210063	20210009	Items delievered and distributed, liquidated this part
Acrobat Pro	90	20210063	20210010	REQ CONVERTED, PO PENDING DELIVERY
Windows Upgrade	90	20201428	20201188	Items delievered, fully liquidated
Microsoft Office	90	20201428	20201188	Items delievered, fully liquidated

2ND BATCH ORDER

Item	QTY	REQ#	PO#	STATUS
Laptops	20	20210060	20210593	REQ CONVERTED, PO PENDING DELIVERY
Monitors	40	20210060	20210593	REQ CONVERTED, PO PENDING DELIVERY
Docks	20	20210912	20210405	REQ CONVERTED, PO PENDING DELIVERY
Absolute Software	20	20210060	20210593	REQ CONVERTED, PO PENDING DELIVERY
Sentileone Software	20	20210060	20210593	REQ CONVERTED, PO PENDING DELIVERY
Printers	10	20210914	N/A	REQ RELEASED, IN WORKFLOW
Blank Ink	30	20210915	N/A	REQ RELEASED, IN WORKFLOW
Cyan Ink	20	20210915	N/A	REQ RELEASED, IN WORKFLOW
Yellow Ink	20	20210915	N/A	REQ RELEASED, IN WORKFLOW
Magenta Ink	20	20210915	N/A	REQ RELEASED, IN WORKFLOW
Mouse/MousePads/Keyboards	20	20210914	N/A	REQ RELEASED, IN WORKFLOW
UPS	20	20210914	N/A	REQ RELEASED, IN WORKFLOW
VGA Cords	40	20210914	N/A	REQ RELEASED, IN WORKFLOW
Acrobat Pro	20	20210915	N/A	REQ RELEASED, IN WORKFLOW
Windows Upgrade	20	20210913	N/A	REQ RELEASED, IN WORKFLOW
Microsoft Office	20	20210913	N/A	REQ RELEASED, IN WORKFLOW

Guam Department of Education | ESF-SEA | Social & Emotional Wellness Professional Development Matrix

SOCIAL & EMOTIONAL WELLNESS TRAINING			
Date	Time	Group	# of participants
July 13, 2020	9am-3pm	Administrators/Division Heads	100
July 14, 2020	8am-12pm	School Counselors	89
July 15, 2020	8am-12pm	Support Staff	124
July 16, 2020	8am-12pm	Support Staff	153
July 20, 2020	8am-12pm	Support Staff	121
July 23, 2020	8am-12pm	School Counselors	86
July 27, 2020	8am-12pm	Central Staff	46
July 28, 2020	8am-12pm	Support Staff	140
August 4, 2020	8am-12pm	Support Staff	153
August 6, 2020	8am-12pm	Central Staff	58
August 7, 2020	8am-3pm	School Counselors	55 (am session) 30 (pm session)
August 10, 2020	8:30am-12:30pm	Support Staff	44
August 11, 2020	8:30am-12:30pm	Nurses	40
August 12, 2020	8am-12pm	HS Truman (Teachers)	34
August 13, 2020	8:30am-12:30pm	LAGU Teachers	468
August 14, 2020	8am-12pm	Team Leaders	64
August 28, 2020	8am-12pm	GWHS Support Staff/Admin	40
February 19, 2021	1pm-3pm	AsTumbo Elementary	1

Comments obtained from PD chat.

Majority of the comments from the participants was thanking the presenters for their support in covering areas they all need at this point. A few asked to take a break to regroup due to the presentation.

Very informative training and in line with what we are experiencing with our "new normal".

Can you kindly send the slides so I share with my family.

Thank you all presenters for your expertise.

Thank you to all our presenters today! Great information!

This training has changed my perspective in a positive way. Will there be more trainings in the future.

This helps because it has you re-focus yourself and ease your mind.

Thank you for presenting areas we all need at this point and time. Much appreciated

Thank you for those putting examples. They are entertaining and definitely helping me to de-stress.

Will the Division set up a Wellness virtual program.

Thank you all presenters and host. This training is very valuable.

I was triggered...couldn't stop the tears, just imagining and empathizing what our students are going through, let alone what I have gone through personally; this, along with all these trainings on the various topics, is quite a powerful, and SO important fo all of us right now. Thank you for your support!

I received calls and private message from the chat asking, why wasn't this training given years ago when they started with the department and they hope for more trainings like this in the future.

January 2021

FOR IMMEDIATE RELEASE

COMMUNITY LEARNING CENTERS (CLCs)

The Guam Department of Education (GDOE) is pleased to announce the opening of the Community Learning Centers (CLC) beginning Monday, February 1, 2021. **The CLCs are open to all students on Guam, regardless of the school they attend.**

The Community Learning Centers (CLCs) are supported by the GDOE’s Education Stabilization Fund - State Educational Agency (ESF-SEA) Grant in conjunction with the GDOE Title V, Part B: Rural and Low- Income Schools Program (RLIS) – Consolidated Grant.

As a result of the COVID-19 global pandemic, GDOE - CLCs will provide all students after-school accommodations to support continued learning, allowing students access to site facilities, electronic devices (i.e. tablets and laptops) and the internet for educational purposes. Patrons may also bring their school issued or personal devices and will have access to the internet. More GDOE CLC sites will become available to serve as the demand increases.

Identified CLC sites will be operating, effective Monday, February 1, 2021 from 3:30p.m. to 7:00p.m. on Mondays, Wednesdays, and Fridays. GDOE – CLC Site Managers will be available on-site to provide assistance.

Designated Community Learning Centers	
Astumbo Elementary School	(671) 635-4363
C.L. Taitano Elementary School	(671) 472-4245 / 300-4643/4/5
J.Q. San Miguel Elementary School	(671) 477-9370
Machananao Elementary School	(671) 635-4381
Price Elementary School	(671) 734-2159
Talofofo Elementary School	(671) 789-1171
Upi Elementary School	(671) 633-1382
George Washington High School	(671) 734-2911 / 300-3090/1

GDOE CLCs are open to walk-ins, may call one of the designated CLC sites, or through pre-registration using the link provided.

<https://docs.google.com/forms/d/e/1FAIpQLSeixucBoNnGPChM0zjcTfKgMvCXjXtuxuEw3MIUaeBKixM0A/viewform>

“This activity is administered by the Guam Department of Education (GDOE) – Federal Programs Division/Grants Office and funded by the U.S. Department of Education - Consolidated Grant to the Outlying Areas and the Education Stabilization Fund - State Educational Agency (ESF-SEA).”

- END OF STATEMENT -

GDOE to launch community learning centers with free computer, internet access for students

By Pacific News Center - February 4, 2021



The Guam Department of Education (GDOE) has announced the opening of eight Community Learning Centers (CLC) beginning Tuesday, February 9, 2021.

The CLCs are open to all public and private school students on island.

As part of the GDOE's goal to broaden the access to technology for all students, several GDOE schools have been designated as Community Learning Centers.

These CLCs will provide students afterschool accommodations to support distance learning by offering students access to site facilities and equipment as well as access to the internet for educational purposes.

The following CLC sites will officially begin operations on Tuesday, February 9, 2021, from 3:30 p.m. to 7:00 p.m. on Mondays, Tuesdays, and Fridays:

Designated Community Learning Centers	
AsTumbo Elementary School	(671) 635-4363
C.L. Taitano Elementary School	(671) 472-4245/300-4643/4/5
J.Q. San Miguel Elementary School	(671) 477-9370
Machananao Elementary School	(671) 635- 4381
Capt. H.B. Price Elementary School	(671) 734-2159
Talofofo Elementary School	(671) 789-1171
Upi Elementary School	(671) 633-1382
George Washington High School	(671) 734-2911/300-3090/1

“We are looking forward to making Community Learning Centers available throughout the island,” said GDOE Superintendent Jon Fernandez. “Our vision is to have a network of schools that can offer after-school opportunities as well as access to technology for students who need that support. This is critical for us as we continue to address the current pandemic, but it also holds

promise as a strategy that will enable schools to be important resource hubs in our villages long after the pandemic has passed.”



Families may register their students for services at any of the designated GDOE CLC sites or may pre-register online: tinyurl.com/aaumg7ez. More GDOE CLC sites around the island are scheduled to open later in the school year.

This activity is administered by the Guam Department of Education (GDOE) – Federal Programs Division/Grants Office and is funded by the U.S. Department of Education – Education Stabilization Fund – State Educational Agency (ESF-SEA).

##

Pacific News Center

COMMUNITY LEARNING CENTER

PARENT TRAINING

PLEASE JOIN US!
FRIDAY, FEBRUARY 26TH
AT 4:00PM
INSIDE THE SCHOOL CAFETERIA
TOPIC: GOOGLECLASSROOM

LIMITED SPACE AVAILABLE.
WALK-INS ARE WELCOME!

REGISTER ONLINE
FOR A SEAT
[HTTP://TINYURL.COM/
AAUMG7EZ](http://tinyurl.com/AAUMG7EZ)



**FEDERAL PROGRAMS DIVISION
DEPARTMENT OF EDUCATION
Government of Guam**



**Education Stabilization Fund Program Outlying Areas-State
Educational Agency**

QUARTER 2 PROGRESS UPDATE | ESF-SEA

Internal Controls and Accountability

- **Memorandum | Validation of Invoices of CG and ESF-SEA Funds | July 23, 2020**
- **GDOE Federal Manual Guidance #812-202 Invoicing and Drawdowns | July 29, 2020**

To the United States Department of Education
Office of Elementary and Secondary Education
Rural, Insular, and Native Achievement Programs
Washington, D.C. 20202-6400

March 01, 2021



JON J. P. FERNANDEZ
Superintendent of Education

**GUAM DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS DIVISION**

State Agency for US-Ed
www.gdoe.net
501 Mariner Avenue
Barrigada, Guam 96913-1608
Telephone: (671) 475-0470/300-1267



IKE C. SANTOS
Federal Programs Administrator

JUL 23 2020

MEMORANDUM

**TO: Project Managers, Consolidated Grant Project Activities
Deputy Superintendent, Division of Finance and Administrative Support**

FROM: Federal Programs Administrator

SUBJECT: Validation of Invoices of Consolidated Grant and ESF-SEA Funds

Buenas yan Hafa Adai! Please be advised that effective immediately, all drawdown requests, inclusive of review of invoices (supplies, materials, equipment, and contractual services), as well as personnel costs (salaries and benefits) and other relevant expenditures for the Consolidated Grant (CG) and Education Stabilization Fund-State Education Agency (ESF-SEA) funds must be directed to the GDOE-Federal Programs Division (FPD) | Grants Office for review and compliance. This process must be adhered to, to ensure internal controls are in place as required by **34 CFR Part 76 of the Education Department General Administrative Regulations (EDGAR) §76.702 Fiscal control and fund accounting procedures...**

"A grantee shall use fiscal control and fund accounting procedures that insure proper disbursement of, and accounting for, Federal funds."

And, as required by 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Upon review and compliance by GDOE-FPD/Grants Office, invoices will be routed to the Third Party Fiduciary Agent (TPFA) for processing. This requirement is necessary to ensure appropriate and allowable draws against the respective grants are compliant and promptly monitored.

In addition, this process will ensure that the GDOE-FPD/Grants Office is able to improve the tracking of expenditures, purchase order status and all relative expenditure activities necessary to effectively administer and report grant activities to the US-Ed's Program Office as required.

Furthermore, on May 25, 2020, Jon J.P. Fernandez, Superintendent of Education, provided assurances to the US-Ed, regarding the approved ESF-SEA approved application, that within 60 days of receiving ESF-SEA funds, a report will include

MEMORANDUM: Validation of Invoices of Consolidated Grant and ESF-SEA Funds
PAGE 2 OF 2

“...an Internal Control and Subrecipient Monitoring Plan to ensure that funds are used for allowable purposes in accordance with cash management principles...”

In addition, compliance with “*Guidance of the Education Stabilization Fund – Sea Education Agency Internal Controls and Subrecipient Monitoring Plan*” from Frank Cooper-Nurse, Chief Auditor, Internal Audit Office, memorandum dated July 14, 2020, must also be adhered to and complied with.

More importantly, with respect to the ESF-SEA funds, the GDOE-FPD/Grants Office, within 60 days of receipt of the Grant Award Notification (May 29, 2020), is required to submit an Internal Control process and a Monitoring Plan to US-Ed.

Thank you for your prompt attention, compliance and cooperation on this matter. Should there be any questions or concerns, please contact me immediately. *Si Yu'os Ma'ase!*


IKE C. SANTOS
Federal Programs Administrator

/ ✓ / **APPROVED**


JON J. P. FERNANDEZ
Superintendent of Education

Attachment

cc: Superintendent
Chief Auditor
TPFA, A&M



Jon J.P. Fernandez
Superintendent of Education

**DEPARTMENT OF EDUCATION
INTERNAL AUDIT OFFICE**

501 Mariner Avenue, Barrigada, Guam 96913
Telephone: (671) 300-1336
Fax: (671) 472-5001
Email: iao@gdoe.net




**Franklin
Cooper-Nurse**
Chief Internal Auditor

July 14, 2020


MEMORANDUM

TO: Jon J.P. Fernandez, Superintendent of Education

CC: Ignacio C. Santos, Federal Programs Administrator
Dr. Zenaida T. Asuncion, Deputy Superintendent, Finance and Admin. Services

FROM:  Franklin J.T. Cooper-Nurse, Chief Auditor, Internal Audit Office

SUBJECT: Guidance on the Education Stabilization Fund State Education Agency
Internal Controls and Subrecipient Monitoring Plan

GUAM DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
DATE: 7/14/20 TIME: _____
RECEIVED BY:  _____
PRINT NAME INITIAL

Hafa Adai Superintendent Fernandez,

As you are aware, the Guam Department of Education (GDOE) is required to submit a report to the U.S. Department of Education (ED) within 60 days of receiving the Education Stabilization Fund State Education Agency (ESF-SEA) grant or by July 28, 2020. Part of the report is an Internal Control and Subrecipient Monitoring Plan to ensure that funds are used for allowable purposes in accordance with cash management principles. The Internal Audit Office (IAO) presents this guidance to assist the GDOE in developing its plan.

Federal Requirements

The grant terms and conditions require the SEA and other recipients to comply with Title 2 of the Code of Federal Regulations (CFR) §§ 200.300-345 and 200.400-475 to ensure that funds are being used for purposes that are reasonable, necessary, and allocable. The SEA and other recipients are also required to comply with 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99, and other applicable law, regulations, and assurances. Lastly, Guam is required to comply with the maintenance-of-effort (MOE) requirements in § 18005 of the U.S. Public Law 116-136 and maintain at least the same level of support for elementary and secondary education as the average support provided in the last three years before March 27, 2020.

In May 2020, ED issued Frequently Asked Questions on the MOE Requirements Applicable to

the CARES Act Programs. While the guidance specifies that the MOE requirement is under the Governor's Emergency Education Relief Fund and Elementary and Secondary School Emergency Relief Fund, absent any other guidance, the GDOE will apply the guidance to meet the ESF-SEA MOE requirement. The guidance states that ED will collect baseline data by September 1, 2020 and contained an attachment of the data to be collected. The GDOE will calculate its MOE by utilizing financial data from its FY 2017, FY 2018, and FY 2019 financial audits.

Specific Conditions

The ESF-SEA funds are subject to the Federal Fiscal Years (FFY) 2019 and 2020 ED Specific Conditions. Currently, the FFY 2020 Specific Conditions for a Third-Party Fiduciary Agent (TPFA), responsibilities of the GDOE and the TPFA, and Reconsideration Evaluation Plan (REP) are in effect for the GDOE. The TPFA roles encompasses financial management responsibilities concerning ED grants, including, but not limited to, processing payments and disbursements, maintaining financial records, financial reporting, instituting and applying procurement, inventory, and payroll procedures that comply with applicable Federal requirements, and other duties.

Internal Control Plan Requirements

The ESF-SEA Grant Terms and Conditions require the SEA to submit an internal control plan that:

1. Identifies the management structure for implementing the ESF-SEA grant, including the key personnel responsible for managing and monitoring subrecipients.
2. Identifies risks, both internal and subrecipient risks, associated with implementing the program based on past performance and identifies strategies for mitigating such risks.
3. Describes how the Grantee will ensure the existence of primary documentation necessary to support fiscal reviews, including audits (single audit and audits by the Office of the Inspector General) and Improper Payment assessments, as requested by the Department or the Department's contractor.

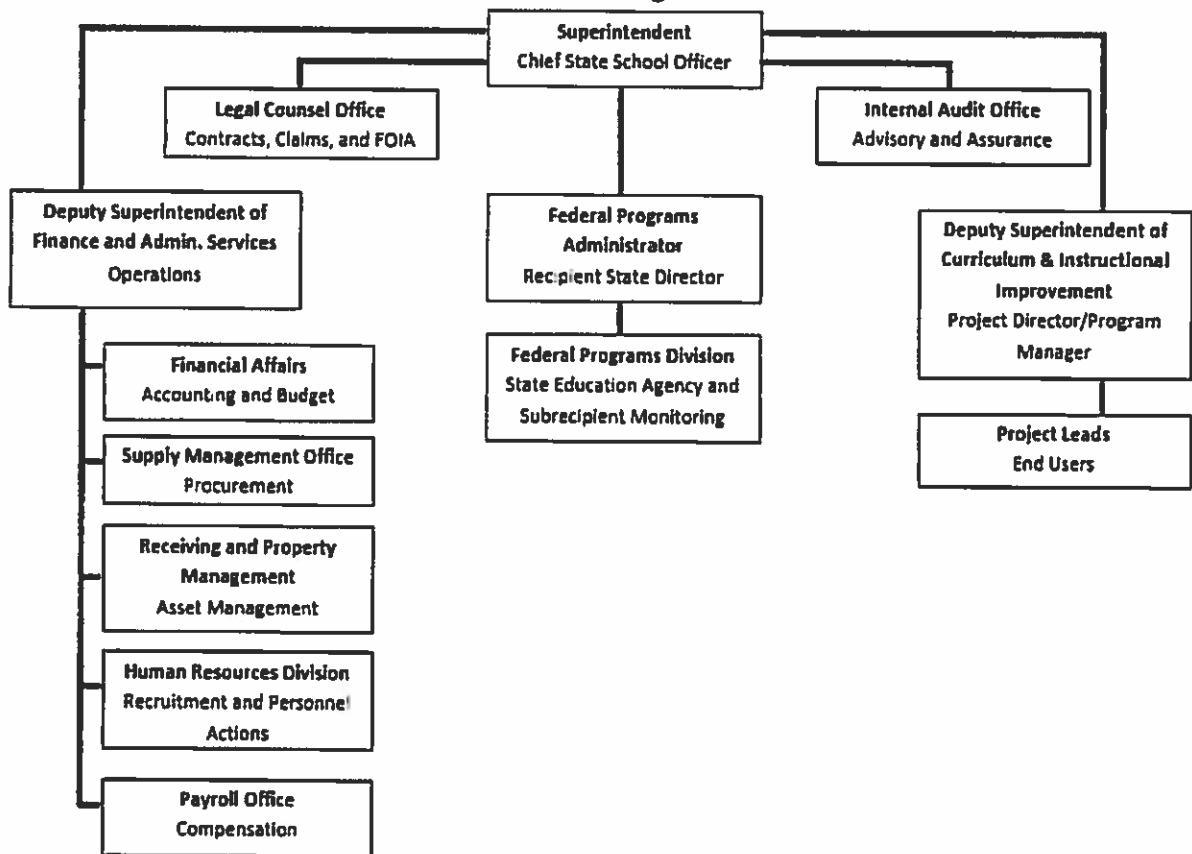
As required in 2 CFR § 200.302(b)(4), the GDOE maintains effective control and accountability for all funds and property. Additionally, the GDOE internal control structure ensures the safeguarding of grant property and the proper use of such property for authorized purposes. The GDOE notes that its various divisions/schools continually assess the internal controls of the department through the review of their Standard Operating Procedures (SOPs) and the Manager's Internal Control (MIC) Program, as such the current internal control structure is subject to change. Additionally, as part of its audit procedures, the IAO evaluates the strength of the various divisions/schools' internal controls utilizing the Committee of Sponsoring Organization of the Treadway Commission's framework for internal controls, which includes control environment, risk assessment, control activities, information and communications, and monitoring.

Management Structure

The GDOE established SOPs relative to the financial management of ED grants. The GDOE staff are required to receive training on the SOPs and utilize the GDOE financial management information system, Tyler Technologies’ Munis system, for processing transactions. Transactions undergo several layers of review and approval and are reported to external stakeholders. Risks and instances of non-compliance to applicable law, regulations, and the SOPs, identified internally and externally, are also reported to GDOE management for corrective actions.

The GDOE is overseen by the Superintendent of Education. For the ESF-SEA funds, the GDOE leadership team consists of the Federal Programs Administrator, the Deputy Superintendent of Finance and Administrative Services, the Deputy Superintendent of Curriculum and Instruction, the IAO, and Legal Counsel. See Figure 1 for the organizational structure.

Figure 1: ESF-SEA GDOE Organizational Structure



Establishment of Accounts

The SOP 200-024, Budget Entry Process, was established in September 2014 to establish the roles,

policies, and procedures for budget entries. The SOP references the Education Department General Administrative Rules and Regulations. The following summarizes the SOP.

The Federal Programs Division (FPD) serves as the State Agency for the ESF-SEA. The FPD is responsible for compliance with Federal cost principles to include certification of allowable costs per 2 CFR § 200.403. The FPD submits the GDOE's grant application to ED for consideration and approval. The FPD also receives the GDOE's Grant Award Notification from ED and provides it to the TPFA. The TPFA establishes a bank account for the receipt of the ESF-SEA funds. The TPFA also creates an account ledger in their own Munis system and coordinates with the Budget Office to mirror the ledger in the GDOE's Munis system. Once complete, the TPFA notifies the FPD to proceed with the implementation of grant activities.

Procurement of Goods and Services

The GDOE procures goods and services in various methods depending on the End User's Determination of Need. Based on the ESF-SEA Grant Award Notification Terms and Conditions, the Federal Programs Administrator is authorized to utilize the \$10,000 threshold for micro-purchase and \$250,000 threshold for the simplified acquisition method. See Table 1 for the various procurement methods and relevant SOPs, law, and regulations.

Table 1: Procurement Method, the GDOE SOPs, and Applicable Law and Regulations

Method	SOP	Law and Regulations
Small Purchase Procurement	200-048 Small Purchase Contract	<ul style="list-style-type: none"> • 2 CFR §§ 200.318-326 • ED Specific Conditions • Title 5 of the Guam Code Annotated (GCA), Chapter 5 • Title 2 of the Guam Administrative Rules and Regulations, Division 4
Invitation for Bid	200-027 Competitive Sealed Bidding - Invitation for Bid	
Indefinite Quantity Bid	200-026 Competitive Sealed Bidding - Indefinite Quantity Bid	
Multi-Step Sealed Bidding	200-033 Competitive Multi-Step Sealed Bidding	
Request for Proposals	200-031 Competitive Selection Procedures - Request for Proposals	
Sole Source Procurement	200-018 Sole Source Procurement	
Emergency Procurement	200-030 Procedures for Emergency Procurement	

Additionally, the GDOE established the SOPs for requisitions (200-037), ethics (200-047), Purchase Order (PO) and contract modification (200-038), and procurement file maintenance (200-025). The following summarizes the common procedures prescribed in the SOPs.

The FPD coordinates with the Project Manager and Leads to begin requisitions of goods and services for public, private non-public, and charter schools. The ESF-SEA funds will primarily be used for: (a) distance learning, health and safety supplies, materials and equipment; (b)

professional development, technology resources, and services; and (c) social, emotional and behavioral wellness support. The Project Leads will enter requisitions and attach supporting documentation in the TPFA Munis.

The Supply Management Office (SMO) will review the requisition and prepare solicitations using various procurement methods. The most responsive and responsible vendor is selected. It is anticipated that the contract amount will be significant due to circumstances resulting from the public health emergency. Therefore, a contract is prepared by the Legal Counsel and is routed for reviews and approvals of the vendor, the TPFA, the Legal Counsel, the Superintendent of Education, the Office of the Attorney General, and the Governor of Guam.

Receipt of Goods and Services

The SOPs 200-015 and 200-019 were established to provide effective management, control, and accountability of fixed assets. The SOP incorporates requirements of 2 CFR §§ 200.310 to 200.316. The following summarizes the SOP.

Once the contract is awarded to the vendor, the TPFA issues a PO to the vendor. The vendor delivers goods to the Receiving Warehouse Office for inspection, tagging, and recording in the TPFA Munis. The Receiving Warehouse submits its receiving report to the TPFA, Project Leads, and the schools/divisions (upon pick-up of the goods). The vendor coordinates with the Project Leads to deliver services to the schools/divisions. The vendor issues an invoice to the TPFA for the delivery of goods or services.

Payment of Goods and Services

The SOP 200-007, Elapsed Time between receipt of Cash and Disbursements, was established in July 2008 to ensure that elapsed time between receipt of cash from Federal grants and disbursements from GDOE is minimized. The SOP references 2 CFR § 200.305 Payments and the Cash Management Improvement Act Agreement between Guam and the U.S. Department of Treasury. The following summarizes the SOP.

The TPFA submits the invoice and other supporting documentation with the request for drawdown of funds to the FPD with a copy to the IAO. The FPD reviews the request for allowability, reasonableness, and allocability; and approves/certifies and submits the request to the TPFA and Financial Affairs. Financial Affairs draws the ESF-SEA funds from the ED Grants Management system, G5, to the TPFA bank account. The TPFA receives the funds and pays the vendor. The IAO reviews the request for compliance, validates the request, and advises the Superintendent, the FPD, and the Deputy of Finance and Administrative Services of concerns for corrective actions.

Employee Time Tracking

In order for the ESF-SEA funds to be drawn for personnel costs, the GDOE will adhere to 2 CFR §§ 200.430 and 200.431 and the SOPs 900-009 and 900-020, which are aligned to the Federal regulations. The SOP 900-009 Time Distribution Report (TDR) Procedure was established in October 2007 and the SOP 900-020 Time and Effort Certification and TDR was established in October 2015. These SOPs established basic requirements for documenting time and effort to ensure that GDOE uses Federal funds to compensate an employee only for time spent on work activities allowed under the terms and conditions of the Federal funding source. The SOPs reference 2 CFR §§ 200.430 Personal Services and 200.431 Fringe Benefits; and the specific conditions. The following summarizes the SOP.

The Project Lead provides staffing lists to the FPD. The FPD creates a Federal Roster and provides it to the Human Resources (HR) Division and the IAO. The HR Division enters personnel action information in the GDOE Munis. Currently, the FPD plans to fund some of its staff with funds from the ESF-SEA grant and Consolidated Grant.

Every two weeks, the employee funded by ESF-SEA funds will provide time sheet and supporting documentation to his/her immediate supervisor. The immediate supervisor will review, approve, and submit the time sheet and supporting documentation to the Payroll Office for payment. The Payroll Office will process payment using local funds. This payment will be reflected on a Labor Cost Distribution Report, which is to be submitted by the Financial Affairs to the IAO.

Every quarter, the immediate supervisor will review, approve, and submit the Time Distribution Report to the IAO. The IAO will validate the report against the Federal Roster and Labor Cost Distribution Report. The IAO will report the results of its validation to the TPFA for review.

The TPFA submits its request for drawdown of funds to the FPD and the IAO. The FPD reviews the request for allowability, reasonableness, and allocability; and approves and submits the request to the TPFA and Financial Affairs. Financial Affairs draws the ESF-SEA funds from the ED Grants Management system, G5, to the TPFA bank account. The TPFA receives the funds and reimburses the GDOE. The IAO reviews the request for compliance, validates the request, and advises the Superintendent, the FPD, and the Deputy of Finance and Administrative Services of concerns for corrective actions.

Reporting Requirements

Every month, the Financial Affairs will download journal entries from the TPFA Munis and upload it to the GDOE Munis; and prepare and submits a Grants Status Report to the TPFA, the FPD, and the IAO for monitoring of grant balances. Every quarter, the FPD conducts programmatic reviews; prepares quarterly reports; and submits the reports to the Superintendent for review and approval.

The Superintendent will forward the quarterly reports to the IAO for review. The IAO will review the quarterly reports against the monthly reports and advise the Superintendent of any discrepancies or concerns. Upon the Superintendent's approval, the FPD submits the quarterly reports to ED. Every year, the GDOE's external auditors audit transactions as part of the GDOE's financial and compliance audits. These reports will be posted on the GDOE/IAO website for transparency to the general public.

Additionally, other reviews of Federal transactions are conducted internally and externally. Internal reviews are conducted by the IAO as part of its routine review of the GDOE SOPs and the Receiving and Property Management (RPM) as part of its annual physical inventory. External stakeholders may request for ESF-SEA reports from the GDOE at any time. Examples of such stakeholders are the general public, the Education Financial Supervisory Commission, the Office of the Inspector General, and ED. See Figures 2 and 3 for summary flowcharts of the ESF-SEA transactions.

Risks and Mitigating Risks

Risk assessments relative to the GDOE's internal controls are conducted by the IAO pursuant to audit standards, the SOP 1600-002 MIC Program, and for the IAO's three-year audit plan per the IAO's Internal Audit Charter and the SOP 1600-003 IAO SOP. The IAO is required by its internal audit standards to conduct a continuous evaluation of the GDOE's risk exposures relative to governance, operations, and information systems. These risks are identified from the MIC assessment and audit assessments conducted by the IAO, and hotline tips and audit requests received by the IAO. Significant concerns are brought by the Chief Auditor to the attention of the Superintendent for his disposition and, if necessary, to the appropriate external parties (e.g. the Office of Public Accountability, the Office of the Attorney General, and/or the Guam Police Department).

Based on the IAO's May 2019 Risk Analysis of the GDOE, risks associated with administering ED grant-funded programs were relative to procurement, property management, and employee time tracking. The risk for procurement lies in weaknesses in their current SOPs, identified procurement deficiencies, inefficient approval processes, and non-payment to vendors. The risk for property management lies in untimely and inaccurate reports, deficient SOPs for proper asset management, and lack of accountability. The risk for time and effort reporting lies in inconsistent time certification procedures, questionable draws, lack of communication, and the change in responsibilities in reviewing Time Distribution Reports. The GDOE is currently addressing these risks as part of REP through amendments to the SOPs, restructuring of the RPM, and discussions with ED on the relaxation of the TPFA's documentation requirement for payroll reimbursements.

Supporting Fiscal Reviews

Requests for any examination of records relative to the ESF-SEA would need to be addressed to the Superintendent of Education, who is the Chief State School Officer in charge of the GDOE, and the Federal Programs Administrator, who is the Recipient State Director named in the Grant Award Notification. The Superintendent or the Federal Programs Administrator will forward the request to the Chief Auditor, who is the designated liaison for any audits or examinations conducted at the GDOE.

With the authority provided in the IAO's Internal Audit Charter and as prescribed in the SOP 1600-003, all audit-related communications shall be provided in the most expeditious manner to the Chief Auditor and the release of any audit-related information to any stakeholder must be authorized by the Chief Auditor or Superintendent. The Chief Auditor will coordinate between the GDOE and external parties, such as ED, ED's Inspector General, or other Federal entities, in the lawful exercise of their jurisdiction and authority. The IAO is authorized full, free, and unrestricted access to any and all of the GDOE's manual or electronic records, physical properties, and personnel pertinent to carrying out any engagement. GDOE employees are directed to cooperate with the IAO's requests for information.

Additionally, in accordance with 2 CFR §§ 200.333 to 200.337, the GDOE retains financial records, supporting documents, statistical records, and all other records pertinent to a Federal award for at least three years. The Federal awarding agency, Inspectors General, the Comptroller General, pass-through entity, or any of their authorized representatives may access any documents, papers, or other records of the GDOE that are pertinent to the Federal award for audits, examinations, and development of excerpts and transcripts. This includes timely and reasonable access to the GDOE's personnel for interviews and discussions related to the documents.

Single Audits

As required by 2 CFR § 200.501, the GDOE annually undergoes a Single Audit. The Single Audit, along with financial and IT audits, is conducted by the GDOE's contracted external financial auditors. The audits are directed and supervised by the Public Auditor in accordance with 1 GCA § 1909. The audits are completed within nine months after the end of the fiscal year (October 1 to September 30) and are publicly posted on the IAO and the Office of the Public Accountability's websites. For Fiscal Year 2019, the GDOE received clean audit opinions on its financial and compliance audits, no material weaknesses for the fifth consecutive year, and no questioned costs.

Office of Inspector General Audits

The GDOE will cooperate with the Office of Inspector General (OIG) for any reviews. The OIG staff would need to address their engagement to the Superintendent. Upon request, information is made available electronically and/or physically within the deadline provided. The OIG staff may have access to view the GDOE and TPFA's Munis systems or obtain system reports on-demand.

The OIG staff may also conduct observations and review documents on-site. Finally, the OIG staff may interview any of the GDOE staff on-site or via telephone or web conference. Entrance and exit conferences, reporting, and recommendations follow-up should be addressed to the Superintendent.

Public Access to Records

By law, the public has the right request access to records from any Federal agency (U.S. Public Law 114-185 FOIA Improvement Act of 2016) or Government of Guam agency (5 GCA Chapter 10 Sunshine Reform Act of 1999). Agencies are required to disclose any information requested under these laws unless it falls under one of the exemptions which protect interests, such as personal privacy, national security, and law enforcement. A member of the public may address his/her request to the Superintendent. Upon request, information is made available electronically and/or physically within the deadline provided.

Subrecipient Monitoring Plan Requirements

The ESF-SEA Grant Terms and Conditions require the SEA to submit a subrecipient monitoring plan that addresses the Grantee's:

1. Development and implementation of revised monitoring protocols.
2. Schedule for subrecipient monitoring, including both programmatic and fiscal issues, based upon the Grantee's revised risk assessment.

Monitoring Protocols

The FPD, as the SEA, is responsible for monitoring progress of the activities listed in the grant application and assist the subrecipient with their challenges in meeting the grant outcomes. Below is a summary of the FPD's monitoring protocol. The FPD will communicate its monitoring protocol to the subrecipient upon the Superintendent's approval of its implementation.

The End User compiles information or data for their respective school/division. Project Coordinators obtains the data from the End User and completes and submits the programmatic and fiscal reports (i.e. quarterly report, budget staffing form, fixed assets inventory, and personnel certification) to the Project Manager. The Project Manager reviews and approves the submission of the reports to the FPD.

Subrecipient Monitoring Schedule

The FPD monitors the subrecipient's progress as part of its quarterly review. The FPD reviews and validates the information reported and submits the reports to ED within 10 days after the end of the fiscal quarter. The FPD will retain the reports as part of its records and generally post it on its website.

The FPD also immediately addresses significant issues identified during its quarterly review or by the subrecipient. The FPD will bring the issue to the Superintendent's attention and disposition and, if necessary, forward it to the appropriate parties (e.g. IAO, ED, or OIG) for further review. The FPD will retain documents relevant to the review as part of its records.

Figure 2: Summary Flowchart of Transactions - Procurement

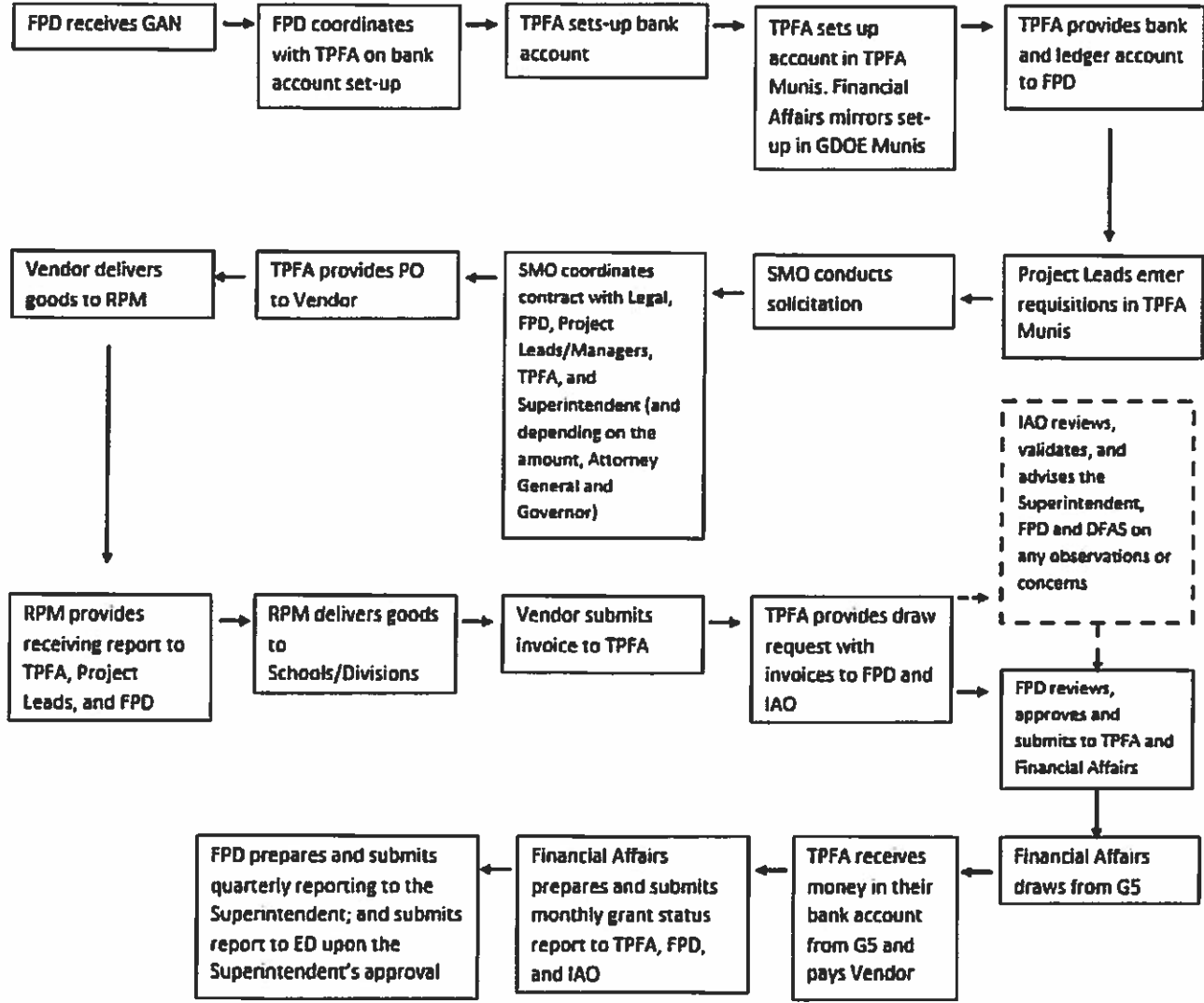
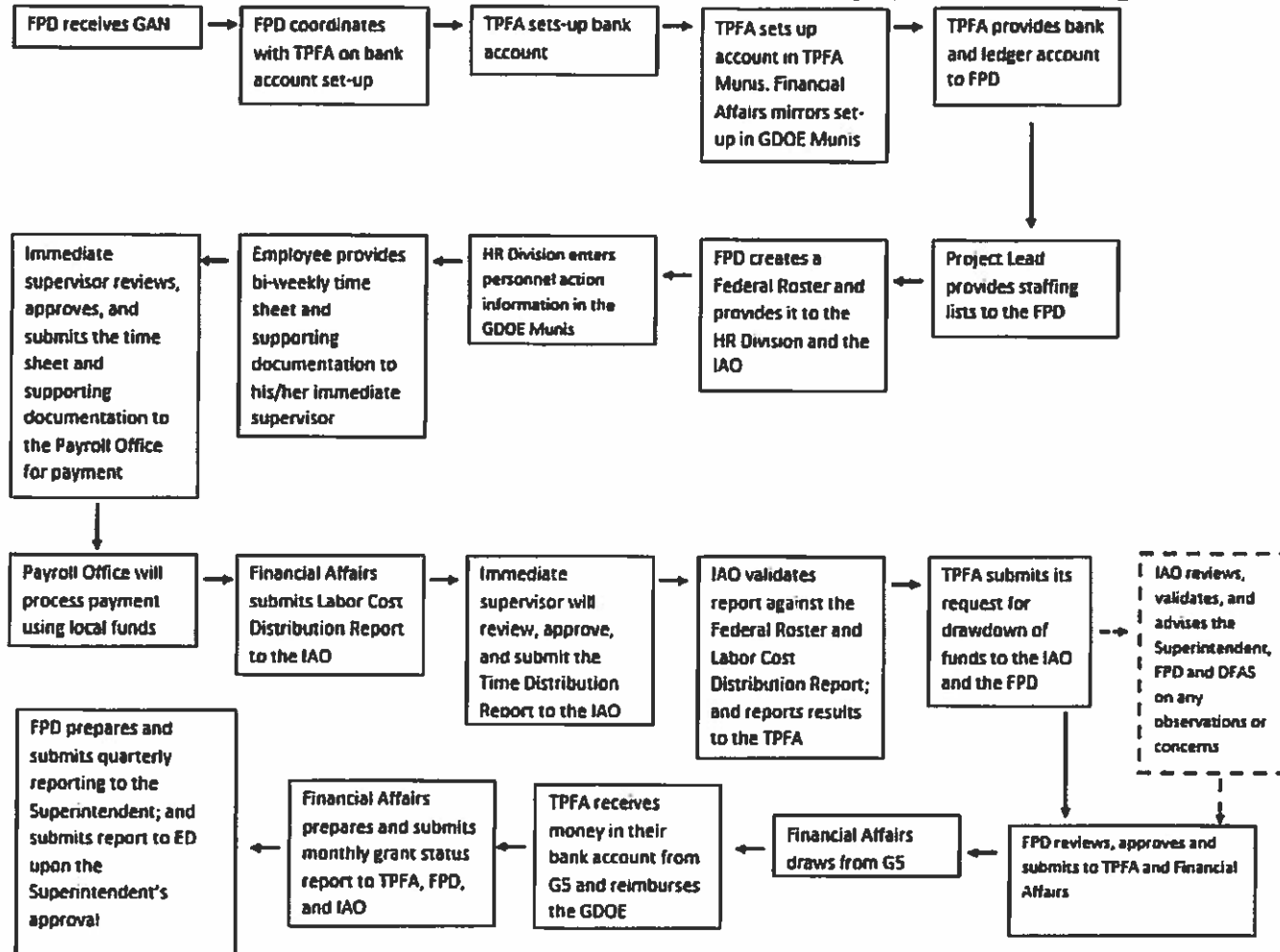
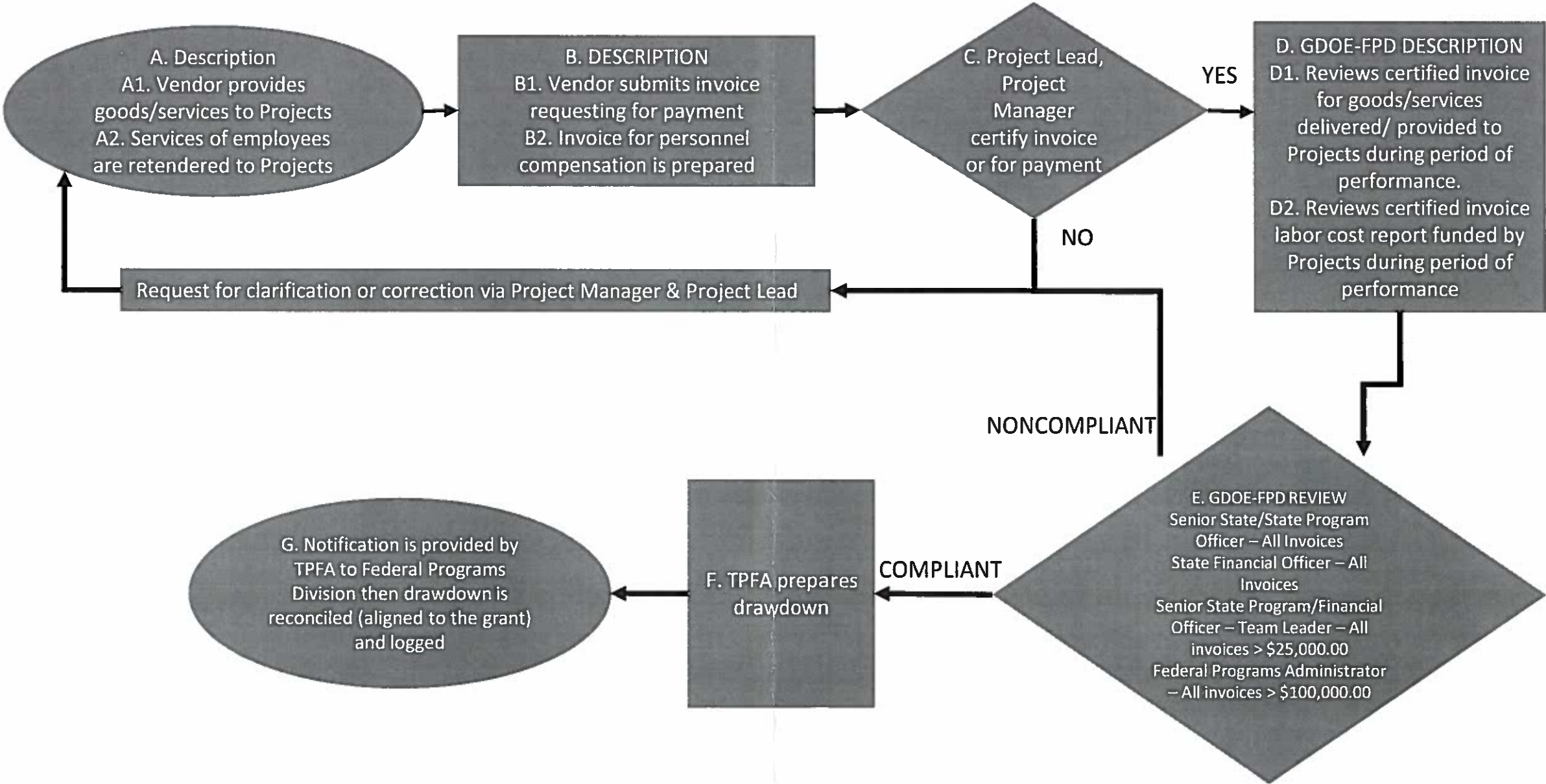


Figure 3: Summary Flowchart of Transactions – Employee Time Tracking



GDOE – Federal Programs Division/Grants Office Manual Guidance INVOICING AND DRAWDOWN



*Approved:
7/17/2020*



GUAM DEPARTMENT OF EDUCATION FEDERAL PROGRAMS DIVISION

State Agency for US-Ed Grants
501 Mariner Avenue
Barrigada, Guam 96913-1608
Telephone: (671) 475-0470 or (671) 300-1267



JON J.P. FERNANDEZ
Superintendent of Education

IGNACIO C. SANTOS
Federal Programs Administrator

FEDERAL MANUAL GUIDANCE

812-202

SUBJECT: Invoicing and Drawdown

INQUIRIES: Federal Programs Division/Grants Office

This guidance supersedes all other Guam Department of Education procedures previously issued by the Federal Programs Division (FPD)/Grants Office on the topics contained herein.

I. PURPOSE

The purpose of this guidance is to establish procedures for the submission and timely review of invoices for goods and services; and establish procedures for the timely review of requests and receiving of funds from the Federal government (online draw down of funds) and disbursement of the funds to employees, vendors, and other payees to liquidate obligations incurred to these entities in accordance with applicable local and Federal statutes and regulations. Federal law prohibits grantees or subgrantees/recipients from receiving funds until they actually need the money to make a payment, therefore, payments must be limited to the minimum amounts needed. To ensure this, the Cash Management Improvement Act (CMIA) was created to prevent interest earnings on Federal funds. Section 31 CFR Part 205 "Rules and Procedures for Efficient Federal-State Funds Transfers" states that methods and procedures for payment must minimize the time elapsing between the transfer of funds from the United States Treasury to the State and ultimately to the pass-through entity. The FPD)/Grants Office must ensure that payments to the pass-through entity are for reimbursements only. FPD/Grants Office must monitor payments to ensure that they conform to the Federal regulations.

II. APPLICABILITY

Except as otherwise provided by law, this guidance shall apply to all Guam Department of Education (GDOE) purchases that are paid with U.S. Department of Education (US-Ed) grant funds. This guidance supersedes all previous guidance relevant to this topic.

III. REFERENCES

- 31 CFR Part 205 – Rules and Procedures for Efficient Federal-State Funds Transfers
- 34 CFR Part 76 - Education Department General Administrative Regulations (EDGAR)
- Education Department General Administrative Regulations (EDGAR) §76.702

812-202
Invoicing and Drawdown

- 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- U.S. Department of Education Specific Conditions issued annually

IV. **GENERAL**

US-Ed maintains all grant funds in its G5 system. GDOE must draw down funds from US-Ed when needed to meet immediate cash needs. G5 is part of US-Ed's larger financial management system, the Education Central Automated Processing System. The G5 System is accessible through US-Ed's e-Grants system on the internet (<https://www.g5.gov>). GDOE can also use G5 to submit reports, enter information about accrual expenditures, make account adjustments, and obtain current payment information. US-Ed can also make necessary fiscal adjustments to GDOE's account in the G5.

Only GDOE may draw down funds directly from US-Ed. Recipients or the Local Educational Agency (LEA)/Projects request funds through the primary grantee, the State Educational Agency (SEA) or the FPD/Grants Office. FPD/Grants Office authorizes specific individuals to access G5. US-Ed provides each authorized individual with a G5 user ID and password. ID's and passwords may not be shared nor be used by anyone other than the authorized individual. When the authorized individual requests funds, US-Ed deposits the money directly into the grantee's bank account.

FPD/Grants Office and recipients must have, as part of their financial management systems, written procedures for minimizing the time between drawing down funds from G5 and disbursing the funds (2 CFR 200.302(b)(6)).

CASH MANAGEMENT RULES FOR STATES

States are governed by the Cash Management Improvement Act of 1990 (CMIA). This is a law that regulates the transfer of funds between federal and state governments. The CMIA was enacted to ensure greater efficiency, effectiveness and equity in the exchange of funds between the federal government and the states, territories, and the District of Columbia. The CMIA regulations require the calculation of an interest liability due to the federal government when the state receives federal funds in advance of disbursements to vendors.

Per 2 CFR §200.305(a) for states, payments are governed by Treasury-State CMIA agreements and default procedures codified at 31 CFR Part 205. Upon review of the latest approved CMIA Agreement between The Territory of Guam and The Secretary of the Treasury, United States, District of Columbia. The CMIA regulations require the calculation of an interest liability due to the federal government when the state receives federal funds in advance of disbursements to vendors.

Per 2 CFR §200.305 (a) for states, payments are governed by Treasury-State CMIA agreements and default procedures codified at 31 CFR Part 205. Upon review of the latest approved CMIA Agreement between The Territory of Guam and The Secretary of the Treasury, United States Department of the Treasury is effective 11/20/2018. In the absence of this agreement, payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by GDOE whether the payment is made by electronic funds transfer (EFT) or the redemption of checks.

If all Federal grant expenditures are paid with local funding and all checks/payments confirmed cleared prior to requesting Federal reimbursement, this would not be an issue. There would be zero possibility of earning interest on federal dollars balances. However, 100% prepayment of Federal grant expenditures is not always possible given local cash availability.

V. AUTHORIZATION

The draw process does not begin until after funds are obligated, employees compensated and invoices for goods are received and services have been rendered. Invoices must be reviewed, verified and certified. Processes for Federal grant funded procurement have workflow requirements embedded that require the Local Educational Agency (LEA)/Projects Project Managers, Project Lead Coordinators and the Grants Office to approve transactions. Prior to processing invoices, the accounts payable process requires documented (electronic or manual) end user acknowledgement of goods received and services rendered.

The FPD/Grants Office must monitor and review invoices to be processed for payment. The requests for draw down can only be authorized for requests up to, but not to exceed, invoices posted.

REVIEWER	INVOICE
State Program Officer/ Senior State Program	All invoices
State Financial Officer	All invoices
Senior State Program Officer -Team Leader	Greater than \$25,000.00
Federal Programs Administrator	Greater than \$100,000.00

US-Ed Specific conditions are applicable, to include authorization from the Third Party Fiduciary Agent (TPFA).

VI. DOCUMENTATION

Request for drawdowns may occur bi-weekly, monthly or as needed basis, at the discretion of Superintendent of Education (or designee). The draw down request and supporting documents for each draw shall be provided to the FPD/Grants Office for review for compliance.

VII. ROLES AND RESPONSIBILITIES

The following are the key personnel in the process. The specific responsibilities and expectations of these individuals are delineated as follows:

A. Office of Supply Management (Procurement Office)

The Office of Supply Management (Procurement Office) is responsible for issuing a valid purchase order to vendors by the Office of Supply Management (Procurement Office).

B. Vendor

The vendor is approved by the GDOE Procurement Office to provide goods and render services. Vendors submit invoice for payment to Project Leads and Project Manager (or designee).

C. Project Manager and Project Coordinator

Project Managers and Project Coordinators (also referred to as Project Leads) are responsible for the overall implementation and management of Consolidated Grant fund projects. They are responsible for reviewing and verifying receipt of goods and services and must certify invoices for payment. They are also responsible for reviewing and validating

D. FPD/Grants Office

State Program Officers, Senior State Program Officers and the State Financial Officer are responsible for reviewing certified invoices and to concur for compliance. Non-Compliant invoices will be returned to Project Managers for corrections.

REVIEWER	INVOICE
State Program Officer/ Senior State Program	All invoices
State Financial Officer	All Invoices
Senior State Program Officer –Team Leader	Greater than \$25,000.00
Federal Programs Administrator	Greater than \$100,000.00

Federal Programs Administrator reviews invoices that are \$100,000.00 or greater and concurs for compliance. Non-Compliant invoices will be returned to Project Manager for corrections.

E. Third Party Fiduciary Agent (TPFA)

Third Party Fiduciary Agent (TPFA) prepares request for online draw using compliant invoices only and submits request to Business Office.

F. Business Office

Business Office performs online draw. Upon completion, Business Office submits supporting documentation to TPFA.

G. FPD/Grants Office reviews compliant drawdown and logs finalized drawdown. If drawdown is non-compliant, it is returned to the Business Office for correction.

VIII. REVIEW PROCESS

A. A.1 Vendor provides good/services to the Projects
A.2 Services of employees are rendered to the Projects

B. B.1 Vendor submits invoice requesting for payment
B.2 Invoice for personnel compensation is prepared

C. Project Manager and Project Lead certifies invoice for payment

D. FPD/Grants Office
D.1 Reviews certified invoice for goods/services to ensure goods/services been delivered or provided to Projects during period of performance.
D.2 Reviews certified invoice for personnel cost and labor cost report to validate payment during period of performance

E. FPD/Grants Office review:
a. Senior State/State Program Officer – All Invoices
b. State Financial Officer – All Invoices
c. State Program Officer – Team Leader – Greater than \$25,000.00
d. Federal Programs Administrator – Greater than \$100,000.00

F. TPFA prepares Drawdown request.

G. Notification is provided to FPD/Grants Office when funds are drawn and payments are made. Drawdown is reconciled by Federal Programs Division (aligned to the grant) and logged.

IX. COMPLIANCE GUIDELINES

The Federal Programs Administrator and Senior State/State Program Officers review invoices and draw down documentation to ensure program compliance based on following criteria:

1. Invoice

- a. Invoice is certified by the Project Manager and Project Lead ensuring goods/services have been rendered or delivered.
- b. Vendor on certified invoice matches vendor identified in the Purchase Order and, if applicable, Fully Executed Contract
- c. Dollar amount as reflected in the certified invoice does not exceed the dollar amount in the Purchase Order and, if applicable, Fully Executed Contract
- d. Services and/or goods as described in the certified invoice has not been invoiced been previously invoiced and funds disbursed
- e. Services and/or goods as described in the certified invoice matches services and/or goods that are detailed in the Purchase Order and, if applicable, Fully Executed Contract

2. Draw down Documents

- a. Dollar amount of funds draw match certified invoice deemed compliant by Federal Programs Division
- b. Funding source (i.e. object code, GL allocation code) matches the Purchase Order

X. NON COMPLIANCE

The Superintendent and Federal Programs Administrator will be advised of any violations to invoicing and drawdown procedure. Non-compliance of any of the regulations set-forth in this document may result in disciplinary action, up to and including termination.

XI. CONTACT INFORMATION

Federal Programs Division/Grants Office
Guam Department of Education
501 Mariner Avenue
Barrigada, Guam 96913

Telephone: (671) 475-0470 or (671) 300-1267

Email: federal-programs@gdoe.net

XII. APPENDICES

- A. Memorandum to Department of Education reminding them of Cash Management Improvement Act (CMIA) Payments
- B. Recipients of ED Grants and Cooperative Agreements frequently asked questions on Cash Management
- C. U.S. Department of Education Specific Conditions Letter: June 15, 2020
- D. Request for Drawdown, Third Party Fiduciary Agent
- E. Invoice List by GL Account
- F. Cash Management Improvement Act Agreement (CMIA) between Guam and U.S. Department of Treasury for Guam: November 20, 2018

XIII. INTERNAL CONTROL

The FPD/Grants Office is charged with ensuring the validity of these procedures. The Internal Audit Office (IAO), through its Management Internal Controls (MIC) program, will periodically validate SOPs and recommend improvements where needed.

XIV. TRAINING

The FPD/Grants Office will ensure training on these procedures is conducted and available at

least annually.

XV. LOG

The Federal Programs Division/Grants Office State Financial Officer will track and log all drawdowns. This record must be kept for five years.

XVI. PENALTY

Failure to adhere to this SOP may result in disciplinary action, up to and including termination, in accordance with the Guam Department of Education (GDOE) Personnel Rules & Regulations.

XVII. EFFECTIVE DATE

Upon date of approval and signature, unless otherwise noted.

XVIII. CHANGES

A formal review of this guidance should be conducted at least once every two years to determine if updates are necessary.

Changes to this policy shall be effectuated by the Superintendent of Education.

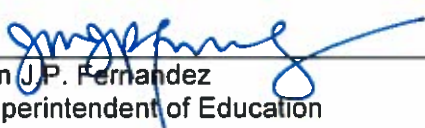
Approved by:



Ignacio C. Santos
Federal Programs Administrator

JUL 29 2020

Date



Jon J.P. Fernandez
Superintendent of Education

JUL 29 2020

Date

APPENDICES

A - F

**MEMORANDUM TO REMIND DEPARTMENT OF EDUCATION (THE
DEPARTMENT) GRANTEES OF EXISTING CASH MANAGEMENT
REQUIREMENTS REGARDING PAYMENTS**

The Department expects that grantees will ensure that their subgrantees are also aware of these policies by providing relevant information to them.

There are three categories of payment requirements that apply to the draw of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,¹ as follows:

- (1) Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
- (2) Payments to States under programs that are not covered by a TSA; and
- (3) Payments to other non-Federal entities, including nonprofit organizations and local governments.

CMIA Requirements Applicable to Programs included in a TSA

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs) are included in a State's written TSA. See 31 CFR part 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR 205.15. If a State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR 205.14.

CMIA Requirements Applicable to Programs Not Included in a TSA

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR part 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

¹ The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR 205.35.

Fund transfer requirements for grantees other than State governments and subgrantees

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR 200.305(b). These requirements are similar to those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrates the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability as established in" 2 CFR 200.305(b). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities other than States must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:

- Grantees other than States and subgrantees must annually remit interest earned on federal advance payments except that the non-Federal entity may retain up to \$500 of interest earned on the account each year to pay for the costs of maintaining the account.
- Grantees other than States and subgrantees must remit interest earned on Federal advance payments to the Department of Health and Human Services, Payment Management System (PMS), through either Automated Clearinghouse (ACH) network or Fedwire. Detailed information about electronic remittance of funds via ACH or Fedwire are specified in 2 CFR 200.305(b)(9)(i) and (ii). For non-Federal entities that do not have electronic remittance capability, checks must be made payable to HHS and addressed to:

U.S. Department of Health and Human Services
Program Support Services
P.O. Box 530231
Atlanta, GA 30353-0231

The remittance should be accompanied by a letter stating that the remittance is for "interest earned on Federal funds", the name of the awarding agency, the grant number(s) for which the interest was earned and the Unique Entity Identifier (UEI)* of the non-Federal entity making the payment.

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform

Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR 200.331, pass-through entities must –

- Establish monitoring priorities based on the risks posed by each subgrantee, including risks associated with the drawdown of grant funds and remittance of interest to the Federal Government;
- Monitor the fiscal activity of subgrantees as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of ED grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the program officer, whose contact information is on Block 3 of your Grant Award Notification (GAN).

*Currently, ED uses the Data Universal Numbering System (DUNS) number, assigned by Dun and Bradstreet, INC. to uniquely identify business entities, as the UEI.

3/2020

**RECIPIENTS OF ED GRANTS AND COOPERATIVE AGREEMENTS
FREQUENTLY ASKED QUESTIONS ON
CASH MANAGEMENT**

- Q What are the Federal Laws and Regulations Regarding Payments to the States?**
- A** The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title31/31cfr205_main_02.tpl.
- Q What is a Treasury-State Agreement (TSA)?**
- A** A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.
- Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?**
- A** Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, see the recently issued Memorandum from the Chief Financial Officer on Cash Management which is posted on the ed.gov "ED Memoranda to Grantees" page at: <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>
- Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?**
- A** If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.
- Q What if there is no TSA?**
- A** When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.

Q Who is responsible for Cash Management?

A Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.

Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?

A Recipients must monitor their own cash drawdowns **and** those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.

Q How soon may I draw down funds from the G5 grants management system?

A Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:

By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)

Q How may I use Federal funds?

A Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.

Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?

A If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

- Q Who is responsible for determining the amount of interest owed to the Federal government?**
- A** As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305. Also, see the July 12, 2016, memorandum from the Department's Chief Financial Officer on Department of Education Cash Management Policies for Grants and Cooperative Agreements posted at <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>.
- Q What information should accompany my interest payment?**
- A** Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another federal agency payment system. CFR 200.305(b)(9).
- Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?**
- A** The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.
- Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?**
- A** A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b).
- Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?**
- A** Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.

03/2020



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF FINANCE AND OPERATIONS
OFFICE OF GRANTS ADMINISTRATION

June 15, 2020

Superintendent Jon Fernandez
Guam Department of Education
500 Mariner Avenue
Barrigada, Guam 96913

Dear Superintendent Fernandez:

Enclosed are Federal Fiscal Year (FFY) 2020 specific conditions for U.S. Department of Education (Department) grants awarded to the Guam Department of Education (GDOE). These specific conditions will apply to all grants awarded by the Department to GDOE on or after the date of these specific conditions, including any funds awarded by the Department to GDOE under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and any CARES Act funds that the Guam Governor awards to GDOE. Additionally, these specific conditions apply to all grant funds previously awarded by the Department to GDOE that are still available for obligation or liquidation on the date of these specific conditions, including any funds awarded by the Department to GDOE under the CARES Act and any CARES Act funds that the Guam Governor awarded to GDOE.

The FFY 2020 specific conditions and GDOE's designation as a high-risk grantee pursuant to the Department's authority in 2 CFR §§200.207 and 3474.10 are continued in response to the need for GDOE to take actions that fully address the significant issues in its management of, and accountability for, Department grant funds. These issues led to the FFY 2003 designation of GDOE as a "high-risk" grantee under former 34 CFR § 80.12, the FFY 2007 requirement that GDOE develop and implement a Comprehensive Corrective Action Plan (CCAP) to address these issues, and the FFY 2009 requirement that GDOE must have the assistance of a third-party fiduciary agent to oversee the financial management of Department funds, to assist GDOE in implementing its CCAP, and to assist GDOE in implementing a new Financial Management Improvement System (FMIS).

400 MARYLAND AVE. S.W., WASHINGTON, DC 20202-4500
www.ed.gov

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

On May 29, 2018, GDOE submitted to the Department a formal request for reconsideration of the specific conditions applicable to its Department grant funds. For the past 18 months, the Department has worked with GDOE to: (1) develop a process for reconsideration, resulting in a Reconsideration Evaluation Plan (REP); and (2) complete the implementation of the REP as a prerequisite for the Department to make a determination to modify future specific conditions. The REP is designed to: 1) provide clear guidance to GDOE on actions that it must take and complete during the reconsideration process; 2) inform the Department as it determines the extent to which specific conditions may be removed and the extent to which financial management responsibilities may be returned incrementally (or otherwise) to GDOE; and 3) inform the Department as it determines whether GDOE has taken all necessary actions to render it capable of performing the financial management responsibilities currently performed by the third-party fiduciary agent, ultimately resulting in the removal of the requirement for the third-party fiduciary agent. The REP replaced the CCAP as the document against which GDOE's progress will be measured during the process of reconsidering the specific conditions.

The Department acknowledges that GDOE procured the services of a high-risk consultant, Brustein & Manasevit, to develop an organizational structure for GDOE that will help support its request for the Department's removal of GDOE's high-risk designation and requirement for a third-party fiduciary agent. GDOE will also continue working with the third-party fiduciary agent to adopt processes that will lead to GDOE demonstrating its ability to take control of key Department grant management responsibilities. Meanwhile, the third-party fiduciary agent will continue to perform fiscal management responsibilities for GDOE's Department funds. The Department understands that GDOE proposes to submit its restructuring plan to the Department for approval prior to implementation.

During the week of April 20, 2020, the Department was to conduct an onsite validation of components of the REP that have either been reviewed virtually by Department staff or are considered pending completion. However, due to the limitations brought about by the Coronavirus pandemic in March 2020, the Department and GDOE have agreed to conduct a virtual validation review the week of July 13, 2020. This review will be in lieu of the onsite validation and used to inform the Department's determination of GDOE progress toward addressing the completion of the REP requirements and the specific conditions placed on its Department grant funds. During the review, the Department will assess the capability of GDOE to perform financial management responsibilities relative to the Department's grant funds. Additionally, in accordance with section III.C of the specific conditions, the Department will remove any specific conditions that it determines have been addressed.

In the meantime, the FFY 2020 specific conditions describe the continuing responsibility of GDOE to work with a third-party fiduciary agent, as well as the role and responsibilities of the third-party fiduciary agent in administering Department grant funds. The FFY 2020 specific conditions also require GDOE to complete the implementation of its REP. As noted under section III.E, the REP must be incorporated as an addendum to the contract between GDOE and the third-party fiduciary agent, inclusive of the responsibilities for GDOE and the agent described in Attachments A and B of these conditions. The Office of Grants Administration, Risk Management Services Division will engage with GDOE on a monthly basis to verify the status of GDOE's progress under the REP and toward transitioning responsibilities currently performed by the agent back to GDOE staff.

APPENDIX C

The Department is committed to assisting GDOE in making significant improvements in its management and administration of Department grant funds and in providing assistance to GDOE during the reconsideration evaluation process. If you have any questions or require further assistance, please contact Christine Jackson, the primary contact for Risk Management Services Division of the Office of Grants Administration within the Office of Finance and Operations, at (202) 245-8276 or via e-mail at christine.jackson@ed.gov.

Sincerely,



Jim Stader, P.E.

Deputy Assistant Secretary for Grants Administration
Acting Deputy Assistant Secretary for Acquisition Management
Office of Finance & Operations

Enclosure

cc: Governor Lou Leon Guerrero
Mary Guterrez, Chairman, Guam Education Board
Congressman Michael San Nicolas

Guam Department of Education
Federal Fiscal Year 2020 Specific Conditions

PREAMBLE: These specific conditions are imposed on all program grants issued by the U.S. Department of Education (Department) to the Guam Department of Education (GDOE) on or after the date of these specific conditions, including any funds awarded by the Department to GDOE under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and any CARES Act funds that the Guam Governor awards to GDOE. Additionally, as described herein, these specific conditions apply to grant funds previously awarded by the Department to GDOE that are still available for obligation or liquidation on the date of these specific conditions, including any funds awarded by the Department to GDOE under the CARES Act and any CARES Act funds that the Guam Governor awarded to GDOE. These specific conditions are applied to these program grant funds in accordance with regulations governing “high-risk” grantees and specific conditions in 2 CFR §§ 200.207 and 3474.10 in the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Pending GDOE’s completion and implementation of measures that are in progress and designed to address deficiencies in its financial management and administration of Department funds, these specific conditions are imposed on GDOE’s Department grants to ensure that GDOE implements Department grant awards in accordance with applicable legal requirements and with appropriate fiscal accountability measures, management practices and controls.

I. BACKGROUND

In September 2003, the Department designated GDOE a “high-risk” grantee under the authority of former 34 CFR § 80.12. This was based on the Department’s determination that GDOE lacked fiscal and programmatic accountability in the administration of Federal education programs as evidenced by its failure to provide the Department with timely and complete single audits, as required by the Single Audit Act, and by the auditors’ declaration that GDOE’s records for FFYs 1998-2000 were unauditible.

In the special conditions imposed on GDOE’s FFY 2007 grant awards, the Department required GDOE to develop a Comprehensive Corrective Action Plan (CCAP) to address the underlying problems associated with its high-risk designation. The CCAP was meant to address persistent problems related to GDOE’s internal controls, including accounting and reconciling its financial records for Department grant funds in accordance with Federal requirements; implementing monitoring to ensure that grant and subgrant-supported activities are carried out in accordance with Federal program statutes, regulations, and other requirements; instituting procurement and property management processes that comply with Federal requirements; and implementing appropriate cash management procedures. GDOE developed a CCAP but failed to make significant progress in implementing the CCAP measures. In particular, GDOE did not make substantial progress in implementing its Financial Management Improvement Plan (FMIP), a core feature of the CCAP that involves instituting a Financial Management Improvement System

(FMIS) to enable GDOE to significantly improve its financial management of Department grant awards.

In November 2009, based on GDOE's lack of progress over two years under the CCAP, and in accordance with section II.H of the FFY 2008 and 2009 special conditions applicable to GDOE's Department grant awards, the Department issued amended specific conditions to GDOE dated November 25, 2009, which notified GDOE that it would require GDOE to procure the services of a third-party fiduciary agent, acceptable to the Department, to perform the financial management duties required under Federal regulations for all Department grant awards made to GDOE. The requirement for a third-party fiduciary agent is maintained in these FFY 2020 special conditions, as set forth in further detail below. In addition, because GDOE has not, to date, met the requirements regarding the management of Department funds by States (formerly in Part 80 of the Education Department General Administrative Regulations (EDGAR), replaced by the Uniform Guidance, 2 CFR Part 200), these specific conditions explicitly require GDOE to comply with the provisions of the Uniform Guidance that apply to grantees other than States.

II. SPECIFIC CONDITIONS

A. Requirement for Third-Party Fiduciary Agent

On September 13, 2010, GDOE entered into a contract with a third-party fiduciary agent, Alvarez & Marsal, LLC (A&M), approved by the Department, as required by section II.A of the FFY 2009 Amended Special Conditions imposed on Department grants awarded to GDOE. GDOE has maintained this contract with A&M since then, and it is currently in place through October 31, 2020, with the understanding that GDOE will take steps necessary to extend the contract past that date, should the requirement for a third-party fiduciary agent continue through and past October 31, 2020. The Department will not authorize the obligation, liquidation or expenditure of Department funds unless a third-party fiduciary agent is in place for the full period of these specific conditions, or until the Department notifies GDOE in writing that the services of a third-party fiduciary agent are no longer required.

B. Responsibilities of GDOE and the Third-Party Fiduciary Agent (Agent) Concerning Administration of Grant Funds

The responsibilities and requirements of GDOE in working with the Agent are set forth in Attachment A to these specific conditions. The responsibilities and requirements of the Agent in carrying out the financial management duties for GDOE's Department grants are set forth in Attachment B to these specific conditions.

C. Reconsideration Evaluation Plan (REP)

1. On May 29, 2018, GDOE submitted to the Department a formal request for reconsideration of the FFY 2018 specific conditions applicable to its Department grant funds. Subsequently, the Department and GDOE worked together to develop a

process for reconsideration, resulting in a Reconsideration Evaluation Plan (REP). The REP is based on the FFY 2018 specific conditions, the 2005 Office of Inspector General (OIG) audit report, and the Department's review and assessment of the status of GDOE quarterly reports under its Comprehensive Correction Action Plan (CCAP). The CCAP, originally developed in 2007 and since revised, was designed to address the fiscal deficiencies in administering Department grant awards that led to GDOE's designation as a "high-risk" grantee. It contained tasks with measurable objectives and completion dates to correct a number of recurring findings, including the development and implementation of the FMIS, the strengthening of internal controls over financial management and procurement, and the strengthening and improvement of GDOE's Business Office operations. Until now, the CCAP, and the CCAP quarterly reports, have served as the vehicle for measuring GDOE's progress in addressing the identified fiscal deficiencies. Pursuant to these specific conditions, the REP now serves as the sole plan against which GDOE's progress will be evaluated during the reconsideration process.

2. The REP was developed in a manner to: 1) provide clear guidance to GDOE on actions that it must take and complete during the reconsideration process; 2) inform the Department as it determines the extent to which specific conditions may be removed and the extent to which financial management responsibilities may be returned to GDOE without continuing third-party fiduciary agent oversight for those responsibilities, including on an incremental basis, as appropriate; and 3) inform the Department as it determines whether GDOE has taken all necessary actions to render it capable of performing the financial management responsibilities currently performed by the Agent, ultimately resulting in the removal of the requirement for the Agent.
3. The REP contains benchmarks, identifies the documentation that GDOE must submit for evaluation to the Department and submission deadlines, and describes the manner of evaluation by the Department, either onsite or virtual. As described in the REP, the GDOE Internal Audit Office (IAO) also has responsibility for reviewing documentation of completion and validating its sufficiency.

D. Single Audits

GDOE must continue to ensure that its single audits are conducted, and audit reports submitted, annually and in a timely and complete manner. All single audits must be completed and reports published within nine months after the end of each fiscal year, as required by the Single Audit Act, as amended. If GDOE expects an audit or report to be submitted late, it must promptly notify the Department's contact person of the reason and extent of the delay.

The Department acknowledges that both GDOE and the Agent, acting on behalf of GDOE, are maintaining records related to the management of GDOE's Department grant funds and that the Agent is maintaining the financial management system for GDOE's Department grant funds. Accordingly, both GDOE and the Agent are required to provide

APPENDIX C

the auditors with access to all records necessary to facilitate an effective audit of the Department grant and matching funds made available to GDOE.

III. ADDITIONAL PROVISIONS

A. Failure to Comply with Conditions

Failure to comply with any of these specific conditions will negatively impact GDOE's ability to continue to receive grant funds from the Department. These terms and conditions do not preclude the Department from taking any authorized enforcement or other actions at any time, including, but not limited to, withholding of Department funds.

B. Submission of Reports

All reports or other submissions that GDOE or the Agent are required to submit to the Department under these specific conditions must be sent to:

Christine Jackson
550 12th Street, SW
PCP, Room 6067
Washington, DC 20202

C. Reconsideration and Modifications

At any time, GDOE may request reconsideration of the above specific conditions by contacting the Department staff named above in paragraph III.B of these conditions, and stating in writing the reasons why GDOE believes any particular condition should be amended or removed. The Department may impose additional specific conditions or modify these specific conditions, as appropriate. The Department will remove the specific conditions in total at such time as GDOE fully demonstrates, to the Department's satisfaction, the ability to manage Department funds, and property acquired with Department funds, in a manner that complies with applicable Federal requirements concerning accountability and grants management. In the interim, as appropriate, certain specific conditions may be removed incrementally, and the specific financial and management responsibilities corresponding to those conditions returned to GDOE without requirement for third-party fiduciary agent oversight, as GDOE completes, and the GDOE IAO and the Department review and validate completion of, benchmarks identified in the REP.

D. Notification and Approval of Amendments to Contract Between GDOE and Agent

GDOE must notify the Department of any proposed amendment to the contract between GDOE and the Agent and must submit the proposed amendment to the Department for approval prior to execution of the amendment by the parties.

Dated: June 11, 2020

Attachment A to the GDOE FFY 2020 Specific Conditions

Responsibilities and Requirements of GDOE
(to be incorporated into any contract for services with the Agent)

The responsibilities and requirements of GDOE in working with the Agent under these GDOE FFY 2020 specific conditions are as follows:

1. GDOE must work cooperatively and in a timely manner with the Agent to implement the activities and responsibilities described in these specific conditions.
2. GDOE must permit the Agent's personnel to have access to all financial books, records, and reports related to funds made available to GDOE by the Department, or used for matching, and access to GDOE personnel for discussion regarding the services the Agent must perform under these specific conditions, as provided for in the contract between GDOE and the Agent.
3. GDOE must notify the Department when any dispute arises and remains unresolved between the Agent and GDOE concerning the implementation or continuation of the contract with the Agent, or the implementation of activities supported by Department grants, including the financial management of grant funds. GDOE agrees that the Department may assist in the resolution of any such unresolved dispute and agrees to cooperate with any requests from the Department for additional information related to the dispute and to participate in conference calls with the Agent and the Department. This does not preclude GDOE and the Agent from including formal dispute resolution mechanisms in their contract.
4. GDOE must comply with all Federal laws and regulations that apply to the receipt and use of funds awarded under Department grants, including those under EDGAR, and applicable Federal program statutes and regulations.
5. GDOE remains responsible for the provision of programmatic services under Department grants.
6. Prior to any drawdowns or disbursements, GDOE must provide the Agent with a line-item budget for the total amount of each grant and subgrant, if applicable, that has been approved and verified by the Department. The line-item budget must include amounts for State administration, State-level program activities, and local-level program activities. For purposes of the Consolidated Grant to Insular Areas (Consolidated Grant), GDOE must provide the Agent with line-item budgets for each program under which GDOE will use Consolidated Grant funds. The line-item budget for each of these programs must be based on the total amount of Consolidated Grant funds to be used for each program and include amounts for State administration, State-level program activities, and local-level program activities.
7. GDOE is responsible for: (i) executing drawdowns of funds under the grants from the Department's Grants Management System (G5) so that funds are deposited into a

separate bank account established and maintained by the Agent; and (ii) providing to the Agent, for deposit into the separate bank account established by the Agent, any matching funds required for the grants. GDOE understands and agrees that it must draw down funds and provide any applicable matching funds to the Agent within 24 hours of receipt of a written request from the Agent. Consideration may be given for reasonable delays due to any time differences that may exist between GDOE and its vendors. However, failure by GDOE to comply with this condition may result in the transfer of drawdown authority to the Agent, at the Department's discretion. Upon receiving notice of GDOE's failure to draw down funds in accordance with this condition, the Department will decide whether to transfer drawdown authority to the Agent. Upon receiving written notice of a decision by the Department to transfer drawdown authority to the Agent, GDOE must take all steps necessary to provide the Agent with full authority to perform drawdowns, including providing any information and authorization that the Department needs to recognize the Agent as the entity with drawdown authority.

8. GDOE must use fiscal control and accounting procedures that meet the requirements imposed on non-Federal entity grantees in 2 CFR §§ 200.302, 200.303, and 200.305(b).
9. GDOE must expend Federal and matching funds only for costs that are allowable under the respective grant programs, in accordance with the regulations and cost principles in 2 CFR Part 200, Subpart E. Additionally, for purposes of the Consolidated Grant, GDOE must expend Federal and matching funds only for allowable costs under, and included in, each Department-approved Consolidated Grant plan applicable to the fiscal year in which the costs were obligated. GDOE acknowledges that the Agent has the responsibility to ensure that Department funds are used only for allowable costs, including costs that are necessary, reasonable, and allocable to the respective grants as required by 2 CFR Part 200, Subpart E, and that are procured in accordance with applicable procurement requirements in 2 CFR §§ 200.318-200.326. Where there is a question as to whether a cost is allowable, the Agent must raise this question with GDOE and, if the Agent deems it necessary, may also request assistance from the Department in determining the allowability of any expenditure.
10. GDOE must coordinate the timing of drawdowns and disbursements with the Agent to ensure that payments to staff, vendors and providers are prompt and timely. To the extent feasible, GDOE must draw down funds in a timely manner so that funds under the grants are deposited to the separate bank account on the same day that funds are drawn from the account to liquidate obligations under the grants. GDOE, as appropriate and at the Agent's direction, must draw down sufficient funds under a grant to cover each approved request for payment.
11. GDOE must charge its grants only for costs resulting from obligations that were properly made during the period of availability for the funds, including any carryover period. To ensure against the lapsing of Department funds, GDOE must provide the

APPENDIX C

Agent with the amount and nature of all obligations in a timely manner to ensure that obligations are liquidated no later than 90 days after the end of the funding period, or during any extension of that period authorized by the Department, in accordance with 2 CFR § 200.343(b).

12. GDOE must establish and maintain an effective process for tracking and reporting time and effort spent by all employees whose salaries are paid under Department grants, including, but not limited to, maintaining accurate and up-to-date employee staffing lists and notices of personnel actions, distributing time among different funding sources for split-time employees, making timely and accurate adjustments to time and effort information entered into the payroll system, and properly allocating salary costs among Department grants based on records that accurately and properly record the distribution of each employee's work on multiple cost objectives, the time the employee attends work, and, for those employees who work on a single cost objective, semiannual certifications. GDOE must carry out these responsibilities consistent with Federal requirements in 2 CFR Part 200, Subpart E, and more specifically, 2 CFR §§ 200.430 and 200.431.
13. GDOE must work with the Agent to ensure that the charging of direct and indirect costs against the respective Department grants is consistent with the applicable restricted and unrestricted indirect cost rates negotiated with, and approved by, the U.S. Department of Interior (GDOE's cognizant Federal agency), and that copies of any indirect cost rate proposals or agreements are provided to the Agent and comply with the applicable requirements of 2 CFR Part 200, Subpart E, and 34 CFR §§ 75.560-564 (discretionary grants) and 34 CFR §§ 76.560-569 (formula grants).
14. GDOE must grant the Agent authority to enter into contracts with vendors on behalf of GDOE, and in doing so, GDOE must cooperate with the Agent to ensure compliance with the provisions for procurement set forth in 2 CFR §§ 200.318-200.326.
15. GDOE must provide effective oversight of proposed procurements, including, but not limited to, training all staff on, and reviewing all requisitions against, local and Department requirements for procuring goods and services, to facilitate the timely review and approval of purchase orders by the Agent, and to reduce the number of requisitions that are disallowed by the Agent for not meeting these requirements.
16. GDOE must ensure that within 24 hours of receipt of a vendor's invoice from the Agent, GDOE staff must (i) accept or reject the goods or services, and, if accepted, (ii) draw down funds for the vendor payment for deposit into the separate bank account maintained by the Agent.
17. GDOE must work with the Agent to ensure that all tangible personal property procured under Department grants is managed in accordance with the requirements of 2 CFR §§ 200.313(a) and (c)-(e) to ensure that such property is properly inventoried, maintained, and stored to prevent loss, damage, or theft of such property.

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18. All transactions under the contract between GDOE and the Agent must be consistent with all applicable Federal requirements, including those in the Uniform Guidance at 2 CFR Part 200 and EDGAR at 34 CFR Parts 75 or 76, as appropriate.
19. In transferring to a new Financial Management Improvement System (FMIS), GDOE must work with the Agent as the Agent assists in (i) training the appropriate GDOE employees, (ii) providing transition assistance (including, but not limited to, transferring all necessary data from the Agent to the new FMIS), and (iii) communicating information from the Agent to any other contractor involved in implementing the new FMIS.
20. Except as noted herein, GDOE shall comply with all applicable provisions of EDGAR.
21. GDOE may include any other terms in the contract with the Agent, consistent with those above, as are necessary to ensure timely liquidation of all Department funds; timely payment to staff, providers and vendors; and general financial management consistent with applicable Federal regulations and Department grant awards.

Attachment B to the GDOE FFY 2020 Specific Conditions

Responsibilities and Requirements of the Third-Party Fiduciary Agent
(to be incorporated into any contract for services with the Agent)

The responsibilities and requirements of the Agent under these GDOE FFY 2020 specific conditions are as follows:

1. The Agent must work cooperatively and in a timely manner with GDOE to implement the activities and responsibilities described in these specific conditions.
2. The Agent's role encompasses financial management responsibilities concerning Department grants, including, but not limited to, processing payments and disbursements, maintaining financial records, financial reporting, instituting and applying procurement, inventory, and payroll procedures that comply with applicable Federal requirements, and other duties as more fully described below.
3. The Agent must use the line-item budgets submitted by GDOE, as described in Attachment A, section 6, to track projected and actual expenditures for the programs under Department grants. The Agent must ensure that the expenditures proposed are only for allowable costs under each grant.
4. The Agent must establish, maintain, and manage a separate bank account for all Department grant funds, including funds awarded by the Department to GDOE under the CARES Act and any CARES Act funds that the Guam Governor awards to GDOE. GDOE and the Agent must work with the Guam Governor to ensure that any CARES Act funds that the Guam Governor awards to GDOE are properly deposited in the separate bank account maintained by the Agent. The Agent must provide GDOE, as appropriate, with written notice (e.g., copy of invoice) of when funds are needed for a disbursement under a particular grant.
5. The Agent must acknowledge that GDOE has drawdown authority and that it understands and agrees that it must draw down funds and provide any applicable matching funds to the Agent within 24 hours of receipt of the written notice from the Agent. Consideration may be given for reasonable delays due to any time differences that may exist between GDOE and its vendors. Failure by GDOE to reasonably comply with this condition concerning the time within which it must draw down funds may result in the Department requiring the transfer of drawdown authority to the Agent. In the event of GDOE's failure to draw down funds in accordance with this condition, the Agent must notify the Department, and the Department will determine whether drawdown authority must be transferred to the Agent. If so, then immediately upon written notice of this decision from the Department, GDOE, as appropriate, must take all steps necessary to provide the Agent with full authority to perform drawdowns, including providing any information and authorization that the Department needs to recognize the Agent as the entity with drawdown authority.

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6. The Agent must use fiscal control and accounting procedures that meet the requirements imposed on non-Federal entity grantees in accordance with 2 CFR §§ 200.302, 200.303, and 200.305(b).
7. The Agent must expend funds only for costs that are allowable under the respective grant programs, in accordance with 2 CFR Part 200, Subpart E. Additionally, for purposes of the Consolidated Grant, the Agent must expend funds only for allowable costs under, and included in, each Department-approved Consolidated Grant plan applicable to the fiscal year in which the costs were obligated. If the Agent questions whether an expenditure is allowable, the Agent must raise this question with GDOE. If the Agent deems it necessary, the Agent may also request assistance from the Department in determining the allowability of any expenditure.
8. The Agent must determine the value of any in-kind property or services donated to or provided by GDOE that are used to meet cost sharing or matching requirements as required by 2 CFR § 200.306, and must maintain records sufficient to document the basis for those valuations.
9. The Agent must take steps to prevent the lapsing of funds available under the grants, including ensuring timely disbursement of funds through the use of methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement as specified in GDOE's Treasury-State agreement, as required under the Cash Management Improvement Act and Treasury regulations at 31 CFR Part 205. For grant programs not included in GDOE's Treasury-State agreement, the Agent must meet the requirements in 2 CFR § 200.305(b). GDOE and the Agent must coordinate the timing of drawdowns and disbursements to ensure that payments to staff, vendors and providers are prompt and timely. Should the Agent assume drawdown responsibility, it must draw down funds in a timely manner so that funds under the grants are deposited to the separate bank account on the same day that funds are drawn from the account to liquidate obligations under the grants, to the extent feasible. The Agent must ensure that any interest earned on advances of grant funds is repaid annually, as required by 2 CFR § 200.305(b)(9).
10. The Agent must charge Department grants only for costs resulting from obligations that were properly made during the period of availability for the funds, including any carryover period. To ensure against the lapsing of Department funds, the Agent must liquidate obligations no later than 90 days after the end of the funding period or during any extension of that period authorized by the Department, in accordance with 2 CFR § 200.343(b).
11. The Agent may seek approval from the Department to charge allowable pre-award costs incurred by GDOE against grant awards to which these special conditions apply. The Agent must submit any request for pre-award costs to the Department in writing and may not reimburse any pre-award costs unless it receives written approval from the Department.

12. The Agent must establish and maintain a process for tracking and reporting time and effort spent by all employees whose salaries are paid under Department grants, including distribution of time among different funding sources for split-time employees, timely and accurate adjustments to time and effort information in the payroll system, and proper allocation of salary costs among Department grants based on records that accurately and properly record the distribution of each employee's work on multiple cost objectives, the time the employee attends work, and, for those employees who work on a single cost objective, semiannual certifications. To carry out the responsibilities under this paragraph, the Agent must conduct an assessment of GDOE's internal controls over payroll operations to ensure that the payroll process is functioning as intended and calculations of gross earnings from all work performed during the pay period are correct; an assessment to determine that there are proper controls and procedures for identifying employees who are paid in whole or in part from Department grant awards; an assessment to determine whether employees are being compensated at their approved salaries/pay rates and from appropriate funding sources; and other tests to ensure that payroll earnings, deductions, and withholdings are made in accordance with the law and correspond to information contained in the employee master file. The Agent must carry out the responsibilities under this paragraph consistent with Federal requirements in 2 CFR Part 200, Subpart E.
13. The Agent must work with GDOE to ensure that the charging of direct and indirect costs against the respective Department grants is consistent with the applicable restricted and unrestricted indirect cost rates negotiated with, and approved by, the U.S. Department of Interior (GDOE's cognizant Federal agency), and that any indirect cost rate proposals or agreements comply with the applicable requirements of 2 CFR Part 200, Subpart E, and 34 CFR §§ 75.560-564 (discretionary grants) and 34 CFR §§ 76.560-569 (formula grants). In disbursing funds for allowable costs under the grants, the Agent must distinguish between direct and indirect costs and use accurate methods to allocate funds correctly between these two cost categories.
14. The Agent must establish contacts and working relationships with prospective vendors that can provide goods and services that GDOE needs under the grants. The Agent must have authority to enter into contracts with vendors on behalf of GDOE, and, in doing so, must comply with the provisions for procurement set forth in 2 CFR §§ 200.318-200.326.
15. Within 24 hours of the Agent's receipt of a vendor invoice, the Agent must provide a copy of the invoice to GDOE and ensure that the goods or services delivered are available for inspection and acceptance or rejection by GDOE staff requesting the goods or services. Consideration may be given for reasonable delays due to any time differences that may exist between GDOE and its vendors. The Agent must pay vendors for the delivered goods or services and must, to the extent possible, disburse funds to the vendors on the same day that funds are deposited into the separate bank account maintained by the Agent. The Agent must make payments by electronic funds transfer (EFT) or by paper draft if EFT is not available or possible for a particular vendor.

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16. The Agent must manage all tangible personal property procured under the grants in accordance with the requirements of 34 CFR §§ 200.313(a) and (c)-(e).
17. The Agent must maintain records that fully show the amount of funds under each grant, how GDOE uses the funds, the total cost of each project, the share of that cost provided from other sources, and other records to facilitate an effective audit, in accordance with 34 CFR § 75.730 (discretionary grants) and § 76.730 (formula grants). The Agent, acting on behalf of GDOE, must retain records in accordance with the provisions of 2 CFR § 200.333.
18. In general, the Agent must use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, Federal funds, in accordance with 34 CFR § 75.702 (discretionary grants) and § 76.702 (formula grants), and 2 CFR §§ 200.302, 200.303, and 200.305(b).
19. The Agent must maintain insurance as required under the terms of the contract. All transactions under the contract between GDOE and the Agent must be consistent with all applicable Federal requirements, including the Uniform Guidance at 2 CFR Part 200 and EDGAR at 34 CFR Part 75 or 76, as appropriate.
20. The Agent must comply generally with the requirements of 2 CFR § 200.327. Specifically, the Agent must produce quarterly reports concerning financial transactions of GDOE for submission to the Department, detailing for each grant award, including for each individual program for which GDOE is using Consolidated Grant funds: a) the date of receipt, and the amount, of each approved payment request; b) the date and amount of each draw down deposit; c) the date and amount of each payment or disbursement by the Agent; and d) any interest or other funds remaining in the account at the end of the quarter. These amounts must also be grouped by and comparable with the projections in the line item budgets described above in Attachment A, section 6, and must be reconciled with the Department's G5. This reconciliation must include drawdown dates, drawdown amounts and available balances, by award. These reports shall be due within 10 working days after the end of each quarter.
21. As GDOE implements and transfers to a new FMIS, the Agent must work with GDOE to assist in the training of employees and to provide transition assistance, including, but not limited to, transferring all necessary data from the Agent to the new FMIS, communicating information from the Agent to the contractor implementing the new FMIS, and providing feedback to GDOE and the Department on GDOE's implementation of the new FMIS.
22. Except as noted herein, the Agent must comply with all provisions of EDGAR and the Uniform Guidance applicable to the Department grants awarded to GDOE.

**Guam Department of Education
Hagatna, Guam
REQUEST FOR DRAWDOWN - FROM THIRD PARTY ADMINISTRATOR**

5/14/2020

Please enter the following request for funds transfer from the US Department of Education G5 System. Checks have been prepared and will be released once funds are verified as having been deposited in our bank account.

Number	Check Run Name	2018 Consolidated Grant	2019 Consolidated Grant	FY2018 Special Education Part C	FY2017 Special Education Part B	Check Run Total
		F1860 S403A180002 12/30/2020	F1960 S403A190002 12/30/2021	F1994 H181A180008 12/30/2020	F1895 H027A180013 12/30/2020	
#1	051320FG	\$192,545.46	\$26,512.43	\$2,866.35	\$4,096.81	\$226,021.05
Grant Totals		\$192,545.46	\$26,512.43	\$2,866.35	\$4,096.81	\$226,021.05

Requested by:

/s/Amber Castro
Amber Castro

05/14/2020 1:27PM
Date & Time

Received by:

Guam Department of Education

Date & Time Received

Date & Time entered into G5



05/13/2020 02:09 | Alvarez & Marsal, Third Party - LIVE | P 1
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YEAR/PERIOD: 2020/7	TO 2020/8								
ACCOUNT/VENDOR	DOCUMENT	VOUCHER	PO	YEAR/PR	TYP S	CHECKRUN	CHECK	DESCRIPTION	
F1860		2018 Consolidated Grant - RLIS							
82600022 0236 F1860								Postage/Misc. Rental Fees	
010479 DOCCMO PACIFIC	34710	36667	20200320	2020	8 INV P			1,468.08 051320FG	2010659 PO NO. 20200320-00
INVOICE: 12819445		FULL DESC:	PO NO. 20200320-00	MOBIL WIRELESS	HOTSPOT DEVICES				
		ACCOUNT TOTAL						1,468.08	
82640022 0230 F1860		Contractual							
019001 GUAM COMMUNITY	34716	36673	20191533	2020	8 INV P			180,126.20 051320FG	2010657 PO NO. 20191533-00
INVOICE:		FULL DESC:	PO NO. 20191533-00	RFP 006-2019	CAREER AND TECHNIC				
		ACCOUNT TOTAL						180,126.20	
82640022 0233 F1860		Conferences/Registration Fees							
080299 GCA Trades Academy	34697	36654	20191083	2020	8 INV P			980.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12249		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34698	36655	20191083	2020	8 INV P			540.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12250		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34699	36656	20191083	2020	8 INV P			780.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12251		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34700	36657	20191083	2020	8 INV P			780.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12252		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34701	36658	20191083	2020	8 INV P			780.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12253		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34702	36659	20191083	2020	8 INV P			780.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12254		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34703	36660	20191083	2020	8 INV P			360.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12405		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34704	36661	20191083	2020	8 INV P			360.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12406		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34705	36662	20191083	2020	8 INV P			360.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12407		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34706	36663	20191083	2020	8 INV P			360.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12408		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34707	36664	20191083	2020	8 INV P			360.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12409		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34708	36665	20191083	2020	8 INV P			360.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12410		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
080299 GCA Trades Academy	34709	36666	20191083	2020	8 INV P			280.00 051320FG	2010660 PO NO. 20191083-00
INVOICE: 12411		FULL DESC:	PO NO. 20191083-00	RFP 002-2019	LABOR AND TRADES				
								7,080.00	
		ACCOUNT TOTAL						7,080.00	
82640022 0240 F1860		Supplies & Materials							
011680 SCHOOL ESSENTIALS	34683	36640	20190701	2020	8 INV P			14.52 051320FG	2010665 PO NO. 20190701-00
INVOICE:		FULL DESC:	PO NO. 20190701-00	IFB 017-2018					
		ACCOUNT TOTAL						14.52	
82660022 0222 F1860		Local Mileage							

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YEAR/PERIOD: ACCOUNT/VENDOR	2020/7 DOCUMENT	TO 2020/8 VOUCHER PO	YEAR/PR TYP S	CHECKRUN	CHECK	DESCRIPTION
060020 ZABALA MARY CHRISTIN	34638	36593 0	2020 8 INV P	102.66	051320FG	2010658 MILEAGE REIMBURSEME
INVOICE:		FULL DESC:	MILEAGE REIMBURSEMENT - OCTOBER 2019			
			ACCOUNT TOTAL	102.66		
82670000 0240 F1860			Supplies & Materials			
011636 REACTION SUPPLY COMP	34713	36670 20200308 2020 8 INV P		348.00	051320FG	2010664 PO NO. 20200308-00
INVOICE: 15363		FULL DESC:	PO NO. 20200308-00 ADMIN SUPPLIES ID CARD PRINTER			
			ACCOUNT TOTAL	348.00		
82670000 0253 F1860			Technology Eq (PC,iPad, etc.)			
011636 REACTION SUPPLY COMP	34712	36669 20200295 2020 8 INV P		2,838.00	051320FG	2010664 PO NO. 20200295-00
INVOICE: 15379		FULL DESC:	PO NO. 20200295-00 DOUBLE ID CARD PRINTER			
			ACCOUNT TOTAL	2,838.00		
82710023 0232 F1860			Printing Svcs/Advertise/Frame			
010160 PACIFIC MEDIA, INC.	34714	36671 20200264 2020 8 INV P		568.00	051320FG	2010662 PO NO. 20200264-00
INVOICE: 3279600		FULL DESC:	PO NO. 20200264-00 ADVERTISEMENTS			
			ACCOUNT TOTAL	568.00		
			PROJECT F1860 TOTAL	192,545.46		
F1895			FY2018 SPED Part B			
95170021 0234 F1895			Gen.Maintenance/Fleet Vehicles			
011410 PACIFIC UNLIMITED IN	34684	36641 20191178 2020 8 INV P		110.25	051320FG	2010663 PO NO. 20191178-00
INVOICE:		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34685	36642 20191178 2020 8 INV P		18.38	051320FG	2010663 PO NO. 20191178-00
INVOICE:		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34686	36643 20191178 2020 8 INV P		147.00	051320FG	2010663 PO NO. 20191178-00
INVOICE:		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34687	36644 20191178 2020 8 INV P		364.49	051320FG	2010663 PO NO. 20191178-00
INVOICE:		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34688	36645 20191178 2020 8 INV P		57.94	051320FG	2010663 PO NO. 20191178-00
INVOICE: 354495		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34689	36646 20191178 2020 8 INV P		55.94	051320FG	2010663 PO NO. 20191178-00
INVOICE: 354496		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34690	36647 20191178 2020 8 INV P		1,120.88	051320FG	2010663 PO NO. 20191178-00
INVOICE:		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34691	36648 20191178 2020 8 INV P		931.56	051320FG	2010663 PO NO. 20191178-00
INVOICE: 354241		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34692	36649 20191178 2020 8 INV P		404.19	051320FG	2010663 PO NO. 20191178-00
INVOICE:		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34693	36650 20191178 2020 8 INV P		462.99	051320FG	2010663 PO NO. 20191178-00
INVOICE: 354243		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34694	36651 20191178 2020 8 INV P		364.49	051320FG	2010663 PO NO. 20191178-00
INVOICE:		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			
011410 PACIFIC UNLIMITED IN	34695	36652 20191178 2020 8 INV P		58.70	051320FG	2010663 PO NO. 20191178-00
INVOICE: 354244		FULL DESC:	PO NO. 20191178-00 IFB 017-2016 3RD RENEWAL			

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 6394acas | 051320FG INVOICE LIST BY GL ACCOUNT | lapinvgl

YEAR/PERIOD:	2020/7	TO	2020/8								
ACCOUNT/VENDOR		DOCUMENT	VOUCHER	PO	YEAR/PR	TYP	S	CHECKRUN	CHECK	DESCRIPTION	
											4,096.81
										ACCOUNT TOTAL	4,096.81
										PROJECT F1895 TOTAL	4,096.81
F1960										2019 Consolidated Grant - RLIS	
82600022	0236	F1960								Postage/Misc. Rental Fees	
010479	DOCOMO	PACIFIC	34710	36667	20200320	2020	8 INV P	124.92	051320FG	2010659 PONO. 20200320-00 M	
	INVOICE:	12819445								FULL DESC: PONO. 20200320-00 MOBIL WIRELESS HOTSPOT DEVICES	
										ACCOUNT TOTAL	124.92
82620000	0240	F1960								Supplies & Materials	
011680	SCHOOL	ESSENTIALS	34682	36639	20200091	2020	8 INV P	10.85	051320FG	2010665 PO NO. 20200091-00	
	INVOICE:									FULL DESC: PO NO. 20200091-00 IFB 017-2018 ADMIN SUPPLIES I	
										ACCOUNT TOTAL	10.85
82650000	0240	F1960								Supplies & Materials	
011636	REACTION	SUPPLY COMP	34681	36638	20200181	2020	8 INV P	25,308.00	051320FG	2010664 PO NO. 20200181-00	
	INVOICE:	15348								FULL DESC: PO NO. 20200181-00 INSTRUCTIONAL SUPPLY/SPLIT	
										ACCOUNT TOTAL	25,308.00
82660021	0236	F1960								Postage/Misc. Rental Fees	
010479	DOCOMO	PACIFIC	34715	36672	20200007	2020	8 INV P	885.00	051320FG	2010659 PO NO. 20200007-00	
	INVOICE:	12808871								FULL DESC: PO NO. 20200007-00 IFB WIRELESS SERVICE FOR SPCE	
										ACCOUNT TOTAL	885.00
82660022	0222	F1960								Local Mileage	
060020	ZABALA	MARY CHRISTIN	34639	36594	0	2020	8 INV P	109.04	051320FG	2010658 MILEAGE REIMBURSEME	
	INVOICE:									FULL DESC: MILEAGE REIMBURSEMENT - NOVEMBER 2019	
060020	ZABALA	MARY CHRISTIN	34640	36595	0	2020	8 INV P	22.62	051320FG	2010658 MILEAGE REIMBURSEME	
	INVOICE:									FULL DESC: MILEAGE REIMBURSEMENT - DECEMBER 2019	
										ACCOUNT TOTAL	131.66
										ACCOUNT TOTAL	131.66
82670000	0240	F1960								Supplies & Materials	
011636	REACTION	SUPPLY COMP	34713	36670	20200308	2020	8 INV P	52.00	051320FG	2010664 PO NO. 20200308-00	
	INVOICE:	15363								FULL DESC: PO NO. 20200308-00 ADMIN SUPPLIES ID CARD PRINTER	
										ACCOUNT TOTAL	52.00
										PROJECT F1960 TOTAL	26,512.43



05/13/2020 02:09 | Alvarez & Marsal, Third Party - LIVE | P 4
 6394acas | 051320FG INVOICE LIST BY GL ACCOUNT | apinvgl

YEAR/PERIOD: ACCOUNT/VENDOR	2020/7 DOCUMENT	TO 2020/8 VOUCHER PO	YEAR/PR TYP S	CHECKRUN	CHECK	DESCRIPTION
F1994			FY2018 SPECIAL EDUCATION PART C			
94170022 0230 F1994			Contractual			
011852 HEALTH SERVICES OF T	34711	36668	20191082 2020 8 INV P	2,866.35	051320FG	2010661 PO NO. 20191082-00
INVOICE:			FULL DESC: PO NO. 20191082-00 OCCUPATIONAL THERAPY SERVICES			
			ACCOUNT TOTAL	2,866.35		
			PROJECT F1994 TOTAL	2,866.35		
=====						
FUND 22	Fed Grants		TOTAL:	226,021.05		
=====						

** END OF REPORT - Generated by Amber Castro **

**Cash Management Improvement Act Agreement
between
The Territory of Guam
and
The Secretary of the Treasury,
United States Department of the Treasury**

The Secretary of the Treasury, United States Department of the Treasury (hereafter 'Secretary'), and Territory of Guam (hereafter 'State'), in order to implement Section 5 of the Cash Management Improvement Act of 1990, as amended (hereafter 'Act'), agree as follows:

1.0 AGENTS OF THE AGREEMENT

1.1 The Authorized Official(s) for the Territory of Guam shall be the Treasurer of Guam in all matters concerning this Agreement.

1.2 The Assistant Commissioner, Revenue Collections Management, Bureau of the Fiscal Service (Fiscal Service), U.S. Department of the Treasury, shall act as the Secretary's representative in all matters concerning this Agreement.

2.0 AUTHORITY

2.1 The authority for this Agreement is the Cash Management Improvement Act of 1990 (Public Law 101-453), as amended by the Cash Management Improvement Act of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503.

2.2 The regulations codified at 31 CFR Part 205 shall apply to all matters pertaining to this Agreement, and are incorporated herein by reference. In the event of any inconsistency between this Agreement and 31 CFR Part 205, the regulations shall govern.

3.0 DURATION, AMENDING, TERMINATING, AND MISCELLANEOUS PROVISIONS

3.1 This Agreement shall take effect on 10/01/2018 and shall remain in effect until 09/30/2019.

3.2 This Agreement may be amended at any time by written, mutual consent of the State and the Fiscal Service. This Agreement shall be amended annually to incorporate new programs that qualify as major Federal assistance programs and remove programs that no longer qualify as major Federal assistance programs. A State must notify the Fiscal Service in writing within 30 days of the time the State becomes aware of a change that involves additions or deletions of programs subject to Subpart A, changes in funding techniques, and/or changes in clearance patterns. The notification must include a proposed amendment for review by the Fiscal Service.

3.3 Notwithstanding section 3.2, in the event of Federal or State non-compliance with Subpart B of 31 CFR, Part 205, the Fiscal Service may amend this Agreement at any time to incorporate additional programs and the entities that administer those programs.

3.4 This Agreement may be terminated by either party with 30 days written notice. If this Agreement is terminated, the Fiscal Service will prescribe the funding techniques, clearance patterns, and methods for calculating interest liabilities to be used by the State.

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4.0 PROGRAMS COVERED

4.1 The State's threshold and its major Federal assistance programs shall be determined based on the Single Audit for fiscal year ending 09/30/2017.

All major Federal assistance programs shall be covered by this Agreement, unless otherwise specified in section 4.4 of this Agreement.

4.2 The State's threshold for major Federal assistance programs is \$1,732,804.

The following programs meet or exceed the threshold and are not excluded in Section 4.4:

10.551 Supplemental Nutrition Assistance Program
10.557 Special Supplemental Nutrition Program for Women, Infants, and Children
12.401 National Guard Military Operations and Maintenance (O&M) Projects
15.605 Sport Fish Restoration
15.875 Economic, Social, and Political Development of the Territories and the Freely Associated States
17.258 WIA Adult Program
20.205 Highway Planning and Construction
66.600 EPA Consolidated Grant
81.128 Energy Efficiency and Conservation Block Grant Program
84.394 State Fiscal Stabilization Fund (SFSF) - Education State Grants, Recovery Act
93.558 Temporary Assistance for Needy Families
93.563 Child Support Enforcement
93.575 Child Care and Development Block Grant
93.667 Social Services Block Grant
93.767 Children's Health Insurance Program
93.778 Medical Assistance Program

4.3 The following programs fall below the State's threshold but have been required to be covered by Fiscal Service in accordance with the non-compliance provisions of Subpart B of 31 CFR Part 205:

There are currently no programs listed for Section 4.3.

4.4 The following programs exceed the State's threshold but have been excluded from coverage for the reason indicated:

There are currently no programs listed for Section 4.4.

5.0 ENTITIES COVERED

5.1 State agencies and instrumentalities that meet the definition of a State per 31 CFR Part 205, shall be subject to the terms of this Agreement. The following is a list of such entities that administer funds under the programs listed in Section 4.0 of this Agreement:

Agency For Human Resources Development
Department of Administration
Department of Agriculture
Department of Bureau Planning and Statistics
Department of Military Affairs

APPENDIX F

Department of Public Health and Social Services
Department of Public Works
Guam Department of Education
Guam Energy Office
Guam Environmental Protection Agency
Guam Fire Department
Guam Police Department
Office of the Attorney General

5.2 Entities that meet the definition of a Fiscal Agent per 31 CFR Part 205 shall be subject to the terms of this Agreement. The following is a list of Fiscal Agents that administer funds under the programs listed in the Section 4.0 of this Agreement:

Bank of Guam 10.557 Special Supplemental Nutrition Program for Women, Infants, and Children
Bank of Guam 15.875 Economic, Social, and Political Development of the Territories and the Freely Associated States
Bank of Guam 20.205 Highway Planning and Construction
Bank of Guam 66.600 EPA Consolidated Grant
Bank of Guam 93.778 Medical Assistance Program
FIS Global 10.551 Supplemental Nutrition Assistance Program

6.0 FUNDING TECHNIQUES

6.1 General Terms

6.1.1 The State shall request Federal funds in accordance with the appropriate cut-off times shown in Exhibit I to ensure funds will be received and credited to a State account by the times specified in the funding techniques. Exhibit I is incorporated by reference herein.

6.1.2 The State shall schedule the receipt of Federal funds such that the funds are received and credited to a State account in accordance with the clearance patterns specified in Exhibit II - List of State Clearance Patterns. Exhibit II is incorporated by reference herein.

6.1.3 In instances where the receipt of funds is scheduled for a Saturday, the State shall request funds for deposit on Friday. In instances where the receipt of funds is scheduled for a Sunday, the State shall request funds for deposit on Monday. In instances where the receipt of Federal funds is scheduled for deposit on a day when the State is not open for business, the State shall request funds for deposit the day following the scheduled day; in instances where the receipt of Federal funds is scheduled for deposit on a day when the Federal Government is not open for business, the State shall request funds for deposit the day prior to the scheduled day.

6.1.4 Estimates and Reconciliation of Estimates:

Where estimated expenditures are used to determine the amount of the drawdown, the State will indicate in the terms of the State unique funding technique how the estimated amount is determined and when and how the State will reconcile the difference between the estimate and the State's actual expenditures.

6.1.5 Supplemental Funding:

Unless otherwise defined by program rules, Supplemental Funding is the award of additional funds to provide for an increase in costs due to unforeseen circumstances.

The State will comply with all Federal program agency policies and procedures for requesting supplemental grant funding.

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The State will comply with the following guidelines when requesting supplemental funding for the Medical Assistance Program and associated administrative payments (CFDA 93.778):

The State must submit a revised Medicaid Program Budget Report (CMS-37) to request supplemental funding. The CMS guidelines and instructions for completing the CMS-37 are provided in Section 2600F of the State Medicaid Manual (SMM). The CMS/CO must receive the revised Form CMS-37 through the Medicaid Budget Expenditure System/Children's Budget Expenditure System (MBES/CBES) no later than 10 calendar days before the end of the quarter for which the supplemental grant award is being requested.

Additional guidance on this policy is available from the respective CMS Regional Office, U.S. Department of Health & Human Services.

The State will comply with the following guidelines when requesting supplemental funding for TANF (CFDA 93.558), CCDF (CFDA 93.575), CSE (93.563), and the FC/AA (CFDA 93.658 and CFDA 93.659) programs administered by the U.S. Department of Human Services, Administration for Children and Families (HHS/ACF):

a. Timing of the Request

A State should initiate its request for supplemental funding during a quarter as soon as it becomes aware of the fact that a shortfall does/will exist. For the TANF and CCDF grants, supplemental funding requests (estimates) may be submitted by a State, for consideration by ACF, up through and including the 15th day of the third month of the first, second or third quarter of any fiscal year. Since TANF and CCDF are block grant programs, all unawarded portions of the annual allotment will automatically be issued at the beginning of the fourth quarter. Therefore, supplemental funding requests will not be available during the fourth quarter for these programs. For the CSE and FC/AA programs, supplemental funding requests may be submitted by a state, for consideration by ACF, up through and including the 15th day of the third month of any quarter of a fiscal year.

b. Justification for the Request

The request for a supplemental funding for any of the above mentioned programs should contain a justification clearly documenting the need for the additional funding authority during the current quarter. This documentation should be in the form of State accounting records or similar documents that will show the actual expenditures through the most recent month for which such data are available, as well as the State's most accurate projection of its anticipated expenditures during the remaining month(s) of the quarter. For either the TANF or the CCDF program, the State's justification should also include an explanation of the activities requiring the obligation and/or expenditure of amounts that exceed the normal quarterly grant award restrictions and why these activities could not have been delayed until the next quarter.

c. Form Submittal

Supplemental funding requests should be made by completing the appropriate ACF quarterly report of expenditures and estimates applicable to the particular program for which the grant award request is being made.

d. Approval Process

Upon receipt of the state's request for additional funding authority for a quarter, the ACF Regional Office will promptly review the supporting documentation. If the request is properly justified, so long as ACF has adequate funding availability, the State's request will be expedited and supplemental funding will be issued within 5 days of ACF receiving the request. The State will be notified by the Regional Office when the supplemental award has been transmitted to the Payment Management System (PMS) and when it may initiate drawdowns against the supplemental funding.

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Additional guidance on this policy is provided in the U.S. Department of Health & Human Services, Administration for Children and Families, letter (May 19, 2004) to State Administrators from the Deputy Assistant Secretary for Administration.

6.2 Description of Funding Techniques

6.2.1 The following are terms under which standard funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3.2 of this Agreement.

Actual Clearance, ZBA - Same Day Payment

The State shall request funds the same day it pays out funds, in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. A Federal agency will deposit funds in a State account the same day as requested. The amount of the request shall be for the amount of funds that clear the State's account that day. This funding technique is interest neutral.

Payment Schedule - Weekly

The State shall request funds such that they are deposited in a State account on the median business day of the week. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be a prorated share of the lesser of (1) the annual grant divided by 52, or (2) the total amount of Federal funds expected to be paid out for program purposes during the year divided by 52. This funding technique is interest neutral.

6.2.2 The following are terms under which funding techniques for administrative costs shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3.2 of this Agreement.

Direct Administrative Costs - Drawdowns on a Payroll Cycle

The State shall request funds for all direct administrative costs such that they are deposited on the dollar-weighted average date of clearance of payroll. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of funds requested shall be based on the amount of liabilities recorded for direct administrative costs since the last request for funds. This funding technique is interest neutral.

6.2.3 The following are terms under which miscellaneous funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3.2 of this Agreement.

There are no funding techniques listed in Section 6.2.3

6.2.4 The following are terms under which State unique funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3.2 of this Agreement.

There are no funding techniques listed in Section 6.2.4

6.3 Application of Funding Techniques to Programs

6.3.1 The State shall apply the following funding techniques when requesting Federal funds for the component cash flows of the programs listed in sections 4.2 and 4.3 of this Agreement.

6.3.2 Programs

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Below are programs listed in Section 4.2 and Section 4.3.

10.551 Supplemental Nutrition Assistance Program
Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 100.00
Component: Benefits
Technique: Actual Clearance, ZBA - Same Day Payment
Average Day of Clearance: N/A

10.557 Special Supplemental Nutrition Program for Women, Infants, and Children
Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 5.00
Component: payroll
Technique: Direct Administrative Costs - Drawdowns on a Payroll Cycle
Average Day of Clearance: 3 Days

Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 55.00
Component: Vendor Payments - on island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 40.00
Component: Vendor Payments - off island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

12.401 National Guard Military Operations and Maintenance (O&M) Projects
Recipient: Department of Military Affairs
% of Funds Agency Receives: 100.00
Component: Vendor Payment - On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

15.605 Sport Fish Restoration
Recipient: Department of Agriculture
% of Funds Agency Receives: 100.00
Component: Vendor Payment - On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

15.875 Economic, Social, and Political Development of the Territories and the Freely Associated States
Recipient: Guam Police Department
% of Funds Agency Receives: 5.00

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Component: payroll
Technique: Direct Administrative Costs - Drawdowns on a Payroll Cycle
Average Day of Clearance: 3 Days

Recipient: Department of Public Works
% of Funds Agency Receives: 6.00

Component: payroll
Technique: Direct Administrative Costs - Drawdowns on a Payroll Cycle
Average Day of Clearance: 3 Days

Recipient: Department of Administration
% of Funds Agency Receives: 2.00
Component: Vendor Payments- Off Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Department of Administration
% of Funds Agency Receives: 2.00
Component: Vendor Payments-On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 15.00
Component: Vendor Payments - off island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Department of Bureau Planning and Statistics
% of Funds Agency Receives: 7.00
Component: Vendor Payments - off island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Guam Police Department
% of Funds Agency Receives: 12.00
Component: Vendor Payments - off island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 4.00
Component: Vendor Payments - on island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Guam Police Department
% of Funds Agency Receives: 10.00

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Component: Vendor Payments - on island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Guam Fire Department
% of Funds Agency Receives: 10.00
Component: Vendor Payments - off island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Guam Fire Department
% of Funds Agency Receives: 7.00
Component: Vendor Payments - on island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Guam Fire Department
% of Funds Agency Receives: 10.00
Component: Vendor Payments - On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Department of Bureau Planning and Statistics
% of Funds Agency Receives: 10.00
Component: Vendor Payments - On-Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

17.258 WIA Adult Program
Recipient: Agency For Human Resources Development
% of Funds Agency Receives: 100.00
Component: Vendor Payment - On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

20.205 Highway Planning and Construction
Recipient: Department of Public Works
% of Funds Agency Receives: 5.00
Component: payroll
Technique: Direct Administrative Costs - Drawdowns on a Payroll Cycle
Average Day of Clearance: 3 Days

Recipient: Department of Public Works
% of Funds Agency Receives: 35.00
Component: Vendor Payments - off island
Technique: Payment Schedule - Weekly

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Average Day of Clearance: N/A

Recipient: Department of Public Works

% of Funds Agency Receives: 60.00

Component: Vendor Payments - on island

Technique: Payment Schedule - Weekly

Average Day of Clearance: N/A

66.600 EPA Consolidated Grant

Recipient: Guam Environmental Protection Agency

% of Funds Agency Receives: 52.00

Component: payroll

Technique: Direct Administrative Costs - Drawdowns on a Payroll Cycle

Average Day of Clearance: 3 Days

Recipient: Guam Environmental Protection Agency

% of Funds Agency Receives: 24.00

Component: Vendor Payments - off island

Technique: Payment Schedule - Weekly

Average Day of Clearance: N/A

Recipient: Guam Environmental Protection Agency

% of Funds Agency Receives: 24.00

Component: Vendor Payments - on island

Technique: Payment Schedule - Weekly

Average Day of Clearance: N/A

81.128 Energy Efficiency and Conservation Block Grant Program

Recipient: Guam Energy Office

% of Funds Agency Receives: 100.00

Component: Vendor Payment - On Island

Technique: Payment Schedule - Weekly

Average Day of Clearance: N/A

84.394 State Fiscal Stabilization Fund (SFSF) - Education State Grants, Recovery Act

Recipient: Guam Department of Education

% of Funds Agency Receives: 100.00

Component: Vendor Payments - On Island

Technique: Payment Schedule - Weekly

Average Day of Clearance: N/A

93.558 Temporary Assistance for Needy Families

Recipient: Department of Public Health and Social Services

% of Funds Agency Receives: 100.00

Component: Vendor Payments - On Island

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Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

93.563 Child Support Enforcement
Recipient: Office of the Attorney General
% of Funds Agency Receives: 100.00
Component: Vendor Payment - On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

93.575 Child Care and Development Block Grant
Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 100.00
Component: Vendor Payments - On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

93.667 Social Services Block Grant
Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 100.00
Component: Vendor Payment - On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

93.767 Children's Health Insurance Program
Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 100.00
Component: Vendor Payments - On Island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

93.778 Medical Assistance Program
Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 10.00
Component: payroll
Technique: Direct Administrative Costs - Drawdowns on a Payroll Cycle
Average Day of Clearance: 3 Days

Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 10.00
Component: Vendor Payments - on island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

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Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 70.00
Component: benefits
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

Recipient: Department of Public Health and Social Services
% of Funds Agency Receives: 10.00
Component: Vendor Payments - off island
Technique: Payment Schedule - Weekly
Average Day of Clearance: N/A

6.3.3 Materiality Exemptions

Agencies exempt from coverage on the basis of materiality:

None

7.0 CLEARANCE PATTERNS

7.1 The State shall develop separate clearance patterns for each of the following:

Functional payments for Benefit payments, vendor payments, administrative and indirect costs.

7.2 The following shall develop the State's clearance patterns:

Guam Department of Administration

7.3 The sources of data the State shall use when developing its clearance patterns are as follows:

Budget & Accounting Information System (BACIS)/AS400 Platform

7.4 The State shall use the following methodology when developing its clearance patterns:

When developing each clearance pattern, the State shall track at least 99% of the funds disbursed, from issuance to clearance, for a period of at least three months.

7.5 The State shall identify for each check or warrant (hereafter, check) in the population: (1) the date the check was released for payment; (2) the date the check was debited from the State's account, and, (3) the amount of the check.

7.6 The State shall use the following method to calculate the dollar-weighted average day of clearance:

To determine the number of days each check was outstanding (clearance time), the issue date shall be subtracted from the date the check cleared the State's account.

To determine the percentage of the disbursement paid out each day following issuance, the amount of the checks that clear the State's account each day shall be summed and then divided by the amount of the total disbursement.

For each day following issuance, the clearance time of the checks paid out that day shall be multiplied by the percentage of the total disbursement those checks represent. This product is the clearance factor.

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The dollar-weighted average day of clearance for the disbursement shall be determined by summing the clearance factor of each day following the disbursement.

7.7 The State shall adjust each clearance pattern to reflect the dollar-weighted proportion of funds paid out by EFT/Direct payroll, with the following exceptions:

None

The State shall also adjust each clearance pattern to reflect:

Not Applicable

7.8 Each of the State's clearance patterns is calculated in business days.

7.9 An authorized State official shall certify that each clearance pattern developed by the State accurately corresponds to the clearance activity of the programs to which it is applied. This certification shall be provided to the Fiscal Service prior to the effective date of the Agreement. The State shall recertify its clearance patterns at least every five years.

7.10 The State shall follow the procedures of 31 CFR 205 if it has actual or constructive knowledge, at any time, that a clearance pattern does not correspond to a program's clearance activity.

8.0 INTEREST CALCULATION METHODOLOGY

8.1 General Terms

8.1.1 The State and the Secretary agree that no interest liabilities will be incurred for transfers of funds made in accordance with the procedures specified in section 6 of this Agreement where the following funding techniques are applied:

Actual Clearance, ZBA - Same Day Payment
Direct Administrative Costs - Drawdowns on a Payroll Cycle
Payment Schedule - Weekly

8.1.2 The State shall maintain information on disbursements and receipts of funds to verify the implementation of any funding technique and document interest liabilities.

For each disbursement, the State shall be able to identify:

- (1) amount of the issuance
- (2) date of issuance
- (3) date Federal funds are received and credited to a State account
- (4) amount of Federal funds received
- (5) date funds were requested

8.2 Federal Interest Liabilities

8.2.1 A Federal interest liability shall accrue from the day the State pays out its own funds for program purposes to the day Federal funds are credited to a State account. With regard to funds transferred out of the Federal Highway Trust Fund, if a State does not bill at least weekly for current project costs, the Federal interest liability shall not accrue prior to the day the State submits a request for funds.

8.2.2 The State shall use the following method to calculate Federal interest liabilities:

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For all transactions where the State pays out its own funds for program purposes prior to receiving Federal funds, the State shall track each payment from the date it is paid out of a State account to the date Federal funds are subsequently credited to a State account to cover that outlay. The Federal interest liability on each payment shall be based on the difference in whole days between the two events. With Federal-State matching programs, interest shall be calculated on the Federal percentage of the disbursement.

8.3 The Unemployment Trust Fund

8.3.1 The State shall use the following method to calculate State interest liabilities on funds withdrawn from the several accounts in the Unemployment Trust Fund:

UTF does not apply

8.4 Refund Liabilities

8.4.1 The State shall be liable for interest on refunds from the date the refund is credited to a State account until the date the refund is debited from the State account for program purposes. The State shall apply a \$50,000 refund transaction threshold below which the State shall not incur or calculate interest liabilities on refunds. A transaction is defined as a single deposit.

8.4.2 For each refund, the State shall maintain information identifying:

- (1) date a refund is credited to a State account
- (2) date of the subsequent deposit of Federal funds against which the refund is offset
- (3) amount of the refund

8.4.3 The State shall use the following methodology to calculate interest liabilities on refunds:

With programs to which applicable interest neutral funding techniques are applied, the State interest liability shall be based on the difference in whole days between the date the refund is deposited in a State account and the date the refund is offset against a subsequent deposit of Federal funds.

8.5 Exemptions

8.5.1 Where more than one State agency is a recipient of Federal funds under a program, a particular State agency's funding may be excluded from interest calculation procedures if the State agency receives an amount of funds less than 5 % of the State's threshold for major Federal assistance programs. Notwithstanding this potential exemption, however, in no case shall less than 90% of a program's total funding be subject to interest calculation procedures.

Proration of calculations: If less than total program funding is subject to interest calculation procedures, the resulting interest liability calculations shall be prorated to 100% of program funding.

8.6 State Interest Liabilities

8.6.1 The State shall be liable for interest on Federal funds from the date Federal funds are credited to a State account until the date those funds are paid out for program purposes.

8.6.2 The State shall use the following method to calculate State interest liabilities on Federal funds:

8.6.2.1 Measuring Time Funds Are Held

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To determine the total time Federal funds are held, the State shall measure the time between the date Federal funds are received and credit to a State's account and the date those funds are debited from the State's account.

8.6.2.2 Source of Data

Clearance Patterns:

The time period from issuance of funds to the date funds are debited from the State's account shall be determined by the appropriate clearance pattern specified in Exhibit II.

8.6.2.3 Standards Applied

The average daily cash balance of Federal Funds in the program's account reflects the actual activity of each draw from the date of deposit to the date of issuance or clearance, whichever is pertinent.

8.6.2.4 Calculation Procedure

$I = ADB \times R$, where

I = State's total interest liability

ADB = Average Daily Balance of cash in a program's account, measured from deposit to clearance

R = Annualized rate equal to the average equivalent yields of 13-week Treasury bills auctioned during a State's fiscal year

9.0 REVERSE FLOW PROGRAMS

The State is not required to cover any reverse flow programs under the terms of this Agreement because the State does not participate in the program.

10.0 INTEREST CALCULATION COSTS

10.1 As set forth in 31 CFR 205.27, interest calculation costs are defined as those costs necessary for the actual calculation of interest, including the cost of developing and maintaining clearance patterns in support of the interest calculations. Interest calculation costs do not include expenses for normal disbursing services, such as processing of checks or maintaining records for accounting and reconciliation of cash balances, or expenses for upgrading or modernizing accounting systems. Interest calculation costs in excess of \$50,000 in any year are not eligible for reimbursement, unless the State provides justification with the annual report.

10.2 The State expects to incur the following types of interest calculation costs:

Direct Cost Claims for calculating interest and development and maintenance of Clearance Patterns.

10.3 The State shall submit all claims for reimbursement of interest calculation costs with its Annual Report in accordance with 31 CFR 205.

11.0 NON-COMPLIANCE

11.1 The provisions of 31 CFR Part 205.29 and 31 CFR Part 205.30 shall apply in cases of non-compliance with the terms of this Agreement.

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12.0 AUTHORIZED SIGNATURES

Rosita T. Fejeran
Treasurer of Guam

Signature: *Rosita T. Fejeran* Date Signed: Nov 20, 2018
Rosita T. Fejeran (Nov 20, 2018)

Date Submitted 10/04/2018

Corvelli A. McDaniel
Assistant Commissioner
Revenue Collections Management
Bureau of the Fiscal Service
U.S. Department of the Treasury

Signature: *Corvelli A. McDaniel* Date Signed: May 7, 2019
Corvelli A. McDaniel (May 7, 2019)

**Exhibit I - Funds Request and Receipt Times Schedule
Territory of Guam**

Federal Agency	Payment Type	Request Cut-Off Time	Receipt Window
Agriculture-FNS	ACH	11:59 PM	1 day
Agriculture-FNS	Fedwire	5:45 PM	0 day
Agriculture-FS	ACH	3:00 PM	1 day
Air National Guard	ACH	12:00 PM	15 days
Army National Guard	ACH	12:00 PM	15 days
Commerce-NOAA	ACH	2:00 PM	1 day
Dept of Homeland Security (FEMA)	Fedwire	2:00 PM	2 days
Dept of Homeland Security (ODP)	ACH	2:00 PM	2 days
Dept of Homeland Security (ODP)	Fedwire	2:00 PM	2 days
EPA	ACH	2:00 PM	2 days
EPA	Fedwire	2:00 PM	0 day
Education	ACH	3:00 PM	1 day
Education	Fedwire	2:00 PM	0 day
Energy	ACH	4:00 PM	1 day
Energy	Fedwire	3:00 PM	0 day
HHS	ACH	6:30 PM	1 day
HHS	Fedwire	3:00 PM	0 day
HUD	ACH	5:30 PM	2 days
HUD	Fedwire	3:00 PM	0 day
Interior-FWS	ACH	11:59 PM	1 day
Interior-FWS	Fedwire	5:45 PM	0 day
Interior-OSM	ACH	3:00 PM	1 day
Interior-OSM	Fedwire	1:00 PM	0 day
Justice	ACH	11:00 PM	6 days
Justice	Fedwire	2:00 PM	2 days
Labor-Non-UTF	ACH	3:00 PM	1 day
Labor-UTF	ACH	3:00 PM	1 day
Labor-UTF	Fedwire	3:00 PM	0 day
National Science Foundation (NSF)	ACH	8:00 PM	1 day
National Science Foundation (NSF)	Fedwire	5:45 PM	0 day
Social Security Administration	ACH	11:59 PM	1 day
Social Security Administration	Fedwire	5:45 PM	0 day
Transportation (FAA)	ACH	2:00 PM	1 day
Transportation (FHWA)	ACH	12:00 PM	3 days
Transportation (FHWA)	Fedwire	12:00 PM	0 day
Transportation (FTA)	ACH	2:00 PM	1 day
Veterans Administration	ACH	12:00 PM	3 days

Exhibit II - Territory of Guam

LIST OF STATE CLEARANCE TIMES**(Rounded Dollar-Weighted Average Day of Clearance)****Clearance Times Where the Timing of A Draw Down Is Based on A Clearance Pattern**

CFDA	Program Name	Recipient	%	Component	Technique	Round days
10.551	Supplemental Nutrition Assistance Program	Department of Public Health and Social Services	100.00	Benefits	Actual Clearance, ZBA - Same Day Payment	N/A
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Public Health and Social Services	5.00	payroll	Direct Administrative Costs - Drawdowns on a Payroll Cycle	3 Days
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Public Health and Social Services	40.00	Vendor Payments - off island	Payment Schedule - Weekly	N/A
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Public Health and Social Services	55.00	Vendor Payments - on island	Payment Schedule - Weekly	N/A
12.401	National Guard Military Operations and Maintenance (O&M) Projects	Department of Military Affairs	100.00	Vendor Payment - On Island	Payment Schedule - Weekly	N/A
15.605	Sport Fish Restoration	Department of Agriculture	100.00	Vendor Payment - On Island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Department of Administration	2.00	Vendor Payments- Off Island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Department of Administration	2.00	Vendor Payments-On Island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Department of Bureau Planning and Statistics	10.00	Vendor Payments - On-Island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Department of Bureau Planning and Statistics	7.00	Vendor Payments - off island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Department of Public Health and Social Services	15.00	Vendor Payments - off island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Department of Public Health and Social Services	4.00	Vendor Payments - on island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Department of Public Works	6.00	payroll	Direct Administrative Costs - Drawdowns on a Payroll Cycle	3 Days

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CFDA	Program Name	Recipient	%	Component	Technique	Round days
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Guam Fire Department	10.00	Vendor Payments - On Island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Guam Fire Department	10.00	Vendor Payments - off island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Guam Fire Department	7.00	Vendor Payments - on island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Guam Police Department	5.00	payroll	Direct Administrative Costs - Drawdowns on a Payroll Cycle	3 Days
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Guam Police Department	12.00	Vendor Payments - off island	Payment Schedule - Weekly	N/A
15.875	Economic, Social, and Political Development of the Territories and the Freely Associated States	Guam Police Department	10.00	Vendor Payments - on island	Payment Schedule - Weekly	N/A
17.258	WIA Adult Program	Agency For Human Resources Development	100.00	Vendor Payment - On Island	Payment Schedule - Weekly	N/A
20.205	Highway Planning and Construction	Department of Public Works	5.00	payroll	Direct Administrative Costs - Drawdowns on a Payroll Cycle	3 Days
20.205	Highway Planning and Construction	Department of Public Works	35.00	Vendor Payments - off island	Payment Schedule - Weekly	N/A
20.205	Highway Planning and Construction	Department of Public Works	60.00	Vendor Payments - on island	Payment Schedule - Weekly	N/A
66.600	EPA Consolidated Grant	Guam Environmental Protection Agency	52.00	payroll	Direct Administrative Costs - Drawdowns on a Payroll Cycle	3 Days
66.600	EPA Consolidated Grant	Guam Environmental Protection Agency	24.00	Vendor Payments - off island	Payment Schedule - Weekly	N/A
66.600	EPA Consolidated Grant	Guam Environmental Protection Agency	24.00	Vendor Payments - on island	Payment Schedule - Weekly	N/A
81.128	Energy Efficiency and Conservation Block Grant Program	Guam Energy Office	100.00	Vendor Payment - On Island	Payment Schedule - Weekly	N/A
84.394	State Fiscal Stabilization Fund (SFSS) - Education State Grants, Recovery Act	Guam Department of Education	100.00	Vendor Payments - On Island	Payment Schedule - Weekly	N/A
93.558	Temporary Assistance for Needy Families	Department of Public Health and Social Services	100.00	Vendor Payments - On Island	Payment Schedule - Weekly	N/A
93.563	Child Support Enforcement	Office of the Attorney General	100.00	Vendor Payment - On Island	Payment Schedule - Weekly	N/A
93.575	Child Care and Development Block Grant	Department of Public Health and Social Services	100.00	Vendor Payments - On Island	Payment Schedule - Weekly	N/A
93.667	Social Services Block Grant	Department of Public Health and Social Services	100.00	Vendor Payment - On Island	Payment Schedule - Weekly	N/A
93.767	Children's Health Insurance Program	Department of Public Health and Social Services	100.00	Vendor Payments - On Island	Payment Schedule - Weekly	N/A
93.778	Medical Assistance Program	Department of Public Health and Social Services	10.00	payroll	Direct Administrative Costs - Drawdowns on a Payroll Cycle	3 Days

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CFDA	Program Name	Recipient	%	Component	Technique	Round days
93.778	Medical Assistance Program	Department of Public Health and Social Services	70.00	benefits	Payment Schedule - Weekly	N/A
93.778	Medical Assistance Program	Department of Public Health and Social Services	10.00	Vendor Payments - off island	Payment Schedule - Weekly	N/A
93.778	Medical Assistance Program	Department of Public Health and Social Services	10.00	Vendor Payments - on island	Payment Schedule - Weekly	N/A

I hereby certify that an authorized State official has certified at least every five years that the "Rounded Days of Clearance" listed in Exhibit 2 of this Treasury-State Agreement:

1. Have been prepared in accordance with the standards provided in 31 CFR 205.20;
2. Accurately represent the flow of Federal funds under the Federal assistance programs to which they apply;
3. Reflect seasonal or other periodic variations in the clearance activities; and,
4. Are auditable.

Date: Nov 20, 2018

Printed Name: Rosita T. Fejeran

Certifying Signature: *Rosita T. Fejeran*
Rosita T. Fejeran (Nov 20, 2018)

Title: Treasurer of Guam

**FEDERAL PROGRAMS DIVISION
DEPARTMENT OF EDUCATION
Government of Guam**



**Education Stabilization Fund Program Outlying
Areas-State Educational Agency**

QUARTER 2 PROGRESS UPDATE | ESF-SEA

ESF-SEA 1st Quarter Survey Results Summary

To the United States Department of Education
Office of Elementary and Secondary Education
Rural, Insular, and Native Achievement Programs
Washington, D.C. 20202-6400

March 01, 2021

Guam Department of Education
Education Stabilization Fund I (ESF – SEA)
ANALYSIS OF 1st QUARTER SURVEY RESULTS

- Among Guam students (public schools, and participating PNP and charter schools):
 - Overall, fifty-seven percent (57%) of students indicated satisfaction that despite the COVID-19 pandemic situation, they are able to continue education using remote/distance learning platforms offered (i.e. *hard copy, online, blended hard copy and online*);
 - Of those students who indicated receiving laptops from their respective schools (transferred from CG to the ESF), eighty-three percent (83%) indicated satisfaction with adequate technology equipment;
 - Of those students who indicated receiving instructional supplies and materials from their respective schools, eighty-five percent (85%) indicated satisfaction with the adequacy of these instructional materials and supplies; and
 - Among the ESF-participating schools who chose to include ***Component 3. Social Behavioral and Mental Health and Wellness Support*** (GDOE, OCE, and GACS), ninety-one percent (91%) of students indicated satisfaction with adequacy of efforts being done in addressing social, behavioral, and mental well-being.

- Among Guam teachers (public schools, and participating PNP and charter schools):
 - Overall, seventy-eight percent (78%) of teachers indicated satisfaction with teaching effectiveness
 - Of those teachers who indicated using the online learning model, eighty-three percent (83%) indicated satisfaction with technology integration;
 - Of those teachers who indicated receiving laptops from their school (transferred from the CG to the ESF), eighty-eight percent (88%) indicated satisfaction with adequate technology equipment;
 - Of those teachers who indicated receiving instructional supplies and materials from their school, eighty-nine percent (89%) indicated satisfaction with adequate instructional materials and supplies;
 - Overall, sixty-eight percent (68%) of teachers indicated satisfaction with ongoing sanitization of campus/office facilities and provision of PPEs; and
 - Among ESF-participating schools who chose to include ***Component 3. Social Behavioral and Mental Health and Wellness Support*** (GDOE, OCE, and GACS), ninety percent (90%) of teachers indicated satisfaction with adequate efforts being done in addressing social, behavioral, and mental well-being.

- Among Guam school personnel (public schools, and participating PNP and charter schools):
 - Overall, ninety-eight percent (98%) of non-teaching personnel indicated satisfaction with ongoing sanitization of campus/office facilities and provision of PPEs; and
 - Among ESF-participating schools who chose to include ***Component 3. Social Behavioral and Mental Health and Wellness Support*** (GDOE, OCE, and GACS), ninety-five percent (95%) of non-teaching personnel indicate satisfaction with adequate efforts being done in addressing social, behavioral, and mental well-being of the school community.