

DEPARTMENT OF EDUCATION
Government of Guam
FEDERAL PROGRAMS DIVISION



CFDA 84.394A
State Fiscal Stabilization Funds - ESF Funds
American Recovery Reinvestment Act (ARRA)

FY2011 2nd Quarter Report

To the United States Department of Education
Management Improvement Team

DEPARTMENT OF EDUCATION
P.O. Box DE
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April 2011

FEDERAL PROGRAMS DIVISION



CFDA 84.394A

**State Fiscal Stabilization Funds – ESF Funds
American Recovery Reinvestment Act (ARRA)**

2nd QUARTER REPORT

(For period of January 01, 2011 to March 31, 2011)

April 2011

DEPARTMENT OF EDUCATION
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April 2011

FEDERAL PROGRAMS DIVISION



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State Fiscal Stabilization Funds – ESF Funds American Recovery Reinvestment Act (ARRA)

I. PROGRESS REPORTS

➤ *Third Party Fiduciary Agent*

April 2011

**Federal Programs Division
Special Conditions Compliance
Quarterly Report
1st Quarter: January 1, - March 31, 2011**

School/Division: **Financial Affairs**

Program: **Third Party Fiduciary Agent**

Person who prepared this report: **Taling M Taitano**

Principal/Administrator: **Taling M Taitano**
(Print Name)

(Signature)

I. Progress Report

Please provide: a) the program objective(s); b) activities supporting the objective(s); and c) list every evaluative activity or product which aligns to the objective and activity(-ties) that have been met, or accomplishment or status of your program or project.

On November 25, 2009, GDOE was issued an amended Federal Fiscal Year (FFY) 2009 special conditions letter by the US Department of Education because of GDOE's failure to make significant progress in addressing the Comprehensive Corrective Action Plan (CCAP) required in the Federal Fiscal Year (FFY) 2007 special conditions. USDOE determined that GDOE must have the assistance of a third-party fiduciary agent (TPFA) to oversee GDOE in implementing the financial management of USDOE funds, assist GDOE in implementing its CCAP, and assist GDOE in implementing a new financial management information system. The Request for Proposal was released in March 2010 and the contract for the TPFA, Alvarez & Marshall, was signed in September 2010 for \$8.35M, funded by USDOE, ARRA State Fiscal Stabilization Fund (CFDA 84.394A).

Attached is the deliverables as agreed to in the contract.

II. Supporting Data

Attach charts or graphs that support the progress, activities, and objectives of your program.

The RFP and contract are posted to the GDOE website, gdoe.net. See attached progress report.

III. Using the format below, provide program expenditures and justification.

Category	Amount	Justification
Salaries		
Benefits		
Contractual Services		
1. Advertising	1. \$ 904.75	1. RFP advertisement
2. Alvarez & Marsal	2. \$822,953.09	2. Payment to TPFA
Supplies and Materials		
Equipment		
Stipend		
Capital Outlay		

Please submit original and e-mail electronic copies to the FPD office attention to the respective state program officer. Also *e-mail electronic copies* to the respective support staff working with your program or project, jemontague@gdoe.net, sbbukikosa@gdoe.net, rflujan@gdoe.net, bsaaquino@gdoe.net or rblendiola@gdoe.net using Microsoft Word and/or Excel by Monday, **April 11, 2011**.

THANK YOU.



ALVAREZ & MARSAL

Third Party Fiduciary Agent

Guam Department of Education

In partial fulfillment of Contract: 011-2010

Monthly Project Status Report

Report 6

March 15, 2011



ALVAREZ & MARSAL

Overview of Accomplishments and Activities – February 15, 2011 – March 15, 2011

A&M officially started performance on the Third Party Fiduciary Agent (TPFA) contract on 9/15/2010 based upon final signatures (the Notice to Proceed was issued on 9/13/10). Based upon their initial mobilization and official kick-off with the U.S. Department of Education (US DOE) on September 20th, they have prioritized standing up their financial management information system. Reimbursement and draw down of funds can only occur after US DOE has approved the TPFA's financial management information system.

In performance as the TPFA, A&M has functioned for approximately six months. In February Bill Roberti and Melissa Glynn assisted in setting up meetings for Governor Calvo and Superintendent Underwood with a number of executives of the US Department of Education regarding the reprogramming of the SFSF grant. A tentative agreement was developed during these meeting that will allow the Governor's Office to reprogram approximately \$60 million dollars of the SFSF grant replacing various Capital Improvement Projects and Technology enhancement projects with support of personnel involved in classroom instruction for the period of October 1, 2011 through September 30, 2011. The Government of Guam will replace the previous funding of the SFSF grant with local funding in the form of a legislative funding bill with a dollar for dollar basis. The legislation will be passed and signed into law prior to final approval by the US DOE.

The newly appointed Guam Board of Education attempted to have it first meeting March 10 but amid disputes among the members adjourned without electing officers. Another meeting is tentatively scheduled for March 30. Three different bills have been introduced in the Guam Legislature to address several board organization and responsibility issues. One of the issues deals with the fact that the board has 10 voting members which resulted in a tie vote at the first meeting to elect officers.

The list below highlights accomplishments of the onsite team since February 15, 2011:

- The RFP for the FMIS was publicized and submissions were received on March 3, 2011. The interest and questions posed by the prospective vendors have been significant and the deadline for proposal submission has been delayed until March 18.
- Worked with the Superintendent to outline a reprogramming of the Technology in the Classroom implementation schedule to delay much of the equipment slated for the classroom until after the capital improvements in the schools provides a more secure environment.
- Continued to attend twice weekly procurement status meetings with the Superintendent to monitor track progress
- Continued drafting Standard Operating Procedures (SOP), with some parts being reviewed by GDOE staff



- Activities to improve GDOE payroll and personnel processes are currently underway, with emphasis on general ledger/labor cost analysis and creation of inter-department communication/efficiency an automated timesheet has been designed and is in testing.
- The draft of the Comprehensive Corrective Action Plan has been completed; working sessions to begin review of recommendations will begin on March 17, 2011
- Lia Beauvais is participating in the technical planning session being held in Washington DC on March 23 -24. The US Department of Education is hosting the meeting to provide guidance on preparation of the 2011 Consolidated Grant. She will also be available to Jessie Levin and her staff to answer any questions regarding the reprogramming of the SFSF grant.
- Filed late liquidations for small draws requests that failed on Dec 30, 2010 as well as a couple of 2007 items.

Performance Plan Evidence of Completion Achievement

After evaluating the requirements of GDOE and working with USDOE during the week of September 20, 2010, A&M proposed review of the performance management plan to re-prioritize efforts on standing up the FMIS as quickly as possible. This prioritization was based upon meetings with GDOE leadership, the Education Policy Board and the Guam Legislature which underscored the criticality of gaining USDOE’s approval to drawdown funds and reimbursing local funds. The tracking reflects proposed changes, for GDOE’s review and finalization.

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Tracking Updates
Mobilization	Assemble team and begin operations on Guam	Staffing Roster	Oct 15, 2010 And c Continuing to monitor for effectiveness.	Complete; Staffing adjustments will take place according to evolving needs and developments
	Establishing basic infrastructure for receipt and disbursement of grant funds	Standard Operating Procedures	Oct 15, 2010 1 st Draft Dec 31, 2010 2 nd Draft Issuing SOPs to GDOE as they are revised/completed	SOPs continue to be refined and adjusted as operational issues are resolved
	Evaluate backlog of completed grant funding eligible GDOE transactions and prepare drawdown requests to secure reimbursement.	Initial drawdown requests	X – Initial drawdown will occur immediately after USDOE approval is obtained	Complete
Infrastructure Installation and	Stand up FMIS to accommodate 3 rd Party requirements	Release of system to production environment	Dec 15, 2010	Complete



Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Tracking Updates
Management	Establish bank accounts	Bank accounts setup completions of test draws successfully arriving in bank account.	Oct 15, 2010	Complete
	Build awareness of new internal controls and Policies and Procedures	Training Program Materials and Training Session attendance rosters showing 90% coverage of target population	Jan 31, 2011 And continuing to monitor for effectiveness.	Training has begun and is on-going
	Transfer all necessary data from the 3 rd party FMIS to GDOE's FMIS, communicating information to GDOE's FMS contractor and providing feedback to GDOE and the USDOE on GDOE's implementation of the FMIS.	Reconciliation report confirming complete and accurate transfer of 3 rd party financial records to GDOE's FMIS	By 10 th of the month after the first drawdown transaction. First payments from AP will occurred in late February.	<i>A cross reference exists for the two computerized systems and data will be transferred in early March</i>
Compliance Management	Develop a compliance roadmap equivalent to a Corrective Action Plan	Developed and Approved Corrective Action Plan	Jan 31, 2011 submission to GDOE Feb 15, 2011 submission to USDOE	Beginning March 17, standing weekly working sessions have been scheduled with the Deputy Superintendent, Finance and Administration, and appropriate GDOE personnel
	Perform quarterly tracking of CAP	Documented tracking of progress against Plan and incorporation of any required changes based upon new process and/or compliance changes	May 15, 2011, first quarterly reports	Initial reporting period per CCAP draft to begin February 1, 2011, with first report due to US ED on or before May 15, 2011; Submission of CCAP to US ED for review and approval was initially scheduled for Feb 15, 2011. Revised date TBD at March 17 CCAP working session
	Support for external audits and facilitating information requests, etc	Responses to information requests and meetings set with external auditors	2011 A-133 audit support when scheduled with external auditors by the Deputy Superintendent	A&M is continuing to monitor A-133 Audit by Deloitte & Touche to understand audit requirements. The preliminary audit findings should be



Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Tracking Updates
				available in the next couple of weeks.
In -Kind Valuation Processes	Determine the basis for valuations related to cost sharing and matching funds for grant reporting	Maintenance of records sufficient to document the basis of in kind valuations through audit reviews	Jan 31, 2011 And continuing to monitor for effectiveness	Initial investigation complete.
Transactional Support/Daily Operations	Perform inventory management	Inventory reconciliation reports Cycle Counts for 3 schools per month during open school sessions	Cycle counts will be conducted on a routine basis and a report of inventory findings will be presented on a quarterly basis; First report is expected Apr 30, 2011	All of the pertinent purchase orders and receiving documents have been reviewed; The next step is to separate by location and compare with existing inventory records; Asset label tags have been ordered; All identified fixed assets over \$500 purchased with USDOE Grant funds between 2007-Present will be physically inventoried and tagged with the new labels; Start date is expected to be early April
	Payroll	Clean drawdown request for payroll expenses	Dec 15, 2011	Completed Payroll Reimbursements to GDOE for CG-DG-SPED and ED JOBS; Total payroll reimbursements to GDOE to date is \$22,344,831
	Payables	Daily transactions listing support each request for a draw of grant funds by the Business Office	Immediately after release of funds by the USDOE And continuing to monitor for effectiveness	Payables are processed through MUNIS with check-runs occurring on a weekly basis
	Procurement	Monthly summary of completed purchases and procurement actions	Feb 5, 2011 And continuing to monitor for effectiveness	Continued end-user support is provided to facilitate procurement-related transactions in MUNIS;



Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Tracking Updates
				Continued coordination with Director of Supply Management and Legal Counsel is ongoing
	Records management	EDGAR compliant transaction document files	Dec 29, 2010	All records are being tracked in MUNIS
	Cash management	Compliant daily bank balance reports	Dec 29, 2010	All records are being tracked in MUNIS
Payroll systems	Detailed specification of internal control standards and process improvement actions required by CAP	Checklist of payroll procedure changes to be implemented	Jan 31, 2011 And continuing to monitor for effectiveness	SOPs are continuing to be reviewed and refined by key GDOE personnel
	Implement compliant payroll processes and system setup	Bi-weekly report of payroll exceptions	Dec 15, 2010 And continuing to monitor for effectiveness	Activities to improve GDOE payroll and personnel processes are currently underway, with emphasis on general ledger/labor cost analysis and creation of inter-department communication/efficiency
	Document and maintain records appropriately	Publication and external auditor verification of compliance with SOPs	Jan 31, 2011 And continuing to monitor for effectiveness	Activities to improve GDOE payroll and personnel processes are currently underway, with emphasis on general ledger/labor cost analysis and creation of inter-department communication/efficiency
Cash Management	Implement a system of cash management that provides for cash – neutral or limited use of general funds for federal programs.	Daily bank balance reports and completion of test draws arriving in appropriate bank account.	Initial drawdown will occur after USDOE approval is obtained and test draws have been successfully completed	Bank reports are available for tracking online through Bank of Guam for account tracking and were reviewed after drawdowns occurred
	Confirm that reimbursement requests are supported by appropriate documentation and documentation is maintained for an	Monthly report showing grant status by organization, school or program	Jan 10, 2011 And continuing to monitor for effectiveness	Reimbursement requests are reviewed to ensure adequate documentation exists; Documentation is electronically



Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Tracking Updates
	appropriate period of time.			attached in MUNIS to invoice records, requisitions and purchase orders
	Confirm that account balances are monitored to prevent the failure to timely obligate and liquidate funds and prevent the lapsing of funds.	Grant award status report and monthly reporting	Jan 10, 2011 And continuing to monitor for effectiveness	Monthly grant status report format has been finalized; Initial grant status reports were distributed to Superintendent & other key GDOE personnel
Procurement operations and systems	Detailed specification of internal control standards and process improvement actions required by CAP	Checklist of procurement procedure changes to be implemented	Jan 31, 2011 And continuing to monitor for effectiveness	GDOE staff continues to work their way through significant improvements in the procurement process. This effort is led by Marcus Pido the new head of the department.
	Establish contacts and working relationships with prospective vendors that can provide goods and services that GDOE needs under the grants. Enter into contracts with vendors on behalf of GDOE, and, in doing so, must comply with the provisions for procurement.	Review of an authorized vendors list and monthly tracking o procurement actions	Nov 15, 2010 And continuing to monitor for effectiveness	In progress. Significant arrangements to re-establish lines of credit with Pearson and McGraw-Hill have been completed. Other vendor negotiation will occur as appropriate.
	Establish procurement processes and system functions	Publication and external auditor verification of compliance with SOPs	Jan 31, 2011	On-Going
Fixed Assets /Inventory systems	Detailed specification of internal control standards and process improvement actions required by CAP	Checklist of fixed assets procedure changes to be implemented (Note given the lack of power to support computers at the warehouse receiving will continue with paper copies of receiving information during the first half of 2011.)	Jan 31, 2011	On-going; Continuing to refine Fixed Asset Inventory Management policies and procedures. An inventory of items procured since F'Y 2007 has been completed and a physical inspection of the property will occur by the end of the school year.



Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Tracking Updates
	Through active oversight of the warehouse, procurement and inventory, oversee the management of all tangible personal property procured under the grants by the GDOE in accordance with the requirements	Fixed assets inventory reconciliation report	Apr 30, 2011	In progress
	Awareness building and training of personnel on all management processes	Publication and external auditor verification of compliance with SOPs	Jan 31, 2011	In progress
Records Management	Detailed specification of internal control standards and process improvement actions required by CAP	Checklist of records management procedure changes to be implemented	Jan 31, 2011 And continuing to monitor for effectiveness	Initial review shows that records are retained by GDOE for adequate time periods.
	Appropriate records management in compliance with EDGAR requirements and that supporting documentation is maintained for an appropriate period of time. This includes the entry of electronic copies of all supporting documentation into the integrated software system so that it is readily available for audit and or inquiry by various parties including GDOE executive and program offices.	Compliant financial transaction files	Dec 31, 2010, as inclusion in the training materials for GDOE MUNIS users And continuing to monitor for effectiveness	Complete
Reporting	Conduct reconciliations on a monthly and quarterly basis	Reconciliation Reports Monthly and Quarterly	Ten working days after end of month or quarter	First status report has been issued in early March. Reconciliation to G5 to follow.
	Define other custom reports as necessary to support operations	Special reports and analyses	Sep 15, 2011 And continuing to monitor for effectiveness	We will be having three reports developed by Tyler Technologies to assist with management of the grants and insure proper accounting records.



Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Tracking Updates
	Program management reporting - Standard monthly reporting will track status of performance results as well as operating information on drawdowns, procurement status and other pre-defined status indicators. Reporting will also identify any performance risks and issues. Informal, timely information exchange will also occur to share information, resolve issues and address operational concerns	Issue memos or emails; monthly program management reports	Monthly	In Progress; Monthly project management reports are being created for and reviewed by USDOE
Performance Improvements	Identified opportunities to streamline processes and increase operational efficiency	Presentation to GDOE with implementation plans	Sept 15, 2011 And continuing to monitor for effectiveness	Ongoing; Opportunities for improvement continue to be identified and discussed with GDOE on a regular basis
Creation of Procurement as an added function	Draft procurement document templates that comply with ARRA and other federal requirements	Review and approval from Guam Attorney General's (AG) office		Ongoing. Completed several templates for use in procurement which have been accepted by the AG.
	Conduct procurement training for GDOE Supply Management staff consistent with federal compliance requirements	Final procurement documents accepted by AG		In progress; Working with GDOE's new Director of Supply Management and Legal Counsel to develop procurement work flows and training procedures



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Immediate Areas Requiring GDOE/A&M Attention

The following reflect high priority activities and actions requiring attention from GDOE and A&M:

- Review/Comments from the Superintendent and Deputy Superintendent regarding the CCAP
- Establish processes and procedures for securing purchased goods at GDOE facilities
- Continue working with GDOE's new Director of the Office of Supply Management (Marcus Pido) to establish procurement work flows and refine operating procedures
- Continue working with GDOE's new Legal Counsel (Rebecca Santo Tomas) to refine procurement-related documents and move requisitions through the review process
- Finalize and submit the SOPs for GDOE review
- Work with the Federal Programs Office and the Bureau of Budget, Management and Research to finalize the reprogramming of the SFSF Grant.
- Work with the Federal Programs Office and the various Program Offices to finalize reprogramming of the ARRA RLIS grant and the 2010 Consolidated Grant to improve the scheduled introduction of technology in the classroom.
- Continue importing prior activity into the MUNIS system and reconcile to G5. We have approximately 110 open purchase orders to enter into the MUNIS system.
- Continue to define the process for payroll reimbursement to include an improved adjustment for DEED revenue. We now feel we have an understanding of the procedures being used by GDOE and need to finalize our adjustment in either our procedures or GDOE procedures in a mutually agreeable manner.

FEDERAL PROGRAMS DIVISION



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**State Fiscal Stabilization Funds – ESF Funds
American Recovery Reinvestment Act (ARRA)**

I. PROGRESS REPORTS

➤ *Capital Improvement Projects – Phase I*

April 2011

