

Guam Department of Education

# Comprehensive Corrective Action Plan Quarterly Progress Report

For the Period Beginning October 1, 2017 and December 31, 2017

Presented to the U.S. Department of Education in Fulfillment of the Federal Fiscal Year 2017 Special Conditions

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## **Reports and Report Format**

As stated in the approved Comprehensive Corrective Action Plan (CCAP), the Special Conditions require Guam Department of Education (GDOE) to provide quarterly reports to the United States Department of Education (US-Ed) on GDOE's progress in implementing measures required under the CCAP. While the Special Conditions do not specify a particular format for the progress reports, it is anticipated that each report will, at a minimum, include the implementation status for each activity, highlight any risks associated with successful completion, and also identify any changes which would require modifying actions and/or timelines. Feedback regarding format and content is not only welcomed, but encouraged.

## **Executive Summary**

The Third Party Fiduciary Agent (TPFA) revised its requirements requiring bi-weekly time certifications as part of payroll reimbursement procedures. GDOE developed automated time certification documents to support this requirement. The Federal Programs Division proposed revisions to the Standard Operating Procedures (SOP) for Personnel Time Certification inclusive of Time and Effort Certification and Time Distribution Report (TDR). Feedback has been received by stakeholders and procedures are being finalized. The certifications reflect quarterly requirements for Consolidated Grant Projects and entail a four way review which includes the Federal roster, Federal staffing pattern, labor cost and attendance log. Designated GDOE staff are working alongside the TPFA and meet weekly in order to begin the transfer of TPFA procedures related to payroll review and reimbursement.

Required actions and activities related to GDOE Financial Management Information System (FMIS) are completed. Tasks related to optimizing use of the FMIS are ongoing. Purchase + was activated, making requisition entry more efficient for end users purchasing from Indefinite Quantity Bids (IQB). Staff has been working with end users to update information and procedures related to the grant master module. MUNIS training conducted during the Christmas break was designed to sharpen staff skills as well as make staff more familiar with MUNIS features.

Guidance from US-Ed Grant Program Office and General Counsel previously clarified that Intergovernmental Agency Agreements are unallowable activities under the Consolidated Grant. No other tasks are required with regard to the Intergovernmental Agency Agreements Section and GDOE is considering these tasks complete.

Internal Controls and Procedures required actions and activities are completed. Audits of SOPs related to procurement, Schedule of Expenditures of Federal Awards (SEFA), and Personnel Time Certifications continued through this quarter. Internal audit worked with appropriate staff to address audit findings and management letter comments. Reviews, needed updates and training on SOPs continue and are scheduled to be conducted at least annually.

Additional funding for a warehouse supervisor and a contract manager (program coordinator) was not provided in the Fiscal Year (FY)18 budget appropriation; these positions were included in the FY19 budget request. Recruitment of vacant Property Control Officer (PCO) and Buyer on hold due to hiring freeze.

Procurement required actions and activities are completed. Procurement continues to generate reports on requisitions and open purchase orders as well as conduct regular meetings with project coordinators and division heads. Vendor evaluations have been included in ongoing procurements. SOP training was conducted for end users in November and December.

Most of the Property Management required actions and activities are complete. Planning and training related to the School Year (SY) 17-18 Fixed Asset Inventory was conducted. Occupancy permit for the Tiyan Warehouse obtained. Substantial completion of all required items in fixed asset records. The Receiving & Property Management section was set up as a separate unit.

**Completion Risk Key**

Risk Level High – Deliverables / objectives will not be completed in a timely manner;  
Risk Level Moderate – Deliverables / objectives may not be completed in a timely manner; and  
Risk Level Low – Deliverables / objectives will be completed in a timely manner.

**Employee Time Tracking**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>ETT-1:</b> GDOE will develop and implement effective policies and procedures that provide for an effective process for tracking and reporting time spent by all employees whose salaries are paid with US ED grant funds.</p> <p><b>ETT-2:</b> Ensure that the salaries of employees who work under more than one Federal program and/or grants are properly allocated among those programs/grants, in accordance with accurate time distribution records.</p> <p><b>ETT-3:</b> Research and implement an automated time collection system for federally funded employees.</p>	<p>In mid-November, the TPFA issued revised guidelines requiring biweekly certifications for all US-Ed grant funded personnel.</p> <p>GDOE developed an automated time certification report through MUNIS. Project coordinators are able to print the after the fact time certification reports on demand and chose the project and time period needed. It was recently agreed that employee signatures are not necessary as long as a supervisor with direct knowledge signs the certifications.</p> <p>PULSE can also be used to print a list of personnel charged to a specific program. Addiitonally, the bi-weekly labor distribution reports are provided to Federal Programs staff, Program Managers and project leads.</p> <p>Staff has been identified to work alongside the TPFA to be trained in the TPFA 3-way match procedures. Weekly meetings have been scheduled to resolve any questions or concerns. The team has been working diligently to clear all outstanding reimbursements.</p> <p>Staff have been reassigned so that salaries are 100% charged against a single grant.</p> <p>Half day training on Time &amp; Effort for Consolidated Grant key project personnel, School Administrators, and all timekeepers was conducted on October 19, 2017.</p> <p>The Federal Programs Division has proposed revisions to the Personnel Time Certification and Time Distribution Report SOP to include daily Attendance Logs for GDOE personnel. The revised SOP has been circulated for feedback.</p>	<p>TPFA to consider moving bi-weekly certifications to quarterly depending on results of 3-way match.</p> <p>The Federal Programs Division will finalize updates of time certification procedures for US-Ed grant funded personnel.</p> <p>The Federal Programs Division will be reviewing compliance related to US-Ed grant funded employee time tracking at least quarterly.</p> <p>Bi-annual Personnel Time Certification training will be provided Spring 2018.</p> <p>GDOE will continue discussions with MUNIS to expand automated time keeping.</p>

<p><b>ETT-1 to ETT-3, Continued</b></p>	<p>Quarterly updates on the Consolidated Grant, which include personnel costs, are provided to the US-Ed program office.</p> <p>The GDOE FMIS, MUNIS, contains a payroll module that is used to process both local and federally funded payroll.</p>	
<p><b>Implementation Deliverables</b></p>	<p><b>Completion Risks</b></p>	
<p>Written and approved SOPs, including training for applicable GDOE personnel, to ensure:</p> <ul style="list-style-type: none"> <li>• accurate and up-to-date employee staffing lists based on notices of personnel actions (from Personnel Division and validated by FPD and LEA programs);</li> <li>• accurate and timely time distributions among funding sources for split-time employees, and proper allocation of salary costs among funding sources (from respective programs and validated by FPD and LEA programs);</li> <li>• accurate and properly executed time distribution reports and attendance records (from respective programs and validated by FPD and LEA programs);</li> <li>• properly executed and timely semiannual certifications (from respective programs and validated by FPD and LEA programs);</li> <li>• internal control checklists to ensure compliance with 2 CFR Part 200 Subpart E; and</li> <li>• identification of a computer-based and accurate time and attendance system, with documentation of requirements to support implementation, training and administration (validated by FPD and LEA programs).</li> </ul>	<p>Federal program staff balancing competing priorities causing delays in completion. Risk Level – High.</p> <p>Consensus with other Federally Funded grants managers. Risk Level – High.</p>	
<p><b>Schedule Based upon Performance Plan</b></p>	<p><b>New Deliverables Completed This Quarter</b></p>	<p><b>Responsible Person/Department</b></p>
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• TPFA payroll reconciliation reports</li> <li>• Time &amp; Effort training</li> <li>• Labor distribution reports</li> <li>• Automated time certification report</li> <li>• Quarterly update to US-Ed</li> </ul>	<p>Ignacio Santos, Federal Programs Administrator                  Taling Taitano, Deputy Superintendent</p>

**Financial Management Information System (FMIS)**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>FMIS-1:</b> Detail design of a FMIS with processing functionality that complies with Generally Accepted Accounting Procedures, U. S. governmental accounting standards, and the Government Accounting Standards Board.</p>	<p><b>COMPLETED</b>                      General ledger and procurement modules went live in April 2012.                      Human resource and payroll modules went live in August 2012.</p> <p>Note FY13, FY14, FY15 and FY16 audits were conducted on the GDOE MUNIS system; the FY12 audit was conducted on MUNIS and CIMS, GDOE's former FMIS. The FY17 audit is currently ongoing.</p>	<p><b>COMPLETED</b>                      No further steps necessary.</p>
Implementation Deliverables	Completion Risks	
<p>Detail system design specifications approved by GDOE Finance and Administration management.</p>		
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
<p>Completed</p>		<p>Taling Taitano, Deputy Superintendent</p>



**Financial Management Information System (FMIS)**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>FMIS-2:</b> Basic installation is now complete. The routine maintenance and enhancement will be reported in this section. Items completed this period and open enhancements appear in the columns to the right.</p>	<p><b>COMPLETED</b>                      GDOE has a service contract with Tyler MUNIS for software maintenance and updates. GDOE has upgraded from the originally installed software, version 9.3, four times and is currently on version 11.1. If Financial, Student &amp;. Administrative Information. Systems (FSAIS) or FMIS staff are unable to resolve system issues, Tyler MUNIS help desk is contacted.</p> <p>GDOE teams have been to the annual Tyler MUNIS Connect Conference 3 times since the system installation in 2012. The team continues to look for opportunities to use system tools to make work more efficient.</p> <p><b>2.F Purchase+</b>                      2.F.4 Meet with Management regarding Purchase+ process, requirements as tested and Management’s desired outcomes                      2.F.5 Create End Users instructions (incorporate in Desk Top Procedures)                      2.F.6 Train End Users (buyers)                      2.F.7 Train End Users (Schools &amp; Divisions)                      2.F.8 Roll out Purchase+</p> <p><b>2.L Grant Master</b>                      2.L.5 Present system capabilities with adjusted set up</p> <p><b>2.M ESS (Employee Self-Serve) Leave Request</b>                      Requested quote from Tyler MUNIS to allow attachments in ESS; continuing to follow up, no response to date</p> <p>Work with Tyler on payroll tables related to new retirement plan due to implementation mid PPE.</p> <p>FMIS team has polled End Users and is developing list of new initiatives</p> <p>Planning for next upgrade has begun this quarter</p>	<p><b>2.L Grant Master</b>                      2.L.6 Build Grant Master (listing complete with current active grants) in Live environment per updated checklist                      2.L.7 Create End User instructions (incorporate in Desk Top Procedures) and proposed adjustments to SOPs if necessary                      2.L.8 Train End Users</p> <p><b>2.M ESS (Employee Self-Serve) Leave Request</b>                      Follow up on requested quote from Tyler MUNIS to allow attachments in ESS</p> <p><b>2.S Transition</b>                      2.S.1 MUNIS system management / updates – TPFA is required to maintain control over TPFA MUNIS system as long as TPFA is mandated</p> <p>FMIS team to push out new list of initiatives</p> <p>Testing for next upgrade to begin this quarter. Next upgrade in the TEST environment tentatively scheduled for March 2018.</p> <p>Ensure payroll tables related to new retirement plan works correctly. Assist as needed with W-2 processing</p> <p>Determine team to attend 2018 Tyler Connect Conference</p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
FMIS-2 Continued:		
Implementation Deliverables	Completion Risk	
<p>A secure, reliable and fully integrated FMIS that supports the financial management of US ED grant awards and complies with federal requirements. Detailed and up-to-date system and application documentation necessary to manage and sustain the FMIS and its applications on an ongoing basis. Sufficient qualified and trained accounting staff to manage all financial processing and reporting required by GDOE.</p>	<p>Build and Roll-out of Modules by target dates dependent on the availability of the division staff per respective module, and the responsiveness of Tyler Technologies. Risk Level—Medium.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• End User Instructions for Purchase Plus and related training</li> <li>• FMIS Survey results</li> </ul>	<p>Jacqueline Mesa, Management Analyst IV</p>

**Financial Management Information System (FMIS)**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>FMIS-3:</b> Continued activities of the Agent to oversee all US ED funds awarded to GDOE until a credible financial management system is implemented and fully operational, and GDOE has demonstrated that it can be accountable for US ED funds in accordance with all federal requirements.</p>	<p>Ongoing until condition removed by US-Ed.</p> <p>TPFA continues to manage all US-Ed federal grant funds using an independent MUNIS system and separate bank accounts.</p> <p><b>2.S FMIS Transition - Ongoing</b>  <b>8.A Accounts Payable - Ongoing</b>  <b>8.B Reporting &amp; Accountability – Ongoing</b>  <b>8.B.2 &amp; 8.B.10</b> Draft late liquidation SOP circulating for comment  <b>8.C. Accounting / GL - Ongoing</b></p> <p>GDOE procurement staff continues to use TPFA system for procurement processing and issues open requisition and purchase order reports to end users. GDOE also provides accounts payable support. TPFA has trained budget staff on uploads of US-Ed grant budgets into TPFA system. GDOE Accounting staff issues monthly grant status report. GDOE staff updates GDOE system based on receipt and retirements of fixed assets and provides supporting documentation to TPFA for updates to the TPFA system.</p> <p>Meetings with TPFA as needed are held to coordinate activities and resolve any concerns. TPFA supporting audit by providing details as requested by auditors.</p> <p>Automated time distribution report developed which can print on demand for after the fact validation. Staff identified to shadow TPFA in payroll reimbursement procedures.</p> <p>Working with TPFA to eliminate delays in reimbursements.</p>	<p>Continued operation of the TPFA independent financial management system and bank accounts will continue.</p> <p>GDOE and TPFA are looking into areas to transfer responsibilities to GDOE.</p> <p><b>8.B Reporting &amp; Accountability</b>                      Finalize late liquidation SOP</p> <p>8.B.2 Transition the late liquidation process to Federal Programs.                      Includes preparing late liquidation requests &amp; following up with vendors and end users</p> <p>Plan for migration of historical data on TPFA system to GDOE system upon TPFA exit.</p>

Implementation Deliverables	Completion Risks	
<p><b>FMIS-3, Continued.</b></p> <p>A stable and reliable financial information systems processing environment. US ED funds expended only for costs that are allowable under the respective grant programs. Allowable costs procured in accordance with applicable procurement requirements. Coordinated timing of US ED draws and reimbursements to ensure that payments to staff, vendors and providers are prompt and timely. Grant funds that are charged only for costs resulting from obligations that were properly made during the funds' period of availability, including any carryover period.</p>		
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
<p>Activity in the "Status Report as of 12/31/17" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<p>Routine</p> <ul style="list-style-type: none"> <li>• Requisition in Progress Reports – Weekly</li> <li>• Open Purchase Order Reports – Monthly</li> <li>• Grant Status Report – Monthly</li> <li>• Download from GDOE Fixed Assets Module</li> </ul>	<p>Taling Taitano, Deputy Superintendent</p>

**Financial Management Information System (FMIS)**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>FMIS-4</b> Moving to the next level and sustaining the progress that has been made to date. A program of End User Training and routine review of Standard Operating Procedures will be established.</p>	<p><b>COMPLETED</b>                      End user training occurring at least annually. Review of SOPs and related training occurring at least annually.</p> <p>Consolidated Grant workshop in October covered Time &amp; Effort, Procurement, Off-Island Travel and Fixed Asset procedures.</p> <p><b>6.B SOP 200-017: Month End &amp; Year End Closing</b>                      6.B.2 Staff Training on SOP                      6.B.3 Staff Acknowledgement Forms</p> <p><b>6.E SOP 200-028: General Ledger Policy &amp; Procedures</b>                      6.E.2 Staff Training on SOP                      6.E.3 Staff Acknowledgement Forms</p> <p><b>6.H SOP 200-039: Federal Grants Accounts Receivable</b>                      6.H.2 Staff Training on SOP                      6.H.3 Staff Acknowledgement Forms</p> <p><b>6.J SOP 200-042: Revenue Control &amp; Management Policy</b>                      6.J.2 Staff Training on SOP                      6.J.3 Staff Acknowledgement Forms</p> <p><b>6.K SOP 200-015: Fixed Asset Management for Property Management Office (PMO) &amp; Central Receiving Warehouse</b>                      6.K.2 Staff Training on SOP                      6.K.3 Staff Acknowledgement Forms</p> <p><b>6.L SOP 200-019: Fixed Asset Management for Schools &amp; Divisions</b>                      6.L.2 Staff Training on SOP                      6.L.3 Staff Acknowledgement Forms</p>	<p>Continuous MUNIS End User Training Related Activity</p> <ul style="list-style-type: none"> <li>• Training during and around Spring, Summer and Christmas breaks</li> <li>• Conducting post surveys to focus training and determine effectiveness</li> <li>• Conduct other MUNIS End User targeted surveys to determine how to structure future training and support.</li> </ul> <p><b>6.C SOP 200-021: Off-Island Travel Procedures</b>                      6.C.2 Staff Training on SOP                      6.C.3 Staff Acknowledgement Forms                      6.C.4 Amendment to SOP                      6.C.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.G SOP 200-034: Accounts Payable &amp; Cash Disbursement</b>                      6.G.2 Staff Training on SOP                      6.G.3 Staff Acknowledgement Forms                      6.G.4 Amendment to SOP                      6.G.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.K SOP 200-015: Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</b>                      6.K.4 Amendment to SOP                      6.K.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.L SOP 200-019: Fixed Asset Management for Schools &amp; Divisions</b>                      6.L.4 Amendment to SOP                      6.L.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.M SOP 200-018: Sole Source Procurement</b>                      6.M.5 Amendment to SOP Approved by Superintendent</p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>FMIS-4, Continued</b></p>	<p><b>6.M SOP 200-018: Sole Source Procurement</b>                      6.M.2 Staff Training on SOP                      6.M.3 Staff Acknowledgement Forms                      6.M.4 Amendment to SOP</p> <p><b>6.N SOP 200-020: Open Purchase Order Monitoring &amp; Reporting</b>                      6.N.2 Staff Training on SOP                      6.N.3 Staff Acknowledgement Forms</p> <p><b>6.O SOP 200-025: Procedures for Maintaining the Procurement File</b>                      6.O.2 Staff Training on SOP                      6.O.3 Staff Acknowledgement Forms</p> <p><b>6.P SOP 200-026: Competitive Sealed Bidding - IQBs</b>                      6.P.2 Staff Training on SOP                      6.P.3 Staff Acknowledgement Forms</p> <p><b>6.Q SOP 200-027: Competitive Sealed Bidding - IFBs</b>                      6.Q.2 Staff Training on SOP                      6.Q.3 Staff Acknowledgement Forms</p> <p><b>6.R SOP 200-030: Emergency Procurement</b>                      6.R.2 Staff Training on SOP                      6.R.3 Staff Acknowledgement Forms</p> <p><b>6.S SOP 200-031: Competitive Sealed Bidding - RFPs</b>                      6.S.2 Staff Training on SOP                      6.S.3 Staff Acknowledgement Forms</p> <p><b>6.T SOP 200-033: Competitive Multi-Step Sealed Bidding</b>                      6.T.2 Staff Training on SOP                      6.T.3 Staff Acknowledgement Forms</p> <p><b>6.AE SOP 900-020: Personnel Allocation / TDR and Reimbursement</b>                      6.AE.2 Staff Training on SOP</p>	<p>6.M.9 IAO Reporting of Testing Results</p> <p><b>6.N SOP 200-020: Open Purchase Order Monitoring &amp; Reporting</b>                      6.N.4 Amendment to SOP                      6.N.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.O SOP 200-025: Procedures for Maintaining the Procurement File</b>                      6.O.4 Amendment to SOP                      6.O.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.P SOP 200-026: Competitive Sealed Bidding - IQBs</b>                      6.P.4 Amendment to SOP                      6.P.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.Q SOP 200-027: Competitive Sealed Bidding - IFBs</b>                      6.Q.4 Amendment to SOP                      6.Q.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.R SOP 200-030: Emergency Procurement</b>                      6.R.4 Amendment to SOP</p> <p><b>6.S SOP 200-031: Competitive Sealed Bidding - RFPs</b>                      6.S.4 Amendment to SOP</p> <p><b>6.T SOP 200-033: Competitive Multi-Step Sealed Bidding</b>                      6.T.4 Amendment to SOP</p> <p><b>6.AE SOP 900-020: Personnel Allocation/TDR and Reimbursement</b>                      6.AE.2 Staff Training on SOP                      6.AE.3 Staff Acknowledgement Forms                      6.AE.4 Amendment to SOP                      6.AE.5 Amendment to SOP Approved by Sup                      6.AE.9 IAO Reporting of Testing Results</p> <p><b>6.AH SOP 200-044: SEFA Reconciliation</b></p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments						
<p><b>FMIS-4, Continued</b></p>	<p>6.AE.3 Staff Acknowledgement Forms                      6.AE.8 IAO Testing of SOP</p> <p><b>6.AH SOP 200-044: SEFA Reconciliation</b>                      6.AH.4 Amendment to SOP                      6.AH.5 Amendment to SOP Approved by Sup                      6.AH.9 IAO Reporting of Testing Results</p> <p>In December, MUNIS training was held on the following:</p> <table border="1" data-bbox="892 610 1647 716"> <thead> <tr> <th>Training</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Requisition Entry</td> <td>192</td> </tr> <tr> <td>Time Entry</td> <td>46</td> </tr> </tbody> </table> <p>Reminders and updates on SOPs are provided to School Administrators during their monthly sessions or at targeted training sessions. School support staff meet monthly to discuss specific SOPs.</p> <p>Note that several SOPs were taken off the transition plan for targeted review. These SOPs continue to be updated and end users are trained on them at least annually. These include:                      SOP 200-012 School Breakfast and Lunch Cash Collection                      SOP 200-023 Budget Preparation Process Local Appropriation                      SOP 200-024 Budget Entry Process                      SOP 200-029 Local Mileage Reimburesments                      SOP 200-036 Request for Information Procedures                      SOP 200-037 Requisition Entry                      SOP 200-038 Purchase Order Change Order                      SOP 200-040 Protest / Appeal Procedures                      SOP 200-041 School Meals Collection                      SOP 800-006 Request to Fill Position(s) for Recruitment                      SOP 800-007 Employee Name Change Request                      SOP 800-008 Transfer and Voluntary Demotion                      SOP 800-009 Reclassification of Teachers                      SOP 800-010 Salary Increments and Detailed Differential Pay</p>	Training	Attendees	Requisition Entry	192	Time Entry	46	<p>6.AH.2 Staff Training on SOP                      6.AH.3 Staff Acknowledgement Forms                      6.AH.9 IAO Reporting of Testing Results</p> <p>Consider moving update of SOPs to as needed or bi-annual, which ever is shorter.</p>
Training	Attendees							
Requisition Entry	192							
Time Entry	46							

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
FMIS-4, Continued	SOP 1500-006 Payroll Processing	
Implementation Deliverables	Completion Risks	
Establish End User Training  Updated or new SOPs	Continued Training – Low  SOP Update – Medium to High	
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).	<ul style="list-style-type: none"> <li>• <b>Amendment to SOP Submitted and Approved:</b> SOP 200-044: SEFA Reconciliation</li> <li>• <b>Staff Training on SOPs &amp; Staff Acknowledgement Forms:</b>                          SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse                          SOP 200-017: Month End and Year End Closing Policy                          SOP 200-018: Sole Source Procurement                          SOP 200-019: Fixed Asset Management for Schools &amp; Divisions                          SOP 200-020: Open Purchase Order Monitoring and Reporting                          SOP 200-025: Procedures for Maintaining the Procurement File                          SOP 200-026: Competitive Sealed Bidding – IQBs                          SOP 200-027: Competitive Sealed Bidding – IFBs                          SOP 200-028: General Ledger Policy and Procedures                          SOP 200-030: Emergency Procurement                          SOP 200-031: Competitive Selection Procedures for Services – RFPs                          SOP 200-033: Competitive Multi-Step Sealed Bidding                          SOP 200-039: Federal Grants Accounts Receivable                          SOP 200-042: Revenue Control and Management Policy                     </li> </ul>	Jacqueline Mesa, Management Analyst IV Franklin Cooper-Nurse, Chief Auditor Lourdes Perez, Comptroller – Business Office SOPs Marcus Pido, Program Coordinator III – Property Management SOPs Carmen T. Charfauros, Supply Management Administrator – Procurement SOPs Ignacio Santos, Federal Programs Administrator – Federal Programs SOPs



**Intergovernmental Agency Arrangements**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>Intergovernmental Agency Procedure-1</b> Guidance from the US-Ed Program Office and General Counsel clarified Intergovernmental Agency agreements are unallowable activities under the Consolidated Grant.</p>	<p><b>COMPLETED</b>                      Per Federal Programs Administrator, this item should be closed. See May 28, 2016 email from Christine Jackson, <i>US-Ed Response to GDOE Single Audit Finding Inquiry</i></p>	<p>Based on Guidance provided by US-Ed Program Office and General Counsel, the Federal Programs Division shall include within the respective Project Application, specific activities / services and ensure fair and competitive procurement practices are adhered to.</p>
<p><b>Implementation Deliverables</b></p>	<p><b>Completion Risks</b></p>	
<p>Written Guidance provided by US-Ed.</p>	<p>Adaptation Risk – acceptance by which services are identified within the program application and subsequently approved within the Consolidated Grant Application by US-Ed. Risk level – Low.</p>	
<p><b>Schedule Based upon Performance Plan</b></p>	<p><b>New Deliverables Completed</b></p>	<p><b>Responsible Person/Department</b></p>
<p>To be finalized upon submission of respective Consolidated Grant Application and approved by US-Ed's Program Office.</p>		<p>Ignacio Santos, Federal Programs Administrator</p>

**Internal Controls and Procedures**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-1:</b> Over the next two years, GDOE will develop and implement a credible financial management system. Management will ensure employees are properly trained on new system and trained on the new standard operating procedures as a result of the new FMIS. This will ensure the system would provide the correct amount of funds, in the correct accounts, in a consistent and timely manner. Credible financial management includes systems, policies and procedures that (1) provide access to reliable information when needed, (2) account appropriately for funds, (3) ensure timely deposits or draw down of funds, (4) ensure timely and accurate payments, (5) otherwise enable and support generally accepted government financial management and accounting standards and requirements.</p> <p>Additionally, the financial management system will record and account for all draws and expenditures of federal education funds</p>	<p><b>COMPLETED.</b>                  FY16 Financial and Single Audit issued May 2, 2017. Unmodified opinions, no material weaknesses, no questioned costs                  FY15 Financial and Single Audit issued June 6, 2016. Unmodified opinions, no material weaknesses, no questioned costs                  FY14 Financial and Single Audit issued April 29, 2015. Unmodified opinions, no questioned costs,                  FY13 Financial and Single Audit issued June 26, 2014. Unmodified opinions, \$2,285 in questioned costs,                  FY12 Financial and Single Audit issued June 29, 2013. Unqualified opinion on financial audit, qualified opinions on CFDA, 15.875, 84.394 and 84.402, no questioned costs (MUNIS system went live during FY12)</p> <p>While the TPFA system is the system of record for US-Ed grants, the GDOE MUNIS contains a duplicate set of books which are audited by GDOE’s external auditors. The reconciliation of the Schedule of Expenditures of Federal Awards (SEFA) to the TPFA and GDOE accounts is part of the external audit.</p> <p>TPFA authorizes drawdowns and GDOE staff draws funds based on that authorization. Funds go directly to TPFA through electronic deposit.</p> <p>Payments of invoices related to US-Ed grants are processed by the TPFA with support from a GDOE accounts payable clerk. GDOE processes all other payables.</p> <p><b>3.E SEFA Reconciliation</b>                  3.E.6 Business Office provides a copy of the approved report to IAO</p> <p><b>3.F Timely Completion of GDOE's Financial and Single Audit (FY 2017)</b>                  3.F.2 Contract Independent Audit Services</p>	<p>See FMIS-4 for updates on FMIS training &amp; SOP tasks and IC-5 for tasks related to SOPs.</p> <p><b>3.E SEFA Reconciliation</b>                  3.E.6 Business Office provides a copy of the approved report to IAO</p> <p><b>3.F Timely Completion of GDOE's Financial and Single Audit (FY 2017)</b>                  3.F.4 Timely replies to audit requests                  3.F.5 Audit report issued</p> <p><b>8.B Reporting &amp; Accountability</b>                  8.B.1 Transition the grant status report from TPFA to GDOE financial affairs division</p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-1, Continued.</b></p>	<p>3.F.3 Timely close accounting records. FY17 books closed 11/27/18.</p> <p><b>8.B Reporting &amp; Accountability</b>                      8.B.1 Transition the grant status report from TPFA to GDOE financial affairs division</p> <p>See FMIS-4 for updates on FMIS training &amp; SOP tasks and IC-5 for tasks related to SOPs.</p>	
Implementation Deliverables	Completion Risks	
<p><b>IC-1:</b> TPFA implemented the Tyler-MUNIS ERP financial management system effective December 2010. GDOE has implemented a Financial Management Information System (FMIS), which includes functionality to support all GDOE financial applications (April 2012).</p> <p>A credible financial management system designed and implemented to meet the EDGAR and other federal reporting requirements in terms of timeliness of funds management and reporting. Additionally, custom reports designed to capture federal grant activity.</p>	<p>Competing priorities may stall progress.</p> <p>Risk: Medium/High</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<p>See FMIS-4 for updates on FMIS training &amp; SOP tasks and IC-5 for tasks related to SOPs.</p> <ul style="list-style-type: none"> <li>• Monthly Grant Status Reports for months of September – December 2017</li> <li>• Monthly SEFA Reconciliations for months of September – December 2017</li> </ul>	<p>Taling Taitano, DSFAS                      Jacqueline Mesa, FMIS</p>

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Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-2:</b> GDOE Finance and Administration must demonstrate improved communication and cooperation to develop an integrated financial management system that meets the needs of the organization.</p>	<p><b>COMPLETED</b>                      Meetings held with project directors, accounting, budget, and human resources to discuss grant requirements for recent GANs.</p> <p>Regular transition plan meetings with TPFA, Federal Programs, Internal Audit, Procurement, Property Management, Financial Affairs, FMIS.</p> <p>Stakeholder satisfaction surveys ongoing for Human Resources, FSAIS, Procurement and Business Office.</p>	<p>Continue collaboration with schools and divisions to address:</p> <ul style="list-style-type: none"> <li>• Personnel and payroll issues;</li> <li>• Procurement, receiving, inventory, and payables issues;</li> <li>• Budgeting and reporting issues;</li> <li>• Cash receipts and account receivable issues; and</li> <li>• Non-Appropriated Funds.</li> </ul> <p>Benchmarks and stakeholder satisfaction surveys in process of adoption/development for all operational divisions.</p>
Implementation Deliverables	Completion Risks	
<p><b>IC-2:</b> Department-wide subcommittee structure focused on each of the issue areas. The structure will drive collaboration, which is also necessary to support FMIS implementation which supports GDOE-wide financial management. GDOE departments working together on a daily basis to address implementation, compliance and other activities. Efforts to include direct Internal Audit support of external independent auditors in conduct of single audits as required by the Single Audit Act.</p>	<p>Maintaining sufficient staffing levels within the Business Office and IAO continues to be a challenge with the retention of personnel due to resignations and competitive salaries at other GovGuam agencies. Hiring Freeze affecting replacement of payables, procurement and property management staff Risk: Medium/High</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• Stakeholder surveys</li> <li>• Transition plan updates, October-December 2017</li> </ul>	<p>Taling Taitano, DSFAS</p>

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Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-3:</b> Reliance on the credible financial management system by other Guam agencies and single auditors as accurate system of record.</p>	<p><b>COMPLETED</b></p> <ul style="list-style-type: none"> <li>Reliance on credible financial management system by other Guam agencies PL 30-164:2, signed into law on July 16, 2010 created the Education Financial Supervisory Commission (EFSC) to monitor the financial health of the GDOE. The Commission consists of the Directors of the Department of Administration (DOA), Bureau of Budget and Management Research (BBMR), and Guam Legislature Office of Finance and Budget (OFB) or their designative representatives, the Public Auditor or her designated representative and a parent of a GDOE student; the GDOE Superintendent and Finance Deputy are ex-officio members. By law, the EFSC meets monthly to review GDOE’s financial position. GDOE provides a download of its financial reports from its financial management system, initially CIMS and then MUNIS in 2012, to the EFSC for its review. Copies of the EFSC minutes and financial designations are found on the OFB websites: <a href="http://www.senbenp.com/EFSC.html">http://www.senbenp.com/EFSC.html</a> and <a href="http://www.ofbguam.org/">http://www.ofbguam.org/</a></li> <li>Reliance on credible financial management system by single auditors                      FY16 Financial and Single Audit issued May 2, 2017. Unmodified opinions, no material weaknesses, no questioned costs                      FY15 Financial and Single Audit issued June 6, 2016. Unmodified opinions, no material weaknesses, no questioned costs                      FY14 Financial and Single Audit issued April 29, 2015. Unmodified opinions, no questioned costs,                      FY13 Financial and Single Audit issued June 26, 2014. Unmodified opinions, \$2,285 in questioned costs,                      FY12 Financial and Single Audit issued June 29, 2013. Unqualified opinion on financial audit, qualified opinions on CFDA, 15.875, 84.394 and 84.402, no questioned costs (MUNIS system went live during FY12)                      FY17 will be the fifth full fiscal year audit on Tyler MUNIS.</li> </ul> <p><b>3.F Timely Completion of GDOE's Financial and Single Audit (FY 2017)</b></p>	<p>Regularly reconcile GDOE’s financial information with BBMR, DOA, and the TPFPA to ensure information is accurate and supports the timely completion of audit.</p> <p>Provide EFSC GDOE reports on monthly basis.</p> <p><b>3.F Timely Completion of GDOE's Financial and Single Audit (FY2017)</b>                      3.F.4 Timely replies to audit requests                      3.F.5 Audit report issued</p> <p>This is the fifth full fiscal year (FY17) audit on Tyler MUNIS.</p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-3, Continued</b></p>	<p>3.F.2 Contract Independent Audit Services                      3.F.3 Timely close accounting records; books closed 12/04/17</p>	
Implementation Deliverables	Completion Risks	
<p>A credible financial management system whose implementation is guided by Generally Accepted Accounting Procedures (GAAP) and supported by SOPs to ensure a system of internal controls over financial reporting that can be relied upon by external independent auditors for the purpose of expressing an opinion on the financial statements. Periodic examination and documentation of internal controls by internal audit staff to ensure that the controls are operating as intended without exception.</p> <p>Information management needs met by all users (e.g., custom reconciliation worksheet to support requirements and tracking of federal draw funds).</p>	<p>Low based on staff's time spent to identify and work out errors and deficiencies using the GASB 34 reporting module.                      Risk level – Low.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Ongoing support provided to EFSC.                      Work with External Auditor on Audit.</p>	<ul style="list-style-type: none"> <li>• Reports submitted to ESFC</li> <li>• ESFC Meeting Minutes.</li> </ul>	<p>Taling Taitano, DSFAS                      Franklin Cooper-Nurse, Chief Auditor</p>

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Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-4:</b> GDOE will develop a grant spending process that ensures that grant awards are based on specified program plans and spent on the programs in a timely manner. The grants system will be integrated with the FMIS.</p>	<p><b>COMPLETED</b>                      The delayed approvals of the Consolidated Grant had required the judicial use of funds so that programs can continue while GDOE awaits the GAN.</p> <p>Federal Programs working with program managers and project directors to ensure that the Federal Fiscal Year (FFY)17 Consolidated Grant is timely expended. GAN for FFY17 Consolidated grant issued on October 1, 2017, the earliest that Guam has received in many years.</p> <p>Workshop to roll out FFY17 Consolidated Grant was held on October 19&amp;20, 2017.</p> <p>Monthly grant status reports, requisition and purchase order reports, and biweekly labor disbursement reports issued to project leads and compliance staff to assist them in tracking grant balances.</p> <p>Budget, Accounting, Payroll and Procurement met with Project Coordinators to ensure that accounts are appropriately set up, budget loaded, and any large procurement planned.</p> <p>Quarterly reports are prepared and provide a status on the various projects. Compliance with grant requirements is tested regularly.</p>	<p>Team is working to ensure FFY17 funds are timely expended.</p> <p>Team considering how to address next application as there may be a reduction in funding.</p> <p>The Federal Programs Division will conduct regular compliance reviews.</p>
<p><b>Implementation Deliverables</b></p>	<p><b>Completion Risks</b></p>	

<p><b>IC-4, Continued</b></p> <ul style="list-style-type: none"> <li>• Program plans will serve as the basis for application disbursement;</li> <li>• Grant spending process will be supported by SOPs, internal control checklists, and training for all affected personnel;</li> <li>• Disbursements will tie to actions specified in program plans;</li> <li>• Funds will be expended for allowable purposes under the statutes; and</li> <li>• No funds will be lost due to lapsing obligation periods.</li> <li>• Legal review has been added to MUNIS approval workflow to help ensure smooth procurement process.</li> </ul>	<p>Delay in the issuance of the GAN has delayed hiring and procurement activities. Risk level – High.</p> <p>The change from consolidation under Title 5 to RLIS will require some restructuring of programs. Risk level – High.</p>	
<p><b>Schedule Based upon Performance Plan</b></p>	<p><b>New Deliverables Completed</b></p>	<p><b>Responsible Person/Department</b></p>
<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Monthly Grant Status Reports</li> <li>• Requisition and Open Purchase Order Reports</li> <li>• Biweekly Labor Distribuion Reports</li> <li>• Consolidated Grant Quarterly Report</li> <li>•</li> </ul>	<p>Ignacio Santos, Federal Programs Administrator</p>



Internal Controls and Procedures

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-5:</b> GDOE will reconstitute its Internal Audit Office (IAO) by developing an annual audit plan and hiring additional staff to conduct audit work, including the risk assessments (Management Internal Controls [MIC], Audit Assessment, and CCAP), and coordinating GDOE's external audits (OPA's performance audits and the GDOE's independent financial auditors' financial and single audits, including NAF and resolution of prior audit findings).</p> <p>The Chief Auditor will update the MIC. The MIC consists of GDOE school administrators and division heads' risk assessment, the IAO's own risk assessment, and conducting fieldwork to test the internal controls of identified high risk areas.</p> <p>Procedures and processes to ensure financial and single audit reports are issued within nine months after the end of each fiscal year as required by the Single Audit Act, as amended.</p>	<p><b>COMPLETED</b></p> <p>The internal audit has gone from three auditors in 2009 to six auditors and an administrative officer in November 2016. Collectively, IAO has over 30 years of direct government audit experience. All 6 audit staff have college degrees and 2 have graduate degrees (M.B.A, M.P.A). Currently, 2 members have relevant professional certifications (CGFM, CICA) and 3 other members are scheduled for certification examination in 2017.</p> <p>Based on audit standards, IAO will review its workflows and assess its resources to execute mandates, risk-based audits, advisories, and internal controls assessment. The new IAO is established with an approved Charter, Audit SOP's (in line with IIA, GAGAS, etc.) and their Auditor Code of Ethics. IAO also created a website, a hotline, and completed its risk assessments.</p> <p>To date, IAO has completed 15 reviews, three investigations, five advisories, and six trainings. Additionally, IAO completed from June 2014 September 2017 validations of Guam Charter Schools as mandated by local law. IAO currently is completing its SOP Reviews of Sole Source Procurement, TDRs, and SEFA.</p> <p>FY16 Financial and Single Audit issued May 2, 2017. Unmodified opinions, no material weaknesses, and no questioned costs.</p> <p>FY15 Financial and Single Audit issued June 6, 2016. Unmodified opinions, no material weaknesses, and no questioned costs.</p> <p>FY14 Financial and Single Audit issued April 29, 2015. Unmodified opinions, and no questioned costs.</p> <p>FY13 Financial and Single Audit issued June 26, 2014. Unmodified opinions, and \$2,285 in questioned costs.</p>	<p><b>3.B Risk Assessment of GDOE</b></p> <p>3.B.21 Provide tool &amp; training to Division Mgrs/Administrators</p> <p>3.B.22 Require Division Mgrs/Administrators to submit MIC</p> <p>3.B.23 Follow-up on non-submissions</p> <p>3.B.25 Compile MIC Assessments into a database</p> <p>3.B.26 Analyze results of MIC Assessment</p> <p>3.B.27 Identify non-submissions and high-risk areas</p> <p>3.B.28 Develop draft and submit MIC Assessment Report to Superintendent</p> <p>3.B.30 IAO validates MIC Assessments of high-risk areas</p> <p>3.B.31 IAO to determine necessary corrective actions</p> <p>3.B.32 Finalize report for Superintendent's disposition</p> <p><b>3.C Develop a Three Year Audit Plan</b></p> <p>3.C.1 Identify IAO's resources</p> <p>3.C.2 Analyze available staff hours</p> <p>3.C.3 Identify the audit universe</p> <p>3.C.4 Incorporate risk assessments</p> <p>3.C.5 Review and research IAO's mandates</p> <p>3.C.6 Incorporate CCAP, SOP, and NAF duties</p> <p>3.C.7 Identify audit topics</p> <p>3.C.8 Develop IAO's audit selection matrix</p> <p>3.C.9 Use auditor judgement to select audit topics</p> <p>The IAO audit plan is updated annually. IAO will begin its next update in January 2018.</p> <p><b>3.D Establish Internal Controls Framework (COSO)</b></p> <p>3.D.2 Division/Program obtain approval of SOPs</p> <p>3.D.3 Division/Program to conduct training on SOPs</p> <p>3.D.4 IAO to audit compliance to SOPs</p> <p>3.D.5 IAO to report and recommend improvements to internal control deficiencies</p> <p>3.D.6 Division/Program to amend SOPs accordingly</p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-5 Continued.</b></p>	<p>FY12 Financial and Single Audit issued June 29, 2013. Unqualified opinion on financial audit, qualified opinions on CFDA, 15.875, 84.394 and 84.402, and no questioned costs (MUNIS system went live during FY12).                      FY11 Financial and Single Audit issued June 27, 2012. Unqualified opinion on financial audit, qualified opinions on Special Education and Head Start clusters, and no questioned costs (Alvarez &amp; Marsal contracted to manage US-Ed grants).                      FY10 Financial and Single Audit issued April 6, 2011. Unqualified opinion on financial audit, qualified opinions on Special Education Cluster, Consolidated Grant, Recover Act and Consolidated Grant, and no questioned costs.                      FY09 Financial and Single Audit issued March 31, 2010. Unqualified opinion on financial audit, qualified opinions on CFDA 84.027 and 84.336, and \$4,862 in questioned costs.</p> <p>Request for additional auditor in FY19 budget request included in packet for Board approval.</p> <p><b>3.E SEFA Reconciliation</b>                      3.E.7 IAO periodically reviews the report to determine compliance</p> <p><b>3.F Timely Completion of GDOE's Financial and Single Audit (FY 2017)</b>                      3.F.2 Contract Independent Audit Services                      3.F.3 Timely close accounting records; books closed 11/27/18</p> <p><b>6.AE.SOP 900-020: Time Distribution Report</b>                      6.AE.8 IAO Testing of SOP</p> <p><b>8.B. Reporting &amp; Accountability</b>                      8.B.8 Management and completion of CCAP report</p>	<p>3.D.7 Division/Program to obtain approval on amended SOPs</p> <p>The last identified SOP, Grant Procedure Manual, should be completed in 2018. The Procurement, Property, and certain Accounting SOPs will be updated in this quarter. IAO will complete its review of three SOPs by this quarter.</p> <p><b>3.E SEFA Reconciliation</b>                      3.E.7 IAO periodically reviews the report to determine compliance</p> <p><b>3.F Timely Completion of GDOE's Financial and Single Audit</b>                      3.F.4 Timely replies to audit requests, FY17                      3.F.5 Audit report issued per contract</p> <p>The Entrance Conference for GDOE's FY 17 Financial and Single Audit is to be scheduled by OPA with GDOE and Deloitte. GDOE's FY 17 Financial and Single Audit reports are expected to be issued in March 2018.</p> <p><b>6.M SOP 200-018: Sole Source Procurement</b>                      6.M.9 IAO Reporting of Testing Results</p> <p><b>6.AE.SOP 900-020: Time Distribution Report</b>                      6.AE.9 IAO Reporting of Testing Results</p> <p><b>6.AH SOP 200-044: SEFA Reconciliation</b>                      6.AH.9 IAO Reporting of Testing Results</p> <p>IAO has established an internal controls framework for assessment of GDOE's internal control deficiencies. IAO's assessment will utilize the Green Book Committee of Sponsoring Organizations of the Treadway Commission (COSO) standards for the five control components. Assessments will be formally reported in all IAO reports. Reports will make recommendations to improve internal control deficiencies.</p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-5 Continued</b></p>	<p>8.B.9 Weekly management &amp; completion of the transition plan.</p> <p>Department of Health &amp; Human Services (HHS) Office of Inspector General issued letter dated November 9, 2017 stating there were no findings in GDOE’s FY16 audit requiring formal resolution action.</p> <p>IAO prepared GDOE’s October to December 2017 Transition Plan for submittal to US-Ed and is working with Transition Plan team to complete CCAP for quarter ended December 31.</p>	<p><b>8.B. Reporting &amp; Accountability</b>                      8.B.8 Management and completion of CCAP report                      8.B.9 Weekly management and completion of the transition plan.</p> <p>Request for additional auditor in FY19 budget request to be transmitted for Legislative approval.</p>
Implementation Deliverables	Completion Risks	
<p>Updated MIC Assessment report, NAF draft reports</p>	<p>Success will hinge on successful staffing of the IAO. Salary inequities amongst government entities make it difficult to recruit and retain staff. The IAO identified a net negative manpower hours vs. assigned tasks (CCAP and TPFA Transition Plan) and mandates (MIC, NAF, Charter Schools, and SOPs/Internal Controls) in its Audit Plan.                      Risk level – High.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• Transition Plan, October to December 2017</li> <li>• CCAP Update, for quarter ended December 31, 2017</li> <li>• FY18 Internal Audit Office Budget Request</li> </ul>	<p>Franklin Cooper-Nurse, Chief Auditor</p>

**Internal Controls and Procedures**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>IC-6:</b> GDOE will develop reconciliation procedures to address audit finding 2013-004, reconciliation between federal expenditures and SEFA and audit finding 2013-005, reconciliation between general ledger and SEFA</p>	<p><b>COMPLETED</b>  <b>3.E SEFA Reconciliation</b>                      3.E.6 Business Office provides a copy of the approved report to IAO</p> <p><b>6.AH SOP 200-44 SEFA Reconciliation</b>                      6.AH.4 Amendment to SOP Submitted                      6.AH.5 Amendment to SOP Approved by Superintendent</p>	<p><b>3.E SEFA Reconciliation</b>                      3.E.7 IAO periodically reviews the report to determine compliance</p> <p><b>6.AH SOP 200-44 SEFA Reconciliation</b>                      6.AH.2 Staff Training on SOP                      6.AH.3 Staff Acknowledgement Forms                      6.AH.9 IAO Reporting of Testing Results</p>
Implementation Deliverables	Completion Risks	
<p>Standard Operating Procedures and related training. No repeat findings.</p>	<p>Lack of adequate staff. Risk level – Medium.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>SEFA Reconciliation Report</li> </ul>	<p>Franklin Cooper-Nurse, Chief Auditor                      Lourdes Perez, Comptroller</p>

**Procurement**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>P-1:</b> GDOE will develop and implement effective procurement policies and procedures that ensure:</p> <ul style="list-style-type: none"> <li>• Delivery of ordered supply items within specified timeframes for correct type of supply from selected vendor;</li> <li>• Delivery of supplies and equipment, tagged and entered into a property management system, to schools within three days of receipt; and</li> <li>• Recording of when items are ordered, when orders arrive and are entered into the financial management system, and when they are delivered</li> </ul> <p><b>P-1, Continued</b></p>	<p><b>COMPLETED</b></p> <p>SOP 200-015 Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse, last update 1/10/14</p> <p>SOP 200-019 Fixed Asset Management for Schools &amp; Divisions, last update 4/1/16</p> <p>SOP 200-018 Sole Source Procurement, last update 8/17/16</p> <p>SOP 200-020 Open Purchase Order Monitoring &amp; Reporting, last update 8/11/16</p> <p>SOP 200-025 Procedures for Maintaining the Procurement File, last update 8/25/16</p> <p>SOP 200-026 Competitive Sealed Bidding – Indefinite Quantity Bids (IQB), last update 9/28/16</p> <p>SOP 200-027 Competitive Sealed Bidding – Invitation for Bids (IFB), last update 10/24/16</p> <p>SOP 200-030 Emergency Procurement, last update 10/24/16</p> <p>SOP 200-031 Competitive Selection Procedures for Services – Request for Proposals (RFP), last update 11/1/16</p> <p>SOP 200-033 Competitive Multi-Step Sealed Bidding, last update 11/22/16</p> <p>SOP 200-036 Request for Information Procedures, last update 11/25/16</p> <p>SOP 200-037 Requisition Entry, last update 1/11/17</p> <p>SOP 200-038 Purchase Order Change Order, last update, 2/7/17</p> <p>SOP 200-040 Protest / Appeal Procedures, last update 1/26/17</p> <p>Staff training and staff acknowledgement forms for all Procurement &amp; Fixed Asset SOPs (Tasks 2 &amp; 3) substantially completed in this quarter. Make ups sessions are scheduled in January.</p> <p><b>6.K SOP 200-015 Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</b></p> <p><b>6.L SOP 200-019 Fixed Asset Management for Schools &amp; Divisions</b></p> <p><b>6.M SOP 200-018: Sole Source Procurement</b></p> <p><b>6.N SOP 200-020: Open Purchase Order Monitoring &amp; Reporting</b></p> <p><b>6.O SOP 200-025: Procedures for Maintaining the Procurement File</b></p> <p><b>6.P SOP 200-026: Competitive Sealed Bidding - IQBs</b></p> <p><b>6.Q SOP 200-027: Competitive Sealed Bidding - IFBs</b></p> <p><b>6.R SOP 200-030: Emergency Procurement</b></p>	<p>Make up sessions for staff training and staff acknowledgement forms for all Procurement SOPs (Tasks 2 &amp; 3) are scheduled in January.</p> <p><b>6.K SOP 200-015 Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</b></p> <p><b>6.L SOP 200-019 Fixed Asset Management for Schools &amp; Divisions</b></p> <p><b>6.M SOP 200-018: Sole Source Procurement</b></p> <p><b>6.N SOP 200-020: Open Purchase Order Monitoring &amp; Reporting</b></p> <p><b>6.O SOP 200-025: Procedures for Maintaining the Procurement File</b></p> <p><b>6.P SOP 200-026: Competitive Sealed Bidding - IQBs</b></p> <p><b>6.Q SOP 200-027: Competitive Sealed Bidding - IFBs</b></p> <p><b>6.R SOP 200-030: Emergency Procurement</b></p> <p><b>6.S SOP 200-031: Competitive Sealed Bidding - RFPs</b></p> <p><b>6.T SOP 200-033: Competitive Multi-Step Sealed Bidding</b></p> <p>If needed, amendments to SOPs (Tasks 4 &amp; 5) to be completed on or before March 30, 2018.</p> <p><b>6.K SOP 200-015 Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</b></p> <p><b>6.L SOP 200-019 Fixed Asset Management for Schools &amp; Divisions</b></p> <p><b>6.M SOP 200-018: Sole Source Procurement</b></p> <p><b>6.N SOP 200-020: Open Purchase Order Monitoring &amp; Reporting</b></p> <p><b>6.O SOP 200-025: Procedures for Maintaining the Procurement File</b></p> <p><b>6.P SOP 200-026: Competitive Sealed Bidding - IQBs</b></p> <p><b>6.Q SOP 200-027: Competitive Sealed Bidding - IFBs</b></p> <p><b>6.R SOP 200-030: Emergency Procurement</b></p> <p><b>6.S SOP 200-031: Competitive Sealed Bidding - RFPs</b></p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
	<p><b>6.S SOP 200-031: Competitive Sealed Bidding - RFPs</b>  <b>6.T SOP 200-033: Competitive Multi-Step Sealed Bidding</b>  <b>6.U SOP 200-036: Request for Information Procedures</b>  <b>6.V SOP 200-037: Requisition Entry</b>  <b>6.W SOP 200-040: Protest / Appeal Procedures</b>  <b>6.AI SOP 200-38: Purchase Order Change Order</b></p> <p>Purchasing, Accounts Payable and Fixed Asset systems are integrated and end users are able to monitor when orders are made, received, and are paid for through purchase order inquiry. Contract Management module activated to track key contract dates.</p> <p>Procurement calendar developed with end users to track key deadlines. Using contract module to assist in tracking key dates.</p> <p>Procurement staff work closely with legal on large procurements so deadlines meet.</p> <p>FY15 &amp; FY16 Procurement audit findings related to guidance from US-Ed regarding intergovernmental agreements as well as “grant specific” procurements of curriculum materials. Procedures put in place to address these findings.</p> <p>Department of Health &amp; Human Services (HHS) Office of Inspector General issued letter dated November 9, 2017 stating there were no findings in GDOE’s FY16 audit requiring formal resolution action.</p>	<p><b>6.T SOP 200-033: Competitive Multi-Step Sealed Bidding</b></p> <p>Will update SOPs to ensure that “required by” and “expiration” dates are provided by SOP and receiving warehouse scans and attaches delivery tickets to receiving report.</p> <p>Developing plan to transition requisitions processing from TPFAs system to GDOE system.</p> <p>GDOE waiting for official response from US-Ed regarding audit findings relative to procurement.</p>
Implementation Deliverables	Completion Risks	
<p>Written policies and procedures to ensure that US ED funds are used only for allowable costs, including costs that are necessary, reasonable, and allocable to the respective grants as required by OMB Circular A-87, and that are procured in accordance with applicable procurement requirements in 34 CFR §§ 80.36(b)-(j).</p> <p><b>P-1, Continued</b></p>	<p>Recruitment of buyer and third attorney ongoing. Current freeze on hiring. Risk Level – High</p>	



Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• Training and acknowledge forms for the following SOPs:                      SOP 200-015 Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse                      SOP 200-018: Sole Source Procurement                      SOP 200-019 Fixed Asset Management for Schools &amp; Divisions                      SOP 200-020: Open Purchase Order Monitoring &amp; Reporting                      SOP 200-025: Procedures for Maintaining the Procurement File                      SOP 200-026: Competitive Sealed Bidding - IQBs                      SOP 200-027: Competitive Sealed Bidding - IFBs                      SOP 200-030: Emergency Procurement                      SOP 200-031: Competitive Sealed Bidding - RFPs                      SOP 200-033: Competitive Multi-Step Sealed Bidding                      SOP 200-036: Request for Information Procedures                      SOP 200-037: Requisition Entry                      SOP 200-040: Protest / Appeal Procedures                      SOP 200-38: Purchase Order Change Order</li> </ul>	<p>Carmen T. Charfauros, Supply Management Administrator</p>

Procurement

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>P-2:</b> Implement reporting system that will track requisitions and open Purchase Orders. The system will reflect when items are ordered, when orders arrive and are logged into the system, and when they are delivered to the proper location.</p>	<p><b>COMPLETED</b>                      GDOE Buyer Supervisors issue to end users (a) Requisitions in Progress Reports weekly and (b) Open Purchase Order Reports monthly from the TPFA (US-Ed funded) and GDOE systems. Tyler MUNIS Purchase Order Inquiry allows end users to track status of purchase, e.g., order date, received date. MUNIS also allows end users to scan packing lists and receiving reports into system and access such reports as needed.</p> <p>Procurement calendar developed with end users to track key deadlines.</p> <p><b>4.D Reporting &amp; Accountability</b>                      4.D.2 Create a detailed district-wide procurement calendar                      4.D.6 Transition the creation of the open requisition and open PO report from TPFA to the GDOE (federal).</p> <p>Reviewed work load of buyers to ensure equitable distribution of work. Reviewed work flows to eliminate any redundancies or unnecessary reviews.</p>	<p><b>4.D Reporting &amp; Accountability</b> - Continue regular issuance of reports to End Users.</p> <p>For items delivered to the schools and divisions by the warehouse, Receiving Warehouse will scan in delivery tickets for deliveries to school and divisions and attach to receiving reports.</p>
Implementation Deliverables	Completion Risks	
<p>Monthly summary of completed purchases and procurement actions; Established process for routine review of federally funded requisitions and purchase orders.</p>	<p>Recruitment of buyer and third attorney ongoing. Current freeze on hiring. Risk Level – High</p>	



Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p><b>P-2, Continued</b></p> <p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• Requisition in Progress reports generated weekly</li> <li>• Procurement Calendar &amp; Open Purchase Order reports generated monthly.</li> </ul>	<p>Carmen T. Charfauros - Supply Management Administrator</p>

Procurement

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>P-3:</b> Improve departmental procurement processes beyond those responsibilities directly related to the modules of the Financial Management Information System (FMIS).</p>	<p><b>COMPLETED</b>                      GDOE has hired additional staff to ensure requisitions are processed timely. One Buyer Supervisor and two Buyers address US-Ed funded purchases. One Buyer Supervisor and two Buyers handle non-US-Ed funded purchases. One additional buyer is in the process of being recruited and two personnel are shared with Property Management to assist during Procurement’s high volume period, i.e., June through November.</p> <p>Meetings held with various grant project directors upon receipt of Grant Award Notice to discuss major procurements included in grant award.</p> <p>Regular meetings held with project directors and division heads to discuss ongoing procurement status.</p> <p>Surveys to end users and vendors available on line and at procurement window. Results reviewed with staff to address concerns.</p> <p>Year-end procurement training with end users held. Procurement was also a topic at the Consolidated Grant workshop held in October.</p> <p>Superintendent attended Guam Community College (GCC) Procurement Training.</p> <p><b>4.A Procurement Office</b>                      4.A.25 Determine the need for a Contract Management Administrator. Although requested funding for contract manager (program coordinator) was not funded in FY18 Budget appropriation, the FY19 budget request included this position.</p>	<p>Meetings held with various grant project directors upon receipt of Grant Award Notice to discuss major procurements included in grant application.</p> <p>Meetings held regularly with project directors and division heads to discuss ongoing procurement status.</p> <p>Surveys to end users and vendors available on line and at procurement window. Results reviewed with staff to address concerns.</p> <p>GCC has been contacted to determine if additional refresher Procurement Training is being scheduled. Buyers have been scheduled to retake GCC procurement modules as necessary. Federal Programs and Internal Audit staff signed up to take first module in January.</p> <p>Position description for contract manager to be developed.</p>

Implementation Deliverables	Completion Risks	
<p><b>P-3, Continued</b></p> <p>Development and publication of procurement policies and procedures, and external verification of compliance with SOPs.</p>	<p>Recruitment of buyer and third attorney ongoing. Current freeze on hiring.                      Risk Level – High.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• Procurement surveys.</li> <li>• Meetings with End Users</li> <li>• FY19 Budget Request</li> </ul>	<p>Carmen T. Charfauros - Supply Management Administrator</p>

**Property Management**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>PM-1:</b> GDOE will develop and implement effective property management policies and procedures that ensure compliance with Federal regulations, to include tagging and tracking of inventory and prompt delivery of property purchased with federal funds to the appropriate location, so that items may be used for the purpose for which they were purchased.</p>	<p><b>COMPLETED</b></p> <ul style="list-style-type: none"> <li>• SOP 200-015 Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse, last update 1/10/14</li> <li>• SOP 200-019 Fixed Asset Management for Schools &amp; Divisions, last update 4/1/16</li> <li>• Inventory Report, 7/24/17</li> <li>• No Equipment and Real Property Management Audit Findings in FY14, FY15 and FY16 Single Audits</li> <li>• Program Coordinator III was placed in charge of Property Management Office and Receiving Warehouse to focus on addressing issues regarding property management. Property Management Office has replaced all staff in place in 2009 and has grown from four staff to nine in 2016.</li> <li>• Ensure Fixed Asset Records include an identifiable funding source. With all <i>newly received</i> assets, PMO staff are including an identifiable funding source in the creation of new fixed asset records in MUNIS. The information includes Grant Name, Federal Award Identification (FAIN) Number, and the Catalog of Federal Domestic Assistance (CFDA) Number. SOP 200-037 Requisition Entry, updated 1/11/17 to require this information on requisitions; fixed assets updated through purchase order system will automatically include this information. Staff are similarly updating Existing Fixed Asset records. This process is ongoing.</li> </ul> <p><b>5.B Annual Physical Inventory</b></p> <p>5.B.3 Manage the current year inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation. Preparation for SY17-18 physical inventory ongoing.</p> <p>5.B.13 Clearly defined organizational structure, positions of leadership and associated responsibilities. Receiving &amp; Property Management (RPM) has been set up a separate unit in GDOE.</p> <p>5.B.14 PMO and RW staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties. Occupancy permit for new warehouse obtained; awaiting furniture,</p>	<p><b>5.A – Tagging of US-Ed-funded assets.</b>                      5.A.7 Internal record management.</p> <p><b>5.B Annual Physical Inventory</b>                      SY17-18 Physical Inventory scheduled for January 8, 2018 to May 21, 2018</p> <p>5.B.3 Manage the current year inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation. Kick off of SY17-18 physical inventory.</p> <p>5.B.13 Clearly defined organizational structure, positions of leadership and associated responsibilities. Formalization of RPM as separate division.</p> <p>5.B.14 PMO and RW staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties. Occupancy of new warehouse targeted for this quarter.</p> <p><b>5.E – Receiving assets (warehouse &amp; schools)</b>                      5.E.4 – Fill the Warehouse Supervisor position. Position resubmitted in FY19 Budget which will be adopted by the Board and submitted to the Legislature on or before January 31, 2018. Working to identify alternate funding.</p> <p><b>6.K SOP 200-015: Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</b>                      6.K.4 Amendment to SOP                      6.K.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.L SOP 200-019: Fixed Asset Management for Schools &amp; Divisions</b>                      6.L.4 Amendment to SOP</p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>PM-1, continued</b></p>	<p><b>5.C Staff training on BMI software, MUNIS fixed asset module, computer skills.</b>                      5.C.1 PMO will provide ongoing training of BMI software, MUNIS fixed asset module and computer skills as they relate to inventory management                      5.C.2 PMO staff will demonstrate mastery of using BMI software, MUNIS, and have basic to intermediate computer skills.                      5.C.3 PMO staff will understand Microsoft Excel spreadsheet creation and analysis.                      5.C.4 PMO staff will demonstrate mastery of using computer software to provide internal training.                      5.C.5 PMO staff will be proactive in addressing and correcting any training concerns among staff.</p> <p><b>5.D Standard Operating Procedures</b>                      5.D.2 PMO will continue to enforce SOP guidelines for all fixed assets regardless of funding. Superintendent is updated regularly as to progress to clear missing assets including meetings with the management team. Follow up with units with high volume of fixed assets are regularly scheduled.</p> <p><b>5.E – Receiving assets (warehouse &amp; schools)</b>                      5.E.4 – Fill the Warehouse Supervisor position. Position resubmitted in FY19 Budget which will be adopted by the Board and submitted to the Legislature on or before January 31, 2018.</p> <p><b>6.K / 6.L SOPs 200-015 &amp; 200-019 Fixed Asset Management</b>                      6.L.2 &amp; 6.K.2 Staff Training on SOP                      6.L.3 &amp; 6.K.3 Staff Acknowledgement Forms</p>	<p>6.L.5 Amendment to SOP Approved by Superintendent</p>

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
PM-1, continued		
Implementation Deliverables	Completion Risks	
Replace all local DOE property tags with type and make identical to those currently in use by TPFA for federally purchased assets; result is the removal of probable convergence of numbers in MUNIS system. Written Property Management SOPs. Comprehensive physical inventory resulting in detailed fixed asset ledger and ability to perform depreciation expense accurately and efficiently.	Recruitment for PCO vacancy due to hiring freeze. Risk level – High. Filling of warehouse supervisor. Risk level - High New warehouse space being occupied. Risk level – Low to Medium	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
Activity in the “Status Report as of 12/31/17” Section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (October 1, 2016 thru December 31, 2016).	<ul style="list-style-type: none"> <li>• Training of Property Liasons</li> <li>• Release of SY17-18 Physical Inventory Schedule</li> <li>• Occupancy permit for Tiyan warehouse</li> <li>• FY19 RPM Budget Package</li> <li>• Set up of RPM as separate unit</li> </ul>	Marc Pido - Program Coordinator III

Property Management

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>PM-2:</b> GDOE’s inventory policy will include an established procedure for replacement or reimbursement of any items in the inventory that cannot be located, consistent with federal regulations.</p>	<p><b>5.D Standard Operating Procedures</b>                      SOP# 200-015 &amp; 200-019</p> <p>6.K.9 &amp; 6.L.9 IAO Reporting of Testing Results; working with IAO to address deficiencies.</p> <p>Meetings held with FSAIS, Enhancing Education Through Technology (EETT), Curriculum and management team to discuss available tools and suggest updates and standardization of procedures.</p> <p>Regular status reports on missing assets sent to management team for their action.</p> <p>Property Management performs regular follow-ups with divisions with high volumes of fixed assets.</p> <p><b>6.K SOP 200-015: Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</b>                      6.K.2 Staff Training on SOP                      6.K.3 Staff Acknowledgement Forms</p> <p><b>6.L SOP 200-019: Fixed Asset Management for Schools &amp; Divisions</b>                      6.L.2 Staff Training on SOP                      6.L.3 Staff Acknowledgement Forms</p>	<p><b>5.D Standard Operating Procedures</b>                      5.D.2 PMO will continuously update SOP. Property Management will collaborate with Accounting, FSAIS, C&amp;II and Federal Programs to further develop and unify policies and procedures relating to determining accountability for property that is lost, damaged, destroyed or stolen. (this item is not on transition plan)</p> <p>Reviewing current documents related to technology to ensure standard across GDOE. Will consider expanding to other assets.</p> <p><b>6.K SOP 200-015: Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</b>                      6.K.4 Amendment to SOP                      6.K.5 Amendment to SOP Approved by Superintendent</p> <p><b>6.L SOP 200-019: Fixed Asset Management for Schools &amp; Divisions</b>                      6.L.4 Amendment to SOP                      6.L.5 Amendment to SOP Approved by Superintendent</p> <p>Next update of SOPs to include clearer language about investigations and accountability.</p>
<p><b>Implementation Deliverables</b></p>	<p><b>Completion Risks</b></p>	
<p>Written lost and stolen item policy which would serve as the basis for any reimbursement. Training programs for principals, assistant principals, and administrative personnel at the school level to increase awareness and ownership of the policies and improve safeguarding of assets.</p>	<p>Recruitment for PCO vacancy due to hiring freeze. Risk level – High.                      Filling of warehouse supervisor. Risk level - High                      New warehouse space being occupied. Risk level – Low to High</p>	

Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p><b>PM-2, continued</b></p> <p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• Status reports on missing assets</li> <li>• Training and acknowledgement forms                             <ul style="list-style-type: none"> <li>SOP 200-015: Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</li> <li>SOP 200-019: Fixed Asset Management for Schools &amp; Divisions</li> </ul> </li> </ul>	<p>Marc Pido - Program Coordinator III</p>



Property Management

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>PM-3:</b> The inventory policy and management system will ensure that Property Management, Procurement, Finance and Administration, Schools and School Administration act as an integrated team on procurement issues.</p>	<p><b>COMPLETED</b>                      Tyler MUNIS is an integrated financial management system with general ledger, fixed assets, purchasing, and payables functions. Once Procurement converts a requisition in MUNIS to a Purchase Order, the Property Management Office, along with the vendor and the end user, are notified of the Purchase Order. The Property Management Office begins communications with the end user for distribution instructions for the impending order and with the vendor for the impending delivery.</p> <p>Schools/divisions are notified of the impending PO delivery. Once the order is received by the Receiving Warehouse, tagged and recorded in MUNIS by the Property Management Office, the assets are delivered in a prompt fashion. IT equipment are delivered same day as received by Receiving Warehouse. All other equipment are delivered to the end user within three (3) business days. Once delivery to end user is made, receiving report is produced in MUNIS which completes Three Way Match in order for Accounts Payable to process the payment for the vendor invoice.</p> <p>An accountant has been hired to be responsible for reconciling the capital fixed assets recorded in the general ledger with the fixed asset inventory system.</p> <p>The Property Control Officers work with Fixed Asset Liaisons in schools and divisions on the annual inventory to include resolution of any missing assets. Regular follow-ups are made with schools and divisions with high volume of fixed assets.</p> <p><b>5.B – Annual Physical Inventory</b>                      5.B.3 Manage the current SY17-18 inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation). Inventory ongoing with GDOE staff taking lead. (Planning &amp; training for SY17-18 inventory).</p>	<p><b>5.B – Annual Physical Inventory</b>                      5.B.3 Manage the current SY17-18 inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation). Inventory ongoing with GDOE staff taking lead..</p> <p>5.B.13 Clearly defined organizational structure, positions of leadership and associated responsibilities. FY19 Budget to be adopted by Board and transmitted to Legislature in January.</p> <p>5.B.14 PMO and RW staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties. New warehouse construction completed in December. Move is currently being planned to Tiyan site.</p> <p>Property management recruitment efforts in place to fill Property Control Officer vacancy of Morina Naputi.</p>

Implementation Deliverables	Completion Risks	
<p><b>PM-3, Continued</b></p> <p>Inventory policies adopted by GDOE will reflect coordination and review of established policies from GDOE Property Management and Procurement.</p>	<p>Recruitment for PCO vacancy due to hiring freeze. Risk level – High.                      Filling of warehouse supervisor. Risk level - High                      New warehouse space being occupied. Risk level – Low to High</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Activity in the “Status Report as of 12/31/17” section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the “Next Steps / Comment section” reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2018 thru March 31, 2018).</p>	<ul style="list-style-type: none"> <li>• Training and acknowledgement forms</li> <li>SOP 200-015: Fixed Asset Management for Property Management Office &amp; Central Receiving Warehouse</li> <li>SOP 200-019: Fixed Asset Management for Schools &amp; Divisions</li> </ul>	<p>Marc Pido - Program Coordinator III                      Lourdes Perez – Comptroller</p>

**Property Management**

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>PM-4:</b> GDOE will ensure that US ED is reimbursed, as appropriate and consistent with federal regulations, when equipment damage results from inappropriate use.</p>	<p>Guidance sought from US ED during their visit in July 2014. The GDOE recommended implementing activities to resolve PM-2 is more appropriate to achieving grant objectives than reimbursing US ED. Awaiting response.</p>	
Implementation Deliverables	Completion Risks	
<p>Additional training to ensure front line leadership (i.e., principals and other administrators) is aware of and responsible for supporting Property Management policies and procedures as well as for the proper level of oversight related to the management of property purchased with federal funds.</p>	<p>Awaiting guidance from US-Ed</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>See comments above</p>		<p>Marc Pido - Program Coordinator III</p>

Property Management

Required Actions and Activities	Status Report as of 12/31/17	Next Steps / Comments
<p><b>PM-5:</b> Corrective Action pursuant to Finding No. 10-02 contained in the program determination letter (PDL) from the Office of Special Education regarding Audit Control Number 09-10-110764 for the Audit Period October 1, 2009 - September 30, 2010.</p> <p>Finding has been closed; request deletion of PM-5. Components of this section are included in PM-1 through PM-3.</p>	<p><b>COMPLETED.</b>                      Finding No. 10-02 has been closed.</p>	<p><b>COMPLETED.</b>                      No further steps.</p>
Implementation Deliverables	Completion Risks	
<p>Per Finding No. 10-02:</p> <ul style="list-style-type: none"> <li>• Evidence that GDOE has a uniform definition of "fixed assets" that is utilized consistently across GDOE central office managers and school sites;</li> <li>• Evidence that GDOE has developed enforcement actions that are reasonably designed to enforce established procedures and address noncompliance identified at the school or division level;</li> <li>• Evidence that it has performed the reconciliation of fixed asset data as between the property management and financial management systems; and</li> <li>• Further examples of documents and records used in the property management process, including fixed assets reports generated from the automated fixed assets system, that contain all details required for accurate management of the property, including, but not limited to, acquisition date, acquisition cost, and the source of funds used to acquire the property</li> </ul>	<p>System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low.</p> <p>Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low. Technology being introduced to Receiving Warehouse where users will require training.</p> <p>Manpower issues being addressed. Risk level – Low.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>See comments above</p>		<p>Marc Pido - Program Coordinator III</p>