

## DISTRICT OF COLUMBIA STATE PROGRAM AND TECHNICAL ASSISTANCE MONITORING

### REVISED CORRECTIVE ACTION PLAN

STATE: District of Columbia      DATE OF VISIT: April 2 – 6, 2018      RECEIVED REPORT: July 11, 2018

Project Lead: J. Michelle Johnson

Description of Required Action Number and Tasks	Strategy to Meet Required Action	Evidence of Action Completed	Projected Date for Completion	Assigned Staff, if Appropriate	Status of Action Completed/Pending
<p><b>Required Action 1(a):</b> OSSE must submit to OCTAE all key administrative procedures and documents, including the RFA related to the competitive application and awards process for approval prior to the next AEFLA competition in PY 2020.</p>	<p>OSSE will submit to OCTAE for review and approval the Draft PY 2020 AEFLA and WIC Career Pathways, if applicable, RFA with template and rubric for evidence of demonstrated effectiveness, administrative procedures, awards process and other related documents, if applicable. Revised documents will require OSSE to determine if applicants are organizations of demonstrated effectiveness and, therefore, eligible providers prior to review by a panel and selection of applications for the award.</p>	<p>Draft PY 2020 RFA, scoring rubric, administrative procedures, awards process and other related documents, if applicable</p>	<p>January 17, 2019</p>	<p>J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown</p>	<p>Pending</p>

*August 2018*

<p><b>Required Action 1(b):</b> OSSE must issue corrections to the use of federal funds in its Integrated English Literacy Acquisition, Civics Education and Training model, and provide oversight to ensure that AEFLA funds are not used for unallowable costs.</p>	<p>OSSE will submit to OCTAE for review and approval a notification to sub-grantees clarifying: 1) activities that are not allowable with AEFLA federal grant funds for the Integrated English Literacy Acquisition, Civics Education and Training (IELCE&amp;T) Program Model, 2) activities that are allowable for IELCE&amp;T with WIC Career Pathways local grant funds, and 3) state-imposed grant requirements. Notification will highlight that OSSE will provide oversight that AEFLA funds are not used for unallowable costs by monitoring sub-grantees' budgets and expenditures. Upon approval from OCTAE, notification will be issued to sub-grantees.</p>	Notification	<p>October 31, 2018 Issue December 31, 2018</p>	<p>J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown</p>	Pending
	<p>Submit to OCTAE the RFA for PY 2020 that contains clarifications on state-imposed/federal requirements and allowable/unallowable activities.</p>	Draft PY 2020 RFA	January 17, 2019	<p>J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown</p>	Pending

<p><b>Required Action 2:</b> OSSE must issue grant award notifications to subgrantees that receive funds under sections 231, 225, and 243 beginning in PY 2018.</p>	<p>For PY18, OSSE will issue a supplemental Grant Award Notifications (GAN), in addition to the current EGMS generated GAN, to all the sub-grantees who will receive funds under AEFLA sections 231, 225 and 243. It will outline the individual award amount for each section and all of the requirements of a grant award notification for pass-through entities, as described in 2 CFR §200.331(a), including all the applicable laws and regulations.</p>	<p>Supplemental Grant Award Notification</p>	<p>December 31, 2018</p>	<p>J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown Michael Bender (Office of the General Counsel) Nancy Mahon (Office of Grants Management and Compliance) Paris</p>	<p>Pending</p>
	<p>OSSE will build a new PY 2019-20 AEFLA Continuation Grant application, budget and cost reimbursement template in its Enterprise Grants Management System (EGMS) to include the activities for AEFLA sections 231, 225 and 243. As a result of the modifications to the application and budget, the PY 2019-20 Grant Award Notification will include AEFLA sections 231, 225 and 243 individual allocations, and the requirements of a grant award notification for pass through entities, as described in 2 CFR §200.331(a), including all the applicable laws and regulations.</p>	<p>PY 2019-20 AEFLA Continuation Grant Award Notification Template</p>	<p>February 28, 2019</p>	<p>Saunders/Jacques Harley (Office of the Chief Financial Officer) Celeste Lightbourne (Office of the Chief Information Officer)</p>	<p>Pending</p>

<p><b>Required Action 3(a):</b> OSSE must establish sufficient controls and procedures to accurately track and report AEFLA grant funds that are expended for administrative costs.</p>	<p>OSSE will submit to OCTAE its internal control procedures for: 1) tracking and reporting AEFLA grant funds that are expended for administrative costs, and 2) assessing/monitoring local program compliance with the provisions of section 233(a)(2) of WIOA, and 34 CFR §§76.702,76.731, and 76.770.</p>	<p>Internal control procedures</p>	<p>December 31, 2018</p>	<p>J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown</p>	<p>Pending</p>
<p><b>Required Action 3(b):</b> The State must train its local providers on the tracking and reporting of administrative costs.</p>	<p>OSSE will provide training to its sub-grantees on allowable administrative costs, limitations and applicable statutes and regulations 233(a)(2) of WIOA, and 34 CFR §§76.702, 76.731, and 76.770.</p>	<p>Attendance and materials used for training</p>	<p>October 31, 2018</p>	<p>J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown</p>	<p>Pending</p>
<p><b>Required Action 4(a):</b> OSSE must establish sufficient controls and procedures to accurately track and report AEFLA grant funds expended for activities carried out under the provisions of sections 231, 225 and 243 of WIOA.</p>	<p>OSSE will build a new PY 2019-20 AEFLA Continuation Grant application, budget and cost reimbursement template in its Enterprise Grants Management System (EGMS) to include activities, expenditures and requests for cost reimbursements for AEFLA sections 231, 225 and 243 of WIOA. This will enable OSSE to track and report AEFLA grant funds expended for activities carried out under the provisions of sections 231, 225 and 243 in WIOA in EGMS and CFO Solve/SOAR (the District's online financial management and payment systems).</p>	<p>PY 2019-20 AEFLA Continuation application, budget and cost reimbursement mock-up/templates in EGMS</p>	<p>February 28, 2019</p>	<p>J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown Michael Bender (Office of the General Counsel) Nancy Mahon (Office of Grants Management and Compliance) Paris Saunders/Jacques Harley (Office of the Chief Financial Officer) Celeste Lightbourne (Office of the Chief</p>	<p>Pending</p>

				Information Officer)	
<b>Required Action 4(a); continued</b>	4(a)1: Develop a mock-up of PY 2019-20 Consolidated AEFLA Continuation Grant Application, Budget and Cost Reimbursement templates, and Grant Award Notification (GAN).	Mock-up of PY 2019-20 AEFLA Consolidated Continuation Grant Application, Budget and Cost Reimbursement templates and the Grant Award Notification (GAN).	November 15, 2018	J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown Michael Bender (Office of the General Counsel)	
	4(a)2: Finalize requirements and specifications for the grant application, budget and cost reimbursement templates.	Requirements Gathering Meeting Minutes	November 30, 2018	Nancy Mahon (Office of Grants Management and Compliance) Paris	
	4(a)3: Complete development of the PY 2019-20 Consolidated AEFLA Continuation Grant Application, Budget and Cost Reimbursement templates, and Grant Award Notification (GAN) in EGMS -Dec. 1, 2018 - Jan. 30, 2018.	PY 2019-20 Consolidated AEFLA Continuation Grant Application, Budget and Cost Reimbursement, and Grant Award Notification (GAN) in EGMS	January 30, 2019	Saunders/Jacques Harley (Office of the Chief Financial Officer) Celeste Lightbourne (Office of the Chief Information Officer)	
	4(a)4: Complete User Acceptance Testing (UAT) for the PY 2019-20 Consolidated AEFLA Continuation Grant Application, Budget and Cost Reimbursement in EGMS.	User Acceptance Sign-Off	February 15, 2019		
	OSSE will submit to OCTAE its internal control procedures that align with modifications made in EGMS for accurately tracking and reporting AEFLA grant funds expended for activities carried out under the provisions of sections 231, 225 and 243 of WIOA.	Internal control procedures	February 28, 2019	J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown	Pending

<b>Required Action 4(b):</b> The State must train its local providers on the tracking and reporting of expenditures for local activities carried out under the provisions of sections 231, 225 and 243 of WIOA.	OSSE will provide training to its sub-grantees on local activities carried out under the provisions of sections 231, 225 and 243 of WIOA.	Attendance and materials used for training	February 28, 2019	J. Michelle Johnson Stacey Downey Tracy Richard Nakia Lynch Cynthia Brown	Pending
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