

Department of Education

Office of Inspector General – Internal Audit

Twelve-Month Status Report on: Jackson County School Board Adults with Disabilities Program

Report # A-2021DOE-004 Issued: January 29, 2021

Status as of January 29, 2022

Finding	Recommendation(s)	Previous Management Responses	Management Response as of January 29, 2022	Anticipated Completion Date & Contact
<p>A lack of communication and sense of urgency related to this grant led to the delayed execution of the grant, inconsistent submission and review of quarterly reports, and insufficient opportunities for program improvement throughout the grant period.</p>	<p>We recommend DVR execute the AWD grants in a timely manner. We additionally recommend that DVR establish a consistent method of submittal and document receipt of the required quarterly documents, either by requiring JCSD to upload documents to a secure online portal or mail the documents as a hard copy. Should hardcopy be the preferred method of delivery, we recommend that a tracking system be used to verify when DVR receives the documents. Furthermore, we recommend that DVR establish a plan to address staff turnover during a grant term to ensure they continue to receive documents timely, review submittals in a timely</p>	<p>Response as of January 29, 2021: A new electronic grant routing system has been implemented by Office of Grants Management. This electronic system will be a more efficient way to route grants through the assigned channels for review and approval. In addition, DVR is working with Information Technology to establish an electronic process that will allow the grantees to securely upload quarterly invoices and supporting documentation. DVR will work on improving the successor planning for staff turnover, to ensure continuity in the oversight and management of the grants.</p> <p>Response as of July 29, 2021:</p>	<p>The OGM grants routing system has been very efficient with moving grants through DOE for OGM review and program approval. The system was implemented in April 1, 2020, and is now fully effective.</p> <p>In addition, an electronic link (Invoice Link) was provided to the Grantee(s) on August 9, 2021 to securely submit all quarterly invoices and supporting documents.</p> <p>Each grant year, a new secure link will be provided to each grantee for invoice and documentation</p>	<p>Completed.</p> <p>Monica L Moye, Bureau Chief (850) 245-7004 & Cacetha Sims, Grant Manager (850) 245-3373</p>

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	<p>manner, and verify achievement of deliverables.</p>	<p>The Electronic Grant Routing System is owned by the Office of Grants Management (OGM). Soft date for release was 4/1/2020. The electronic system is now fully active and has been a more efficient and successful mechanism for the grant routing process.</p> <p>DVR worked internally with IT to develop a secure link to send to grantees for quarterly submittal of invoices and supporting documentation. DVR IT will issue a new link annually to coincide with the new fiscal year/grant period.</p>	<p>submission to ensure timely receipt, review and approval for quarterly payments.</p>	

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		<i>Anticipated Completion Date & Contact</i> Complete Monica Moyer 850-245-7004		