

# U.S. Virgin Island's Federal Grant Planning and Set Up Process Improvement

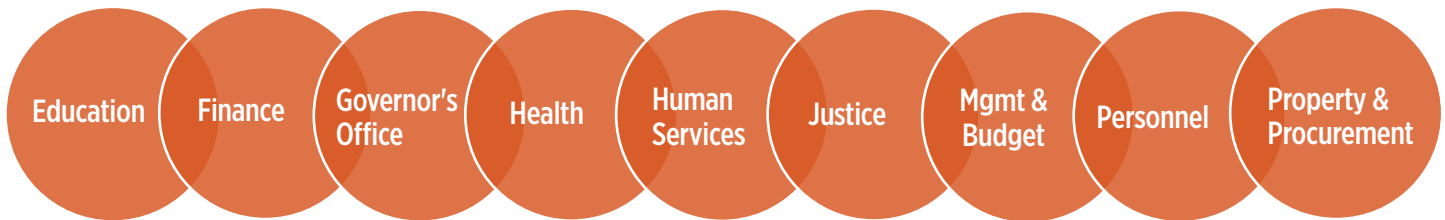
## PLAN (Understand Gaps and Solve Problems)

**GOAL:** Improve speed and quality of USVI's Federal Grant Management "Planning and Set Up" process.



### IMPROVEMENT HYPOTHESIS:

1. Define, document, and share the new, standardized process, forms, templates, standard operating policies and procedures, and roles/responsibilities for all departments and make it easy to find and access the latest versions.
2. Utilize existing eCIVIS system to communicate, track, share, and facilitate workflow visibility and easily store and find all information in one location.
3. Establish process designees, an interagency community of practice, and a cross agency leadership team.



### DO/STUDY (Create and Test Solutions)

- Create one standard process, procedure, and quality checklist.
- Department mailboxes receive and share NOAs.
- Use eCIVIS for document management and process flow alerts and statuses. Eliminate paper processes.
- Work toward no redundant data entry.
- Federal Grants oversight responsibilities in DHS, VIDE, DOH, and DOJ.
- Create a grants management community of practice to ensure continual effectiveness and efficiency.

### ACT (Train, Measure Performance/Benefits, and Provide Ongoing Support)

#### BENEFITS:

Less Grant Processing Time

Better Work Quality

Consistency of Process for All

Cross-agency Collaboration & Communication

Better Steward of Funds

More Community Services

### FEDERAL GRANT PLANNING AND SET UP STEPS

Federal Grant Planning and Set Up Steps	Baseline Process Time (7-247 days)	New Process Time (25 days or less)
Notice of Award Set Up in eCivis and ERP Systems	49	2
Department Federal Code Request Form Approval	7	10
Federal Code Request Form Approval from OMB to DOF	6	3
DOF Provides Federal Codes	5	3
Department Budget Approval	14	7
OMB Budget Approval/Enter in ERP System	11	3
<b>Time (in Days)</b>	<b>68 (Average)</b>	<b>25</b>