

Federal Program Monitoring for Title V, Part B, Subpart 2
 [Section 5221-5223 of ESEA and 200.328 of EDGAR]

1.0: Review of Previous Monitoring: The SEA conducts monitoring of its subgrantees sufficient to ensure compliance with Title V, Part B, Subpart 2 program requirements.

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	To be completed by DOE: Is sufficient documentation provided?
1.0a When was the last time you were monitored by the SEA?	<ul style="list-style-type: none"> Copies of reports, corrective actions, results of technical assistance. 	<ul style="list-style-type: none"> Staff describes monitoring process, including on-site procedures, data review, and the reporting and corrective action processes, as pertains to most recent monitoring by the SEA. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <u>Comments</u>
1.0b What findings, if any, were indicated as a result of the monitoring visit?	<ul style="list-style-type: none"> Sample of letters to schools, checklists, forms, etc. 	<ul style="list-style-type: none"> Have all findings from the last visit been addressed? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <u>Comments</u>
1.0c Was there any follow-up by the SEA to ensure that findings were corrected/ addressed?	<ul style="list-style-type: none"> Evidence of technical assistance provided by the SEA as a result of issues identified through the monitoring process. 	<ul style="list-style-type: none"> Staff discusses technical assistance provided by SEA during and as a result of monitoring process. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <u>Comments</u>

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1.1: LEA Program Application: The SEA ensures that the LEA complies with the provision for submitting an annual application to the SEA and revising the LEA application as necessary to reflect programmatic or fiscal changes.

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	To be completed by DOE: Is sufficient documentation provided?
<p>1.1a What is the LEA process for review and approval of the local application?</p>	<ul style="list-style-type: none"> • Most recently approved annual application from the LEA • Locally administered surveys • Needs assessment documentation • Other federal program applications 	<ul style="list-style-type: none"> • Describe the timeline and process used to develop the LEA application. • How does the LEA determine which allowable categories are selected? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>
<p>1.1b Has the LEA submitted revisions and amendments to their application if needed?</p>	<ul style="list-style-type: none"> • OMEGA Reports • Application revisions and/or amendments 	<ul style="list-style-type: none"> • Are revisions and amendments submitted in OMEGA in a timely manner when allocations change or programmatic changes are made? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>

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2.1: Program Monitoring and Evaluation: The SEA conducts monitoring to evaluate degree to which progress has been made toward meeting Measurable Objectives included in the LEA application.

<p>2.1a Do the selected activities relate to the specified Measurable Objectives?</p>	<ul style="list-style-type: none"> • Research-based materials aligned with measurable objectives • Professional development sign-in sheets • Reimbursement requests 	<ul style="list-style-type: none"> • How do the activities support the measurable objectives? • What guidance is provided to staff in aligning funded programs and activities with identified needs? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>
<p>2.1b What evidence can be provided to show the activities were effective?</p>	<ul style="list-style-type: none"> • Student assessment data • Surveys – staff, parent, student • Other as noted on application • Professional development evaluations 	<ul style="list-style-type: none"> • How does the LEA evaluate the success of programs and activities towards achieving Measurable Objectives? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>

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3.1: Fiscal Requirements: The SEA ensures that the LEA complies with:

- The procedures for proper distribution of funds; and
- Reallocation and carryover provisions.

<p>3.1a Does the school division ensure that funds expended correlate with activities outlined in the approved funding application?</p>	<ul style="list-style-type: none"> • Application • Reimbursements • Budget Transfers 	<ul style="list-style-type: none"> • Describe the process used to submit reimbursement requests submitted in OMEGA. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>
<p>3.1b Does the LEA adhere to the proper accounting of time and attendance for Title V, Part B, Subpart 2 paid staff?</p>	<ul style="list-style-type: none"> • Record of personnel funded with Title V, Part B, Subpart 2 funds. • Record of travel authorizations and vouchers paid using Title V, Part B, Subpart 2 funds. • Certification of pay (100 percent Title V, Part B, Subpart 2 employment) • Personnel activity report (split pay with another funding source) 	<ul style="list-style-type: none"> • How does the division ensure that the Title V, Part B, Subpart 2 funded staff work exclusively in Title V, Part B Subpart 2 approved activities? • How does the LEA ensure that Title V, Part B, Subpart 2 funds supplement the local funds it would need to operate in the absence of federal funds? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>

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<p>3.1c Has the LEA complied with the requirement to encumber 85% of the Title V, Part B, Subpart 2 award within the first 15 months of the award cycle?</p>	<ul style="list-style-type: none"> • OMEGA reports • Documentation showing that at least 85% of the Title V, Part B, Subpart 2 funds were encumbered within the first 15 months of the grant award. 	<ul style="list-style-type: none"> • What procedures are in place to assure the LEA will meet the 85% obligation requirement? • If the LEA has received reallocated funding, did the LEA submit an amendment and reimbursement requests for these extra funds? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>
<p>3.1d Does the LEA draw down funds in a timely manner?</p>	<ul style="list-style-type: none"> • OMEGA spend down calendar report • Accounting records 	<ul style="list-style-type: none"> • Describe the process and timeline used for encumbering funds. • What timeline is used for submitting reimbursements? • Have all funds been claimed for the most recent closing award? • What percentage of funds have been claimed for active awards? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>