

## **DELAWARE DEPARTMENT OF EDUCATION**

2019–2021

Federal Programs Planning and Grant Lifecycle Cross Monitoring Tool Kit

## **Contents**

Planning and Grant Lifecycle	3
Daisy Wheel Diagram	3
What is the focus of our work?	4
Why do we monitor?	4
Federally-Funded Programs and Budgets	4
Federal CROSS Monitoring System	5
Common Compliance Strands	5
Rating Scale/Summary Report	5
Monitoring Tool Basic Navigation	6
Cross Monitoring Schedule	19
Examples of Evidence	20
On-Site Technical Assistance Visitations	21
Scheduling Visitations	21
Visitations– Format and Purpose	21
Types of Evidence	22
Visitation Follow Up	22
Your Feedback is Greatly Valued	22
Legal References - Federal Monitoring	22
Contact Information, Technical Assistance, and Professional Development	23

## **Planning and Grant Lifecycle**



#### **Complete Needs Assessment**

LEAs should examine relevant data to understand the most pressing needs of students, schools, and educators.

#### **Engage Families/Stakeholders**

LEAs should engage in timely and meaningful consultation with a broad range of stakeholders (families, students, educators, community, and partners)

#### **Create Strategic Plan**

LEAs should set goals and targets, and determine the possible evidence based interventions and programs that will best serve their needs.

#### **Evaluate Available Resources**

LEAs should evaluate all the available resources, including various funding streams using rigorous and relevant evidence and assessing the local capacity to implement the intervention.

#### Submit Consolidated Grant

LEAs should enter their plans and budgets for Federal Programs into the Consolidated Grant Application in eGrants for approval, checking to make sure they are allowable, reasonable and necessary.

#### Implement Strategies/Action Plans

LEAs should implement their evidence based interventions and programs, collecting information along the way about how the implementation is working.

#### **Monitor Plan Implementation**

LEAs should examine their own implementation and assure compliance through statements and uploads of evidence in eGrants for approval and possible targeted assistance needs.

#### **Evaluate Intended Outcomes**

LEAs should examine the impact and the effectiveness of their interventions as compared to their identified targets and goals. After

reflecting on the progress, LEAs should determine if the interventions and programs need to be continued, modified, or discontinued and start the Planning and Grant Lifecycle again.

#### What is the focus of our work?

The Title Programs and Grants Support Division provides and supports \$102,700,000+ in state and federal funds to districts and schools each year. The primary role of the workgroup is to provide grants administration, program monitoring, data collection/reporting, and to facilitate the necessary technical assistance to ensure not only compliance, but quality evidence based programs for students that increase academic achievement.

Compliance is the first step toward program quality; monitoring is the springboard to providing technical assistance.

#### Why do we monitor?

1. Building Relationships - We're in this together.

The Department of Education's main objective is to raise student achievement for Delaware's public school children. Through cooperative assessment of the federal programs between the State and the local education agencies (LEAs), the quality of services to students will be strengthened and improved.

2. Technical Assistance - We're here to help.

State monitoring team members provide technical assistance during the monitoring cycle and beyond. It is not the State's intent to tell the LEA *how* to run its title programs, but rather to answer questions, facilitate dialogue, and exchange ideas and information for program improvement.

3. **Compliance** - It's the law.

Monitoring federal programs helps ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. Monitoring is intended to be a collaborative partnership between the State and districts and public charter schools to ensure compliance with the Elementary and Secondary Education Act and its ESSA reauthorization.

#### **Federally-Funded Programs and Budgets**

- Title I, Part A Improving Basic Programs Operated by State and Local Education Agencies
- Title II, Part A Preparing, Training, Recruiting High-Quality Teachers, Principals, Other School Leaders
- Title III, Part A Language Instruction for English Learners and Immigrant Students
- Title IV, Part A Student Support and Academic Enrichment
- General Fiscal Procurement, Property, Employee Certifications, Equitable Share and Budget vs.
   Expenditures

# Federal CROSS Monitoring System Common Compliance Strands

The above federal programs are reviewed using the following interrelated compliance strands:

- I. **Stakeholder Engagement.** Parents, staff, students, community members, and other stakeholders participate, develop, implement, and evaluate programs at the LEA and school levels.
- II. **Governance, Administration and Funding.** Applications, plans, administration of programs, allocation and use of funds to meet statutory requirements.
- III. **Program Quality.** Programs are implemented using evidence based strategies and services, high quality staff, and high quality professional development which is all aligned to a comprehensive needs assessment.
- IV. **ESSA Accountability.** System for all public schools to improve student achievement and evaluate the performance of individual schools.

Meets All Requirements	Meets Most Requirements With Recommendations	Does Not Meet Requirements
100% of the applicable practices were completed.	90% - 99% of the applicable practices were completed.	Below 90% of the applicable practices were completed.
All monitoring questions were completed.	Most monitoring questions were completed.	Some monitoring questions were completed.
All required documents that support practices for each question were uploaded into system.	Most of the required documents that support practices for each question were uploaded into the system.	Some of the required documents that support practices for each question were uploaded into the system.
Compliance was completely consistent.	Compliance was mostly consistent.	Compliance was inconsistent.
consistent.	Targeted Technical Assistance is required for future improvement.	<u>*Requires enhanced monitoring, technical</u> assistance, and automatic participation in the next year's review cycle.

## Rating Scale/Summary Report

**Quarterly Monitoring Reports** will give LEAs an idea of how well they are completing the requirements of the system. It is the goal of the Delaware Department of Education to have each LEA be 100% completed and compliant by June 1 of the monitoring year. In July, a Final Summary Report will be sent to the Superintendent or Charter School Leader indicating their completion percentage. The following rubric will be used to guide what is

contained in the summary report. \*<u>Please note that LEAs that are designated as "Does Not Meet Requirements"</u> will automatically participate in the following year's review cycle.

#### **Monitoring Tool Basic Navigation**

# **Monitoring Instruments Main Page**

- · Launching point to all of a district's monitoring instruments
- Click Instrument name to launch into Sections page

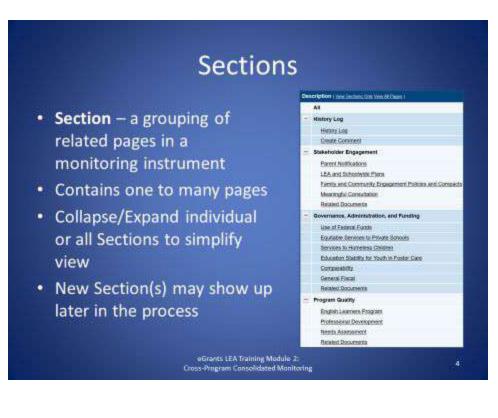


Sections		
Overview of monitoring instrument		
aunching point to the pages within	the in	strumen
Cross Program Consolidated Monitoring Sections		V2010-SULATED IN
Weenington School District (MIRWR) Palete District - PY 2008 - Cross Program Consultated Monitoring - Rev 0		
Status Not Status		
Charge Gasin To: Dotti Starteg		
Description (methodowiche textilitation)	Webbles	Print Select Iteres
A8		Exit
- Hastory Lag		Ball
Million Los		Citil .
Cheves Contracted		C/cl
Statistekter Ergagervert		ft:text
Farms Indications		Exer
LEA and Schoonwell Plans		ther .
		Rolel
Foreity and Community Requirement Policies and Companies		P. MI
Kents and Commonly Engineer's Balances and Companie Meaninghi Consolution		DM
Parets and Comments (Insugement Palicies and Canasalis Meaninghi Consultation Paralest Decements		Exer
Funds and Comments Insugement Polices and Canasalis Meetinghi Consolution Statistic Decements Generators, Administration, and Funding		
Factor, and Commonly, Engagement Palicies and Companies Meaninghi Comunitation Resided Constraints		Poes

# Sections - Status

- Displays current status and next possible status(es)
- Link always active; if user lacks permission, the status change confirmation screen will indicate that
- Tip: Monitoring Instrument must be moved into Draft Started status before edits can be made

masterigten seneet eis	trict (359399) Public District - FY 2020 - Cross Program Consolidated Monitoring - Rev 0	
Statum	Not Started	
Change Status To:	Oraft Started	



# Monitoring Instrument Data Collection Format

- 1. Series of Yes/No Questions
- 2. Justify your "No" responses
- 3. Upload Supporting Documentation
- 4. Each Section has a Related Documents page
  - Documents may be uploaded here, or directly on a page that references them
  - If you upload it in one place, it will show up in the other place

oGrants LEA Training Module 2: Cross-Program Consolidated Monitoring

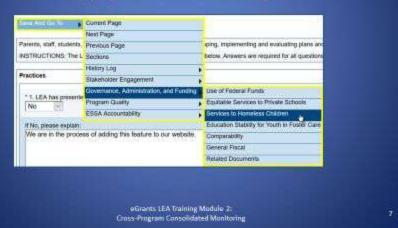
It is the same document

# **Data Collection Sample**

arent Notifications		
tasahigdan Buland Dalahu (1999) Pulan District - Pf 2020 - Diress Program Consolidated Re- Dani Ald Da Ta	dibering i Mary D	
Ramos, staff students, and community treatment participate in developing, imprementing and evaluate ASYRXCTICHES. The LEA encourt provide information for all sections below. Autowers are required for	al questions. The spen test bools available for additional	names and is explain all "Nai" negatives.
Pacticos		
1.100 has presented a link to the Annual Report Card on the LEA website. (The 1.81711)/42,000 No	10.14	
FNL place option. We are in the process of adding the fasters to our website.	_	
the set of the forward in standy one stands of our others.		
Ored, Saving 60 of the maximu		
Check Sooling 60. of 1000 charactery	ne compatitu alegan scattors of the law is the advan	estantion of the gauge and films i gauting appropria
Oreck Souling 60 of Boot diaconv *2. The LEA tax number parts of the withorthous SEA constiged processes to sound and not	ale compatina alegang anamana at ter aw in teo alegan	andre et na program (film i gestrappings)
Oriest Spalling     Of or Store measure      '1 The LEA for matching parts of the enther/doma SEA-coveraged possesses to userst portion      '2 The LEA for matching      The posses expans      Fine, plenes expans      Of or Store data cover      O of Store data cover		ataloo af ma program. (The 1 galana gapang
Creat Stating 00 of two dearms 1 The LEA has notified powers of the writer formed SEA-coveraged poceedants is label on the Two Tree Stations The Alamony	te compatita dispog stations of the dark is the series December Simples	atator et ma pogens (film ) gelans popula

# **Monitoring Instrument Page Navigation**

 Go To / Save and Go To menu allows navigation between any pages in the monitoring instrument



## Save and Go To ... continued

- Using Save and Go To refreshes session timeout
- Save and Go To Current Page: Saves changes to the page and keeps user on that page
- Save and Go To Next Page: Saves changes to the page and moves user to next page in that section
- Save and Go To Previous Page: Saves changes to the page and moves user to previous page in that section

 If no previous or next page exist, user is returned to Sections page

> eGrants LEA Training Module 2: Cross-Program Consolidated Monitoring

# Page Locking

Pages are locked down when instrument is in approval process

 Instrument must be returned unapproved if changes are desired to an application that has been moved into Draft Completed

- eGrants prevents multiple users from editing the same page simultaneously
  - User will see message indicating the user that is locking the page
  - Lock is released after that user leaves the page or the session times out

Educator Effectiveness
Brandyvine School District (953199) Public Ciurict - FY 2016 - Consolitated - Rev 8 - Tate 8 Part A
Page is being edited by 'Charles Carmichael'.
To be aligible for Title 1, Park A tards LEAs must appreciate them reacts restances on the reacts assessment should be based on professional development and hering and about the KNA scale from doubt one effectiveness data and when elements of character effectiveness including preparation, staffing, professional development, evaluation, and retention Title 1, Park A hands are provided to LEAs to increase eacher assistence and enclosement through intergeness and assessment and principal effectiveness and annual term elements of highly paided and effective machines in the classroom and hering the address are interrupted in a feature and principal effectiveness and annual term and enclasses and annual term and annual term and term a
Adventile samy of Tills 3. Part A lunds volume, but are not imited to
- Sugport Teacher and Practical Protectional Grawth and Effectiveness Stytems
Kischalt, fans, wich retain highly qualified and effective trackers and procepain
Teacher advancement initiatives that emphasize multiple career paths
Explosition accesses to considered educations strategies and elicitives
eGrants LEA Training Module 2: Cross-Program Consolidated Monitoring

# **Related Documents**

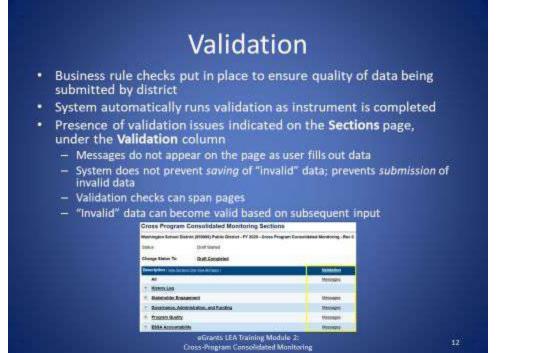
- DDOE may request that districts attach additional documentation to monitoring instrument
- DDOE may provide document template
- · Documents may be required or optional

Brandywine School District (\$53199) Public District - FY 2 Go 1)			
	Optional Documents		
764	Document Template	DocumentLink	-M
Class Size Reduction Spreadsheet (Uploadup to 1 documents)	<sup>(2)</sup> Class Size Robuton Spreadsheet	Upload New	

# Adding a Related Document

- Browse for file to upload
- Optionally enter a Document Name
  - If left blank, name of required document is used
  - Displays on Related Documents page, under "Document/Link" column

Create Related Docu	ment - Class Size Reduction Spreadsheet	
Brandywine School District (95	3100) Public District - FY 2018 - Consolidated - Rev 0 - Title II Part A	
Please select a file to upload.	4	
Upload Data File.	Browse CSR Spreadsheet xlsx	
Document Name	Brandywine 2016 CSR Spreadsheet	
	Create Cancel	
	eGrants LEA Training Module 2: Cross-Program Consolidated Monitoring	11



# Validation...continued

- Two types of validation messages
  - Errors: Prevent submission of application
  - Warnings: Point out potential issues but allow submission
- Filtering Messages
  - All: Show every message
  - Section: Show all messages for pages in that section
  - Page: Show all messages for that page

Der	uniption ( <u>Vers Rectano Oniv Vers Al Pater</u> ) (	Validation	
	Al	Messages	
2	History Log		
2	Stakeholder Engagement	Messages	
	Parent Notifications	Messages	
	LEA and Schoolede Plans	14/50/1000/51	
	Family and Community Engagement Policies and Compacts	Messages	
	Meaningful Consultation		

# <section-header><section-header><list-item><list-item><list-item><list-item><list-item><list-item>

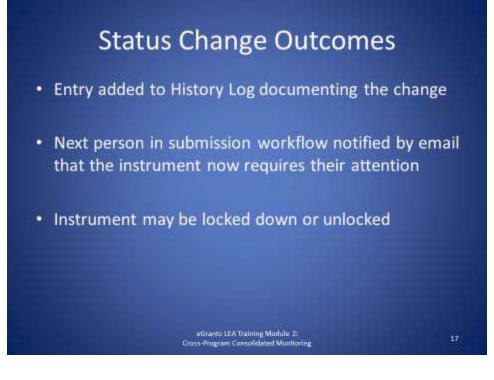
# Submission and Review Workflow

From Status	To Status	Role to Change Status
Not Started	Draft Started	LEA Consolidated Update
Draft Started	Draft Completed	LEA Monitoring Coordinator
Draft Completed	LEA Chief Fiscal Officer Reviewed/Returned	Chief Fiscal Officer
EA Chief Fiscal Officer Reviewed	LEA Chief School Officer Reviewed/Returned	Chief School Officer
EA Chief School Officer Reviewed	DOOE Program Manager Reviewed/Returned	SEA Consolidated Program Manager
DOE Program Manager Reviewed	DDOE Deputy Secretery Reviewed/Returned	SEA Deputy Secretary
DOE Deputy Secretary Reviewed	LEA Review Started	LEA Monitoring Coordinator
LEA Review Started	Monitoring Closed	SEA Consolidated Program Manager
	øGrants LEA Training Module 2: Gross-Program Consolidated Monitoring	11

# Submission and Review Workflow

- Prerequisite checks
  - Does user have permission?
  - Does time frame allow for this status change?
  - Is instrument valid? (may not run depending on status)
  - Certain approval steps require that an "Agree To" box be checked, which adds a comment to the History Log





# **History Log and Comments**

- The History Log displays all status changes and Comments related to a monitoring instrument
- Comments are ongoing notes and discussion between DDOE and the LEA related to a monitoring instrument

eGrants LEA Training Module 2: Cross-Program Consolidated Monitoring

18

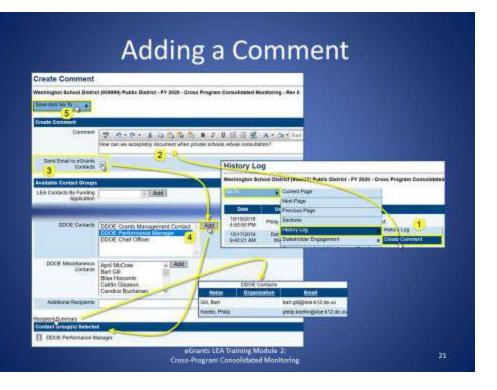
# **History Log**

 The History Log displays all status changes and Comments related to a monitoring instrument

Date	10000		
	User	Status (S) / Comment (C)	\$/C
10/19/2019 4:53:50 PM	Philip Keefer	Status changed to Monitoring Closed.	\$
10/17/2019 9.40:21 AM	Deborah Wicks	Status changed to LEA Results Review Stated	8
10/17/2019 9.40:18 AM	Instine Alois	Status changed to 'DDOE Deputy Secretary Reviewenf.	8
10/17/2019 9:21:40 AM	Philip Keefer	Status changed to 'DDGE Program Manager Reviewed'.	8
10/17/2018 8.21:44 AM	Chanes Longfellow	Agreed to "By submitting this monitoring instrument and any associated required evidence or documentation, the local education agency acknowledges that the representation made in this monitoring accurately reflects the exprasme, personnel, acid, and procedures of the district land schoolig) where applicable, All records necessary to ensure the correstness of the information provided by the agency will be kept the years beyond the final reporting date and access to such records will be provided to the size store geometer of Education upon request."	c



- Comments are ongoing notes and discussion between DDOE and the LEA related to a monitoring instrument
- Can be emailed to intended recipients to ensure that users see them without having to access their History Log in eGrants
- Comments are preferable to email discussions outside of the system because they are saved with the monitoring instrument to which they pertain



# **Monitoring Results**

- LEA's are required to complete all monitoring questions and to upload all supporting documentation by June 1, 2020.
- No changes to questions or further document uploads can take place after June 1, 2020.
- Once DDOE has completed its review of the monitoring instrument, final results will be posted in the system and a final report will be issued toward the end of June.

# Monitoring Results Sample System Report



# **Monitoring Result Types**

At the end of the monitoring process, DDOE will provide LEAs with two types of feedback -Recommendations and Findings.

This feedback is intended to support LEAs in preparation for the following year's monitoring. DDOE's goal is to have 100% of LEAs to achieve "Meets Requirements" status each year.

eGrants LEA Training Module 2: Cross-Program Consolidated Monitoring

4

	l I	nstrument Closeout	
•	documenta	E has received and approved all ation, they will move instrument to g Closed" status	
•	Instrument	can no longer be edited	
•	Maintained	and viewable in the system for historica	1
	i i i i i i i i i i i i i i i i i i i	and viewable in the system for historica	
		Cross Program Consolidated Monitoring Sections	
	purposes		
		Cross Program Consolidated Monitoring Sections	
		Cross Program Consolidated Monitoring Sections Washington School District (19999) Fublic District - FY 2020 - Disea Program Generalizated Monitoring - Rev D	
		Cross Program Consolidated Monitoring Sections Weatington School District (15999), Public District - Fr 2020 - Draw Program Generalidated Monitoring - Rev 0 Ital.e. Weatoning Codel	
		Cross Program Consolidated Monitoring Sections Washington School Dubict (USBBB), Public Datrict - FY 2000 - Cross Program Consolidated Monitoring - Res 0 Status Charge Status To:	
		Cross Program Consolidated Monitoring Sections Weathington School District (199899) Public District - FY 2020 - Draw Program Consolidated Monitoring - Rev 0 Instan Meantring Coord Change Rates To: Description (new Consolidated York Robert 10)	
		Cross Program Consolidated Monitoring Sections Waterington School Dublet (199999) Public Dublet - FY 2000 - Does Program Consolidated Monitoring - Res 0 Hatering Status To: Deforgeting Status To: All	
		Cross Program Consolidated Monitoring Sections  Mathematic (199999) Public Dutrict - FY 2000 - Does Program Consolidated Monitoring - Res 0  Status Change Status To  Deforgeting Section Section (1999)  All  History Leg	
		Cross Program Consolidated Monitoring Sections Washington School Dublet (199998) Fublic Dublet - FY 2000 - Dose Program Consolidated Monitoring - Rev 0 Status Membring Cover Change Status To: Detailing Cover Status All  * Interve Mar	

## **Cross Monitoring Schedule**

**Cross Monitoring** is to occur *every other year for all LEAs*, both Districts and Charter Schools. Those LEAs that are participating in the first year PILOT (2019-2020) will be exempt from the IMPLEMENTATION year (2020-2021) unless they are listed on the 5 Year Monitoring Cycle previously posted.

**Quarterly Suggested Completion** dates will be communicated through email and at the Federal Program Meetings/Webinars. The following items are suggested to be completed by the end of the month listed, if applicable:

October	December 31	March 6	April 30
Practice Numbers:	Practice Numbers:	Practice Numbers:	Practice Numbers:
1, 2, 3, 4, 7, 8, 13, 14,	6, 10, 11, 12, 20, 21,	9, 19, 22, 24, 29, 35,	5, 15, 16, 25, 30, 31,
17, 18, 23, 26, 41, 42,	27, 28, 34, 43, 47	36, 44, 45, 46, 48	32, 33, 37, 38, 39, 40,
49			50

The Final LEA Submission for the year will occur on June 1, 2020.

Note – The above dates and program rating rubric are flexible during the (2019-2020) pilot implementation year. The dates for September will need to be adjusted during the pilot year (2019-2020) since the monitoring tool training did not take place until October.

## **Examples of Evidence**

#### **Evidence Examples by Common Compliance Strand Subcategories**

Examples are not all inclusive and should not be viewed as the only acceptable pieces of evidence.

Subcategory	Practice	Example/Template
Parent Notifications	Complaint Procedure	Complaint Procedure Document
	Local Assessment	Locally Selected Assessment Letter
	Parental Rights	Teacher Qualifications Letter
	Teacher Licensure	Certification Requirements Letter
	Assessment Information	Assessment Information Letter
	Title I Meeting	Title I Meeting Invitation
	EL Parent Outreach	Outreach Documentation
	Title I Information	Parent Notification
LEA and School Plans	Schoolwide Plan	Schoolwide Plan
	Needs Assessment	Needs Assessment
	Stakeholder Consultation	Stakeholder Meeting Documentation
	Parent Notification	Parent Notification
Parent Involvement	LEA FACE Policy	LEA FACE Policy
	Distribution	Distribution Evidence
Parent Involvement	School FACE Policy	School Level FACE Policy
(Continued)	Distribution	Distribution Evidence
	School Parent Compact	School Parent Compact
	Distribution	Distribution Evidence
Meaningful Consultation	Consultation	Consultation Evidence
	Private Schools	Confirmation of Consultation
Use of Federal Funds	Approved Expenditure	Budget Sample
	Title IV Expenditure	Budget Samples and TIV Spreadsheet
	Prioritize Schools	Student Data
	Prioritize Schools	Budget Sample
	Title I Carry Over	15% Carryover Waiver
Equitable Services	Equitable Share	Budget Sample
	ES Calculations	Private School Funding Report
	ES Monitoring	Monitoring Procedures/Evidence
Homeless Services	Homeless Liaison	Professional Responsibilities Form
	Identification	Identification Forms
	Parent Notifications	Parent Letter
	Enrollment	Enrollment Process/Data

	Dispute Resolution	Dispute Resolution Policy
Comparability	Comparability	Comparability Procedures Form
	Comparability Calculation	Comparability Calculation Form
General Fiscal	Employee Certifications	Semi-Annual/Monthly Report
	Property Inventory	Inventory Records
	Procurement	Formal Bidding Documentation
	Timely Expenditures	Budget Report
English Learners	Entrance Procedures	Home Language Survey
	Exit Procedures	ACCESS Reports
	EL Programs	Programming Report
	EL Parent Involvement	Community Engagement Documents
	EL Identification	Parent Letter
Professional Development	LEA Staff	Time and Effort Reports
	Teacher Participation	Sign In Sheets
	Evidence Based Research	Evidence Based Research
	Activities	Data Report
TIV Needs Assessment	TIV Needs Assessment	TIV Needs Assessment
ESSA General	LEA Plan Engagement	Parent Involvement Evidence
	Activity Effectiveness	Activity Evaluation
Equity Concerns	Minimize Discipline	Schoolwide Efforts/Practices
	Ineffective Teachers	School Data/Schoolwide Effort
Multi-Tiered Supports	MTSS	Intervention Data
	Middle to High Transition	Transition Documentation
CSI/TSI	Approved Plans	CSI/TSI Plan
	Implementation/Evaluation	Documentation

## **On-Site Technical Assistance Visitations**

DDOE will continue to provide technical assistance through visitation meetings according to the DDOE Monitoring Cycle. Please note that school districts are included on a five year cycle while charter schools are included on a three year cycle.

## **Scheduling Visitations**

DDOE will reach out to LEA's to schedule visitations at least four weeks in advance. Again, the focus of these visits will be to serve as a resource to assist LEAs in strengthening their understanding of best practices related to federal rules and regulations and to provide technical assistance.

#### Visitations - Format and Purpose

DDOE staff will be focused on "How can we help you?" During the visitation, DDOE staff will review uploaded documentation relevant to grant expenditures or the specific Title Programs. LEAs are encouraged to evaluate

the degree to which their own systems for grant management are consistent and aligned with statutory and regulatory requirements.

## **Types of Evidence**

This Monitoring toolkit identifies subcategory and practice areas, and the kinds of documents that demonstrate evidence of compliance.

## Visitation Follow Up

As soon as possible but no later than thirty days after the conclusion of the visitation, DDOE will send a written correspondence to the recipient. The correspondence will provide an overview of the visitation and additional technical assistance. DDOE staff will be available to provide targeted technical assistance as needed.

## Your Feedback is Greatly Valued

DDOE program staff look forward to working closely with LEA representatives in order to make implementation of the Monitoring Tool a great success. We will be learning together, asking and answering lots of questions, and engaging in quality dialogue. DDOE program staff want to be as timely and responsive as possible to any and all feedback/questions/issues that LEAs encounter. We welcome input and questions that pertain to any aspect of the Monitoring Tool, e-Grants, HMB, professional development sessions and/or any other aspect of implementation. Your input will be used to promptly address areas of need and will drive implementation and professional development efforts moving forward. LEA representatives are always welcome to call or email DDOE program staff. In addition, please feel free to report any issues/questions/feedback at any time on the Google Form located here https://tinyurl.com/y39r2nmf Please note that DDOE program staff will also send out online surveys to seek additional feedback on a quarterly basis.

## Legal References - Federal Monitoring

#### <u>34 C.F.R. §76.770</u>

Each State shall have procedures for reviewing and approving applications for subgrants and amendments to those applications, for providing technical assistance, for evaluating projects, and for performing other administrative responsibilities the State has determined are necessary to ensure compliance with applicable statutes and regulations.

#### <u>2 C.F.R. §200.331((b)(d)(e))</u>

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward, which may include such factors as:

(1) The subrecipient's prior experience;

(2) The results of previous audits;

(3) Whether the subrecipient has new personnel; and

(4) The extent and results of Federal awarding agency monitoring.

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, and regulations. Pass-through entity monitoring must include:

(1) Reviewing financial and performance reports.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies.

(3) Issuing a management decision for audit findings pertaining to the Federal award.

(e) The following Monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements:

(1) Providing training and technical assistance on program-related matters; and

(2) Performing on-site reviews of the subrecipient's program operations;

(3) Arranging for agreed-upon-procedures engagements as described in §200.425 Audit services and costs.

## **Contact Information, Technical Assistance, and Professional Development**

For information, technical assistance, and professional development regarding eGRANTS and the Cross Monitoring system please contact:

Marc Edery, Ed.D

Education Associate and Program Manager Consolidated Grant Application, E-Grants, and Federal Monitoring Delaware Department of Education Collette Education Center 35 Commerce Way, Suite 1 Dover, DE 19904 (302) 857-3353 FAX (302) 739-1769 marc.edery@doe.k12.de.us