



DELAWARE DEPARTMENT OF EDUCATION

2019–2021

FEDERAL PROGRAMS

PLANNING AND GRANT LIFECYCLE

CROSS MONITORING TOOL KIT

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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.

Rating Scale/Summary Report

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

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

Monitoring Tool Basic Navigation

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**

Cross Program Consolidated Monitoring Sections	
Washington School District (95999) Public District - FY 2020 - Cross Program Consolidated Monitoring - Rev 0	
Status:	Not Started
Change Status To:	Draft Started

Sections

- **Section** – a grouping of related pages in a monitoring instrument
- Contains one to many pages
- Collapse/Expand individual or all Sections to simplify view
- New Section(s) may show up later in the process

Description Hide Sections, Show View All, Close	
All	
History Log	
History Log	
Create Comment	
Stakeholder Engagement	
Parent Notifications	
LEA and Schoolwide Plans	
Families and Community Engagement Policies and Consents	
Meaningful Consultation	
Related Documents	
Governance, Administration, and Funding	
Use of Federal Funds	
Equitable Services to Private Schools	
Services to Homeless Children	
Education Stability for Youth in Foster Care	
Comparability	
General Fiscal	
Related Documents	
Program Quality	
English Learners Program	
Professional Development	
Needs Assessment	
Related Documents	

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
 - It is the same document

Data Collection Sample

Parent Notifications

Washington School District (WASH) Public District - FY 2020 - Cross Program Consolidated Monitoring - Rev 0

Save And Go To

Parents, staff, students, and community members participate in developing, implementing and evaluating plans and programs of both district and school levels.

INSTRUCTIONS: The LEA should provide information for all sections below. Answers are required for all questions. The open text box is available for additional notes and to explain all "No" responses.

Practices

* 1. LEA has presented a link to the Annual Report Card on the LEA website. (File 1: 61113-6228993)

No ☐

If No, please explain:
We are in the process of adding this feature to our website.

Check Spelling
00 of 1000 characters

* 2. The LEA has notified parents of the written formal SEA-developed procedures to submit and resolve complaints alleging violations of the law in the administration of the program. (File 1: 61113-6228993)

Yes ☐

If No, please explain:

Check Spelling
0 of 1000 characters

Type	Document Template	Document Link
SEPA2: Notification to Parents documenting the Written formal SEA-developed procedure	N/A	Upload Here

Monitoring Instrument Page Navigation

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

The screenshot shows a web application interface with a navigation menu on the left. The menu is titled "Save And Go To" and contains several options: "Current Page", "Next Page", "Previous Page", "Sections", "History Log", "Stakeholder Engagement", "Governance, Administration, and Funding", "Program Quality", and "ESSA Accountability". The "ESSA Accountability" option is currently selected, and a sub-menu is displayed to its right. This sub-menu lists various topics: "Use of Federal Funds", "Equitable Services to Private Schools", "Services to Homeless Children", "Education Stability for Youth in Foster Care", "Comparability", "General Fiscal", and "Related Documents". The "Services to Homeless Children" option is highlighted in the sub-menu. The background of the slide is dark blue.

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

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

Brandywine School District (853193) Public District - FY 2018 - Consolidated - Rev 8 - Title II Part A

Page is being edited by "Charles Carmichael".

Go To

To be eligible for Title II, Part A funds LEAs must assess their needs related to improving educator effectiveness. This needs assessment should be based on professional development and hiring and also take into account local educator effectiveness data, and other elements of educator effectiveness including preparation, staffing, professional development, evaluation, and retention. Title II, Part A funds are provided to LEAs to increase student academic achievement through strategies such as improving teacher and principal effectiveness and increasing the number of highly qualified and effective teachers in the classroom and highly qualified and effective principals and assistant principals in schools.

Allowable uses of Title II, Part A funds include, but are not limited to:

- Support Teacher and Principal Professional Growth and Effectiveness Systems
- Recruit, hire, and retain highly qualified and effective teachers and principals
- Teacher advancement initiatives that emphasize multiple career paths
- Equitable access to excellent education strategies and initiatives

Related Documents

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

Related Documents

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A

Go To

Optional Documents		
Type	Document Template	Document Link
Class Size Reduction Spreadsheet (upload up to 1 document)	Class Size Reduction 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 Document - Class Size Reduction Spreadsheet

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A

Please select a file to upload.

Upload Data File: CSR Spreadsheet.xlsx

Document Name:

Validation

- Business rule checks put in place to ensure quality of data being submitted by district
- System automatically runs validation as instrument is completed
- Presence of validation issues indicated on the **Sections** page, under the **Validation** column
 - Messages do not appear on the page as user fills out data
 - System does not prevent *saving* of "invalid" data; prevents *submission* of invalid data
 - Validation checks can span pages
 - "Invalid" data can become valid based on subsequent input

Cross Program Consolidated Monitoring Sections

Washington School District (20000) Public District - FY 2020 - Cross Program Consolidated Monitoring - Page 0

Status: (Draft Saved)

Change Status To: Draft, Completed

Description (View Sections Only View All Pages)	Validation
All	Messages
History Log	
Stakeholder Engagement	Messages
Stakeholder, Schoolwide, and Family	Messages
Program Quality	Messages
ESSA Accountability	Messages

Grants LEA Training Module 2:
Cross-Program Consolidated Monitoring

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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

Description (View Sections Only View All Pages)

Description (View Sections Only View All Pages)	Validation
All	Messages
History Log	
Stakeholder Engagement	Messages
Parent Notifications	Messages
LEA and Schoolwide Plans	
Family and Community Engagement Policies and Compacts	Messages
Meaningful Consultation	

Grants LEA Training Module 2:
Cross-Program Consolidated Monitoring

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Validation...continued

- Each message is a clickable link
- Clicking link will take user to the screen on which the issue was identified

Stakeholder Engagement		
Parent Notifications		
Notice	Director's Notice with an addendum (*) requires a response.	Error
Notice	An explanation is required for the following question: 1. LEA has presented a link to the Actual Payroll Card on the LEA website. (Y/N) (*) 011119-020009073.	Error
Family and Community Engagement Policies and Contacts		
Notice	Questions marked with an asterisk (*) require a response.	Error
Required Documents		
Notice	The optional Parent Document (SDPNS) "Notification to Parents documenting LEA's request of a locally selected assessment" has not been uploaded. Please be certain this is the intention.	Warning
Notice	The optional Parent Document (SDPNS) "Notification to parents documenting parental rights to know teacher qualifications" has not been uploaded. Please be certain this is the intention.	Warning

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
LEA Chief Fiscal Officer Reviewed	LEA Chief School Officer Reviewed/Returned	Chief School Officer
LEA Chief School Officer Reviewed	DDOE Program Manager Reviewed/Returned	SEA Consolidated Program Manager
DDOE Program Manager Reviewed	DDOE Deputy Secretary Reviewed/Returned	SEA Deputy Secretary
DDOE Deputy Secretary Reviewed	LEA Review Started	LEA Monitoring Coordinator
LEA Review Started	Monitoring Closed	SEA Consolidated Program Manager

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

Cross Program Consolidated Monitoring Sections

Washington School District (K59999) Public District - FY 2020 - Cross Program Consolidated Monitoring - Rev 0

Status: ☐ Draft Started

Change Status To: ☐ **Draft Completed**

Status Change Confirmation

Washington School District

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 programs, personnel, data, and procedures of the district (and school(s) where applicable). All records necessary to ensure the completeness of the information provided by the agency will be kept five years beyond the final reporting date and access to such records will be provided to the state Department of Education upon request.

You are about to change the status of this Monitoring instrument to Draft Completed. Check the box and Click Confirm to change the status.

Status Change Outcomes

- Entry added to History Log documenting the change
- Next person in submission workflow notified by email that the instrument now requires their attention
- Instrument may be locked down or unlocked

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

History Log

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

History Log

Washington School District (959999) Public District - FY 2020 - Cross Program Consolidated Monitoring - Rev 9

Go to

Date	User	Status (S) / Comment (C)	S / C
10/18/2019 4:59:59 PM	Philip Keefer	Status changed to 'Monitoring Closed'.	S
10/17/2019 9:40:21 AM	Deborah Weiss	Status changed to 'LEA Results Review Started'.	S
10/17/2019 9:40:18 AM	Christine Alois	Status changed to 'DDOE Deputy Secretary Reviewed'.	S
10/17/2019 9:21:49 AM	Philip Keefer	Status changed to 'DDOE Program Manager Reviewed'.	S
10/17/2019 9:21:44 AM	Charles 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 programs, personnel, data, and procedures of the district (and school[s] where applicable). All records necessary to ensure the correctness of the information provided by the agency will be kept five years beyond the final reporting date and access to such records will be provided to the state Department of Education upon request."	C

Comments

- 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

Adding a Comment

The screenshot displays the 'Create Comment' window for Washington School District. The interface includes a 'Comment' text area, a 'Send Email to eGrants Contacts' button, and a 'History Log' sidebar. The 'History Log' shows a list of contacts with columns for Date, User, and Action. The 'DBOE Contacts' table lists contacts like Bart Gill and Phillip Keeler. The 'Additional Recipients' section allows adding more contacts. Yellow arrows and numbers 1 through 5 indicate the sequence of steps for adding a comment.

Create Comment

Washington School District (WASD) Public District - FY 2020 - Cross Program Consolidated Monitoring - New

Send Add (0/2)

Create Comment

Comment

How can we acceptably document when private schools refuse consultation?

Send Email to eGrants Contacts

History Log

Washington School District (WASD) Public District - FY 2020 - Cross Program Consolidated

Current Page

Next Page

Previous Page

Sections

History Log

Create Comment

DBOE Contacts

Name	Organization	Email
Gill, Bart		bart.gill@wsd.k12.wa.us
Keeler, Philip		philip.keeler@wsd.k12.wa.us

Additional Recipients

DBOE Performance Manager

DBOE Chief Officer

DBOE Grants Management Contact

DBOE Performance Manager

DBOE Chief Officer

DBOE Miscellaneous Contacts

April McCrae

Bart Gill

Blake Holcomb

Calvin Gleason

Caroline Buchanan

Additional Recipients

Proposed Summary

Comment Group(s) Selected

DBOE Performance Manager

- # 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.
- ©Grants LEA Training Module 2:
Cross-Program Consolidated Monitoring
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Monitoring Results Sample System Report

Monitoring Results - LEA Response

Washington School District (PSESD) Public District - PI 2020 - Cross Program Consolidated Monitoring - Run 8

To:

Accounting Name:

Area: Description:

Supervision, Administration, and Funding - Services to Nonpublic Schools - Study Tours Required event

Monitoring Period:

Findings:

Program Quality or Program/Process/Program: (Good job going strong and beyond)

Improvement Recommendations:

Area: Description:

Supervision, Administration, and Funding - Services to Nonpublic Schools - Clearly described the process

Findings of Non-Compliance	Description	Action Steps	Required Documentation	Documentation Approved	Deadline for Completion	Resolving Issue
Compliance Area						
Nonpublic Engagement or Parent Satisfaction	Need to post report card actions	Post report card data on plan actions	Submission of Report Card Data posted on LEA web site	<input type="checkbox"/>	1/12/2019	
Nonpublic Engagement or Family and Community Engagement Process and Complaint	Family must be involved in process	Host parent meeting	Copy of report card from parent meeting Copy of documentation has been uploaded Copy of meeting minutes from parent meeting Copy of documentation has been uploaded	<input type="checkbox"/>	12/22/2018	

Findings of Non-Compliance	Description	Action Steps	Required Documentation	Documentation Approved	Deadline for Completion	Resolving Issue
Compliance Area						
Nonpublic Engagement or Nonpublic Consultation	Consult with private schools	Consult private school consultation	Meeting minutes from Private school consultation No documentation has been uploaded	<input type="checkbox"/>	4/11/2020	

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.

Instrument Closeout

- Once DDOE has received and approved all documentation, they will move instrument to “Monitoring Closed” status
- Instrument can no longer be edited
- Maintained and viewable in the system for historical purposes

Cross Program Consolidated Monitoring Sections

Washington School District (559999) Public District - FY 2020 - Cross Program Consolidated Monitoring - Rev 0

Status: Monitoring Closed

Change Status To:

Description: Washington School District (559999) Public District - FY 2020 - Cross Program Consolidated Monitoring - Rev 0

All

History Log

Monitoring Results

All

Grants LEA Training Module 2:
Cross-Program Consolidated Monitoring

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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: 1, 2, 3, 4, 7, 8, 13, 14, 17, 18, 23, 26, 41, 42, 49	Practice Numbers: 6, 10, 11, 12, 20, 21, 27, 28, 34, 43, 47	Practice Numbers: 9, 19, 22, 24, 29, 35, 36, 44, 45, 46, 48	Practice Numbers: 5, 15, 16, 25, 30, 31, 32, 33, 37, 38, 39, 40, 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
LEA and School Plans	Title I Information	Parent Notification
	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
Parent Involvement (Continued)	Distribution	Distribution Evidence
	School FACE Policy	School Level FACE Policy
	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

34 C.F.R. §76.770

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.

2 C.F.R. §200.331((b)(d)(e))

(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

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