# Virginia Department of Education Federal Program Monitoring for Title IV, Part A

# Student Support and Academic Enrichment Grant

**2021-2022 Protocol**

# Virginia Department of Education Federal Program Monitoring for Title IV, Part A

## Review of Previous Monitoring

### 1.1: The school division has implemented necessary actions as a result of prior federal program monitoring for Title IV, Part A.

#### Guiding Questions

* **When did the division last undergo federal monitoring for Title IV, Part A?**
* **Did the division receive any findings? If so, identify the findings.**
* **Were all action steps from corrective action plans implemented and maintained?**

#### Acceptable Evidence

* Feedback letters
* Corrective action plan

*(Note: Supporting evidence may also be provided under corresponding indicator(s) within the rest of the protocol.)*

#### Local Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A☐

## LEA Program Application

### 2.1: 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 Question

##### 2.1a What is the LEA process for review and approval of the local application?

#### Acceptable Evidence

* List of LEA staff involved in the data collection for each of the Title IV, Part A, priority areas (well-rounded education, safe and healthy students, and the effective use of technology)
* List of LEA staff involved in interpreting the data and identifying needs
* List of staff engaged in the discussion about setting priorities and deciding how to address needs
* All meeting minutes for groups referenced above

#### Interview Questions

* Staff describes the timeline and process used to develop the LEA application.
* Staff describes how the LEA determines how funds are distributed between categories.

#### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

##### 2.1b Has the LEA submitted revisions and amendments to the application?

###### Acceptable Evidence

* Evidence is accessible by department of education staff (Application revisions and/or amendments). No LEA submission is needed.

###### Interview Question

Staff describes how revisions and amendments are submitted in OMEGA in a timely manner when allocations change or programmatic changes are made, including amendments for reallocated funding, if applicable.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

##### 2.1c Did the LEA consult with the required stakeholders in the development of the LEA’s plan and implementation?

###### Acceptable Evidence

* Surveys,
* Meeting minutes,
* Meeting sign-in sheets
* Partnership Memorandum of Understandings
* Advisory Board/Coalition Membership and meeting notes
* Other evidence of feedback/communication

###### Interview Question

Staff describes stakeholders included and how input was obtained from stakeholders.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

##### 2.1d How did the LEA determine the schools to be served and activities to be funded from the needs assessment process?

###### Acceptable Evidence

* Needs assessment data and planning documentation
  + meeting minutes and agendas
  + only required if allocation was $30,000 or more
  + includes LEAs that transferred a portion of funds
* Analysis of needs assessment data
* List of schools served and criteria for selection
* Other evidence

###### Interview Question

Staff describes needs assessment process and how schools served were selected.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

## Program Monitoring and Evaluation

### 3.1: The SEA conducts monitoring to evaluate the degree to which progress has been made toward meeting Measurable Objectives included in the LEA application.

#### Guiding Question

**3.1a** **What evidence can be provided to show progress toward measurable objectives are being achieved through the funded activities?**

##### Acceptable Evidence

* Student assessment data
* Surveys – staff, parent, student
* Professional development evaluations
* Program evaluation reports
* Professional development credit, certificate, course completion
* Job description for positions funded with Title IV, Part A, funds
* Evidence of performance
* Other as noted on application

###### Interview Question

Staff describes how data supports the progress toward achieving the measurable objectives.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

**Fiscal Requirements**

### 4.1: The SEA ensures that the LEA complies with the procedures for proper distribution of funds.

#### Guiding Question

##### 4.1a Does the school division: 1) ensure that funds expended correlate with activities outlined in the approved funding application; and 2) draw down funds in a timely manner?

###### Acceptable Evidence

* Inventory List
* Purchase Requisitions
* Time and Effort Sheets

###### Interview Question

* Staff describes the process used to submit reimbursement requests in OMEGA.

Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

Guiding Question

##### 4.1b Does the LEA ensure that financial records (such as application, amendments, budget transfers, purchase orders, invoices, etc…) are maintained in compliance with the Library of Virginia’s records retention policy?

###### Acceptable Evidence

* Written procedure

###### Interview Question

* Staff describes the process used to maintain and store records.

Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

**4.1c If the division received an allocation of $30,000 or more, have funds been expended according to the requirement to spend at least 20% on well-rounded educational opportunities, at least 20% on safe & healthy students, and a portion on the effective use of technology?**

##### Acceptable Evidence

* LEA accounting records tracked by category for LEA and private schools

###### Interview Question

* Staff describes how the division ensures that Title IV, Part A, funds are expended in accordance with required spending thresholds.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

**4.1d** **If the division allocated funds to the effective use of technology category, did the division use no more than 15% of these funds to purchase technology equipment, devices, and/or software?**

##### Acceptable Evidence

* Evidence was previously submitted under indicators 4.1a and 4.1c (reimbursements, purchase requisitions, and inventory list).

###### Interview Question

* Staff describes the procedures in place to ensure the LEA will not expend more than 15% to purchase technology equipment, devices, and/or software in the effective use of technology category.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

**4.1e If the division allocated funds to administrative costs, did the division use no more than 2% of these funds to include claims for indirect costs and direct administrative costs?**

##### Acceptable Evidence

* Evidence was previously submitted under indicator 4.1c (reimbursements, and application budget).

###### Interview Question

* Staff describes the procedures in place to ensure the LEA will not expend more than 2% administrative cost.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

## Equitable Services

### 5.1: The SEA ensures that the LEA complies with requirements with regard to services to eligible private school.

#### Guiding Question

**5.1a Did the division contact and offer services to all eligible private schools?**

##### Acceptable Evidence

* Intent form
* Communication (letter, email, phone log, …)

###### Interview Question

* Staff describes the process for notifying private schools on the availability of equitable services funded by Title IV, Part A.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

**5.1b** Has the division established an agreement of services with private school officials on how and what services will be provided?

##### Acceptable Evidence

* Signed Agreement of Services
* Meeting agendas, sign-in sheets, and minutes
* Other evidence of how services will be provided and availability of funds

###### Interview Question

* Staff describes the process for providing information toprivate school officials regarding the purpose and requirements for this program.
* Staff discusses types of services provided to private schools.
* Staff discusses the established timelines for providing services.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

**5.1c** Has the division ensured that participating private schools have expended the proportionate share of funds as agreed?

##### Acceptable Evidence

* Private school accounting records
* Private school inventory list
* Release of obligation, if applicable

###### Interview Question

* Staff describes the process for private school expenditure and reimbursement of funds.
* Staff describes the process for procurement and tracking of non-consumable materials/equipment purchased on behalf of the private school(s).

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

#### Guiding Question

**5.1d** Has the division informed the private school of the complaint procedure?

##### Acceptable Evidence

* Copy of the complaint procedure

###### Interview Question

* Staff describes the complaint process for private schools.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A ☐

## LEA Feedback

### 6.1: The SEA provides technical assistance to the LEA.

#### Guiding Question

**6.1a** What questions does the division have about the program? Are their specific professional development or technical assistance requests?

##### Acceptable Evidence

###### Interview Question

* Staff describes topics of interest or program areas where technical assistance would be beneficial.

###### Local Educational Agency Response

Click or tap here to enter text.

**Below This Line for VDOE Use Only**

#### State Educational Agency Response

Click or tap here to enter text.

#### Sufficient Documentation

Yes ☐ No ☐ N/A☐