Division Name:

Year: 2023 - 2024

# Virginia Department of EducationFederal Program Monitoring for Title V, Part B, Subpart 2

# Rural and Low-Income School Program

# Virginia Department of EducationFederal Program Monitoring for Title V, Part B, Subpart 2

## Review of Previous Monitoring

### 1.0: The LEA has implemented necessary actions as a result of prior federal program monitoring to ensure compliance with Title V, Part B, Subpart 2 program requirements.

#### Guiding Question

##### When did the division last undergo federal monitoring for Title V, Part B, Subpart 2?

##### Did the division receive any findings? If so, identify the findings.

##### Were all action steps from corrective action plans implemented and maintained?

###### Acceptable Evidence

* Copies of previous monitoring results (letter to LEA from SEA)
* Corrective Action Plan (if applicable) and evidence of implementation
* Evidence of technical assistance as a result of issues identified through the monitoring process

###### Requirements

* Staff describes the monitoring process, including on-site procedures, data review, reporting, and corrective action processes, as it pertains to most recent monitoring by the SEA

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###### Sufficient Documentation

Yes [ ]  No [ ]  NA [ ]

## LEA Program Application

### 1.1: 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

##### 1.1a What is the LEA process for review and approval of the local application?

###### Acceptable Evidence

* Most recently approved annual application from the LEA, including signed cover page
* Locally administered stakeholder surveys
* Needs assessment data and planning documentation (meeting minutes and agendas)

###### Requirements

* Staff describes the timeline and needs assessment process used to develop the LEA application
* Staff describes how the LEA determines from the needs assessment which allowable categories are selected

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Yes [ ]  No [ ]  NA [ ]

#### Guiding Question

##### 1.1b Has the LEA submitted revisions and amendments to their application if needed?

###### Acceptable Evidence

* OMEGA Reports
* Application revisions and/or amendments

###### Requirements

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

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Yes [ ]  No [ ]  NA [ ]

## Program Monitoring and Evaluation

### 2.1: 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

##### 2.1a Do the selected activities in the application align to the specified measurable objectives?

###### Acceptable Evidence

* Evidence-based activities aligned with measurable objectives
* Professional development agendas, materials, sign-in sheets, evaluations
* LEA Professional Development Plan with aligned measurable objectives
* Updated needs assessment
* Reimbursement requests

###### Requirements

* Staff describes how the activities support the measurable objectives and the progress made towards attaining them
* Staff describes the guidance provided to align Title V, Part B, Subpart 2, funded programs, and activities with identified needs

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#### Guiding Question

##### 2.1b What evidence can be provided to show the activities funded with Title V, Part B, Subpart 2, grant funds were effective?

###### Acceptable Evidence

* Student assessment/progress monitoring data
* Stakeholder surveys – staff, parent, student
* Professional development agendas and evaluations
* Program evaluation report
* Professional development credit, certification, course completion

###### Requirements

* Staff describes how the LEA evaluates the success of programs and activities towards achieving measurable objectives

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Yes [ ]  No [ ]  NA [ ]

#### Guiding Question

##### 2.1c What evidence can be provided to show the LEA conducts a comprehensive needs assessment to identify how Title V, Part B, Subpart 2, grant funds will be used?

###### Acceptable Evidence

* CNA (comprehensive needs assessment) aligned to the most recent application
* LEA strategic/school improvement plan identifying Title V activities
* Technical assistance agendas, presentations, materials, and meeting minutes
* Input from key stakeholders for development of the application

###### Requirements

* Staff describes how the LEA uses the results of the comprehensive needs assessments to determine how Title V, Part B, Subpart 2, grant funds will be used

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Yes [ ]  No [ ]  NA [ ]

## Fiscal Requirements

### 3.1: The SEA ensures that the LEA complies with the procedures for proper distribution of funds, including reallocation and carryover provisions.

#### Guiding Question

##### 3.1a Does the school division ensure that funds expended correlate with activities outlined in the approved funding application and ensure the draw down funds in a timely manner?

###### Acceptable Evidence

* Application
* Reimbursements
* Budget transfers
* Accounting records
* OMEGA Spend Down Calendar Report

###### Requirements

* Staff describes the process used to submit reimbursement requests in OMEGA
* Staff describes the process and timeline used for encumbering funds, including reallocated funding, if applicable
* Staff describes the process and timeline for submitting reimbursements

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**Guiding Question**

##### 3.1b Does the LEA adhere to the proper accounting of time and attendance for Title V, Part B, Subpart 2, paid staff?

###### Acceptable Evidence

* Record of all personnel funded with Title V, Part B, Subpart 2, funds (This includes FTEs and stipends paid with Title V funds).
* Certification of pay (100 percent Title V, Part B, Subpart 2, funded)
* Personnel activity report (split funding with another funding source)

###### Requirements

* Staff describes how the division ensures that the Title V, Part B, Subpart 2, funded staff work exclusively in Title V, Part B Subpart 2, approved activities
* Staff describes how the LEA ensures that Title V, Part B, Subpart 2, funds supplement the local funds it would need to operate in the absence of federal funds

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#### Guiding Question

##### 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?

###### Acceptable Evidence

* 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
* Carryover Certification Waiver

###### Requirements

* Staff describes the procedures in place to ensure the LEA will meet the 85% obligation requirement

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### Guiding Question

### 3.1d Does the LEA adhere to the procedures for maintaining equipment and materials purchased with Title V, Part B, Subpart 2, funds?

#### Acceptable Evidence

* Inventory records of materials purchased with Title V, Part B, Subpart 2, funds **and**
* Records of disposal of Title V inventory **and**
* LEA procurement and disposition policies

#### Requirements

* Staff describes how equipment purchased with Title V funds is distributed and maintained.
* Staff describes how decisions are made about what equipment to purchase.

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