**VIRGINIA DEPARTMENT OF EDUCATION**

**OFFICE OF FEDERAL PANDEMIC RELIEF PROGRAMS**

PREPARING FOR AND PARTICIPATING IN MONITORING

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) FORMULA FUNDS

ESSER AND GOVERNOR’S EMERGENCY EDUCATION RELIEF (GEER) STATE SET-ASIDE FUNDS

CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF)

| **SECTION** | **COMPLETED** |
| --- | --- |
| **GETTING STARTED** |  |
| 1. *Download the monitoring documents available on the* [*Federal Pandemic Relief Programs webpage:*](https://www.doe.virginia.gov/programs-services/federal-programs/federal-pandemic-relief-programs)    1. *Program Monitoring Protocol (xlsx)*    2. *Preparing for and Participating in Monitoring (Word)*    3. *Overview of Federal Pandemic Relief Programs Monitoring (PPT)* |  |
| 1. Identify a Local Educational Agency (LEA)/subgrantee primary and secondary point of contact. Complete the Point of Contact form (**Appendix A** of this document) and email the completed form to [vdoefederalrelief@doe.virginia.gov](mailto:vdoefederalrelief@doe.virginia.gov) by **March 20, 2024**. |  |
| 1. VDOE reviewers are listed on the PowerPoint presentation. Contact your assigned VDOE reviewer if you have questions about completing the protocol and submitting evidence. |  |
| **OVERVIEW OF PROCESS** |  |
| 1. The primary focus on monitoring for LEAs will be the LEAs *current* administration of ESSER, GEER, and CSLFRF HVAC grants; however, in some cases the LEA will need to include older documentation. For equitable services, monitoring will address the CARES Act grant award period, which will include previous years. 2. LEA formula and set-aside awards will be monitored. Often the processes used for formula allocations also apply to set-aside awards. If a response to a protocol question differs significantly between the administration of formula and state set-aside awards, the LEA should provide an explanation of the differences and sample evidence. 3. All tabs in the protocol (Cover Page, Application, Program Requirements, Fiscal Requirements, HVAC and Capital Projects, Equitable Services, and LEA/Subgrantee Feedback) must be completed. NOTE: The Equitable Services tab is only applicable to ESSER I formula grants and ESSER I state set-aside grants to LEAs. 4. Gather the appropriate records that will serve as evidence that criteria have been met. **Evidence is required for each question of the protocol unless a question is not applicable to the LEA.** 5. In the protocol, provide a narrative response for each guiding question and identify the evidence provided for each guiding question. Note: When evidence supports more than one guiding question response, identify the folder and document in parenthesis (e.g., Application 1.1c) as applicable. 6. Submit the protocol and evidence using the SharePoint link provided by VDOE:    1. Each school division has been set up with a folder and sub-folders in which to submit all evidence and the completed protocol. (Each division's folder will be accessible ONLY to the one designated contact listed for Federal Pandemic Relief Programs in SSWS.)    2. **VDOE does not use the Gmail or Google productivity tools**. Links to Google documents or sheets for evidence should not be submitted as they will not be accessible to the reviewers. 7. Email the assigned VDOE reviewer once the completed monitoring protocol and evidence have been uploaded, on or before the due date of **April 22, 2024**. 8. The assigned VDOE reviewer will review the responses and evidence and will schedule a call with the LEA/subgrantee monitoring contact to clarify information and/or request additional evidence. It is anticipated that follow up calls will be held during **April** and **May 2024**. 9. A summary of monitoring results will be emailed to the LEA/subgrantee point of contact and the division superintendent (if applicable) once the final review is completed. It is anticipated that monitoring results will be provided to divisions in **June 2024**. |  |
| **COVER PAGE TAB** |  |
| 1. Indicate the LEA or Subgrantee Name. |  |
| 1. Place an “X” in the white box beside each source from which funds have been received. |  |
| 1. Identify the primary and secondary monitoring contact name, email, and phone number. |  |
| **APPLICATION TAB** |  |
| 1. Read each question in this section of the monitoring document and review the acceptable evidence below.   Acceptable Evidence (suggested, but not limited to):  Currently approved application(s), ARP ESSER spending plans, internal emails and correspondence, emails and correspondence with VDOE, list of internal personnel in application approval chain, OMEGA records, evidence of stakeholder feedback (e.g., school board meeting documents, survey results, meeting minutes), needs assessments, timelines  **REQUIRED: Copy of original signed and dated application Cover Page for each funding source.** |  |
| 1. Compile documents and other appropriate evidence for each response. Other than evidence designated as **required,** additional evidence should be samples only (i.e., not every amendment, email, etc.). |  |
| 1. Provide a narrative response to each set of questions in the tab. Upload LEA/subgrantee documents to the applicable SharePoint folder. If additional evidence is included in another folder, note the location of specific related uploaded evidence in parenthesis (e.g., 5.1a\_Consultation 8.20.20) in the narrative. |  |
| **PROGRAM REQUIREMENTS TAB** |  |
| 1. Read each question in this section of the monitoring document and review the acceptable evidence below.   Acceptable Evidence (suggested, but not limited to):  Needs assessments, student assessment data analyses, professional development schedules, internal emails and correspondence, emails and correspondence with VDOE, inventory lists, user agreements, internal process for cataloging non-consumables, E-Rate surveys, parent surveys, staff surveys |  |
| 1. Compile documents and other appropriate evidence for each response. Evidence should be samples only (i.e., not every survey, data summary, etc.). |  |
| 1. Provide a detailed response to each set of questions in the tab. Upload LEA/subgrantee documents to the applicable SharePoint folder. If additional evidence is included in another folder, note the location of specific related uploaded evidence in parenthesis (e.g., 3.1a\_Meeting Mins 4.15.22) in the narrative. |  |
| **FISCAL REQUIREMENTS TAB** |  |
| 1. Read each question in this section of the monitoring document and review the acceptable evidence below.   Acceptable Evidence (suggested, but not limited to):  Approved application(s), reimbursement requests, budget transfer requests, OMEGA Spenddown Calendar Report, LEA/subgrantee reimbursement timelines, accounting records, job descriptions/employment postings, internal emails and correspondence, emails and correspondence with VDOE |  |
| 1. Compile documents and other appropriate evidence for each response. Evidence should be samples only (i.e., not every reimbursement request, job description, etc.). |  |
| 1. Provide a detailed response to each set of questions in the tab. Upload LEA/subgrantee documents to the applicable SharePoint folder. If additional evidence is included in another folder, note the location of specific related uploaded evidence in parenthesis (e.g., 1.1d\_Prioritizing Funding) in the narrative. |  |
| **HVAC AND CAPITAL PROJECTS TAB** |  |
| 1. Read each question in this section of the monitoring document and review the acceptable evidence below.   Acceptable Evidence (suggested, but not limited to):  Approved application(s), reimbursement requests, budget transfer requests, OMEGA Spenddown Calendar Report, LEA/subgrantee reimbursement timelines, accounting records, job descriptions/employment postings, construction prior approval request forms, Notices of Federal Interests, construction/remodeling/HVAC documentation (contracts with Davis-Bacon clause, wage determinations, certified weekly payrolls, project schedule, construction site visit schedules and notes, meeting minutes), internal emails and correspondence, emails and correspondence with VDOE  **NOTE**: Include the applicable cover sheet or excerpt from a document in lieu of the entire document as evidence. |  |
| 1. Compile documents and other appropriate evidence for each response. Evidence should be samples only (i.e., not every reimbursement request, job description, etc.). |  |
| 1. Provide a detailed response to each set of questions in the tab. Upload LEA/subgrantee documents to the applicable SharePoint folder. If additional evidence is included in another folder, note the location of specific related uploaded evidence in parenthesis (e.g., 1.1d\_Needs Assessment) in the narrative. |  |
| **EQUITABLE SERVICES TAB** |  |
| 1. Read each question in this section of the monitoring document and review the acceptable evidence below.   Acceptable Evidence (suggested, but not limited to):  Invitations to eligible private schools, signed consultation forms, attendance records, signed agreements, schedules, inventory lists, purchase requisitions, emails and other correspondence with private schools (re: eligibility, participation, and purchases) |  |
| 1. Compile documents and other appropriate evidence for each response. Evidence should be samples only (i.e., not every purchase requisition, email, etc.). |  |
| 1. Provide a detailed response to each set of questions in the tab. Upload LEA/subgrantee documents to the applicable SharePoint folder. If additional evidence is included in another folder, note the location of specific related uploaded evidence in parenthesis (e.g., 1.1b\_Allowability) in the narrative. |  |
| **LEA/SUBGRANTEE FEEDBACK TAB** |  |
| 1. Respond to questions on this tab and highlight questions about the grants and specific issues that may require technical assistance. |  |
| **DUE DATES** |  |
| 1. Submit completed Point of Contact form (Appendix A) – **March 20, 2024** |  |
| 1. Submit completed protocol and evidence – **April 22, 2024** |  |

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CSLFRF HVAC

**APPENDIX A**

Complete the form below and submit the completed form to [vdoefederalrelief@doe.virginia.gov](mailto:vdoefederalrelief@doe.virginia.gov) by **March 20, 2024.**

**LEA or Subgrantee Name:**

**Superintendent’s Name:**

**Superintendent’s Contact Email:**

**Primary Monitoring Contact Name:**

**Primary Monitoring Contact Email:**

**Primary Monitoring Contact Phone Number:**

**Secondary Monitoring Contact Name:**

**Secondary Monitoring Contact Email:**

**Secondary Monitoring Contact Phone Number:**