

Consolidated Monitoring Documents

This check list can be used when preparing for a Consolidated Monitoring Review. It includes evidence for Title IA, IIA, IIIA, and IVA. This is not an exhaustive list of documentation and should be used as a guide to help LEAs prepare for monitoring. Please use the final Consolidated Monitoring Tool and Fedmonitor for a complete list of evidence for each of the requirements.

# Title IA - Program

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| Documentation | Yes/No/NA |
| List of staff, highlighting those on emergency permits |  |
| Updated Equity Plan, with dated agenda and sign-in sheet |  |
| Written and signed transportation procedures for students in foster care with signatures |  |
| Written and signed MOU with Head Start |  |
| Consolidated Application – Transition and Coordination section and a list of transition strategies for served Title I buildings for students transitioning from early childhood/preschool to kindergarten, from middle school to high school, and/or from high school to post-secondary education |  |
| LEA Parent and Family Engagement (PFE) Policy, dated agenda, sign in sheets, and method of distribution |  |
| For LEAs that receive over $500,000 in PFE funds, dated agendas and sign in sheets discussing use of funds, LEA budget demonstrating 1% was reserved, and building level budgets demonstrating 90% was distributed to schools  |  |
| Surveys and **collated** results to demonstrate annual evaluation of the content and effectiveness of the PFE policy |  |
| Nonpublic (NP) Procedures for the provision of services, if applicable |  |
| Affirmation of NP Consultation form, if applicable |  |
| Evidence LEA monitored and evaluated the NP program |  |
| Evidence of Nonpublic initial and ongoing consultation, i.e. emails, letters, etc. if applicable |  |
| Third-party contracts for NP services, if applicable |  |
| Complaint procedures for Nonpublic Schools, if applicable |  |
| RFP or quotes for NP equitable services that meet the applicable threshold |  |
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# Title IA - Fiscal

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| Documentation | Yes/No/NA |
| Two most recent audits |  |
| UGG Compliant Inventory list of items purchased with Title I A, including NP inventory if applicable |  |
| Time Documentation – semi-annual certs, if applicable |  |
| Time Documentation – PAR/Split funded certs, if applicable |  |
| Time and Effort Procedures |  |
| Performance Goal Reports data summaries |  |
| Conflict of Interest Policy |  |
| Allowability of Costs Procedures |  |
| Procurement Procedures |  |
| Cash Management Procedures |  |
| Travel Reimbursement Policy |  |
| Title I allocation for each Title I building from LEA budget |  |
| Statement of expenditures for Foster, if reserved funds for Foster Students |  |
| Spreadsheet demonstrating calculations if reserved funds for Salary and Fringe Benefit Differential  |  |
| Statement of expenditures for Neglected Institution, if funds reserved for Neglected Institutions |  |
| Comparability Report and/or Assurances |  |

# Title IIA - Program

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| Documentation | Yes/No/NA |
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| Dated agendas and sign-in sheets for stakeholder meetings that took place prior to the writing of the grant – must identify stakeholders |  |
| Evidence of data used to indicate large class sizes, such as grade level enrollment and/or roster of teachers, if using funds for Class Size Reduction |  |
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# Title IIA, IIIA, and IVA - Fiscal

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| --- | --- |
| Documentation | Yes/No/NA |
| Title IIA budgets from Consolidated Application and statement of expenditures for Title IIA |  |
| Title IIIA budgets from consolidated application and statement of expenditures for Title IIIA |  |
| Title IVA budget from the Consolidated Application and Statement of Expenditures for Title IVA |  |
| Time Documentation – semi-annual certs, if applicable |  |
| Time Documentation – PAR/Split funded certs, if applicable |  |
| Performance Goal Reports data summaries |  |
| UGG Compliant Inventory list of items purchased with Title IIA, IIIA, and/or IVA as applicable including NP inventory if applicable |  |

# Title IIIA Program

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| --- | --- |
| Documentation | Yes/No/NA |
| Parent notification letters for placement in ESL Program supported with Title III supplemental funds  |  |
| Roster of students who completed assessment and roster of students who opted out of assessment - with no PII information |  |
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# Title IVA - Program

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| Documentation | Yes/No/NA |
| Dated agendas and sign-in sheets for stakeholder meetings that took place prior to writing the grant – must identify stakeholders |  |
| Dated agendas and sign-in sheets for consultation that took place during the implementation of the grant |  |
| Dated Needs Assessment, if over $30,000 |  |
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# Title VIII (if applicable)

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| Documentation | Yes/No/NA |
| Affirmation of Nonpublic Consultation form, if applicable |  |
| Nonpublic (NP) Procedures for the provision of services, if applicable​​ |  |
| Evidence of Nonpublic initial and ongoing consultation, i.e. emails, letters, etc. if applicable |  |
| Third-party contracts for Nonpublic services, if applicable |  |
| Complaint procedures for Nonpublic Schools, if applicable |  |
| RFP or quotes for NP equitable services that meet the applicable threshold |  |

# School Level - Program

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| --- | --- |
| Documentation | Yes/No/NA |
| APPROPRIATELY STATE CERTIFIED |  |
| List of instructional paraprofessionals working in the school & their qualifications |  |
| Copy of Right-to-Know – Teacher Qualifications letter dated and evidence of distribution date |  |
| Copy of Right-to-Know – Four Consecutive Week letter |  |
| PARENT AND FAMILY ENGAGEMENT |  |
| School Parent and Family Engagement policy, with review/revision date, dated parent meeting, dated agenda & sign-in sheets, and method of distribution |  |
| Dated Title I annual meeting agenda & sign-in sheets |  |
| School-parent compact with review/revision date, dated agenda, sign-in sheets and method of distribution |  |
| Dated Title I meeting agenda & sign-in sheets from parent meeting that indicating assessments, State academic standards and monitoring their child’s progress was discussed OR Staff/Parent meeting agendas and sign-in sheets |  |
| One example of Training materials provided to parents, evaluations, agendas & sign-in sheets, or calendar of events |  |
| SPAC skits and staff agendas and sign in sheets |  |
| Transition Plan |  |
| Translated documents such as fliers, letters, web site postings |  |
| SCHOOLWIDE PROGRAM |  |
| Documentation of approval such as an email from FRCPP saying it has been approved or a screenshot from the FRCPP dashboard where the plan says “Approved |  |
| Copy of the Schoolwide Plan and agendas and sign-in sheets for meeting, if operating a Schoolwide Program |  |
| TARGETED ASSISTANCE |  |
| Selection criteria and student roster with test scores that includes rank order listing, if operating a Targeted Assistance Program |  |
| List of programs, activities, and academic courses provided to eligible children, if operating a Targeted Assistance Program |  |
| List of instructional strategies including activities that strengthen the academic program provided to eligible children, if operating a Targeted Assistance Program |  |
| Documentation of regular team meetings, dated agenda, sign-in sheets, and minutes, if operating a Targeted Assistance Program |  |
| List of professional development activities, dated agendas, and sign in sheets, if operating a Targeted Assistance Program |  |
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# Title I School Level - Fiscal

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| Documentation | Yes/No/NA |
| Time Documentation – semi-annual certs, if applicable |  |
| Time Documentation – PAR/Split funded certs, if applicable |  |
| School’s Title I building level budget including specific salary and benefits for personnel and supply orders for actual and anticipated expenditures |  |