Title I, Part A: Compliance Components

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Office of Program Administration and Accountability
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- **Part I:** Welcome and Overview

- **Part II:** Federal Program Monitoring

- **Part III:** Program Components for Success

Agenda for Today's Session

Welcome and Introductions

- Goals and objectives for this session

Program Concepts

- Federal Program Monitoring Cycle
- Federal Program Monitoring Protocol (SEA & LEA)
- Title I, Part A, Compliance: Successful Program Implementation

Conclusion

- System for Success
- Feedback and Follow-up Training Opportunities

Session Goals/Objectives

- To develop a broader understanding of the monitoring protocol elements to enhance student achievement

- To engage stakeholders in the program implementation process

- To gain an understanding of what documents are needed to ensure program compliance and improved academic achievement
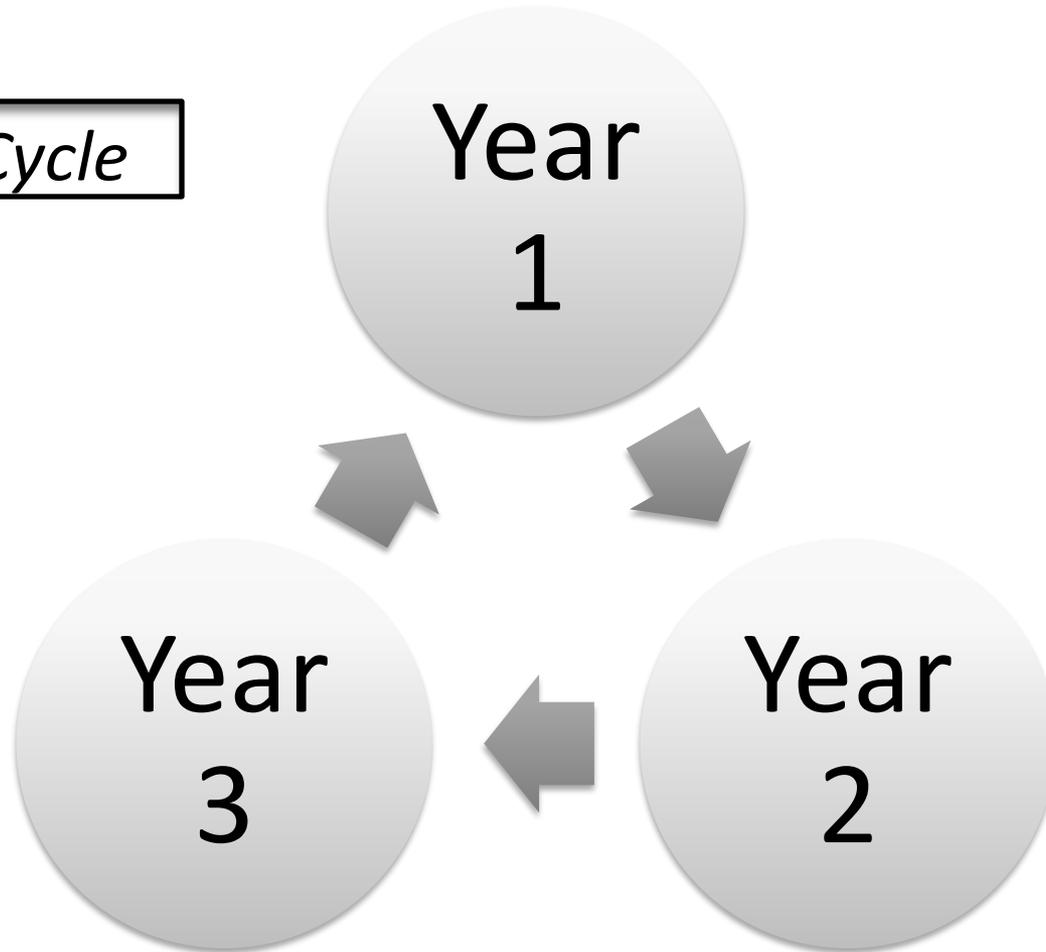
- **Part I:** Welcome and Overview

- **Part II:** Federal Program Monitoring

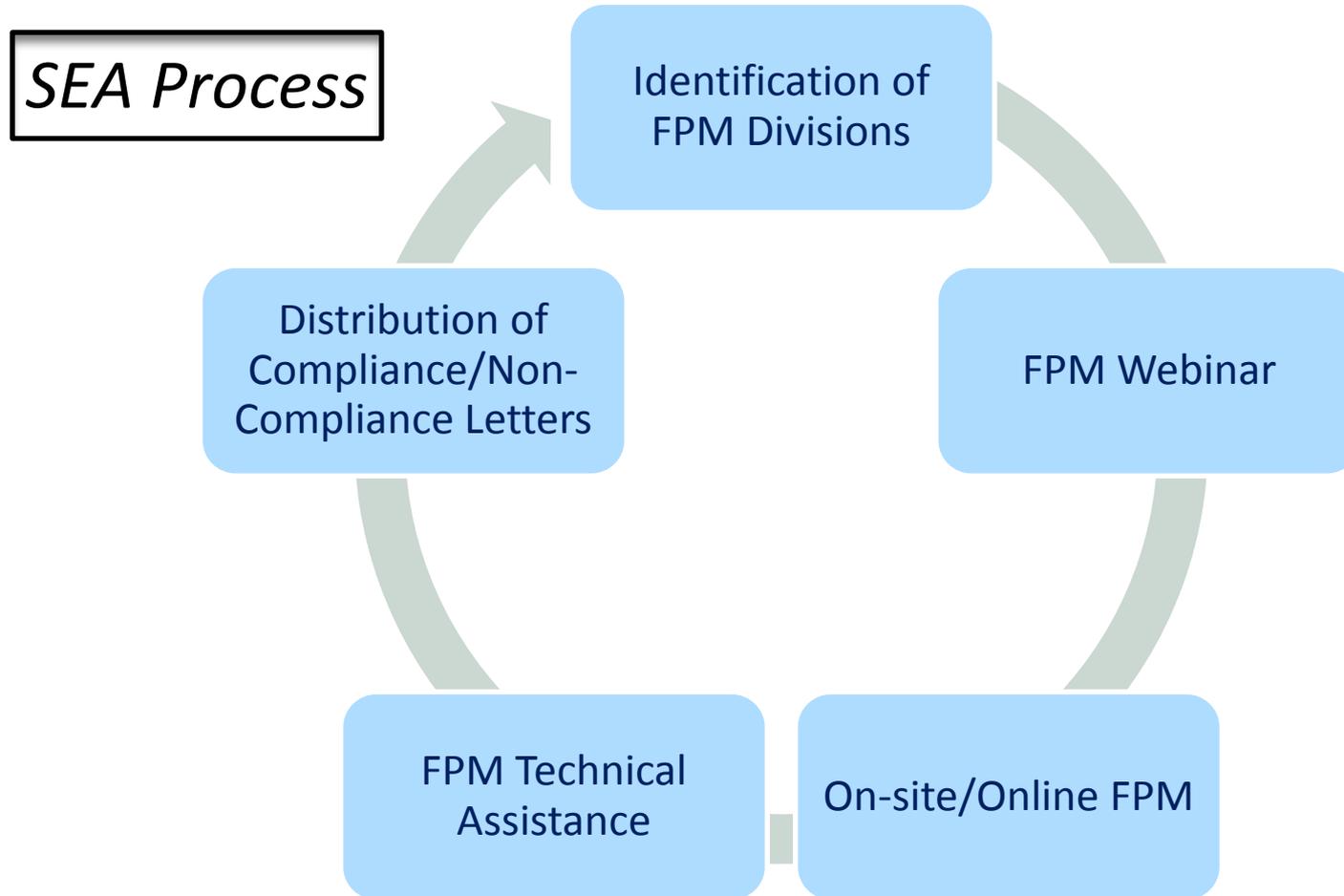- **Part III:** Program Components for Success
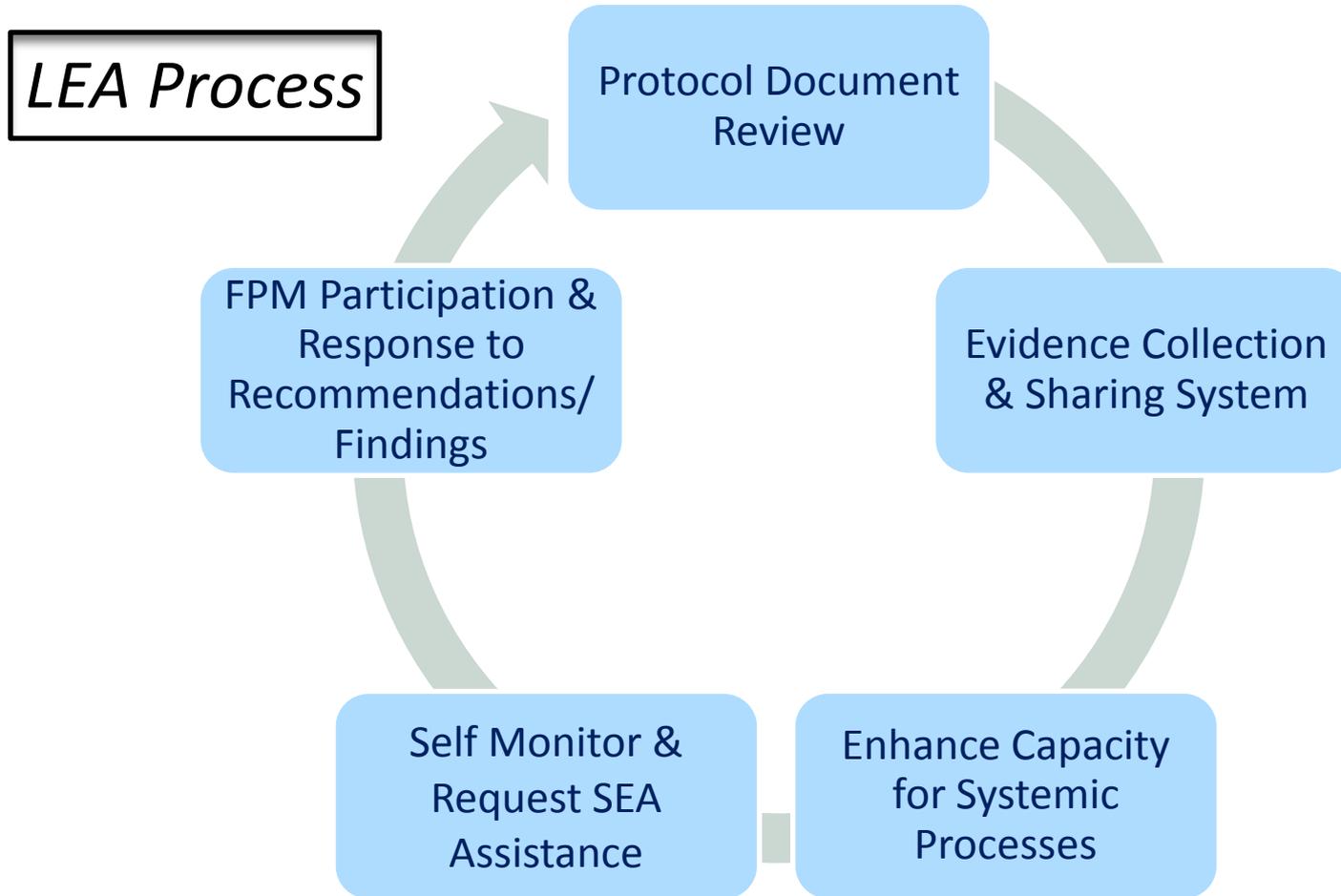
Federal Program Monitoring Cycle

3 Year Cycle

Year 1

Year 2

Year 3

Federal Program Monitoring

SEA Process

Identification of FPM Divisions

FPM Webinar

On-site/Online FPM

FPM Technical Assistance

Distribution of Compliance/Non-Compliance Letters

Federal Program Monitoring

LEA Process

- Protocol Document Review
- Evidence Collection & Sharing System
- Enhance Capacity for Systemic Processes
- Self Monitor & Request SEA Assistance
- FPM Participation & Response to Recommendations/ Findings

Federal Program Monitoring: Protocol Document

Where can I find the FPM protocol document?

http://www.doe.virginia.gov/federal_programs/esea/federal_monitoring/index.shtml

Federal Program Monitoring: Protocol Document

Federal Program Monitoring: Protocol Document

Federal Program Monitoring for Title I, Part A, Title I, Part D; Title III, Part A; and Title X, Part C
Subrecipient Monitoring

1.0: The SEA conducts monitoring of its subgrantees sufficient to ensure compliance with Title I, Part A; Title I, Part D; Title III, Part A; and Title X, Part C, program requirements. [Section 9304 of NCLB and 80.40 of EDGAR]

Guiding Questions LEA	Acceptable LEA Evidence Documentation	Probing Questions Interview	To be completed by DOE: Is sufficient documentation provided?
1.0a When was the last time you were monitored by the SEA?	• Copies of reports, corrective actions, results of technical assistance.	• Staff describes monitoring process, including on-site procedures, data review, and the reporting and corrective action processes, as pertains to most recent monitoring by the SEA.	☐Yes ☐ No ☐N/A Comments
1.0b What findings, if any, were indicated as a result of the monitoring visit?	• Sample of letters to schools, checklists, forms, etc.	• Have all findings from the last visit been addressed?	☐Yes ☐ No ☐N/A Comments

Federal Program Monitoring: Evidence Collection

- Establish self-monitoring system to include collection and review of all elements annually

- Review protocol document annually

- Request clarification on any items from VDOE Title I, Part A, specialist

- Establish electronic filing system to mirror protocol document

- Assign areas of responsibility among several staff involved in the implementation of the program

- Establish timelines and procedures for collection of evidence

FPM: Technical Assistance Areas of Note

Common Areas

- Fiduciary

    - Allocations to Schools

    - Salaries (Time and Effort)

    - Inventory

    - Parent Involvement

- Parent Involvement

- Omni Circular - Guidance

Funding: Allocations to Schools

A.

Division's Title I Allocation : ########

Minus Set-Asides (if applicable): 572,646.63

Amount for Distribution to Schools: 714,353.67
(Feeds Box 12)

Divisionwide Average From Low-Income
Families 76.2%

B.

*PER PUPIL EXPENDITURE CALCULATION

Step 1:

714,353.67 , 2,082.0 = 343.11

Amount for Distribution to Schools   Low-Income Pupils in Served Schools

Funding: Allocations to Schools

(12) Number of Low-Income Pupils Served	(13) Percent Low-Income	(14) Minimum School Allocation	(15) Distribution Balance: 714353.67 from Box A	(16) School Reallocation Amount (Do Not Use if you have schools in School Improvement)	(17) School Allocation Total (Cols. 15 and 16)	(18) Adjusted PPE
#####		714,353.67	714,353.67	0.00	714,353.67	
Balance to Reallocate			0.00			
302	95.3%	103,619.02	610,734.65		103,619.02	343.11
551	79.7%	189,053.25	421,681.39		189,053.25	343.11
690	77.5%	236,745.45	184,935.94		236,745.45	343.11
539	74.2%	184,935.94	0.00		184,935.94	343.11

Sample Worksheet

Sample Division	OC 1000	OC 2000	OC 3000	OC 4000	OC 5000	OC 6000	Total
School A	$ 81,518.00	$ 22,101.02	$ -	$ -	$ -	$ -	$ 103,619.02
School B	$ 137,114.00	$ 32,522.25	$19,000.00			$ 417.00	$ 189,053.25
School C	$ 169,006.00	$ 48,040.00	$ 465.45			$ 19,234.00	$ 236,745.45
School D	$ 142,565.00	$ 33,070.00	$ 1,300.94			$ 8,000.00	$ 184,935.94

Fiduciary: Personnel

Does the LEA allocation process ensure the proper distribution of Title I, Part A, funds?

- Division set-aside for allocable personnel only

- Positions for allocable personnel only

- Time and Effort Documentation

  - Semi-annual Certification Form

  - Personal Activity Report

  - Principal Attestation Form

Fiduciary: Inventory

Does the LEA adhere to the procedures for maintaining equipment and materials purchased with Title I, Part A, funds?

- Budget

- Reimbursements

- Inventory records

- Disposal of Title I inventory records

- Procurement policies

Fiduciary: Parent Involvement

Does the LEA reserve the required amount of its Title I, Part A, allocation for parent involvement?

- How does the division document the 1% division set-aside?

- How does the division distribute the required 95% of the 1% to the eligible schools?

- If allocation is not used during fiscal year, it must be carried over and added to the following year's required reservation.

- Reservation is required if LEA's award is at least **$500,000**.

Parent Involvement

Does the LEA implement an array of initiatives to successfully engage parents in the educational program while documenting the protocol guiding questions?

- Building Parent Capacity

- Parent Right-To-Know

- Parent Policy/Compact

- Planning

- Annual Meeting

- Evaluation of Program Implementation and Parent Involvement

Monitoring will focus on compliance with applicable federal requirements and *achieving performance goals**.*

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Tips for Success

Establish systems and procedures for self-monitoring on a regular basis.

System to include chart delineating tasks, persons responsible, and timeline.

System to focus on results, not just compliance.

"The only way around is through."
- Robert Frost

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VDOE Title I, Part A, staff contact information, including specialists' assigned divisions, is posted on the VDOE Web site:

http://www.doe.virginia.gov/federal_programs/esea/title1/part_a/index.shtml

Questions?