

**Title I, Part A Homeless, Foster Care and N&D
 Title I, Part D / Title VI, Part B / Title X, Part C
 FY17 Monitoring Evidence Sheet – Grants Unit**

System _____ **Date** _____ **Reviewer** _____

Cross-Functional Monitoring Item	Types of Evidence	C = Compliance R = Recommendation F = Finding	Evidence Provided
Item #1: LEA Monitoring of Schools and Programs (Monitoring the implementation of the LEA EHCY, N&D and REAP programs)	1.1a - Established cycle of monitoring for Title I, Part A (<i>Includes the homeless set-aside and/or neglected set-aside</i>); Title I, Part, D; Title VI, Part B; The McKinney-Vento Act.		
	1.1c - Written description of the LEA monitoring process, including on-site procedures, timelines, schedules , data review, and the reporting and corrective action processes. Copies of reports, corrective actions, results of technical assistance		
	<i>Evidence that the LEA monitored the locally-administered federal programs. Evidence could include one or more of the following:</i> 1.1d - Data collection instruments (interview guides, documents review checklists). 1.1e - Sample of letters to schools, checklists, forms, etc. 1.1h - Memos, reports, etc. 1.1i. - Monitoring reports, corrective actions from the schools visited as part of the on-site review. 1.1j. - Copies of reports, corrective actions, results of technical assistance. 1.1k. - Evidence of technical assistance provided by the LEA as a result of issues identified through the monitoring process.		

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Item #2: Comprehensive LEA Improvement Plan (CLIP)	2.1 - Approved CLIP - LEA ensures that it complies with the provision for submitting an annual application to the SEA and revising the LEA's plans as necessary to reflect substantial changes in the direction of the LEA's program.		GaDOE provides
Item #7: Supplement not Supplant, and Internal Controls (Title I, Part A Homeless Reservation and EHCY grant funds; Title I, Part A Neglected Set-Aside and Title I, Part D; Title VI, Part B)	Cost Principles: Reasonable, Necessary, Allocable, and Allowable 7.1b - Payroll for all Federal Programs: showing number of teachers/paraprofessionals/other at each school/location must equal the number approved in the consolidated application and budget).		
	7.1f - Records <i>that</i> reconcile with purchase reports and invoices. Equivalent records include: 1. LEA Chart of Accounts to support account assignments 2. Budget Reports 3. Expenditure Reports 4. Record of travel authorizations and vouchers 5. Detailed General Ledger accounts expenditure reports 6. Detailed Payroll Labor Distribution Reports (or equivalent payroll report) for employees charged to federal programs		
	7.1g - The LEA has a written method for conducting technical evaluations of proposals and selecting recipients for procurement.		

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	7.1h - The LEA has a written travel policy and procedures that addresses expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-federal entity.		
	7.1i - Supporting documentation for items selected for review (such as invoices, purchase orders, agendas from conferences, voucher packet, etc.).		
	Supplement not Supplant 7.2d - The LEA has an approved budget and record of expenditures of... federal funds at both the LEA and school levels.		
	Internal Controls and Procedures 7.3a - The LEA's written internal control procedures that are designed to provide reasonable assurance regarding the achievement of objectives in the effectiveness and efficiency of operations.		
	7.3b - The LEA's written internal control procedures that are designed to provide reasonable assurance regarding the achievement of objectives in the reliability of reporting for internal and external use		
	7.3c - The LEA's written internal control procedures that are designed to provide reasonable assurance regarding the achievement of objectives in the compliance with applicable laws and regulations.		

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	7.3e - Evidence of procurement and rationale of contractual service complies with applicable policies, procedures and regulations, and performance/deliverables. <ol style="list-style-type: none"> 1. Copy of signed contract. 2. Performance/deliverables must be verifiable. 		
	7.3f - Written financial and program policies or procedures that ensure internal controls, including segregation of duties; ensures accountability; appropriate authorization; and compliance with all applicable laws and regulations.		
	7.3g - Record of personnel records (semi-annual certifications, personnel activity reports.		
	7.3h - Record of inventory purchased with federal funds that contains the required elements specified in 2 CFR Part 200 (Uniform Grant Guidance). <ol style="list-style-type: none"> 1. Description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. 2. Copy of LEA Equipment Disposition Policy. 		

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	3. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. Georgia requires an annual physical inventory report.		
	7.3j - Written plan detailing when after-the-fact periodic certifications will be conducted.		
	<p>7.3k - Current school year's after-the-fact periodic certifications.</p> <ol style="list-style-type: none"> 1. Must reflect an after-the-fact distribution of the actual activity of each employee; 2. They must account for the total activity for which each employee is compensated; 3. Must coincide with one or more pay periods; and, 4. They must be signed and dated by the employee. 5. Additionally, the fixed schedule must identify the cost objective/fund source for each time period on the fixed schedule. 6. Employee schedules identifying the time funded by all fund sources may be used if the personnel have a fixed daily schedule. 		
	7.3l - Previous school year's after-the-fact periodic certifications (if two certifications have not been completed in current year).		
	7.3m - Detailed monthly time logs or employee schedules.		
	<p>Cash Management</p> <p>7.4a - Copies of written cash management procedures that provide internal controls to segregate duties associated with cash management, to monitor cash management activities (including reconciliations), to ensure reimbursements are made only after costs have been incurred, or cash advances are</p>		

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	made as close as is administratively possible (not more than three days) to actual cash outlay, and to implement the requirements of §200.305-Payment (includes regulations regarding earning interest, standards governing the use of banks, etc.).		
	7.4c - LEA's drawdown requests are consistent with The Department's DE0147, and LEAs request are supported by accounting records of outlays (expenditures) prior to but not more than 3 days usually of request.		
	7.4d - Payments to LEA were determined to meet immediate cash needs.		
	7.4e - Drawdowns made from Title I, Part A (<i>Includes the homeless set-aside and/or neglected set-aside</i>); Title I, Part, D; Title VI, Part B; The McKinney-Vento Act.		
Item #8: Within District allocation Procedures (Reservation of Funds)	8.3a - The LEA has reserved funds that are reasonable and necessary to provide services comparable to those provided to children in participating school attendance areas to serve: Homeless Children		GaDOE provides
	8.3b - The LEA has reserved funds to serve homeless students who do not attend participating schools and children in local institutions for neglected and delinquent children.		GaDOE provides
	8.3c - The LEA has reserved funds to serve children in local institutions for neglected children; and, if appropriate, children in local institution for delinquent children; and, neglected and delinquent children in community-day program.		GaDOE provides

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Item #12: Services for Homeless Children and Youth (Program Specific)	12.1 - Approved CLIP		GaDOE provides
	12.2 - CLIP coordinated with Title I		GaDOE provides
	12.3 - Copy of LEA written procedures for the education of homeless children and youth indicating annual revision and/or review date (month, date, and year) that identify and remove any barriers. The written procedures must include: (a) Identification (b) School Selection (c) Enrollment (d) Transportation (e) Disputes		
	12.4 - List of schools and the number of homeless children and unaccompanied youth experiencing homelessness enrolled during the current year. (Student roster by student identifier and/or name and school location.)		
	12.5 - Copies of agendas, meeting minutes, emails and/or sign-in sheets for professional development activities received by the LEA homeless liaison and other LEA personnel responsible for the implementation of the McKinney-Vento grant program		
	12.6 - Copy of flyers, handouts, written procedures for notifying stakeholders, program brochure, posters that identify Homeless Liaison with contact information. List of community locations where information is posted. Training session schedules, emails, minutes, sign-in sheets, agendas, materials (including the LEA homeless policy) for key school personnel training (<u>Some of these training sessions should take place in the Fall</u> so that stakeholders are aware of McKinney-Vento throughout the school year.) Key personnel		

**Title I, Part A Homeless, Foster Care and N&D
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	should include, but not be limited to counselors, social workers, administrators and parents/guardians		
	12.7 - Evidence of joint trainings and/or meetings with parents/guardians, unaccompanied youth and LEA Transportation Department personnel to inform and facilitate coordination, Include schedules, agendas, training materials, sign-in sheets, emails, and request forms		
	12.8 - Evidence (student rosters, meeting minutes, emails, agendas, sign-in sheets) should support comparable services provided to McKinney-Vento students (ex. Title I, 21st Century, ESOL, IDEA, Voc. Ed., gifted and talented programs)		
	12.9 - List of additional coordinating agencies, their mission, and services provided to homeless children and youth required. • Copies of memoranda of agreements, contracts, etc. with coordinating agencies, if applicable		
	12.10 - EHCY Grantees Only – Copy of the most recently completed needs assessment instrument used by the LEA to determine needs of homeless children and youth, including unaccompanied youth, and the process for conducting this needs assessment (ex: surveys, pre/post test scores, CRCT scores)		
	12.11 - EHCY Grantees Only – Summary of the activities and services provided and the outcome measures achieved demonstrating impact on identified needs. Copies of agendas, meeting minutes, and sign in sheets of		

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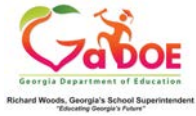
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	meetings to determine program outcomes and grant continuation activities based on evaluation conclusions		
Item #13: Services for Foster Care Children and Youth	13.1 - LEA organization chart, emails, agendas, job description, minutes.		
	13.2 - LEA written transportation plan for children in foster care.		
Item #14: Services for Neglected and Delinquent Children (Neglected Set-Aside)	14.1 - Approved CLIP		GaDOE provides
	14.2 - Copy of source data for Annual Survey of Institutions for Neglected and Delinquent Children for previous and current year with student list from each facility		
	14.3 - Class schedules and calendar confirming that Title I services and educational program are year round; List of staff at neglected or delinquent institution(s) funded with Title I neglected reservation		
	14.4 - Sample curriculum plan based on scientifically based research for institutions operating a school on-site		
	14.5 - Number of students receiving special education services and a sample copy of an IEP from a student residing in an institution		
	14.6 - Collaborative planning agendas. Copies of agendas, meeting minutes, and attendance sheets that verify coordination between the LEA and N or D facility		
	14.7 - Parental involvement correspondence and parental involvement plan. (1) If students are being educated at LEA schools, the LEA schools' parental involvement plan must include a statement that the residential		

**Title I, Part A Homeless, Foster Care and N&D
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	facilities in its school attendance area are included in the parental involvement correspondence and activities. (2) If students are being educated at an N or D facility, then the facility must have a parental involvement plan, correspondence, and activities to the extent feasible		
	14.8 - The LEA verifies the authenticity of neglected facilities in the LEA		GaDOE provides
Item #15: Prevention and Intervention Programs for Children Who Are Neglected, Delinquent, Or At-Risk (Title I, Part D, Subpart 2 Grantees)	15.1 - Copy of the source data for the Annual Survey of Institutions for Delinquent Children for previous and current year with student list from each facility		
	15.2 - Evidence of longitudinal tracking of annual outcome data		
	15.3 - Copy of the most recent program specific evaluation reports.		
	15.4 - The LEA ensures that LEA programs for eligible students meet all requirements. The LEA application and supporting documents address the 13 application elements including assurances and descriptions		GaDOE provides
	15.5 - Sample curriculum plan based on scientifically based research for institution operating a school on-site		
	15.6 - Number of students receiving special education services and a sample copy of an IEP from a student residing in an institution		

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	15.7 - Collaborative planning agendas. Copies of agendas, meeting minutes, and attendance sheets that verify coordination between the LEA and N or D facility		
	15.8 - Parental involvement correspondence and parental involvement plan. (1) If students are being educated at LEA schools, the LEA schools' parental involvement plan must include a statement that the residential facilities in its school attendance area are included in the parental involvement correspondence and activities (2) If students are being educated at an N or D facility, then the facility must have a parental involvement plan, correspondence, and activities to the extent feasible		
	15.9 - Class schedules and calendar confirming that Title I services and educational program are year round; List of staff at neglected or delinquent institution(s) funded with Title I neglected reservation		
	15.10 - The LEA describes the process of collaboration with the local facility to provide services for children in delinquent institutions		GaDOE provides
	15.11 - The LEA accounts for Title I, Part D, Subpart 2 funds separately from other funds		GaDOE provides
	15.12 - Copies of formal agreements and/or memorandum of understanding (MOU) for services paid for with Title I, Part D, Subpart 2 grant funding		
	15.13 - Copy of planned and approved activities, including budget reports, records of expenditures, carryover and other summary reports		



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Item #16: Title VI, Part B – Rural and Low-Income Schools Program	16.1a - Copy of current LEA budget detailed report of expenditures for Title VI, Part B.		
	16.1b - Source documents for expenditures such as copies of purchase orders, contracts, travel expense reports as applicable.		
	16.2 - Copy of Comprehensive LEA Improvement Plan (CLIP)		GaDOE provides
	16.3 - Copy of Title VI, Part B Assurances from Consolidated Application		GaDOE provides
	16.4 - The LEA administers an assessment that is consistent with section 1111(b)(3).		GaDOE provides
	16.5 - The LEA shall submit an Annual Evaluation Report reporting use of grant funds provided.		GaDOE provides