



**Title I, Part A Homeless, Foster Care and N&D  
Title I, Part D / Title V, Part B / Title IX, Part A  
FY20 Monitoring Evidence Sheet – Grants Unit**

**System** \_\_\_\_\_ **Date** \_\_\_\_\_ **Reviewer** \_\_\_\_\_

*Grantee for: EHCY \_\_\_ N&D \_\_\_ REAP \_\_\_*

Cross-Functional Monitoring Item	Types of Evidence	Met	Rec	Not Met	Evidence Provided
<p><b>Item #1: LEA Monitoring of Schools and Programs</b></p> <p>The LEA conducts monitoring of its programs for both implementation and effectiveness of funded strategies/activities at the LEA, school and program levels to ensure compliance with Uniform Grant Guidance and Federal program requirements. (Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) (SIG); Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title IV, Part A; Title V, Part B; Title IX, Part A--McKinney-Vento Act; and IDEA).</p> <p><a href="#">ESEA: Sec 1114(b)(3); Sec 1304; Sec. 1306; Sec. 9304; Sec. 2104(a)(1); 2 CFR Sec. 200.301, 200.328, 200.330, 200.26(c); 34 CFR Sec. 300; McKinney Vento Sec. 722(c)(3)(E)</a></p> <p><a href="#">Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments (2016)</a></p>	<p><b>1.1 – Monitoring Programs</b> - Evidence shall include written procedures used to monitor all critical ESEA/IDEA requirements of all programs (Title I, Part A; School Improvement 1003(a); School Improvement 1003(g); (SIG); Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title IV, Part A; Title V, Part B; Title IX, Part A - McKinney-Vento Act; and IDEA) and its implementation at the district and schools (where applicable). These procedures will specify how the district will monitor each federal program to include:</p>				
	<p>A. Steps the LEA will use to monitor and provide technical assistance for the implementation of all Federal programs</p>				
	<p>B. Position(s) responsible for the implementation and monitoring</p>				
	<p>C. Frequency of monitoring (timeline)</p>				
	<p>D. List of documentation that will be maintained to verify the Title programs have been monitored</p>				
	<p>E. Needed corrective actions at schools (identified by the LEA)</p>				
	<p>F. Follow-up/verification of corrective actions at schools and district (identified by the LEA) review of applicable federal program budgets (development)</p>				
	<p>G. Description the LEA uses to identify high risk schools within the district</p>				

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	<b>1.2 - Monitoring Implementation</b> - Evidence shall include implementation of the LEAs written procedures for monitoring (Title I, Part A; School Improvement 1003(a); School Improvement 1003(g); (SIG); Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title IV, Part A; Title V, Part B; Title IX, Part A - McKinney-Vento Act; and IDEA). LEAs may provide the following types of documentation or other types of documentation:				
	A. Data collection instruments used to monitor the implementation of all federally funded activities/strategies and budgets (interview guides, program review checklists, monitoring reports,				
	B. A summary and supporting documentation of the LEA's progress in monitoring the implementation of the FY20 LEA Equity Action Plan (required) that addresses each LEA selected equity gap and corresponding equity intervention. (sign-in sheets, agendas, training documents, contracts/ agreements, purchase orders, reports - discipline, staffing, attendance, etc.)				
	C. Copies of the LEAs schedule for monitoring schools				
	D. Samples of communications to schools				
	E. Samples of on-going consultations with stakeholders and community-based partners that address implementation and progress towards meeting intended outcomes				
	F. Evidence of technical assistance provided by the LEA as a result of issues identified through the monitoring process (monitoring reports, corrective actions from the schools visited)				
	<b>1.3 - Monitoring Effectiveness</b> - Evidence shall include documentation of the effectiveness of grant funded activities for all programs (Title I, Part A; School Improvement 1003(a); School Improvement 1003(g); (SIG); Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title IV, Part A; Title V, Part B; Title IX, Part A - McKinney-Vento Act; and IDEA). LEAs may provide the following types of documentation:				

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	A. Source documentation to support summary data and analysis for determining the effectiveness of all federally funded activities/strategies from the CLIP				
<p><b>Item #2 Comprehensive LEA Improvement Plan (CLIP)</b></p> <p>The 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. (Title I, Part A; School Improvement 1003(a); Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title IV, Part A; Title V, Part B; Title IX, Part A—McKinney Vento Act; and IDEA)</p> <p><a href="#">ESEA</a>: Sec. 1112, 1114, 1115, 1116; Sec. 1003; Sec. 1306; Sec. 1423; Sec. 122; Sec. 3116; Sec. 4106; Sec. 5223; Sec. 5224; Sec. 6223; Sec. 6722; Sec. 9305</p>	<p><b>2.1 CLIP evidence</b> shall include:</p> <p>A. Written procedures for creating, reviewing, and approving the CLIP for all programs, which shall include resolution procedures for unapproved CLIPs, (Title I, Part A; School Improvement 1003(a); School Improvement 1003(g); (SIG); Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title IV, Part A; Title V, Part B; Title IX, Part A - McKinney-Vento Act; and IDEA).</p> <p>B. Documentation to support the selection of evidence-based action steps in CLIP</p> <p>C. CLIP Preparation:</p> <ol style="list-style-type: none"> <li>1. Evidence to verify the participation of required stakeholders and community-based partners in CLIP preparation</li> <li>2. Evidence of CLIP preparation may include review checklists (CLIP Review Rubric), established schedule, samples of correspondence with schools and other LEA departments</li> </ol>				
<p><b>Item #5. Internal Controls, Expenditures, Inventory, Drawdowns, Cost Principles</b></p> <p>Evidence that all LEA Internal Controls specific to LEA expenditures required to be in writing by 2 CFR Part 200 (Allowability, Segregation of Duties, Procurement, Technical Evaluations of Competitive Proposals, Conflict of Interest, Time and Effort, Stipends, Travel) are</p>	<p><b>5.1 – Internal Controls</b> evidence shall include:</p> <p>A. Internal controls required to be in writing by 2 CFR Part 200:</p> <ol style="list-style-type: none"> <li>1. Written Allowability Procedures - 2 CFR Sec. 200.302(b)(7)</li> <li>2. Segregation of Duties - GAO-14-704G</li> <li>3. Written Procurement Procedures - 2 CFR Sec. 200.319(c)</li> <li>4. Written Method for Conducting Technical Evaluations of Competitive Proposals and Selecting Recipients - 2 CFR Sec. 200.320(d)(3)</li> </ol>				

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<p>present and meet requirements for internal controls</p> <p>Evidence that all LEA inventory internal controls required to be in writing by 2 CFR Part 200 are present and meet requirement for internal controls</p> <p>Evidence that all LEA cash management internal controls specific to the drawdown of funds required to be in writing by 2 CFR Part 200 are present and meet requirements for internal controls and as outlined in the <a href="#">Federal Programs Handbook, Sec. 200.302(b)(6); Sec. 2 CFR 200.305</a></p>	5. Written Conflict of Interest Policy - 2 CFR Sec. 200.318(c)(1)				
	6. Written Personal Compensation Policies (Time and Effort to include salaries, substitutes, and stipends)- 2 CFR Sec. 200.430				
	7. Written Stipend Policy – GaDOE Rule 160-3-3.04				
	8. Written Travel Policy - 2 CFR Sec. 200.474(b)				
	B. Evidence may include other recommended procedures not required in writing				
	1. Procedures to support suspension and debarment is checked prior to making purchases above \$25,000 threshold from single vendor (34 CFR 85.110)				
	C. Copy of FY19 and FY20 Payroll & Expenditure Detail Reports for every program organized by site, function and object (if applicable, with LEA Chart of Accounts crosswalk).				
	D. Copy of Source Documentation for all requested expenditures (purchase orders, invoices, contracts/ contract deliverables, agendas, receipts, travel authorizations, pre-approval, Title III funded instructors/ tutors, administrative costs), all capital expenditures, all competitive procurement.				
	E. Copy of FY19 and FY20 Time and Effort Records.				
	F. Copy of special approval documentation (capital expenses, transfer of funds, consolidation of administrative funds, etc.).				
	G. Copy of single audit reports for last two years available.				
	H. Copy of Resource Allocation Method/Plan (RAM/P) to meet Title I supplement not supplant, including the process for RAM/P development (method equitably distributes state and local funds and resources to each of its schools before allocating federal funds)				
	I. Copy of FY19 completion report and FY19 general ledger for each federal program				
J. Copy of time stamped documentation verifying vendors against suspension and debarment database.					

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	<b>5.2 – Inventory</b> evidence shall include				
	A. Written procedures for managing equipment - (including replacement equipment) until disposition takes place				
	1. Acquisition of equipment				
	2. Method of entering information into the LEA's inventory management system				
	3. Off-site use of equipment				
	4. Physical inventory				
	5. District Equipment Disposition Procedures				
	6. Adequate safeguards related to loss, damage, or theft of equipment				
	7. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.				
	8. Equipment use for Title I, Part A TA programs				
	9. Equipment use for private schools				
	10. Maintenance procedures to keep the property in good condition				
	B. Copies of all purchase orders documenting purchases of equipment with federal funds.				
	C. Copy of inventory records with all required component [CFR 200.313(d)]				
	D. Records/logs of dates that physical inventories were conducted at LEA and schools with date, and signatures of person conducting inventory.				
	<b>5.3 Cash Management</b> evidence shall include:				
	A. Written cash management (payment) procedures				
	B. Copies of all FY19 & FY20 DE0147s for each federal program being monitored. Include supporting accounting records.				
	C. Evidence that LEA reconciles drawdown requests as needed and maintains supporting documentation				

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<b>Item #12:</b> Services for Homeless Children and Youth (Program Specific)	12.1.A.1 - Written procedures – evidence shall include written procedures for Education for Homeless Children and Youth indicating annual revision and/or review date (month, date, and year). The written procedures must include:  <i>Note: At a minimum, the written procedures should answer the basic who, what, when, where and how questions regarding the implementation of each above sub-section of the LEA EHCY policy/procedures.</i>				
	a. Identification				
	b. School Selection (including feeder school protocol if applicable)				
	c. Enrollment				
	d. Transportation				
	e. Disputes				
	f. Credit for full or partial coursework				
	12.2.A.1 – Records - Evidence shall include the list of schools and the number of homeless children and unaccompanied youth experiencing homelessness enrolled. (Student roster by student identifier and/or name and school location.)				
	12.3.A.1 Liaison Training - Evidence shall include 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				
	12.4.A – Awareness - Evidence shall include:				
1. Copies of flyers, handouts, program brochure, posters that identify Homeless Liaison with contact information.					

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	2. List of community locations where information is posted.				
	3. Training session schedules, emails, minutes, sign-in sheets, agendas, materials (including the LEA homeless policy) for all school personnel training.				
	12.5.A - Transportation - Evidence shall include:				
	1. Collaborative planning and McKinney-Vento training meeting agendas, sign in sheets with the LEA transportation department personnel, to inform and facilitate coordination, include schedules, agendas, training materials, sign-in sheets, emails, and request forms.				
	2. Copies of trainings and/or meetings with parents/guardians, unaccompanied youth regarding transportation options.				
	12.6.A.1 - Comparable Services - Evidence shall include student rosters, meeting minutes, emails, agendas, sign-in sheets and evidence of the type of comparable services provided (ex. Title I, 21st Century, ESOL, IDEA, Voc.Ed., gifted and talented programs)				
	12.7.A.1 – Coordination - Evidence shall include lists 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.				
	12.8.A.1 - <b><u>EHCY Grantees Only</u></b> - Needs Identification - Evidence shall include a 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, Ga. Milestones scores)				

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<b>Item #13:</b> Services for Neglected and Delinquent Children (Neglected Set-Aside)	13.1.A.1 - Student Records - Evidence shall include copy of the source data for the Annual Survey of Institutions for Neglected and Delinquent Children for previous and current year with student list from each facility.				
	13.2.A - Schedules and Staff - Evidence shall include:				
	1. Class schedules and calendar confirming that Title I services and educational program are year-round.				
	2. List of staff at neglected or delinquent institution(s) funded with Title I neglected reservation.				
	13.3.A.1 - Curriculum - Evidence shall include sample curriculum plan grounded on evidence-based research for institutions operating a school on-site.				
	13.4.A.1 - Special Education Services - Evidence may include the number of students receiving special education services and other evidence that special education services are provided to students residing in an institution (e.g. sample IEPs, student schedules).				
	13.5.A.1 - Planning and Coordination - Evidence may include collaborative planning agendas. Copies of agendas, meeting minutes, and attendance sheets that verify coordination between the LEA and neglected or delinquent facility.				
	13.6.A - Parent and Family Engagement - Evidence shall include				
	1. Parental involvement correspondence and parental involvement plan.				
	2. 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.				
3. 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					

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<p><b>Item #14:</b> Prevention and Intervention Programs for Children Who Are Neglected, Delinquent, Or At-Risk (Title I, Part D, Subpart 2 Grantees)</p> <p><a href="#">ESEA</a>: Sec. 1421-1432</p>	14.1.A.1 - Survey - Evidence shall include copy of the source data for the Annual Survey of Institutions for Neglected and Delinquent Children for previous and current year with student list from each facility.				
	14.2.A 1 - Data - Evidence shall include longitudinal tracking of annual outcome data.				
	14.3.A.1 - Evaluation - Evidence shall include a copy of the most recent program specific evaluation reports.				
	14.4.A.1 - Curriculum - Evidence shall include sample curriculum plan grounded on evidence-based research or institution operating a school on-site.				
	14.5.A.1 - Special Education Services - Evidence may include the number of students receiving special education services and other evidence that special education services are provided to students residing in an institution. (e.g. sample IEPs, student schedules)				
	14.6.A.1 - Consultation - Collaborative planning agendas. Copies of agendas, meeting minutes, and attendance sheets that verify coordination between the LEA and N or D facility.				
	14.7.A - Parent and Family Engagement - Evidence shall include				
	1. Parental involvement correspondence and parental involvement plan.				
	2. 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.				
	3. 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.A.1 - Schedules - Evidence shall include 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					

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	14.9.A.1 - Agreements - Evidence shall include Copies of formal agreements and/or memorandum of understanding (MOU) for services paid for with Title I, Part D, Subpart 2 grant funding				
	14.10.A.1 - Implementation - Evidence shall include Planned and approved activities, including budget reports, records of expenditures, carryover and other summary reports				
<b>Item #15:</b> Services for Foster Care Children and Youth <a href="#">ESEA</a> Sec. 1112(c)(5)	15.1.A.1 – Coordination - Evidence may include collaborative planning agendas, meeting minutes, attendance sheets, phone logs, email, or other correspondence between the LEA and local child welfare agency.				
<b>Item #17:</b> Title VI, Part B – Rural and Low-Income Schools Program  The LEA shall submit an Annual Evaluation Report reporting use of grant funds provided. <a href="#">ESEA</a> : Sec. 5224-5225  The LEA targets funds to schools for specified activities, and activities authorized in Sec. 5222. <a href="#">ESEA</a> : Sec. 5222	17.1.A.1- Evaluation Report - Evidence shall include written Procedures the LEA follows to create and submit the report				
	17.2.A.1 – Targeting Funds - Evidence shall include Source documents for expenditures such as copies of purchase orders, contracts, travel expense reports, as applicable.				

**Note:** This evidence sheet is a tool that assist GaDOE monitors focus on the requirements; however, the actual larger monitoring document can be found [here](#).