Monitoring of FY22 Grants
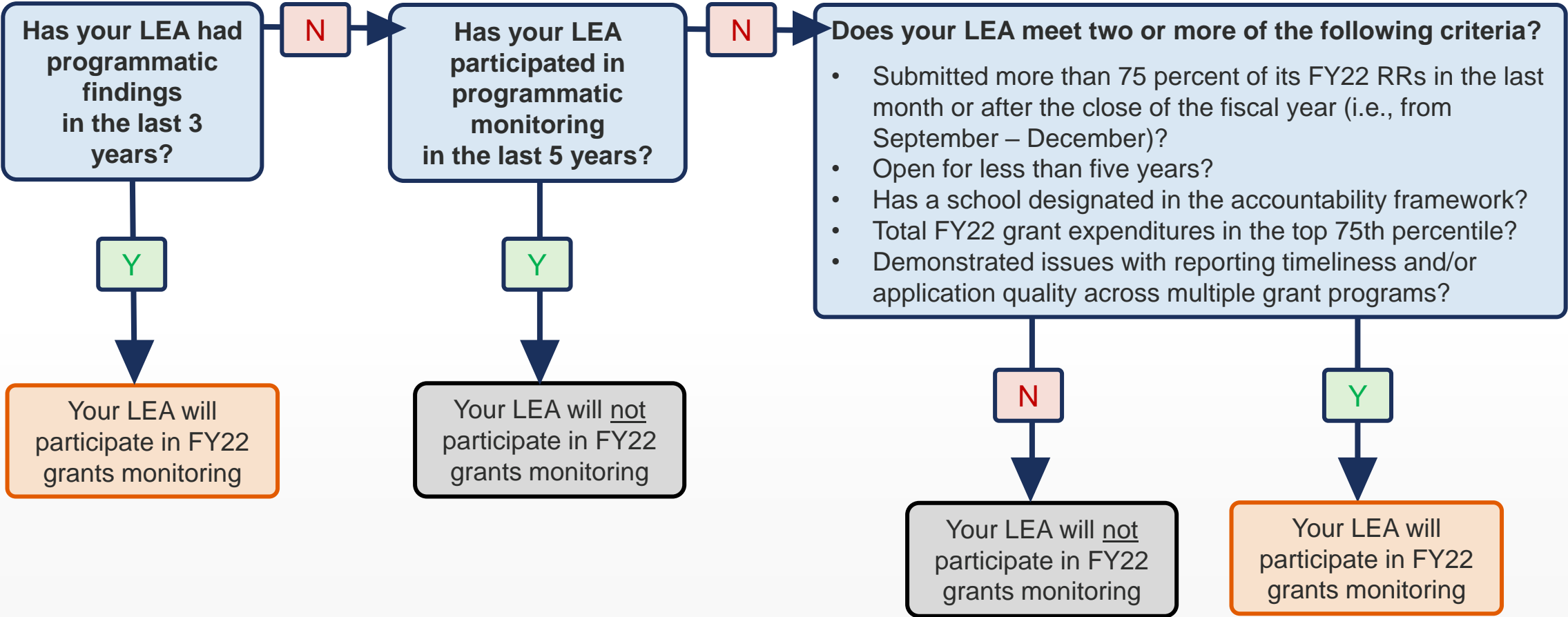
Office of the State Superintendent of Education (OSSE)

May 16, 2023 | Linda Sun, Director of Federal Programs and Strategic Funding

Agenda

- Risk Assessment

- Timeline and Important Dates

- Logistical Information and Tips

- Resources

- Q&A

Monitoring of Fiscal Year 2022 (FY22) Grants – Risk Assessment

Has your LEA had programmatic findings in the last 3 years?

— **N** →

Has your LEA participated in programmatic monitoring in the last 5 years?

— **N** →

Does your LEA meet two or more of the following criteria?

- Submitted more than 75 percent of its FY22 RRs in the last month or after the close of the fiscal year (i.e., from September – December)?
- Open for less than five years?
- Has a school designated in the accountability framework?
- Total FY22 grant expenditures in the top 75th percentile?
- Demonstrated issues with reporting timeliness and/or application quality across multiple grant programs?

Y ↓

Your LEA will participate in FY22 grants monitoring

Y ↓

Your LEA will not participate in FY22 grants monitoring

N ↓

Your LEA will not participate in FY22 grants monitoring

Y ↓

Your LEA will participate in FY22 grants monitoring

Expected Monitoring Timeline

We are here

| May	June	July	August	September	October
Notification and Evidence Collection		**Interviews and Additional Evidence**		**Reports**	
LEAs receive monitoring notifications and expenditure samples	Deadline to upload mandatory evidence	Interviews and additional evidence requests	Deadline to upload additional evidence requests	LEAs receive preliminary monitoring report with opportunity to respond	LEAs receive final monitoring report

Key Deadlines

May 8 May 18	**LEAs receive monitoring notification and expenditure sample.** The expenditure sample file will be uploaded to [Box](). OSSE monitoring leads will also send an email to LEAs with a more detailed explanation of all evidence that is required, including in relation to the expenditure sample.
June 22	**Deadline for LEAs to upload mandatory evidence.** All evidence should be uploaded to [Box]().
July 13	**LEAs receive additional evidence and/or interview request via email, if needed.**
August 3	**Deadline for LEAs to upload additional evidence, if applicable.** Additional evidence should also be uploaded to Box.

Logistics and Documentation Submission

- Provide **LEA points of contact** to your OSSE monitoring lead.

- Ensure LEA staff have **access to Box**. For access, please verify or assign all necessary staff to the role of Head of School, LEA Data Manager and/or LEA Finance/Grants Manager in IDS All Staff Collection.

- **Upload documents to the correct folder in Box**. Each LEA has two folders in Box. One for documents OSSE is providing and a second for documents LEAs are providing to OSSE. Use the latter for providing evidence. ➡️ 📁 LEA to OSSE

  📁 OSSE to LEA
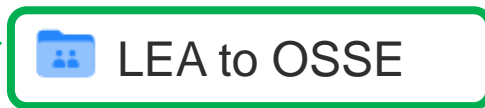
- Within your Box folder, **set up one folder for each grant** that was selected for monitoring.

- Use the following **file naming convention** for all documents uploaded to Box:

[Indicator Number]_[Name of File] (example: 1.1_Professional Development_Sign In Sheet).

OSSE Points of Contact & Other Resources

OSSE Points of Contact

Renu Oliver Renu.Oliver@dc.gov	Jessica Mardo Jessica.Mardo@dc.gov	Valrie Brown Valrie.Brown@dc.gov	Danielle Rollins Danielle.Rollins@dc.gov	Nicole Lee-Mwandha nicole.lee-mwandha@dc.gov
DCPS	Carlos Rosario	Girls Global	Ingenuity Prep	Washington Global
IDEA PCS	Center City	Sela	Kingsman	
	I Dream	Shining Stars	Monument	
		St. Coletta		

OSSE.monitoring@dc.gov

Annual Grants Monitoring Website

- Monitoring report templates
- Webinar slides + recording

Q&A