



Monitoring of Fiscal Year 2023 (FY23) Grants

Office of the State Superintendent of Education

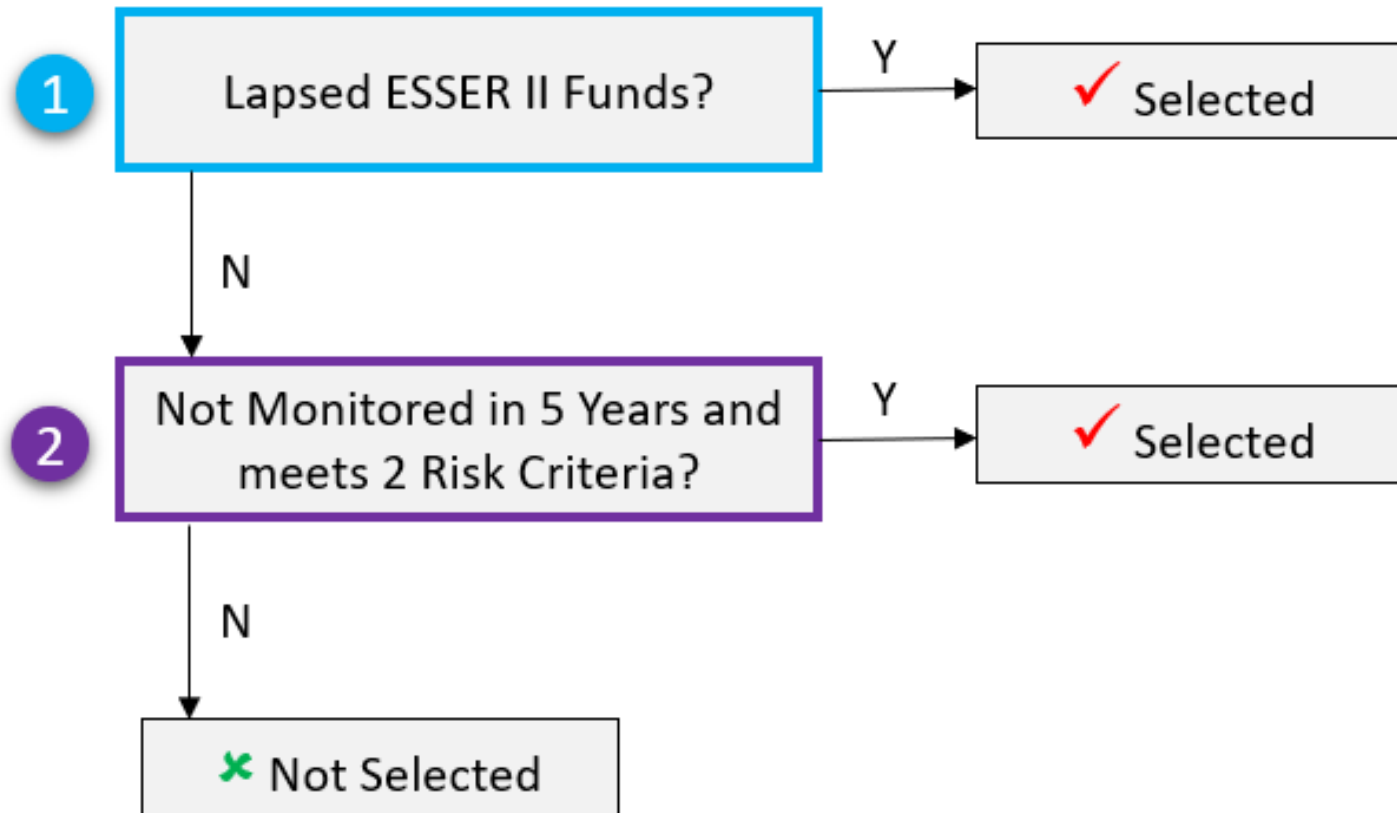
Feb. 28, 2024

Agenda

- Risk Assessment
- Timeline and Important Dates
- Logistics and Document Submission
- Resources
- Q&A

Monitoring of FY23 Grants – Risk Assessment

*Local education agencies (LEAs) that lapsed ESSER II funds were automatically selected.
LEAs were monitored in the last five years will not be monitored this year, unless they have had recent findings.*



Expected Monitoring Timeline

We are here					
February	March	April	May	June	July
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, if applicable	Deadline to upload additional evidence requests	LEAs receive preliminary monitoring report with opportunity to respond	LEAs receive final monitoring report



Important Deadlines for LEAs

FY23 Grant Monitoring Webinar	Feb. 28, 2024
Initial Required Evidence Due	March 27, 2024
OSSE Schedules Interview Dates for Eligible LEAs	April 3, 2024
Additional Evidence Due	April 26, 2024
Response to the Preliminary Report Due	June 13, 2024

Logistics and Documentation Submission

- Provide the correct **LEA points of contact** to your OSSE monitoring lead.
- **To receive access to Box**: All staff designated in one or more of the following roles in the IDS All Staff Collection (formerly eSchoolPlus), as appropriate for their role at the LEA, will receive access to Box: Head of School, LEA Data Manager, and/or LEA Finance/Grants Manager.
 - Anyone with the LEA Data Manager designation at an LEA can assign their colleagues to one of these roles in the system. Once that occurs and the system refreshes overnight, the staff member receives an automated email the next day that allows them to create a Box account and access the pertinent folders, including monitoring.
- **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.
- Within your Box folder, **setup 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). **Filename should not exceed 100 characters.**

OSSE Points of Contact + Other Resources

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DCPS Eagle Academy PCS	Creative Minds PCS	Achievement Prep PCS Breakthrough Montessori PCS Hope Community PCS St. Coletta	Capital Village PCS Learn DC PCS Monument Academy PCS	BASIS PCS

General requests can be submitted to OSSE.monitoring@dc.gov.

[Annual Grants Monitoring Website](#)

- Monitoring report templates
- Webinar slides + recording



Q&A