

School Quality Improvement Grant (SQIG) Monitoring Survey and Scoring Rubrics

This rubric will be used for the review of the Fiscal Year 2024 (FY24) School Quality Improvement Grant (SQIG) Monitoring Survey. The Office of School and District Improvement (OSDI) will document responses and mark each question as Compliant, Non-Compliant, Technical Assist, Pending or N/A in the LEA’s survey. Questions marked with an asterisk indicate a required question. Questions marked with (R) are recommended questions.

Survey Rubric Key: All questions in the survey will be scored according to the following criteria.

Compliant	Technical Assist	Non-Compliant	Pending	Not Applicable
The district response demonstrates that the requirement was met. For evaluation-type questions, the grantee provided the requested information.	The district response demonstrates that the requirement was not met. The Department will provide recommendations for process improvements, incorrect or unallowable information was provided, or not enough information was provided to evaluate the completeness of the question.	The district response demonstrates that the requirement was not met. The Department will identify the issue and make recommendations to address it. The grantee must address the issue. This may include the grantee creating an action plan.	The district response demonstrates that the requirement was not met. The Department is requesting additional or missing information to complete the review process. The Department will provide a deadline to provide information. If not met, it will be marked as Technical Assistance.	This question does not apply to the district/school, or the question is not evaluated.

SQIG Monitoring Survey and Scoring Rubrics 1

Instructions

Reference: Provide answers to the questions in this survey based on the funds and programming for the School Quality Improvement Grant for the entire **Fiscal Year 2023 (School Year 2022-2023)**. Do **NOT** upload any personal information that can identify students and/or teachers. Please email any questions to School_Improvement@education.ohio.gov.

***Question 1:** In preparation for the grant close-out process, the district or community school has reviewed the original application(s) and close-out documentation.

Compliant	Technical Assist	Non-Compliant	Pending
The district acknowledged review of the original application and close-out documentation.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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Program Evaluation

Please respond to the following questions as part of the program evaluation and closeout for the entire Fiscal Year 2023 (FY23). Additional documentation may be requested for some responses to be considered complete.

***Question 2:** Describe the assistance and monitoring provided by the district (or community school sponsor/management company) around the implementation of approved School Quality Improvement Grant (SQIG) funding applications for FY23 (July 1, 2022 – June 30, 2023 [or if a summer extension was approved, through September 30, 2023]).

Please be specific on the types of assistance and monitoring activities that occurred and include the timeframes for how often they occurred.

Compliant	Technical Assist	Non-Compliant	Pending
<p>The district provided a well thought out description and explanation of assistance and monitoring that the district provides to each SQIG building.</p> <p>The district completed a minimum of quarterly checks (recommended) on building activities and spending progress (monthly check-ins are preferred).</p> <p>The district provided a high-level description of district check-ins.</p>	<p>The Department has provided recommendations and guidance for improvements.</p>	<p>The Department has identified an issue that must be addressed.</p>	<p>The Department is requesting additional or missing information to complete the review process.</p>

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***Question 3:** From the **district (or community school sponsor/management company) perspective**, describe the overall impact of SQIG-funded work on **both** student achievement and adult indicators.

Compliant	Technical Assist	Non-Compliant	Pending
The district provided a well thought out description and explanation of the overall impact of SQIG-funded work on both student achievement and adult indicators, from the district's perspective .	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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***Question 4:** From each **building's perspective** that received SQIG funding, describe the outcome of **both** student achievement and adult indicators.

Compliant	Technical Assist	Non-Compliant	Pending
The district provided a well thought out description and explanation of overall impact of SQIG-funded work on both student achievement and adult indicators, from each building's perspective .	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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***Question 5:** Please upload evidence of the impact of SQIG funding from each building and provide a brief explanation of the impact for each piece of evidence provided. Do **NOT** upload any personal information that can identify students or teachers.

Compliant	Technical Assist	Non-Compliant	Pending
<p>The district provided a well thought out description and explanation of the impact on each building.</p> <p>The districts explanations aligned with uploaded documentation.</p> <p>The district uploaded documentation for BOTH student and adult outcomes for EACH SQIG building.</p> <p>No identifiable information was provided.</p>	<p>The Department has provided recommendations and guidance for improvements.</p>	<p>The Department has identified an issue that must be addressed.</p>	<p>The Department is requesting additional or missing information to complete the review process.</p>

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***Question 6:** Choose and describe the level of **School Quality Improvement Grant** programming implementation. Why was implementation successful, partially successful, or not successful at each building?

Compliant	Technical Assist	Non-Compliant	Pending
<p>The district clearly described the implementation status for EACH building.</p> <p>The district provided a well thought out description of the why behind EACH implementation status.</p>	<p>The Department has provided recommendations and guidance for improvements.</p>	<p>The Department has identified an issue that must be addressed.</p>	<p>The Department is requesting additional or missing information to complete the review process.</p>

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***Question 7:** Please identify which evidence-based strategy(s) were used at each building that received SQIG funding and describe their effectiveness. If the evidence-based strategy was changed or modified, please explain why and which evidence-based strategy was chosen instead.

Compliant	Technical Assist	Non-Compliant	Pending
<p>The district provided a clear description of implementation of evidence-based strategy(s) and their effectiveness for EACH building.</p> <p>The district provided a clear description of any modifications made to the evidence-based strategy(s) and includes an explanation for the modification.</p>	<p>The Department has provided recommendations and guidance for improvements.</p>	<p>The Department has identified an issue that must be addressed.</p>	<p>The Department is requesting additional or missing information to complete the review process.</p>

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***Question 8:** Identify the type(s) of stakeholders that the district (and schools) communicated with and engaged with throughout the program initiative. Select all that apply. **Explanation is needed for all chosen stakeholders and Other.**

- Parents
- Community Organizations
- Local Business Organizations
- District Leadership Team
- Building Leadership Team (including principals)
- Teacher Leadership Team
- Student Organizations
- Other: Please explain

Compliant	Technical Assist	Non-Compliant	Pending
<p>The district selected all relevant stakeholders.</p> <p>The district provided an explanation for stakeholder's selection.</p>	<p>The Department has provided recommendations and guidance for improvements.</p>	<p>The Department has identified an issue that must be addressed.</p>	<p>The Department is requesting additional or missing information to complete the review process.</p>

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***Question 9:** For each SQIG-funded building, provide supporting evidence of professional development on supporting the needs of staff in alignment with SQIG funding.

- a. Provide information on professional development by uploading agendas and any other supporting information including the percentage of teaching staff and administration who attended.
- b. Provide and describe relevant student data, effective teacher data and any other relevant data that demonstrates the effectiveness and outcomes of professional development.

Do **NOT** upload any personal information that can identify students and/or teachers.

If grant funds were not used for professional development, please input N/A into the textbox.

Compliant	Technical Assist	Non-Compliant	Pending
<p>The district uploaded evidence PD was supplied for EACH applicable building.</p> <p>The district provided relevant student data/teacher data/etc. provided.</p> <p>The district provided a well thought out description is provided for the outcomes of the PD.</p> <p>No personal information was uploaded.</p>	<p>The Department has provided recommendations and guidance for improvements.</p>	<p>The Department has identified an issue that must be addressed.</p>	<p>The Department is requesting additional or missing information to complete the review process.</p>

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***Question 10:** Please upload evidence that building adult implementation measures data were routinely evaluated.

Compliant	Technical Assist	Non-Compliant	Pending
The district uploaded evaluation plan for regular collection and analysis of adult measures.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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***Question 11:** Please upload evidence that building student progress measure data were routinely evaluated.

Compliant	Technical Assist	Non-Compliant	Pending
The district uploaded evaluation plan for regular collection and analysis of student measures.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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***Question 12:** The district has created a system for establishing the work time and payment estimates for reasonable approximations of the activity performed, including a system of internal controls to ensure that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Documentation includes work schedules to reconcile with expenditures reported and the total number of hours worked each day.

- a. Time and effort logs for employees working on multiple cost objectives.
- b. Provide teacher and paraprofessional schedules, when requested.
- c. Provide job descriptions, when requested.

Compliant	Technical Assist	Non-Compliant	Pending
The district uploaded personnel work plans, teacher and paraprofessional schedules and job descriptions, if requested.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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Program Fiscal Requirements

***Question 13:** The LEA assures that funds expended are allowable under the fund and meet the intent and purpose of the fund. Provide building-level fund fiscal reports for the full FY23 (July 1, 2022 – June 30, 2023 [or if a summer extension was approved, September 30, 2023]) showing budgeted allocations and expenditures sorted by building (OPU), Object, and Function, such as Budsums.

Acknowledge proper documentation has been uploaded.

Compliant	Technical Assist	Non-Compliant	Pending
The district provided all relevant fiscal documentation for EACH building.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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***Question 14:** In the grant application, the subgrantee assured to accept funds in accordance with applicable Federal and State statutes, regulations, program plans, and applications, and administer the programs in compliance with all provisions of such statutes, regulations, applications, policies, and amendments thereto. This includes EDGAR and Uniform Grant Guidance 2 C.F.R 200.

Compliant	Technical Assist	Non-Compliant	Pending
The district acknowledged assurances.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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Grant Closeout

***Question 15:** The subgrantee has a current, accurate physical inventory/fixed assets policy in place. **Document upload is required if equipment and/or supplies are purchased.**

Compliant	Technical Assist	Non-Compliant	Pending
The district uploaded documentation of an accurate inventory. No issues were identified on documentation.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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***Question 16:** The subgrantee disposes of equipment and supplies in accordance with district policy and federal requirements including Uniform Guidance, 2 CFR Part 200.313. Upload documentation of [disposition form](#).

Compliant	Technical Assist	Non-Compliant	Pending
The district uploaded a disposition form. No issues were identified on documentation.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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***Question 17:** The district has documented procurement procedures for the acquisition of property or services. Procurement procedures conform to the procurement standards identified in CFR 200.317 through 200.327.

- a. District Procurement Policy with most recent review date.
- b. The district has a definition of equipment or follows the federal definition.
- c. District maintains a Disposition Report for lost, obsolete or unusable equipment, if applicable.

Compliant	Technical Assist	Non-Compliant	Pending
The district acknowledged use of documented procurement procedures and maintenance of a disposition report.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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Question 18: An inventory review, if applicable, is completed at least once every two years along with a control system to ensure adequate safeguards for preventing lost, damage, or theft, including date(s) performed.

- a. Inventory of any supplies or equipment purchased with federal funds that have a high likelihood of being lost or stolen. Inventory should include fund purchased with, location of item, serial number, model number, tag number, and date of purchase. Items inventoried should be tagged and identified with fund purchased from.
- b. Acknowledge review of [guidance](#).
- c. Acknowledge District regularly completes an inventory review.

Compliant	Technical Assist	Non-Compliant	Pending
The district acknowledged regular completion of an inventory review.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

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Multi-Year Grant Review

(R) Question 19: Provide any feedback regarding the multi-year process. Consider the following questions when preparing feedback. Was the multi-year format helpful? What benefits and barriers were encountered with this grant format?

Not Applicable – This is optional question