FY25 School Improvement Grants



Monitoring Technical Guidance

December 2024





Department of Education & Workforce

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School Improvement Grants Monitoring

Purpose

The Office of School and District Improvement's (OSDI) School Improvement Grants monitoring process engages Local Education Agencies (LEAs) and OSDI staff in a series of monitoring activities including, but not limited to, completion of a monitoring survey, a survey review with scoring rubric by OSDI, and, for specific grantees, an on-site or virtual meeting with OSDI. These activities ensure that the LEA has implemented effective programming that meets the intent and purpose of the grant. The survey questions are designed for reflection and analysis by the LEA for grant programming and funding for the 2024-2025 school year (Fiscal Year 2025).

Grant Monitoring Risk Factors

OSDI has established a set of risk factors that identify the grantees for participation in the monitoring process. The identified LEAs will complete the Monitoring Survey for those selected LEAs and associated buildings that receive the Title I Non-Competitive Supplemental Improvement (TI NC SSI) grant or the Expanding Opportunities for Each Child Non-Competitive (EOEC NC) grant. LEAs that are identified for monitoring must complete certain aspects of the monitoring process. Failure to do so may result in being selected for a future desk review or on-site review. The risk factors for each grant can be found below.

TITLE I NON-COMPETITIVE SUPPLEMENTAL SCHOOL IMPROVEMENT (TI NC SSI) GRANT RISK FACTORS:

Risk Factor 1 – Amount of FY24 unclaimed TI NC SSI grant funds
Risk Factor 2 – Type of FY24 Monitoring with the Office of Federal Programs
Risk Factor 3 – FY25 TI NC SSI Substantially Approved Date (SAD)
Risk Factor 4 - LEA Grant Staff Experience

EXPANDING OPPORTUNITIES FOR EACH CHILD NON-COMPETITIVE (EOEC NC) GRANT RISK FACTORS:

Risk Factor 1 – Amount of FY24 unclaimed EOEC NC grant funds
Risk Factor 2 – Type of FY24 Monitoring with the Office of Federal Programs
Risk Factor 3 – FY25 EOEC NC application Substantially Approved Date (SAD)
Risk Factor 4 – LEA grant staff experience
Risk Factor 5 – Building identification

TI NC SSI and EOEC NC Tiers of Monitoring

The monitoring risk factor calculation results in grantees falling into one of three monitoring tiers. There are specific monitoring activities that are associated with each monitoring tier.

TIER THREE: ON-SITE REVIEW

OSDI uses a rubric to evaluate and score the survey responses, then conducts a visit to the LEA. During this visit, the grantee has an opportunity to discuss the survey responses and share evidence, such as data from interviews with staff or building walkthroughs, that support the grantee monitoring survey responses. The grantee must complete and submit the required grant monitoring survey by the **deadline of March 30, 2025.** On-site visits will occur in April through May 2025.

In addition to the on-site visit, OSDI staff will also provide written feedback on the survey in the Monitoring system. When all monitoring activities have been completed, the survey will be closed and marked 'completed' by OSDI staff in the monitoring system. OSDI staff will then send a correspondence to the grantee that all monitoring activities have been completed.

Survey questions and rubric information for both TI NC SSI and EOEC NC grants can be found in Appendix A and Appendix B, respectively.

TIER TWO: DESK REVIEW/VIRTUAL DESK REVIEW

OSDI staff uses a rubric to review and score monitoring survey responses. OSDI grant staff reviews survey responses, supporting documentation and provides feedback on submitted information. The grantee completes and submits the monitoring survey that is in the monitoring application by the **deadline of March 30, 2025.** Where applicable, virtual desk reviews will occur April through May 2025.

OSDI staff will provide written feedback on the survey responses in the Monitoring system. When all monitoring activities have been met, the survey will be closed and marked 'completed' by OSDI staff. OSDI staff will send correspondence to the grantee that all monitoring activities have been completed.

Survey questions and rubric information for both TI NC SSI and EOEC NC grants can be found in Appendix A and Appendix B, respectively.

TIER ONE: SELF-SURVEY

The grantee must complete the monitoring self-survey by the **deadline of June 30, 2025**. The grantee should reflect on programming activities and outcomes. The grantee **should not upload** supporting documentation. OSDI staff will not review or provide feedback on the survey, unless specifically requested by the grantee. OSDI staff will close the self-survey at the end of the monitoring cycle.

Timeline and Feedback

1. **January - February 2025**: Monitoring survey is available to grantees
2. **March 30, 2025**: Mandatory on-site and desk review grantees must submit their survey(s) in the Monitoring application.
3. **June 30, 2025:** OSDI staff will provide any feedback by this date. Self-survey grantees must submit surveys by this date.
4. **July 30, 2025:** Grant monitoring closeout communicated to grantee.

Accessing the Monitoring Survey

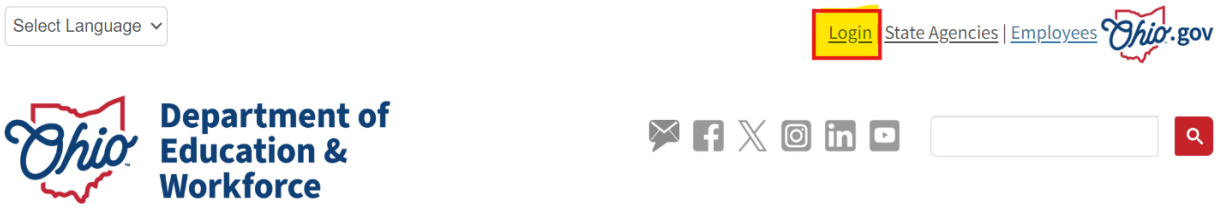
The OH|ID portal can be accessed by clicking the "Login" link at the top of the Department's homepage or by going to the OH|ID portal directly at Log In | OH|ID | Ohio's State Digital Identity Standard. A valid OH|ID account recognizes the person or role who will access, complete, and submit the monitoring survey. This role is established and assigned by the LEA in the Ohio Educational Directory System (OEDS). LEA staff can find additional information about establishing an OH|ID portal account on this guide.

Typical LEA roles are listed below:

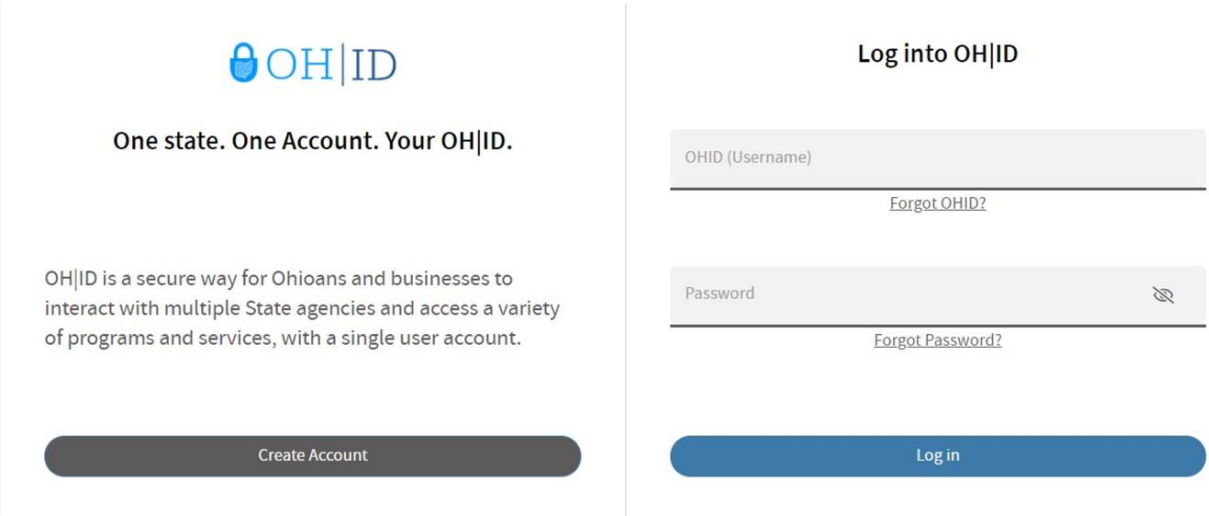
- Superintendent
- Treasurer
- CCIP Authorized Representative
- CCIP Fiscal Representative
- Superintendent Designee
- Data Entry Planning-CCIP
- Data Entry Funding-CCIP
- Data Entry-Compliance

Below is a step-by-step guide for accessing the FY25 **School Improvement Grants and Support Schools Tool** monitoring survey in the Monitoring Application.

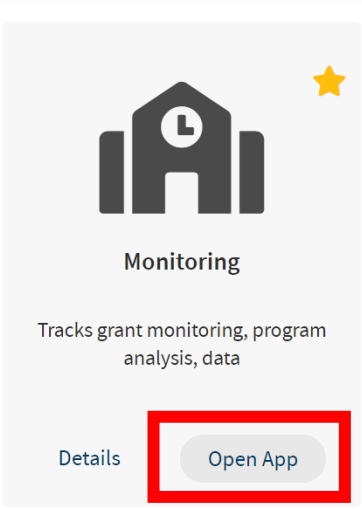
Step One: Access the monitoring application from the Department of Education and Workforce website login page.



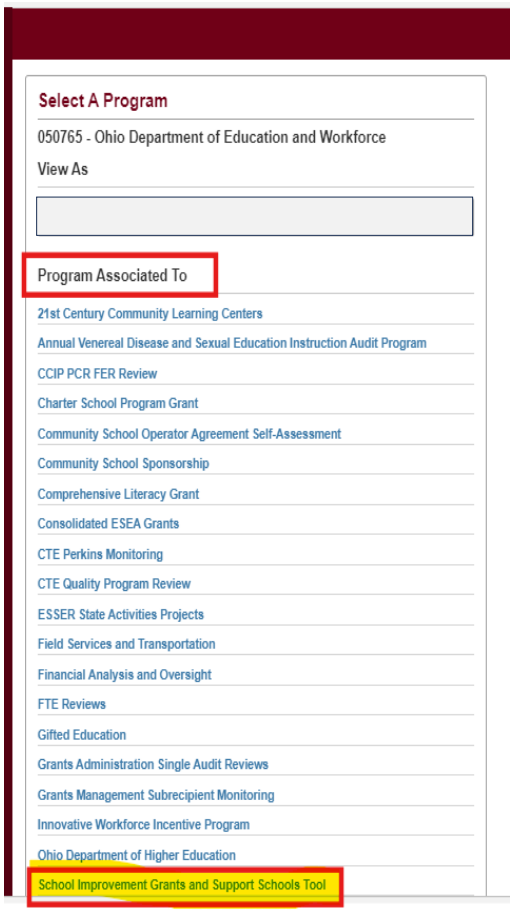
Step Two: Enter log in credentials on this DEW Log-in screen.



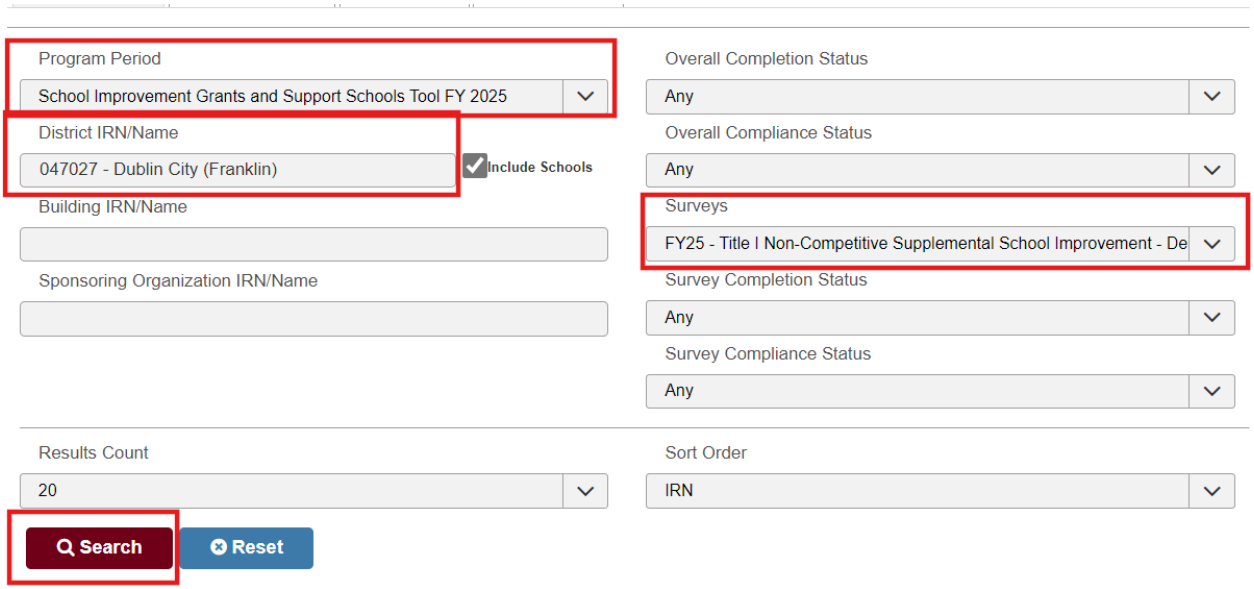
Step Three: Click on the Monitoring Tile on the 'My Apps' Menu.



Step Four: This will open the Monitoring Surveys associated with the District or LEA.

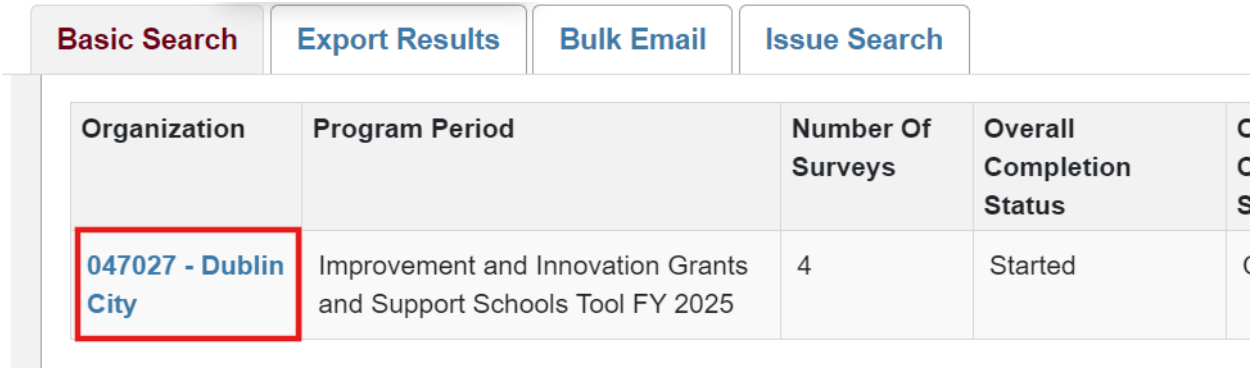


Step Five: Perform the search by selecting the program period FY25 and entering the LEA (District) IRN #. LEA's with more than one identified building will complete ONE monitoring survey at the district level.

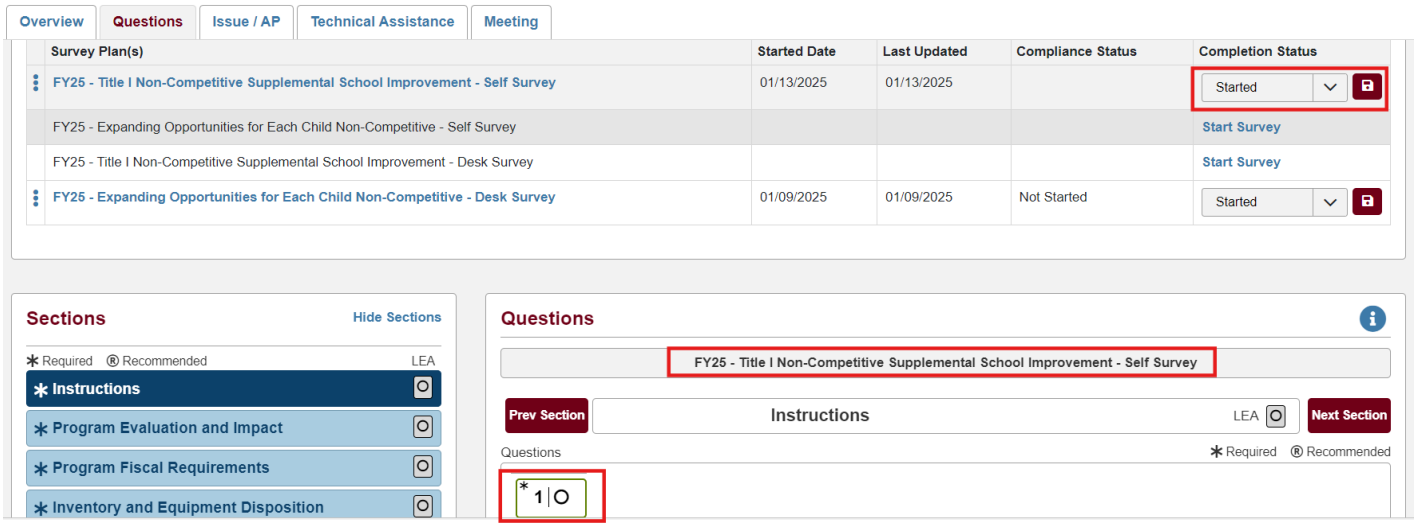


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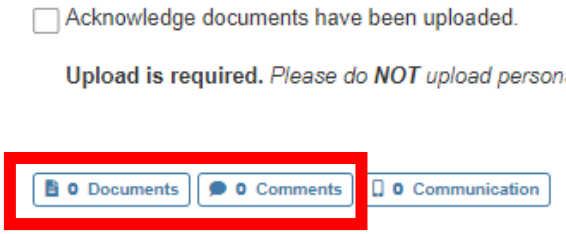
Step Six: Click the blue LEA name on the next screen to gain access to the monitoring survey.



Step Seven: This screen displays the monitoring survey (1) for the questions in the survey, (2) the name of the survey, and (3) the status of the survey. The questions icon will turn green when completed and status is saved with real-time updates.

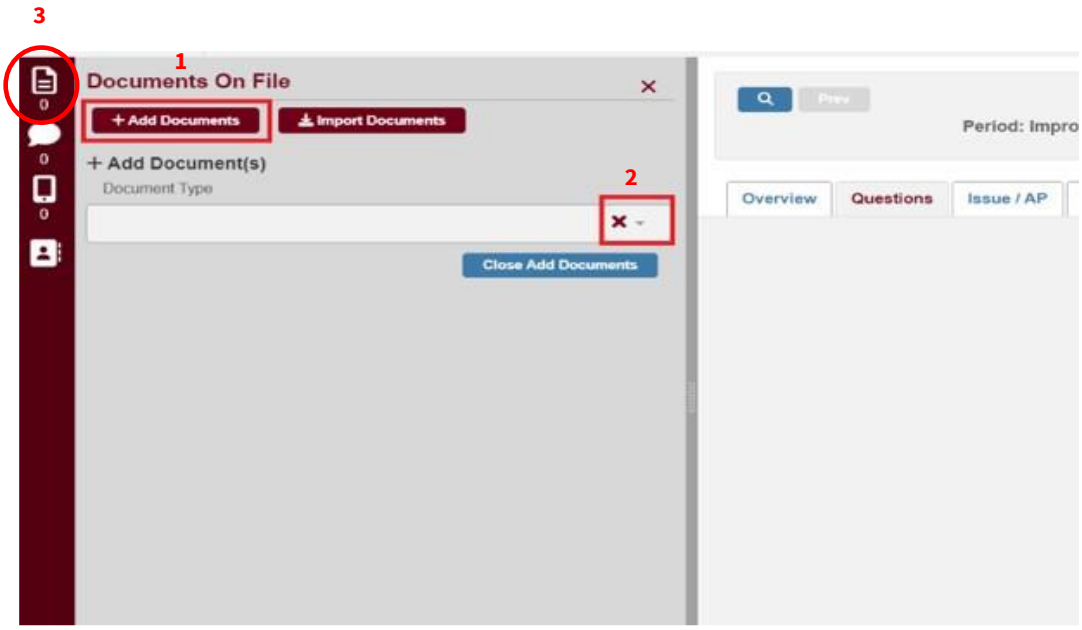


Step Eight: Documents or Comments can be included by clicking the respective icon.

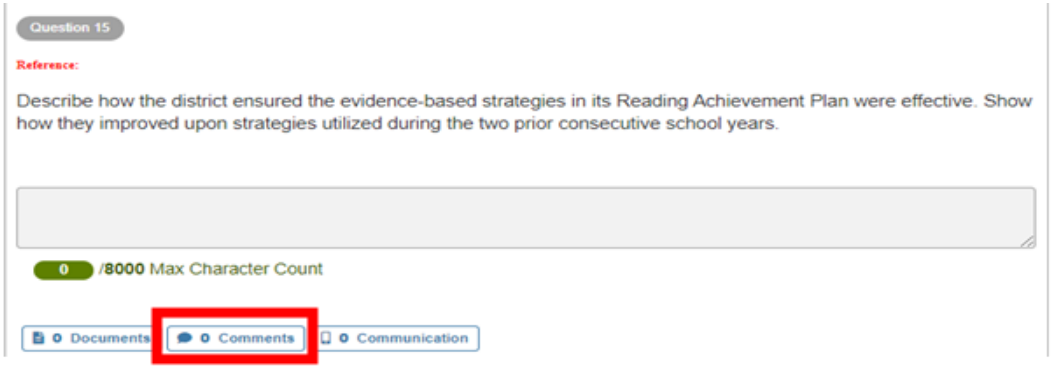


Ohio Department of Education & Workforce

Step Nine: Click Documents or Comments at the bottom of the question and a window will appear on the left of the screen. Follow the prompts on this screen to upload documents and provide a brief description. Please note: LEAs cannot delete documents once they've been uploaded. However, the DEW SI team can delete any document that is uploaded in error or contains personal identifiable information like names, email addresses, etc.



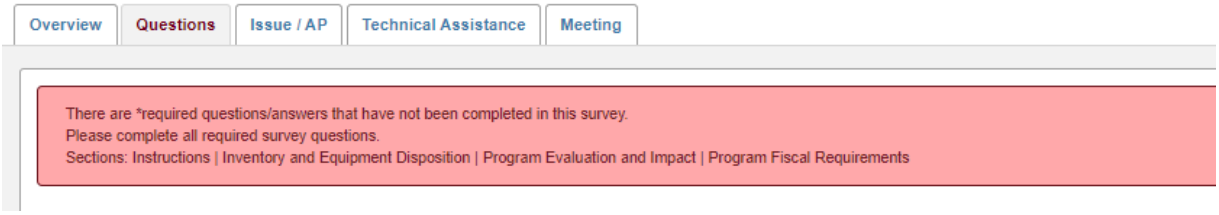
Step Ten: Click the Comments icon to display the screen (below) and enter text such as the description of an uploaded document.



Step Eleven: (1) The survey questions change to green when the questions are complete. (2) The person completing the survey will change the survey to 'Submitted'. This will alert the OSDI staff that the survey is complete and ready for review.



Step Twelve: The survey error will result when a grantee attempts to submit an incomplete survey.



Department Feedback

The Office of School and District Improvement (OSDI) staff will review the required monitoring surveys, supporting documents, and comments, and then respond with the following feedback:



- **N/A** – No survey response is required or is not evaluated.
- **Compliant** – Survey response meets monitoring requirements.
- **Technical Assistance** – Survey response includes items like questionable expenses, budgeted and expended amounts are inconsistent, improper documentation is provided, or the answer is incomplete or inconsistent with monitoring requirements.
- **Pending** – Survey response requires additional information, or revised information is required to meet the monitoring requirements as requested from OSDI.
- **Non-Compliant** – Survey response does not meet the monitoring requirements, such as reporting unallowable expenses.

Appendix A: FY25 Title I Non-Competitive Supplemental School Improvement (TI NC SSI) Grant Monitoring Survey Questions and Scoring Rubrics

This rubric will be used for the review of the Fiscal Year 2025 (FY25) Title I Non-Competitive Supplemental School Improvement (TI NC SSI) 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 LEA response demonstrates that the requirement was met. For evaluation-type questions, the grantee provided the required and/or requested information.	The LEA response demonstrates that the requirement was not met. The Department will provide recommendations for process improvements, recommendations for correcting incorrect or unallowable grant activities, or the LEA did not provide enough information to evaluate the completeness of the question.	The LEA response demonstrates that the requirement was not met, or funds were used on unallowable activities. 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 LEA 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 and may be escalated to Non-Compliant.	This question does not apply to the LEA or the question is not evaluated.

Table 1 FY25 TI NC SSI Monitoring Survey Scoring Rubric Criteria

TI NC SSI Grant Monitoring Survey Questions and Rubrics

Instructions

***Question 1:** Survey responses should be based on **Fiscal Year 2025 (School Year 2024-2025)** Title I Non-Competitive Supplemental School Improvement (TI NC SSI) grant activities. Please note that some questions require additional documentation to be uploaded. Please email any questions to School_Improvement@education.ohio.gov.

The LEA reviewed the FY25 TI NC SSI application in preparation for the FY25 monitoring review process.

☐ **Acknowledge Review**

Program Evaluation and Impact

***Question 1:** For **each** building that received FY25 TI NC SSI funding, please describe and upload evidence of the observed **adult behavior and adult outcomes** as aligned to the One Plan.

☐ Acknowledge documents have been uploaded.

Upload is required. Please do **NOT** upload personal information that can identify students or staff.

Compliant	Technical Assist	Non-Compliant	Pending
The LEA provided a well thought out description and explanation of the overall impact of TI NC SSI-funded work on adult outcomes for **each building** that received grant funding. Relevant and applicable documentation was uploaded.	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.

Table 2 FY25 TI NC SSI Monitoring Survey Scoring Rubric 1

Question 2: For **each** building that received FY25 TI NC SSI funding, please describe and upload evidence of the **outcomes of student achievement** measures as aligned to the One Plan.

☐ Acknowledge documents have been uploaded.

Upload is required. Please do **NOT** upload personal information that can identify students or staff.

Compliant	Technical Assist	Non-Compliant	Pending
The LEA provided a well thought out description and explanation of overall impact of TI NC SSI-funded work on student achievement outcomes for **each building** that received grant funding.	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.

Table 3 FY25 TI NC SSI Monitoring Survey Scoring Rubric 2

***Question 3:** At this point in the fiscal year, please describe the assistance and monitoring provided by the district or community school around the implementation of approved FY25 Title I Non-Competitive Supplemental Improvement Grant (TI NC SSI) funding applications for FY25 (July 1, 2024 – Present.)

Please be specific on the types of assistance and monitoring activities that occurred, the frequency of monitoring activities, and associated timeframes.

Compliant	Technical Assist	Non-Compliant	Pending
The LEA provided a well thought out description and explanation of assistance and monitoring that the	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.

LEA provides to each TI NC SSI building. The LEA completed a minimum of quarterly checks (recommended) on building activities and spending progress (monthly check-ins are preferred). The LEA provided a high-level description of LEA check-ins.			

Table 4 FY25 TI NC SSI Monitoring Survey Scoring Rubric 3

***Question 4:** Were FY25 TI NC SSI funds utilized for Professional Development?

- Select: Yes or No

Compliant	Technical Assist	Non-Compliant	Pending
The correct answer was selected based on budgeted funds in the approved FY25 funding application.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed like the grantee has selected an incorrect answer based on the approved FY25 funding application.	The Department is requesting additional or missing information to complete the review process.

Table 5 FY25 TI NC SSI Monitoring Survey Scoring Rubric 4

If "Yes" is selected to Question 4, then Question 5 is required

***Question 5:** For each TI NC SSI-funded building, please upload supporting evidence of professional development on supporting the needs of staff in alignment with TI NC SSI funding.

Examples of supporting evidence include agendas and the percentage of teaching staff and administration who attended.

Please describe relevant student data, effective teacher data, and any relevant data that demonstrates the effectiveness and outcomes of professional development.

☐ Acknowledge documents have been uploaded.

Upload is required. Please do **NOT** upload personal information that can identify students or staff.

Compliant	Technical Assist	Non-Compliant	Pending
The LEA uploaded evidence PD was supplied for **each** applicable building. The LEA provided relevant student data/teacher data. The LEA provided a well thought out description for the outcomes of the PD. No personal information was uploaded.	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.

Table 6 FY25 TI NC SSI Monitoring Survey Scoring Rubric 5

***Question 6:** Does the LEA plan to request a summer extension?

- Select: Yes, No or Pending

Compliant	Technical Assist	Non-Compliant	Pending
An answer was selected.	If pending is selected, the Department may provide recommendations and guidance for improvements.	N/A	N/A

Table 7 FY25 TI NC SSI Monitoring Scoring Rubric 6

***Question 7:** Select the level of implementation for the grant funded initiatives.

- Select: On Track, Behind Schedule or Not Started

If Implementation is not on track, please provide a description for why implementation is behind schedule or not started.

Compliant	Technical Assist	Non-Compliant	Pending
An answer has been selected. Where applicable, the LEA provided a well thought out description for why implementation is behind schedule or not started.	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.

Table 8 FY25 TI NC SSI Monitoring Scoring Rubric 7

Program Fiscal Requirements

***Question 1:** The LEA assures that funds expended are allowable and meet the intent and purpose of the funds and aligns to the LEA or building One Plan.

☐ Acknowledge

Compliant	Technical Assist	Non-Compliant	Pending
The LEA 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.

Table 9 FY25 TI NC SSI Monitoring Survey Scoring Rubric 8

***Question 2:** Provide building-level fund fiscal reports (such as Budsums) for FY25 (July 1, 2024 - to date) showing budgeted allocations and expenditures sorted by building (OPU), Object, and Function.

☐ Acknowledge proper documentation has been uploaded.

Compliant	Technical Assist	Non-Compliant	Pending
The LEA provided all relevant fiscal documentation for **each** building that received TI NC SSI funds.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed like funds were spent at non-grant funded buildings or on unallowable activities.	The Department is requesting additional or missing information to complete the review process.

Table 10 FY25 TI NC SSI Monitoring Survey Scoring Rubric 9

***Question 3:** Does the LEA assure that the accepted grant funds were allocated and used in accordance with applicable Federal and State statutes, regulations, program plans, and applications?

Does the LEA assure that the administration of the program is in compliance with all provisions or such statutes, regulations, applications, policies, and amendments thereto? This includes EDGAR and Uniform Grant Guidance 2 C.F.R 200.

☐ Confirm assurances

Compliant	Technical Assist	Non-Compliant	Pending
The LEA acknowledged assurances.	The Department has provided recommendations and guidance for improvements.	LEA did not confirm assurances.	The Department is requesting additional or missing information to complete the review process.

Table 11 FY25 TI NC SSI Monitoring Survey Scoring Rubric 10

***Question 4:** The LEA 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 **(Required)**
b. Provide Teacher and Paraprofessional Schedules (when requested)
c. Provide job descriptions (when requested)

☐ Acknowledge documents have been uploaded. **Upload is required if funds were used for Salaries (Object Code 100) and Retirement Fringe Benefits (Object Code 200).**

Compliant	Technical Assist	Non-Compliant	Pending
The LEA uploaded personnel work plans, teacher and paraprofessional schedules and job descriptions, if funds were budgeted for Salaries (Object Code 100) and Retirement Fringe Benefits (Object Code 200).	The Department has provided recommendations and guidance for improvements to things like time and effort logs, job descriptions or teacher schedules.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

Table 12 FY25 TI NC SSI Monitoring Survey Scoring Rubric 11

Inventory and Equipment Disposition

***Question 1:** Did the LEA purchase supplies or capital outlay with TI NC SSI grant funds that require disposition?

- Select: Yes or No

Compliant	Technical Assist	Non-Compliant	Pending
The correct answer was selected based on budgeted funds in the approved FY25 funding application.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed like grantee has selected incorrect answer based on the approved FY25 funding application.	The Department is requesting additional or missing information to complete the review process.

Table 13 FY25 TI NC SSI Monitoring Survey Scoring Rubric 12

If "Yes" was selected to Question 1, then Question 2 appears and will be required.

***Question 2:** Equipment disposition assurances:

☐ I certify to the best of my ability that the LEA follows the required policies and procedures outlined below for inventory and equipment disposition.

- The subgrantee has a current, accurate physical inventory/fixed assets policy in place.

- The grantee disposes of equipment and supplies in accordance with district policy and federal requirements including Uniform Guidance, 2 CFR Part 200.313.
- The LEA 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.
- The LEA has a current District Procurement Policy, and it includes a definition for equipment and is on file.
- LEA maintains a Disposition Report for lost, obsolete or unusable equipment.
- An inventory review, if applicable, is completed at least once every two years along with a control system to ensure adequate safeguards for preventing loss, damage, or theft, including date(s) performed.
- 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.
- The LEA has a Procurement Policy with the most recent review date on file.

APPENDIX B – FY25 Expanding Opportunities for Each Child Non-Competitive (EOEC NC) Grant Monitoring Survey Questions and Scoring Rubrics

This rubric will be used for the review of the FY25 EOEC NC Monitoring Survey. 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 LEA response demonstrates that the requirement was met. For evaluation-type questions, the grantee provided the required and/or requested information.	The LEA response demonstrates that the requirement was not met. The Department will provide recommendations for process improvements, recommendations for correcting incorrect or unallowable grant activities, or the LEA did not provide enough information to evaluate the completeness of the question.	The LEA response demonstrates that the requirement was not met, or funds were used on unallowable activities. 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 LEA 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 and may be escalated to Non-Compliant.	This question does not apply to the LEA or the question is not evaluated.

Table 14 FY25 EOEC NC Monitoring Survey and Scoring Rubric Criteria

EOEC Grant Monitoring Survey Questions and Rubrics

Instructions

***Question 1:** Survey responses should be based on the Fiscal Year 2025 (School Year 2024-2025) Expanding Opportunities for Each Child Non-Competitive (EOEC NC) grant activities. Please note that some questions require additional documentation to be uploaded. Please email any questions to eoecgrant@education.ohio.gov.

The LEA reviewed the FY25 application in preparation for the FY25 monitoring review process.

☐ **Acknowledge Review**

Program Evaluation

***Question 1:** At this point in the fiscal year, please describe how the district or community school monitored the grant spending and activities of the FY25 Expanding Opportunities for Each Child (EOEC NC) grant.

Please be specific and include all monitoring activities, frequency and timelines.

Compliant	Technical Assistance	Non-Compliant	Pending
The grant assistance and monitoring described includes pertinent information such as BLT/DLT minutes, dates, and designated personnel.	The Department has provided recommendations for improvements.	The grant assistance and monitoring described does not meet grant monitoring criteria and/or an issue has been identified and must be addressed.	The Department is requesting additional or missing information to complete the review process.

Table 15 FY25 EOEC NC Monitoring Survey and Scoring Rubric 1

***Question 2:** Please describe the impact of FY25 EOEC NC funded programs and initiatives on **adult behavior and adult outcomes** at **each** building that received EOEC NS grant funding.

Compliant	Technical Assistance	Non-Compliant	Pending
The LEA provided a well thought out description and explanation of the overall impact of EOEC NC-funded work on adult outcomes for	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.

each building that received grant funding. Relevant and applicable documentation was uploaded, if requested.			

Table 16 FY25 EOEC NC Monitoring Survey and Scoring Rubric 2

***Question 3:** Please describe the impact of FY25 EOEC NC funded programs and initiatives on **student achievement** at **each** building that received EOEC NC funding.

Compliant	Technical Assistance	Non-Compliant	Pending
The LEA provided a well thought out description and explanation of overall impact of EOEC NC-funded work on student achievement outcomes for **each building** that received grant funding. Relevant and applicable documentation was uploaded, 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.

Table 17 FY25 EOEC NC Monitoring Survey Scoring Rubric 3

***Question 4:** Please upload data and provide a description of how the grant funded student and adult outcomes are aligned with the LEA or building One Plan goals and strategies. Data must be provided for **each** building that received EOEC NC grant funding.

Description of how the grant funded student and adult outcomes are aligned to the LEA or building One Plan goals and strategies:

Brief description of data provided:

☐ Acknowledge documents have been uploaded.

Upload is required. Please do **NOT** upload personal information that can identify students or staff.

Compliant	Technical Assistance	Non-Compliant	Pending
The student and adult outcomes are aligned to the One Plan. The One Plan goals and strategies provided here are aligned to the FY25 funding application. Appropriate data has been uploaded, and a description of the data was provided for **each** building that received EOEC NC funding.	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.

Table 18 FY25 EOEC NC Monitoring Survey Scoring Rubric 4

***Question 5:** Select the level of implementation for grant funded initiative:

Select: On Track, Behind Schedule or Not Started

If implementation is not on track, please provide a description for why implementation is behind schedule or not started.

Compliant	Technical Assist	Non-Compliant	Pending
An answer has been selected. Where applicable, the LEA provided a well thought out description of why implementation is behind schedule or not started.	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.

Table 19 FY25 EOEC NC Monitoring Survey Scoring Rubric 5

***Question 6:** Will a summer extension be requested?

Select: Yes, No or Pending

Compliant	Technical Assist	Non-Compliant	Pending
An answer was selected.	If pending is selected, the Department may provide recommendations and guidance for improvements.	N/A	N/A

Table 20 FY25 EOEC NC Monitoring Survey Scoring Rubric 6

***Question 7:** How did the LEA publicly report the results of student outcomes for the FY25 EOEC NC grant funded initiatives and any associated improvement to guarantee that the information was accessible and timely for families, allowing families to make an informed choice?

Please upload examples of publicly reported results and outcomes.

If outcomes are not yet realized, please upload the plan to disseminate student outcomes to families.

☐ Acknowledge documents have been uploaded.

Upload is required. Please do **NOT** upload personal information that can identify students or staff.

Compliant	Technical Assist	Non-Compliant	Pending
The response describes how information was accessible to families, and how it was provided in a timely manner.	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.

Uploaded documentation either shows examples of results/outcomes reported OR a plan to disseminate the information once it becomes available.			

Table 21 FY25 EOEC NC Monitoring Survey Scoring Rubric 7

Program Fiscal Requirements

***Question 1:** Did the LEA allocate 1% of the grant award for outreach and communication to parents about available direct student services provided with the EOEC NC funds?

Select: Yes or No

Compliant	Technical Assist	Non-Compliant	Pending
The appropriate answer was selected based on information provided in the FY25 funding application. Appropriate documentation was provided, 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.

Table 22 FY25 EOEC NC Monitoring Survey Scoring Rubric 8

***Question 2:** Did the LEA allocate up to 2% of the total grant award for administrative costs related to direct student services?

Select: Yes or No

Compliant	Technical Assist	Non-Compliant	Pending
The appropriate answer was selected based on information provided in the FY25 funding application.	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.

Appropriate documentation was provided, if requested.			

Table 23 FY25 EOEC NC Monitoring Survey Scoring Rubric 9

***Question 3:** Does the LEA assure that the accepted grant funds were allocated and used in accordance with applicable Federal and State statutes, regulations, program plans, and applications?

Does the LEA assure that the administration of the program is 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.

☐ Confirm assurances

Compliant	Technical Assist	Non-Compliant	Pending
The LEA 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.

Table 14 FY25 EOEC Monitoring Survey Scoring Rubric 8

***Question 4:** Upload evidence that the expended funds were allowable and meet the intent and purpose of the grant. Evidence includes the building-level fund fiscal reports, such as Budsums, showing budgeted allocation and expenditures sorted by building (OPU) Object, and Function.

☐ Acknowledge proper documentation has been uploaded.

Compliant	Technical Assist	Non-Compliant	Pending
The LEA provided all relevant fiscal documentation for **each** building that received TI NC SSI funds.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed like funds were spent at non-grant funded buildings or on	The Department is requesting additional or missing information to complete the review process.

		unallowable activities.	

Table 25 FY25 EOEC NC Monitoring Survey and Scoring Rubric 9

(R) Question 5: The LEA 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 **(Required)**
b. Provide Teacher and Paraprofessional Schedules (when requested)
c. Provide job descriptions (when requested)

☐ Acknowledge documents have been uploaded. **Upload is required if funds were used for Salaries (Object Code 100) and Retirement Fringe Benefits (Object Code 200).**

Compliant	Technical Assist	Non-Compliant	Pending
The LEA uploaded personnel work plans, teacher and paraprofessional schedules and job descriptions, if funds were budgeted for Salaries (Object Code 100) and Retirement Fringe Benefits (Object Code 200).	The Department has provided recommendations and guidance for improvements to things like time and effort logs, job descriptions or teacher schedules.	The Department has identified an issue that must be addressed.	The Department is requesting additional or missing information to complete the review process.

Table 26 FY25 EOEC NC Monitoring Survey Scoring Rubric 10

Inventory and Equipment Disposition

***Question 1:** Did the LEA purchase supplies or capital outlay with EOEC NC grant funds that require disposition?

Select: Yes or No

Compliant	Technical Assist	Non-Compliant	Pending

The correct answer was selected based on budgeted funds in the approved FY25 funding application.	The Department has provided recommendations and guidance for improvements.	The Department has identified an issue that must be addressed like the grantee has selected an incorrect answer based on the approved FY25 funding application.	The Department is requesting additional or missing information to complete the review process.

Table 27 FY25 EOEC NC Monitoring Survey Scoring Rubric 11

If "Yes" was selected to Question 1, then Question 2 appears and will be required.

***Question 2:** Equipment disposition assurances:

☐ I certify to the best of my ability that the LEA follows the required policies and procedures outlined below for inventory and equipment disposition.

- The subgrantee has a current, accurate physical inventory/fixed assets policy in place.
- The grantee disposes of equipment and supplies in accordance with district policy and federal requirements including Uniform Guidance, 2 CFR Part 200.313.
- The LEA 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.
- The LEA has a current District Procurement Policy, and it includes a definition for equipment and is on file.
- LEA maintains a Disposition Report for lost, obsolete or unusable equipment.
- An inventory review, if applicable, is completed at least once every two years along with a control system to ensure adequate safeguards for preventing loss, damage, or theft, including date(s) performed.
- 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.
- The LEA has a Procurement Policy with the most recent review date on file.