

**Kentucky Department of Education
Office of Continuous Improvement and Support
Title V, Part B, Subpart 2 Rural Low-Income Schools (RLIS)
Consolidated Monitoring Checklist**

District	Title V, Part B Coordinator	Finance Officer
Title V Funds Used for Activities Authorized Under (Check all that apply)	Date of Interview	KDE Monitoring Staff
<input type="checkbox"/> Title I, Part A <input type="checkbox"/> Title II, Part A: Teacher and Leader Professional Development <input type="checkbox"/> Title III: Activities to support English Learner and Immigrant Students <input type="checkbox"/> Title IV, Part A: Student Support and Academic Achievement Activities <input type="checkbox"/> Parent and Family Engagement Activities		

The following checklist is used in the evaluation of a district’s Title V, Part B, Subpart 2 activities and procedures. Program compliance and/or effectiveness is determined based on responses and supporting evidence for each of the monitoring questions.

This tool directly aligns with the Title V, Part B requirements of the Every Student Succeeds Act (ESSA). Each section contains several monitoring questions that will be evaluated individually. The lists of Documentation must be uploaded for Kentucky Department of Education (KDE) review. Required and suggested documentation to be submitted is listed with each indicator. However, KDE staff may request additional pieces of evidence on an as needed basis. Further, only documentation for the current school year must be submitted unless the program monitor(s) request(s) prior year information or it is applicable to the question. **Please ensure any personally identifiable information (PII) is redacted prior to uploading evidence for KDE review.**

During monitoring, the program monitor(s) will select an indicator for each monitoring item:

- **Exceeds** – Means the district goes beyond the requirements of Title V, Part B statute or regulation in the implementation of its program.
- **Meets** – Means the district meets the minimum requirements of Title V, Part B statute or regulation in the implementation of its program. In this case a recommendation may be issued.
- **Does Not Meet** – Means the district does not meet the minimum requirements of Title V, Part B statute or regulation in the implementation of its program. In this case, a finding will be issued.

Best Practices, found at the end of each section on the checklist, are examples of practices or procedures that KDE staff have observed in other districts that may enhance program effectiveness. If you need clarification on a question or with understanding more about the monitoring tool, feel free to contact the Title V, Part B consultant at (502) 564-3791.

Program Requirements and Fiscal Management

Districts selected for monitoring should upload one to two pieces of relevant documentation for each indicator. Please note, KDE consultants can access the Needs Assessment, Comprehensive District Improvement Plan (CDIP) and Comprehensive School Improvement Plans (CSIPs) in the Cognia Continuous Improvement Platform. It is not necessary to upload those documents to SharePoint.

Indicator	Does not Meet	Meets	Exceeds
<p>1. The district annually assesses their needs in order to identify how to target Title V, Part B, Subpart 2 funds using evidence-based strategies, including an evaluation of current activities. [See ESSA 5224 (3).]</p> <p>Suggested Documentation: Needs assessment, CDIP and/or CSIPs identifying goals to be supported with Title V, Part B funds, meeting agendas and minutes.</p> <p>Notes:</p>			
<p>2. Expenditures are allowable and meet the intent of Title V, Part B. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA 5222 and 8306(a)(1) and Parts 76 and 200 of the Education Department General Administrative Regulations (EDGAR).]</p> <p>Suggested Documentation: Detailed Month to Date (MTD) MUNIS reports with purchase order-level details showing all project budgeting and expenditures for the current (350K) and previous (350J) fiscal years. Evidence of activities and programs supported with Title V, Part B funds.</p> <p>Notes:</p>			
<p>3. The district has a process in place to review and revise the Title V, Part B, Subpart 2 budget regularly to ensure timely spending that aligns with the activities in the approved application. [See ESSA 5224 (3).]</p> <p>Suggested Documentation: Detailed Month to Date (MTD) MUNIS reports with purchase order-level details showing all project budgeting and expenditures for the current (350K) and previous (350J) fiscal years. Strong documentation for the monitoring of timely expenditure of funds (examples: agendas and minutes from regular meetings between leadership and school administration, emails or communication providing regular expenditure updates, or a narrative describing the process for monitoring the timely expenditure of funds).</p> <p>Notes:</p>			
<p>4. Title V, Part B funds are being used to supplement and not supplant the regular program of instruction. [See ESSA 5232.]</p> <p>Suggested Documentation: Evidence submitted for other indicators combined with the district interview will be sufficient.</p> <p>Notes:</p>			

Indicator	Does not Meet	Meets	Exceeds
<p>5. The district maintains documentation for any employees paid in full or in part with Title V, Part B funds to support the allocability, veracity and accuracy of the work performed. [2 CFR 200.430 (i).]</p> <p>Suggested Documentation: Documentation to support the allocability, veracity and accuracy of the work performed for all employees paid in whole or in part with Title V, Part B funds. Signed, dated semi-annual certification and/or monthly personnel activity (PAR) reports, or another prior KDE-approved documentation system. Written procedures for time and effort documentation.</p> <p>Notes:</p>			
<p>6. The district has standard allowability procedures in place and uses them for purchasing. The procedures, at minimum, address whether purchases are reasonable, allocable, necessary and documented. [See ESSA 8306(a)(1) and Parts 76 and 200 of the EDGAR.]</p> <p>Suggested Documentation: The district’s allowability procedures.</p> <p>Notes:</p>			

Best Practices

- District staff can articulate the process for determining activities to be implemented. Funds are allocated based on needs.
- Internal and external stakeholders are involved in developing the Title V, Part B budget.
- School leaders are involved in the implementation of funded activities as appropriate.
- CDIP and CSIPs are reviewed throughout the year and the Grant Management Application and Planning system (GMAP) application is revised as new needs are identified.
- The finance officer and Title V coordinator meet at least quarterly to ensure alignment of GMAP and MUNIS.
- The district coordinates RLIS funds with other funding sources.
- Funds could be used to support programs and initiatives at non-Title I, Part A funded schools.