# Pre-Monitoring Informational Meeting:
# ESSER-GEER 2022-23

| | |
|---|---|
| **PSU Name** | |
| **Today's Date** | |
| **DPI Program Administrator Contact Information** | Name: _____<br>Email: _____@dpi.nc.gov<br>Phone: _____ |
| **Attendees** | |
| **Date of Monitoring Interview** | |
| **Morning or Afternoon?** | |
| **Documentation Due Date (by 5 pm)** | |
| **Email Addresses for Interview Invitations** | |
| **Monitored PRCs** | |

## ESSER Monitoring: What to Expect



| NOTIFICATION LETTER | PRE-MONITORING | MONITORING INTERVIEW | RECEIVE REPORT | RESOLVE FINDINGS | CLOSING LETTER |
|---|---|---|---|---|---|
| 30 days prior to the monitoring interview, PSU will receive a notification letter with details. | Regional PA supports PSU with preparation. PSU submits documentation 7 days prior to interview. | The monitoring interview takes place for ESSER I, II, and III. | The PSU receives a report with recommendations and/or findings. | Within 30 business days of report receipt, the PSU resolves findings (if applicable). | Once the monitoring process is complete, PSU receives a closing letter. |

# Monitored Elements

| Element | Indicator | Documentation |
|---|---|---|
| Element 1 | All plans for expenditure of ESSER-GEER funds have been approved by FPMS and are being or have been implemented by the PSU. | Are you implementing the approved activities? |
| Element 2 | The activities are being monitored by the PSU to measure effectiveness and allow for any needed adjustments. | Are you monitoring the impact of the activities? How is the impact being measured? |
| Element 3 | The approved budgets and expenditures support the plans | Does your spending (budget and expenditures reports) support the approved activities? |
| Element 4  N/A for Charters  Only applicable for ESSER-GEER I | As applicable, the district notified and invited private schools to consult regarding equitable services and has engaged in appropriate consultation. Any accepted equitable services are being or have been implemented and monitored as agreed upon during consultation. | Did you notify privates schools about Equitable Services? Did they attend consultation? Did you provide services as needed? |

# Preparing for Monitoring

## Step 1: Review the Monitoring Instrument

- See: Monitoring Instrument (*NCDPI ESSER Monitoring Website*)
- This document provides sample interview questions for each element, as well as examples of documentation and activities.
- The interview will cover all ESSER-GEER PRCs for which your PSU has received funding.

## Step 2: Review Applications

- For each PRC, identify each of the activities that have been funded.
- Name each activity with a simple description *(e.g., PPE, Software, Tutors, HVAC, Nurses)*
    - During the interview, for each PRC, you will be asked to identify each of the activities that you are implementing.
- Note if activities have been completed, changed, cancelled, in process, or if they have not yet started.
- Approved activities can be found in the application (grant details) as well as the budget.

**Step 3: Review Budgets**

- The activities outlined in your PSU's budget and expenditure reports should align with the approved activities listed in the application and discussed in the interview.
    - It is recommended that you compare each of the object codes in the budget with the activities outlined in the application:
        - Do the budget line items match the approved activities in the grant details?
        - Are there any activities that need to be added or removed from either location to ensure alignment with our actual spending?

- Example of alignment:

| Grant Details | |
|---|---|
| | **EDUCATION TECHNOLOGY:** Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.  \* Yes No    1. Student Technology: Chromebooks at $270 each (plus shipping and tax) are needed to meet a 1:1 device for students to participate in remote, hybrid, and in person learning. Charging stations, headphones, mice, protective cases, charging cords, adapters, calculators, and extension cords may also be purchased for in-person instruction to reduce the sharing of items to prevent the spread of COVID-19.  2. Digital Curriculum: subscriptions were purchased to support students during school closure, remote learning, and in-person instruction. Subscriptions include DreamBox, Google, Lexia, eSora books, STEMscope, and Learning.com |
| **Budget** | |
| | Other 3 5110 418 000 00 $374.08 $0.00 $374.08  Equipment 3 5110 462 000 00 $19,589.51 $0.00 $19,589.51 |

**Step 4: Collect and Organize Documentation**

- Develop a system for collecting the documentation you need
    - Any organization system that works for you: Title I Crate, Google Folders, SharePoint, Google Spreadsheet, etc. *Sample* (optional)
    - Communicate early if you need to delegate or gather documentation from other people or departments within your PSU.

- As you save documents, ensure that each has a clear title:
    - For example, instead of "2021 Data" or "Student Data" use a title such as "2021 Summer Learning Diagnostic Data"

**Step 5: Upload Documentation into the SharePoint Folders**

- Once you have gathered the documentation, upload the files to your PSU's SharePoint folders:
    - After receiving a notification letter in your email, you should also receive a link to your PSU folders. This is where you will upload the documentation.
    - If there are additional people that require editing access, send their email addresses to your Program Administrator.

- PSU Monitoring Folder Structure:
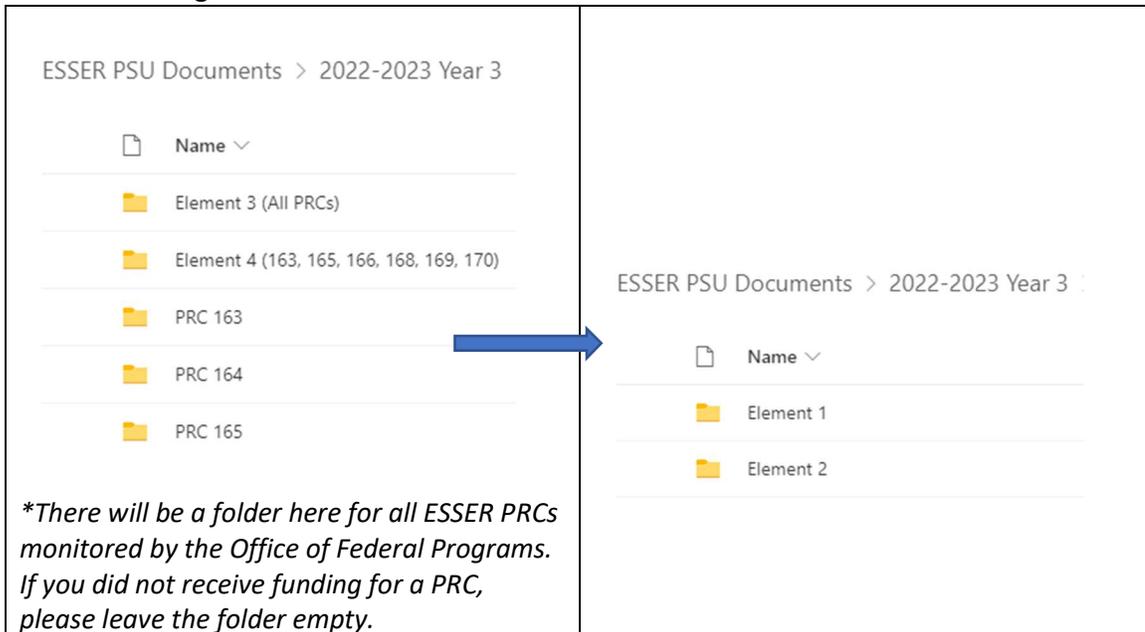


ESSER PSU Documents > 2022-2023 Year 3

| | Name ∨ |
|---|---|
| 📁 | Element 3 (All PRCs) |
| 📁 | Element 4 (163, 165, 166, 168, 169, 170) |
| 📁 | PRC 163 |
| 📁 | PRC 164 |
| 📁 | PRC 165 |

*There will be a folder here for all ESSER PRCs monitored by the Office of Federal Programs. If you did not receive funding for a PRC, please leave the folder empty.*

ESSER PSU Documents > 2022-2023 Year 3

| | Name ∨ |
|---|---|
| 📁 | Element 1 |
| 📁 | Element 2 |

- Within the Element 1 and 2 folders, **each activity funded by the ESSER PRC should have a folder**.

    - For example: If there is a "counselor positions" folder in Element 1, there should also be a "counselor positions" folder in Element 2.

    - See: Notes on Sharing Documents (*NCDPI ESSER Monitoring Website)*

# Additional notes on documentation for each ESSER Monitoring Element:

## Element 1:

- Must be an artifact of grant-related activity, not a "note-to-file" to provide a stand-in document for this monitoring review. A note-to-file may only be included for an activity if implementation AND spending have not yet begun.

## Element 2:

- Include COVID tracking data where applicable
- Collect baseline data (especially if new data is not yet available)
- Surveys not yet deployed are allowable with a timeline

## Element 3:
- Submit the most recent end-of-month report. If all funds were expended, a year-end report may be submitted.
- The report must include: Purpose Code, Object Code, Budget Amount, YTD expenditure, Budget Balance
- Budget and Expenditures reports can usually be requested from your BAAS to CCIP vendor.
- Samples:

**Element 4**
- Only for ESSER-GEER I (not applicable for ESSER II or ESSER III)
- Not applicable for Charter Schools
- Submit consultation meeting notes or agendas, as well as communication with the school.
- No need to provide *Affirmation* forms, which were provided during the application period.


# The Monitoring Interview


On the day of the monitoring interview, you can expect:
- Virtual Microsoft Teams meeting (or alternate platform if preferred)
- Greetings and Introductions
- Interview structure:
    - Begin by discussing Element 3 for all PRC's
    - Discuss Element 4 (if applicable) for ESSER-GEER I grants
    - Discuss Elements 1 and 2 for each PRC (we will go through these PRC by PRC)
- You may additionally be asked some clarifying questions about the documentation submitted, if necessary.
- Please also be ready to share (informally) some best practices and your PSU's most impactful uses of the ESSER funds so far.


# The Monitoring Report


After the interview, your PSU will receive a report. On the report, each element will have one of the following report comments. Be sure to read the narrative, as there may be required actions.


| Report Comments | |
| --- | --- |
| Meets Requirements | The correct documentation has been submitted in accordance with the requirements. All required components of the Element have been met. No further action is required. |
| Meets Requirements with Recommendations | The PSU has met the requirements for the Element, and has submitted documentation, but the Program Administrator is providing recommendations to consider. |
| Finding with Required Action | One or more components of the Element is missing or was completed incorrectly. Additional documentation is required. The PSU has 30 business days to make a corrective action and clear the finding. |
| N/A (Not Applicable) | The PSU did not receive funding, waived the funds, or has not started spending funds from the PRC. |