



District:	Title IV, Part A Coordinator:	Finance Officer:	Superintendent:
Dates of Monitoring Visit:	KDE Program Monitors:	Private Schools:	
		Yes No	

The following checklist is used in the evaluation of a district’s Title IV, Part A program. The Kentucky Department of Education (KDE) is required to conduct compliance reviews to ensure that school districts use funds in accordance with the authorizing statute. The objectives of the reviews are:

- To assess the degree to which program requirements are being fulfilled and make recommendations when appropriate; and
- To provide technical assistance and guidance to strengthen program administration and quality.

The tool itself is organized into sections that directly align with the Title IV, Part A sections of the Every Student Succeeds Act. Each section contains monitoring questions that will be evaluated individually. The list found under Evidence (within each monitoring question) contains examples of documentation that may be submitted for review. Additionally, 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.

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

- Compliant means there is evidence that supports approved application and compliance. The district provides sufficient evidence identified for meeting the compliance requirement and implementation of the approved Consolidated Application
- Noncompliant means the district is unable to provide sufficient evidence identified for meeting the compliance requirement and implementation of the approved Consolidated Application.

On-site visits will include district staff, public and private schools receiving services under Title IV, Part A.

[Every Student Succeeds Act \(ESSA\)](#)

[Uniform Grant Guidance \(Education Department General Administrative Regulations\)](#)

Compliance Rating	
Compliant	Noncompliant
LEA provides sufficient evidence identified for meeting the compliance requirement and implementation of the approved LEA's Consolidated Application.	LEA is unable to provide sufficient evidence identified for meeting the compliance requirement and implementation of the LEA's approved Consolidated Application.

Section 1: Program Development, Implementation, and Evaluation						
Compliance Requirement		Evidence (examples below)	Compliance Rating			Comments
			C	NC	N/A	C=Compliant, NC = Non-Compliant, N/A = Not Applicable
<b>1.1</b>	<p><b>STAKEHOLDER CONSULTATION</b></p> <p>All required stakeholders were consulted in the development and implementation of the district's Title IV, Part A plan and periodic meetings were scheduled. Required stakeholders include: parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives, and others with relevant and demonstrated expertise. ESEA section 4106 (c)(1-2)</p>	<ul style="list-style-type: none"> <li>• Sign-in sheets</li> <li>• Stakeholder meeting minutes, agendas</li> <li>• Surveys/feedback (forms, emails, letters, etc.)</li> </ul>				
<b>1.2</b>	<p><b>NEEDS ASSESSMENT</b></p> <p>The LEA conducted a comprehensive needs assessment to examine the needs for improvement of access to, and opportunities for:</p> <ol style="list-style-type: none"> <li>a well-rounded education for all students; and</li> <li>school conditions for student learning in order to create a healthy and safe school environment; and</li> </ol>	<ul style="list-style-type: none"> <li>• CSIP/CDIP or other comprehensive needs assessment documents</li> <li>• Meeting dates, minutes and sign-in sheets</li> <li>• Documentation that contributed to the needs assessment (survey results, disciplinary records, course offerings,</li> </ul>				(Required for districts that receive \$30,000 or more in Title IV, Part A funding. Must be conducted at least once every three years).

	<p>c) personalized learning experiences supported by technology and professional development for the effective use of data and technology. ESEA section 4106(d)</p>	<p>professional development schedules, etc.)</p>				
<b>1.3</b>	<p><b>PARTNERSHIPS</b> The LEA describes partnerships with institutes of higher education, businesses, nonprofit organizations, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities authorized under Title IV, Part A. ESEA section 4106(e)(1)(A)</p>	<ul style="list-style-type: none"> <li>• Interviews</li> <li>• Meeting minutes</li> <li>• Communication logs (emails, phone calls, etc.)</li> <li>• Evidence of collaboration/partnerships with outside organizations in support of a Title IV, Part A funded activity in order to enhance student achievement (memorandums of understanding, advisory board/coalition membership and meeting notes, etc.)</li> </ul>				<p>Mark N/A if no partnerships listed.</p>
<b>1.4</b>	<p><b>ACTIVITY EVALUATION</b> The LEA evaluates the effectiveness of the activities and programs throughout the year based upon the objectives and district's need based upon the comprehensive needs assessment. The district uses the periodic evaluation of data to determine effectiveness and future program planning. ESEA section 4106(e)(1)(E)</p>	<ul style="list-style-type: none"> <li>• Interviews</li> <li>• Sample evaluations/Activity Evaluation Form</li> <li>• District planning documentation</li> <li>• Data review; PLC minutes</li> <li>• Surveys</li> </ul>				

**Section 2: Fiscal Management**

Compliance Requirement		Evidence	Compliance Rating			Comments
			C	NC	N/A	
						C=Compliant, NC = Non-Compliant, N/A = Not Applicable
2.1	<p><b>ALLOCATIONS \$30,000 AND OVER</b>                      Districts allocated funds in all three sections of the grant with at least:</p> <ul style="list-style-type: none"> <li>• 20% for Well-Rounded Education</li> <li>• 20% for Safe and Healthy Students</li> <li>• A portion for Effective Use of Technology</li> </ul> <p>ESEA section 4106(e)(2)(C-E)</p>	<ul style="list-style-type: none"> <li>• MUNIS report</li> </ul>				For districts receiving under \$30,000, write N/A.
2.2	<p><b>Application and Budget Alignment</b>                      School(s) and district staffing patterns and financial expenditures/obligations to date are consistent with the approved Title IV, Part A budget.                      ESEA section 8306</p>	<ul style="list-style-type: none"> <li>• Financial expenditures on detailed MUNIS report</li> </ul>				
2.3	<p><b>Program Coordinator and Finance Officer Communication</b>                      The district Title IV, Part A program officer works closely with the district's finance officer to ensure funds are properly budgeted, spent, and reported using the appropriate MUNIS codes.                      2 CFR 200.302</p>	<ul style="list-style-type: none"> <li>• Detailed MUNIS report</li> <li>• Invoices (upon request)</li> </ul>				
2.4	<p><b>FINANCIAL MANAGEMENT</b>                      A separate accounting of Title IV, Part A funds is maintained in the MUNIS system and matches the categories set up in GMAP.                      2 CFR 200.302</p>	<ul style="list-style-type: none"> <li>• Detailed MUNIS report</li> <li>• GMAP application</li> </ul>				
2.5	<p><b>TIME AND EFFORT REQUIREMENTS</b>                      District and/or school personnel <b>paid partially or paid solely</b> from Title IV, Part A. The semi-annual Personal Activity Reports indicating the</p>	Types of Documents: <ul style="list-style-type: none"> <li>• Personal Activity Reports (PAR)</li> <li>• Semi-annual certification</li> </ul>				

	amount/percentage of time the employee worked directly with Title IV, Part A and other programs. The time aligns with approved GMAP budget and are signed and dated by the employee and his/her immediate supervisor. 2 CFR 200.430; 2CFR 200.431	<ul style="list-style-type: none"> <li>Detailed work schedule (Payroll charges must match the actual distribution of time recorded.)</li> </ul>				
2.6	<b>EQUIPMENT AND SUPPLIES</b> Assets and equipment purchased with Title IV, Part A funds is appropriately tagged and clearly marked. The district has a system in place for marking items purchased with federal funds and disposal of items. 2 CFR 200.313; 2 CFR 200.314	<ul style="list-style-type: none"> <li>Inventory records</li> <li>Reason for disposal and removal from master inventory</li> <li>Copy of district protocols</li> </ul>				
2.7	<b>RETENTION REQUIREMENTS FOR RECORDS</b> All Title IV, Part A records are kept for the current year and three previous years. 2 CFR 200.333	<ul style="list-style-type: none"> <li>Interviews</li> <li>Title IV, Part A records (upon request)</li> </ul>				

Private School Name: \_\_\_\_\_

Private School Title IV, Part A Coordinator: \_\_\_\_\_

Section 3: Equitable Services to Private Schools						
Compliance Requirement		Evidence	Compliance Rating			Comments/Action Required
			C	NC	N/A	C=Compliant, NC = Non-Compliant, N/A= Not Applicable
3.1	<p><b>PRIVATE SCHOOL NOTIFICATION</b> All private and/or home schools within the district boundaries have been contacted and offered services under Title IV, Part A ESEA section 8501; 34 CFR 76.651</p>	<ul style="list-style-type: none"> <li>List of all private schools in the district and surrounding area</li> <li>Letters to private or home schools; evidence of receipt (postal return receipt)</li> </ul>				
3.2	<p><b>PRIVATE SCHOOLS SERVED</b> Private schools or home schools are being served by Title IV, Part A. ESEA section 8501 (<b><i>Complete sections 3.3-3.10 if private schools exist in the district and have elected to participate</i></b>)</p>	<ul style="list-style-type: none"> <li>List of participating private schools</li> </ul>				
3.3	<p><b>CONSULTATION PACKET</b> In consultation with the private/home school, the district completed the required Equitable Service Consultation packet. ESEA section 8501</p>	<ul style="list-style-type: none"> <li>Consultation Form</li> <li>Copy of timeline for consultations</li> </ul>				
3.4	<p><b>PRIVATE SCHOOL CONSULTATION</b> The district has two-way, ongoing communication with private schools served by Title IV, Part A in order to determine needs of those schools and whether those needs are being met. ESEA section 8501; 2 CFR 76.652</p>	<ul style="list-style-type: none"> <li>Records of consultation meetings (meeting minutes, sign-in sheet, agenda) evidence of evaluation of multiple data sources</li> </ul>				

3.5	<p><b>DISTRICT RESPONSIBILITY</b> Participating private school programs are operated by the public-school district and documentation verifies that the services provided are allowable under Title IV, Part A. ESEA section 8501; 2 CFR 76.651</p>	<ul style="list-style-type: none"> <li>• Surveys; consultation form; needs assessments; invoices; evaluation</li> </ul>				
3.6	<p><b>Program Implementation</b> The district implements and oversees private school services. Services provided are non-ideological. ESEA section 8501(a)(2)</p>	<ul style="list-style-type: none"> <li>• Consultation agenda</li> <li>• Evidence of regular consultation with private school officials (emails, phone call notes, meeting minutes, etc.)</li> <li>• Invoices for services</li> </ul>				
3.7	<p><b>EQUIPMENT AND SUPPLIES</b> Procedures have been established for the retrieval of Title IV, Part A purchases made on behalf of private schools when the materials are no longer needed for program purposes. The procedures require that retrieved purchases be distributed equitably among participating private schools. ESEA section 8501(d); 34 CFR 76.661</p>	<ul style="list-style-type: none"> <li>• Disposal of equipment procedures; inventory</li> </ul>				
3.9	<p><b>PRIVATE SCHOOL PROGRAM EVALUATION</b> The district evaluates the effectiveness of strategies and activities funded under Title IV, Part A and uses this data to determine future program planning. ESEA section 4106(e)(1)(E)</p>	<ul style="list-style-type: none"> <li>• Private school needs assessment</li> <li>• Meeting minutes</li> <li>• Data</li> <li>• Surveys</li> </ul>				

3.10	<p><b>COMPLAINT PROCEDURE</b></p> <p>In the even services are questioned, private school officials have been notified of the complaint procedure. ESEA section 8501(a)(3)(B); (c)(6)(B)</p>	<ul style="list-style-type: none"> <li>• Consultation packet</li> <li>• Interview</li> <li>• Copy of complaint procedure</li> </ul>				
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