

Federal Title Programs Monitoring

November 12, 2024

Monitoring Overview

Purpose of Federal Title Programs Monitoring:

To ensure that the use of federal funds is being used to support the plan created within the Consolidated Application narrative

Goals:

- To embrace the concept of “Funding the Plan” instead of “Planning for Funds”
- To work in partnership with districts and schools to provide information and technical assistance to ensure compliance with program requirements
- To support districts and schools in reaching their student achievement and program goals
- To ensure that districts maintain required records, even during non-monitoring years, to ensure program compliance
- To assist districts in creating structures and systems, even during non-monitoring years, that support program goals and meet the district’s needs

Assurances

In the Intent to Apply, the district confirms its commitment to adhere to the assurances required for each program. It is important to remember that assurances require actions on the part of the school district, and districts are held accountable for those assurances through monitoring.

Assurances cover the below topics:

- Fiscal
- Evidence-Based Programs and Practices
- Supplement, Not Supplant
- Early Childhood, Title I
- Civil Rights (e.g., Title VI (Race, Color, National Origin), Title IX (Gender), Americans with Disabilities, 504, Homeless, Foster Care, English Learners, Neglected and Delinquent students, etc.)

Note: The authorized representative assures that any information submitted during the monitoring process is accurate and complete to the best of their knowledge.

Monitoring Timeline

October 29, 2024 – Initial monitoring notification emailed to districts.

- *The superintendent, business manager, building principals, homeless and foster care liaisons, EL coordinators and directors, and the school board president were informed that the district will be monitored.*

November 26, 2024 – Monitoring instructions and resources emailed to districts.

- *The superintendent, business manager, building principals, homeless and foster care liaisons, EL coordinators and directors, and the school board president will receive updated guidance documents and specific instructions.*

November 26, 2024-January 20, 2025 – Submission window is open in STARS.

- *Districts can upload documentation through January 18, 2024*

November 26, 2024-February 14, 2025 – NDDPI monitors review submissions.

February 18-24, 2025 – Initial monitoring reports emailed to districts.

- *After the district receives the monitoring report, district personnel work to address action-required items with NDDPI support.*

February-April 2025 – Monitoring Interviews occur and Final Monitoring Reports are sent to districts.

District Preparation

Team Approach

- A team consisting of any staff member involved in the program and responsible for maintaining records (superintendent, business manager, building principal, Title I coordinator, Title II coordinator, Title III/EL director and coordinator, Title IV coordinator, Title I teacher, instructional coach, homeless and foster care liaison, etc.)
- No single person should be responsible for collecting all documentation

Digital File Strategy

- Use Google Drive, Office 365, district network
- Align to the monitoring guides applicable to your district
 - Staff saves all documents

Reminders

- Be sure to date memos, agendas, policies, etc.
- Be sure contracts, MOUs, and agreements are fully executed (i.e., signed by all parties)

Monitoring Guides

The following sections must be submitted by ALL districts:

- District Administration (D01-D05)
- English Learners (EL01-EL19)
- Foster Care-Homeless (FC/H01-FC/H06)
 - Combined Foster Care and Homeless submissions into one section because the requirements are so similar

Additional sections must be submitted based on the district's program participation:

- Fiscal (D06-D09)
- Title I Admin (D10-D14)
- Title I Schoolwide (SW01-SW14)
- Title I Targeted Assistance (TA01-TA14)
- Title I Private School (P01-P13)
- Title II, Part A (D19-D22)
- Title IV, Part A (SSAE01-SSAE09)

Submission Window and Upload

- Submission window open November 26, 2024-January 20, 2025
- Federal Title Monitoring Report in STARS
<https://apps.nd.gov/dpi/stars/login.aspx>
- Upload documentation for each applicable program area
[Federal Programs Monitoring Upload Instructions](#)
- Monitoring guides do not need to be uploaded – they are for the district to use as checklists as supporting documentation is prepared and uploaded

Review Process and Initial Monitoring Report

NDDPI Monitors will review January 21-February 14

- An Initial Monitoring report is completed for each program area
 - Status Options – Met, Not Met, Not Applicable, Not Submitted
 - Action required if Not Met or Not Submitted
 - Explanation and additional guidance and/or resources will be noted
 - This will necessitate further action and an interview with the district
 - If “Action Required” is noted, districts can provide additional documentation or responses during their scheduled interview

Initial Monitoring Reports emailed February 18-24

- Sent to district personnel (e.g., authorized representative, business manager, building principal, homeless liaison, foster care liaison, EL director, grants manager, etc.)
 - including date and time for the district’s monitoring interview

Monitoring Interview

District reviews monitoring report and confirms monitoring interview

- If the district's scheduled monitoring interview does not work, contact Lauri Nord at lnord@nd.gov or (701) 328-2282 to suggest alternative dates and times. The NDDPI will try to accommodate your team's availability.

Outlook Calendar Invitation

- NDDPI confirms the interview date and time and sends an Outlook calendar invitation, including a Microsoft Teams Meeting link
- Sent to all necessary staff (e.g., authorized representative, business manager, building principal, homeless liaison, foster care liaison, EL director, grants manager, etc.)

Monitoring Interview

Reasons for This Change

- **Emphasize Processes Over Tasks:** Focus on improving processes rather than completing isolated tasks
- **Streamline Communication:** Minimize back-and-forth “negotiation” between NDDPI and districts to achieve “Met” status
- **Meet Deadlines:** Avoid extending the monitoring process beyond the May deadline

Benefits of the Interview

- **Enhanced Understanding:** The interview allows NDDPI to ask detailed questions, helping districts better grasp the requirements and explain their processes

Providing Additional Information During the Interview

- **Explain Processes:** Districts can clarify their processes
- **Submit Documentation:** Additional information can be emailed
 - **Response Time:** Districts have 5 business days to submit any further information
- **No Process or Documentation:** Districts must acknowledge the absence of required processes or documentation, leading to corrective action

Corrective Action Requirements (could include, but is not limited to these options)

- **Additional Documentation:** Submit further documentation in the Consolidated Application
- **Required Training:** Attend mandatory training sessions tracked by program monitors
- **Re-Monitoring:** Undergo full or program-specific monitoring in the following year

Final Monitoring Report

- Following the district's monitoring interview, NDDPI Monitors will review any additional submissions
- A Final Monitoring Letter and Final Monitoring Report will be sent to all necessary staff (e.g., authorized representative, business manager, building principal, homeless liaison, foster care liaison, EL director, grants manager, etc.)
 - Outlines any remaining Corrective Action requirements
 - Closes out the monitoring process

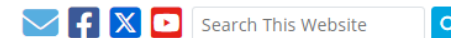
Resources

Federal Title Programs Monitoring website:

[Federal Title Programs Monitoring | North Dakota Department of Public Instruction \(nd.gov\)](https://nd.gov)

An official website of the state of North Dakota. [Here's how you know](#) >

Language: English



Data ▾ Districts/Schools ▾ Educators ▾ **Education Programs ▾** Policy/Guidelines ▾ Families/Community ▾ Partners Superintendent

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Federal Title Programs Monitoring

The NDDPI is required by federal law to monitor local Title I, Title II, Title III, Title IV, Private School Equitable Services, English Learners, Homeless, and Foster Care programs to ensure compliance with programmatic and fiscal regulations.

2024-2025 Districts Selected for Federal Title Programs Monitoring

- [2024-2025 Districts](#)

Federal Title Programs Monitoring Webinar

- **When:** November 12, 2024
- **Time:** 2:00-3:00 PM CST
 - [Join Here](#)

Upload Requirements

All monitoring submissions must be uploaded to the Federal Title Monitoring report in STARS. The window to submit documentation is November 26, 2024, through January 20, 2025. Please clearly label each submission (e.g., D01, TA02, SW03, etc.) and upload documentation to the designated folder.

- [Federal Title Programs Monitoring Upload Instructions](#)

Federal Title Programs Monitoring Guide, including Sample Documentation:

- [Federal Title Programs Monitoring Guide Overview](#)
- [District Administration D01-D05](#)
- [Fiscal \(UGG\) D06-D09](#)
- [Title I District Administration D10-D14](#)
- [Equitable Services D15-D18](#)
- [Title II District Administration D19-D22](#)
- [English Learners EL01-EL19](#)
- [Foster Care FC01-FC05](#)
- [Homeless H01-H06](#)
- [Title I Private School Program P01-P13](#)
- [Title I Schoolwide SW01-SW15](#)
- [Title I Targeted Assistance TA01-TA14](#)
- [Title IV SSAE01-SSAE09](#)

Education Programs

- ▢ Academic Support Programs
- ▢ Adult Education & GED
- ▢ Early Childhood
- ▢ English Learner/Multicultural
- ▢ **Federal Title**

- ▢ 21st CCLC Title IV, Part B - Nita M. Lowey 21st Century Community Learning Centers

English Learner & Immigrant Students

Equitable Services for Private Schools

Homeless - McKinney-Vento Migrant Education

Monitoring

Neglected and Delinquent
Rural Education Achievement Program (REAP)
Stronger Connections Grant
Student Support and Academic Enrichment (SSAE)
Supporting Effective Instruction

- ▢ Title I, Part A
Transferability

- ▢ Indian Education

- ▢ Literacy

- ▢ Science of Reading

Special Education

Federal Title Programs Monitoring Contact List

Topic Area	NDDPI Contact	Contact Information
Monitoring Coordinator	Lauri Nord, Program Administrator	lnord@nd.gov , 328-2282
District Administration	Amanda Peterson, Director	amandapeterson@nd.gov , 328-3545
Fiscal (Uniform Grant Guidance)	Shauna Greff, Grants Manager	sfgreff@nd.gov , 328-2117
Title I Targeted Assistance; Nonpublic	Angie Richter, Asst. Director	amrichter@nd.gov , 328-2287
Title I Early Childhood; Head Start	Carolyn Kueber, Program Administrator	cjkueber@nd.gov , 328-1640
Title I Schoolwide	Michelle Siegfried, Program Administrator	mlsiegfried@nd.gov , 328-3544
Foster Care; Homeless; Neglected	Jen Withers, Asst. Director	jwithers@nd.gov , 328-4612
Title II Program Information; Transfer V	Ann Ellefson, Director	aellefson@nd.gov , 328-2488
Title II Program Information	Brenda Ehrmantraut, Asst. Director	blehrmantraut@nd.gov , 328-1809
Title II Program Information	Davonne Eldredge, Asst. Director	deldredge@nd.gov , 328-4525
Title II Program Information	Taylor Olsen, Program Administrator	tlolsen@nd.gov , 328-2629
Title II Program Information	Kate Waechter, Program Administrator	kwaechter@nd.gov , 328-2132
Title III Program Information	Sashay Schettler, Asst. Director	ssschettler@nd.gov , 328-1876
Title IV Program Information	Robin Lang, Asst. Director	roclang@nd.gov , 328-2265