



# **FEDERAL TITLE PROGRAMS MONITORING**

**November 25, 2025**

# 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 student achievement and program goals
- To ensure districts maintain required records, even during non-monitoring years, to ensure program compliance
- To assist districts in creating structures and systems, 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 recognize that these obligations involve specific actions by the school district, and districts are held accountable for assurances through the monitoring process.

Assurances cover the following topics:

- Fiscal
- Evidence-Based Programs and Practices
- Early Childhood, Title I
- Civil Rights are being followed (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.)
- Supplement, Not Supplant

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

# Monitor Timeline



# 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 Expectations

## The following sections must be submitted by ALL districts:

- District Administration (D01-D05)
- Fiscal (D06-D09)
- English Learners (EL01-EL16)
- Foster Care/Homeless (FC/H01-FC/H06)
  - *Foster Care and Homeless submissions have been combined into one section because the requirements are so similar*

## Additional sections apply based on the district's program participation:

- 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

- The Federal Title Monitoring Report submission window is open in [STARS](#) between November 25, 2025 and January 20, 2026, for district staff to upload documentation for each applicable program area
  - [Federal Programs Monitoring Upload Instructions](#)
    - Districts will submit the current year's information (school year 2025-2026), wherever applicable
    - If events, documentation, and/or references won't occur until the spring or beyond the submission date, districts can share information from the prior school year (school year 2024-2025)
    - Monitoring guides do not need to be uploaded – they are for the district to use as checklists

# Review Process & Initial Monitoring Report

## NDDPI Monitors Review January 29 – February 18

- 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
    - If “Action Required” is noted, districts can provide additional documentation or responses during their scheduled interview

## Initial Monitoring Reports Emailed February 23 – 28

- Sent to district personnel (e.g., authorized representative, business manager, homeless liaison, foster care liaison, EL director, grants manager, etc.) which will include date and time for the district’s monitoring interview
- Even if a district has met all requirements, the monitoring interview is an opportunity to clarify any questions or address other areas of concern or interest.



# Monitoring Interview



District reviews monitoring report and confirms monitoring interview



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, homeless liaison, foster care liaison, EL director, grants manager, etc.)

# Monitoring Interview

## Reasons for the Interview

- **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

## Districts are able to Provide Additional Information During the Interview

- **Explain Processes:** Districts can explain and 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 personnel will review any additional submissions.



A Final Monitoring Letter and Final Monitoring Report will be sent to all necessary staff.

**Outlines corrective actions.**

**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/federal-title-programs-monitoring)

## 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. NDDPI selects the top 10% of riskiest districts for monitoring based on a comprehensive risk assessment. This comprehensive risk assessment evaluates multiple indicators of district performance and stability, creating a composite score. This composite score is the primary factor in determining which districts are prioritized for monitoring, and is calculated using a weighted combination of the indicators below:

- Past audit and monitoring findings, including the time between audits/monitoring
- Number of TSI/CSI (Targeted/Comprehensive Support and Improvement) schools within a district
- Administration turnover
- Chronic absenteeism
- Number/amount/types of grants

### 2025-2026 Districts Selected for Federal Title Programs Monitoring

- [2025-2026 Districts](#)

### Federal Title Programs Monitoring Webinar

**Save the Date: November 25, 2025 at 11:00 AM**

- Microsoft Teams  
[Join the meeting now](#)  
Meeting ID: 284 907 875 413 7  
Passcode: Ki9BN7if

Webinar Recording and Slides - November 25, 2025 - Coming Soon

### Upload Requirements

All monitoring submissions must be uploaded to the Federal Title Monitoring report in [STARS](#). The window to submit documentation is November 25, 2025, through January 20, 2026. 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 (includes Sample Documents):

- [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-EL16](#)
- [Foster Care-Homeless FC/H01-FC/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

Computer Science and Cybersecurity

- 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

Mathematics

- Science of Reading

Special Education

Virtual Instruction

# Contact Information

Topic Area	NDDPI Contact	Contact Information
Monitoring Coordinator	Melanie Pudwill, Program Administrator	<a href="mailto:mmpudwill@nd.gov">mmpudwill@nd.gov</a> , 328-2282
General Information	Amanda Peterson, Director	<a href="mailto:amandapeterson@nd.gov">amandapeterson@nd.gov</a> , 328-3545
Fiscal (Uniform Grant Guidance, D06-D09)	Shauna Greff, Grants Manager	<a href="mailto:sfgreff@nd.gov">sfgreff@nd.gov</a> , 328-2117
Title I General Information; Targeted Assistance; Equitable Services (D10-D13, D15-18, P01-P13, TA01-TA14, SW01-SW15)	Angie Richter, Assistant Director	<a href="mailto:amrichter@nd.gov">amrichter@nd.gov</a> , 328-2287
Title I Early Childhood; Head Start (D14)	Carolyn Kueber, Program Administrator	<a href="mailto:cjkueber@nd.gov">cjkueber@nd.gov</a> , 328-1640
Title I Schoolwide (D01-D05, D10-D13, SW01-SW15)	Michelle Siegfried, Program Administrator	<a href="mailto:mlsiegfried@nd.gov">mlsiegfried@nd.gov</a> , 328-3544
Foster Care; Homeless (FC/H01-FC/H06)	Jen Withers, Assistant Director	<a href="mailto:jwithers@nd.gov">jwithers@nd.gov</a> , 328-4612
General Information; Title II Program Information; Transfer V (D19-D22)	Ann Ellefson, Director	<a href="mailto:aellefson@nd.gov">aellefson@nd.gov</a> , 328-2488
Title II Program Information (D01-D05, D19-D22)	Brenda Ehrmantraut, Assistant Director	<a href="mailto:blehrmantraut@nd.gov">blehrmantraut@nd.gov</a> , 328-1809
Title II Program Information (D01-D05, D19-D22)	Davonne Eldredge, Assistant Director	<a href="mailto:deldredge@nd.gov">deldredge@nd.gov</a> , 328-4525
Title II Program Information (D01-D05, D19-D22)	Taylor Olsen, Program Administrator	<a href="mailto:tlolsen@nd.gov">tlolsen@nd.gov</a> , 328-2629
Title II Program Information (D01-D05, D19-D22)	Kate Waechter, Program Administrator	<a href="mailto:kwachter@nd.gov">kwachter@nd.gov</a> , 328-2132
Title III Program Information (EL01-EL19)	Sashay Schettler, Assistant Director	<a href="mailto:ssschettler@nd.gov">ssschettler@nd.gov</a> , 328-1876
Title IV Program Information (SSAE01-AE09)	Shannon Sorenson, Assistant. Director	<a href="mailto:sjsorenson@nd.gov">sjsorenson@nd.gov</a> , 328-2265

# How do you keep up?

SUBSCRIBE AND READ NDDPI NEWSLETTERS AND MEMOS



**NDDPI Messenger**

Weekly



**Educator's Edge**

Monthly



**NDDPI Website**

Regularly





NORTH DAKOTA  
**DEPARTMENT OF  
PUBLIC INSTRUCTION**



# Questions?

