



# NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

## **Federal Title Programs Monitoring Guide, Including Sample Documentation 2023-2024**

**November 2023**

Kirsten Baesler  
State Superintendent  
Department of Public Instruction  
600 East Boulevard Avenue Dept. 201  
Bismarck, ND 58505-0440  
[nd.gov/dpi](http://nd.gov/dpi)

NDDPI does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, sex, gender, orientation, or genetics in its programs and activities. For inquiries regarding nondiscrimination policies, contact: Lucy Fredericks, Director of Indian/Multicultural Education, Department of Public Instruction, 600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440, (701) 328-1718.

## Table of Contents

Monitoring Purpose and Overview.....	3
Federal Title Programs Monitoring Guide, including Sample Documentation.....	4
Monitoring Process .....	5
Personalized Technical Assistance.....	5
Initial Review and Action Steps.....	5
Program Contact Information.....	6

### **Monitoring Purpose and Overview**

Federal regulations require state educational agencies to monitor school districts accepting federal funds. The North Dakota Department of Public Instruction (NDDPI) monitoring staff works in partnership with districts and schools to provide information and technical assistance, ensuring compliance with program requirements and supporting districts and schools to reach their performance goals.

Within the NDDPI, program staff in the Division of Student Support & Innovation are responsible for adopting and using proper methods for administering and monitoring the following federal Title programs. The federal Title programs monitoring process includes requirements under the Every Student Succeeds Act (ESSA) for the following programs:

- Title I Part A
- Title II Part A
- Title III Part A
- Title IV Part A
- English Learners
- Foster Care
- Homeless Education

The monitoring process includes an audit of programming, implementation, and fiscal components of the requirements outlined in federal law through an extensive review and approval process of the district's consolidated application and alignment to the evidence submitted during the monitoring window.

The federal Title programs monitoring process includes requirements under Section 427 of the U.S. Department of Education's (USED) General Education Provisions Act (GEPA), which requires grantees of federal funds to ensure equitable access to and participation in the federally-assisted program for students, teachers, and other program beneficiaries with special needs. Under ESSA §1112, districts receiving federal Title funds must develop a plan to ensure equitable access for all children to receive a high-quality education and close the achievement gap between children meeting the challenging State academic standards and those not meeting such standards. The district must consult with stakeholders, examine data, and coordinate with other services to plan and improve federally funded activities.

### **Federal Title Programs Monitoring Guide, including Sample Documentation**

The [2023-2024 Federal Programs Monitoring Guide](#) serves as a guide to assist schools and districts as they complete the Federal Title Programs monitoring process and for general record-keeping purposes.

Districts and schools are encouraged to use the [2023-2024 Federal Programs Monitoring Guide](#), which includes sample monitoring documents and templates, as an ongoing reference and self-assessment tool to ensure compliance in implementing programs and services, regardless of whether or not the district is scheduled for monitoring by the NDDPI.

Details on each requirement, necessary documentation, and available resources are described below:

- Requirements

This section outlines the specific requirements defined by federal and state law to assist schools in understanding the requirements.

- Documentation

This section explains the documentation type necessary to meet each monitoring requirement adequately. Sample documentation may also be referenced.

- Resources

This section outlines current resources available on the particular requirement.

### Monitoring Process

On an annual basis, the NDDPI monitors districts using the self-monitoring process, and site visits if necessary. Districts receive notification if they will be participating in the monitoring process during the current school year, the type of monitoring to occur, and specific instructions to follow for the monitoring process.

School and district staff must submit supporting documentation to illustrate evidence of the federal Title program(s) implementation according to ESSA requirements. **All monitoring submissions must be uploaded to the Federal Title Monitoring report in [STARS](#). The window to submit documentation is November 27, 2023 – January 18, 2024.** Please clearly label each submission (e.g., D01, TA02, SW03, etc.) and upload documentation to the designated folder in the Federal Title Monitoring report. The report window closes on January 18, 2024. Districts that fail to submit on time can expect some or all of the following actions:

- Holds on payments of claims for federal Title programs reimbursements
- Mandatory required attendance at various training (e.g., Title I, homeless, N&D, foster care, English Learners, etc.)
- Site visit by NDDPI program staff
- Technical assistance calls with NDDPI program staff (scheduled by NDDPI staff)

### Personalized Technical Assistance

The NDDPI hosts personalized technical assistance for each district to discuss programs, best practices, and district compliance. Based on the initial review results, this could be a virtual call or an in-person site visit.

### Initial Review and Action Steps

When NDDPI staff complete the initial review of submissions, the district will receive an email and an *Initial Federal Programs Monitoring Report* indicating whether the district is in full compliance or has areas for which it must improve.

The *Initial Federal Programs Monitoring Report* outlines the results of the review of each federal Title programs section and submission. The status of each submission will be one of the following:

- Met
- Met with Conditions
- Not Met (with action required)
- No Submission (with action required)
- Not Applicable

If a district is not fully compliant, a summary is provided for any requirement where specific action steps are necessary and a timeline for completion.

If the district is fully compliant, the letter will indicate that no action steps are required and that the monitoring is complete.

## Monitoring Purpose and Overview

### Program Contact Information

For monitoring information related to federal programs, contact the specific program administrator for each program listed below:

Topic Area	NDDPI Contact	Contact Information
Monitoring Coordinator	Lauri Nord Program Administrator	<a href="mailto:lnord@nd.gov">lnord@nd.gov</a> (701) 328-2282
District Administration	Amanda Peterson Director	<a href="mailto:amandapeterson@nd.gov">amandapeterson@nd.gov</a> (701) 328-3545
Title I, Targeted Assistance; Nonpublic	Stefanie Two Crow Assistant Director	<a href="mailto:stwocrow@nd.gov">stwocrow@nd.gov</a> (701) 328-2287
Title I, Early Childhood; Head Start	Carolyn Kueber Program Administrator	<a href="mailto:cjkueber@nd.gov">cjkueber@nd.gov</a> (701) 328-1640
Title I, Schoolwide; Foster Care	Michelle Siegfried Program Administrator	<a href="mailto:mlsiegfried@nd.gov">mlsiegfried@nd.gov</a> (701) 328-3544
Homeless; Neglected	Jen Withers Assistant Director	<a href="mailto:jwithers@nd.gov">jwithers@nd.gov</a> (701) 328-4612
Title II, Program Information; Transfer V	Ann Ellefson Director	<a href="mailto:aellefson@nd.gov">aellefson@nd.gov</a> (701) 328-2488
Title II, Program Information	Brenda Ehrmantraut Assistant Director	<a href="mailto:blehrmantraut@nd.gov">blehrmantraut@nd.gov</a> (701) 328-1809
Title II, Program Information	Davonne Eldredge Assistant Director	<a href="mailto:deldredge@nd.gov">deldredge@nd.gov</a> (701) 328-4525
Title II, Program Information	Taylor Olsen Program Administrator	<a href="mailto:tolson@nd.gov">tolson@nd.gov</a> (701) 328-2629
Title III, Program Information	Atiana Beck Assistant Director	<a href="mailto:atianabeck@nd.gov">atianabeck@nd.gov</a> (701) 328-1876
Title IV, Program Information	Robin Lang Assistant Director	<a href="mailto:roclang@nd.gov">roclang@nd.gov</a> (701) 328-2265