



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright *future* for every child

**Fiscal Monitoring Instrument  
for  
Fiscal Requirements:**

**ESSA  
21<sup>st</sup> Century Grants  
Homeless Grants**

**Monitoring 2018-2019  
SY 2017-2018 Documentation**

**Office of Federal Programs  
Division of Compliance & Monitoring**

# **Fiscal Monitoring Process and Procedures Monitoring 2018-2019**

## **Mississippi Department of Education Office of Federal Programs (OFP)**

1. The Office of Federal Programs will contact LEAs/Subgrantees to establish a Primary Point of Contact for monitoring. The Primary Point of Contact for monitoring should be the Federal Programs Director.
2. The LEA/Subgrantee's Primary Point of Contact is responsible for uploading **documents to support compliance indicator**. Documents may include a word document, pdf document, or word document containing a link to the specific policies and/or procedures online. Documents must be uploaded to the LEA document library in MCAPS by the specified date. MDE Monitoring Team will review uploaded documents prior to the on-site visit.
3. The LEA Monitoring Team may consist of the Federal Programs Director, 21<sup>st</sup> Century Coordinator, Business Manager, program directors, and other fiscal personnel (bookkeepers, accountants, etc.) and should all be available for the entire monitoring visit.
4. The on-site visit will begin with an entrance interview with all members of the LEA Monitoring Team. All programs involved in monitoring must be available during the on-site monitoring visit. Room should be large enough to accommodate monitoring team. Access to a copier, internet, electrical outlets, and means of contacting specific program directors are requested during the on-site visit.
5. The on-site visit lasts from one to five days, depending upon the scope of the visit. During the visit, the MDE team reviews evidence of implementations and other supporting program documents, visits selected school sites, and interviews the LEA staff and other stakeholders. The monitoring instrument is reviewed and supporting documentation is gathered for the monitoring report.
6. At the conclusion of the visit, an exit interview is held with the superintendent, federal programs director, business manager, and other key personnel to discuss commendations, recommendations, and/or findings.
7. The LEA will be asked to complete a short evaluation of the on-site monitoring visit. To maintain confidentiality, please email the evaluation directly to Mr. Quentin Ransburg, Executive Director, at [qransburg@mdek12.org](mailto:qransburg@mdek12.org).
8. Following the monitoring visit, the MDE Executive Director of Federal Programs will send the monitoring report with appropriate cover letter to the LEA; upload the monitoring report and cover letter to MCAPS notifying the Superintendent, Federal Programs Director, and Business Manager, typically within 45 days.
9. Within thirty (30) days upon receipt of the monitoring report, the LEA is responsible for completing the Corrective Action Plan (CAP). The CAP delineates the recommendations/compliance issue(s), the steps that will be taken to address the issue(s), the date those steps will be accomplished, and the documentation that will be available to demonstrate compliance.

10. The Division of Compliance and Monitoring of the Office of Federal Programs will ensure follow-up monitoring related to their program or any CAP is accomplished within 12 months of the monitoring visit.
11. The Fiscal Monitoring Report Cover Sheet will be identified in one of the following two categories:
  - *Closed*
  - *Pending Compliance with Approved Corrective Action Plan*
12. As a potential condition of approval of the LEA's Consolidated Application for Funds, Monitoring Report must be either *Closed* or *Pending Compliance with Approved Corrective Action Plan*.

## **BOARD POLICIES AND/OR PROCEDURES MINIMUM REQUIREMENTS**

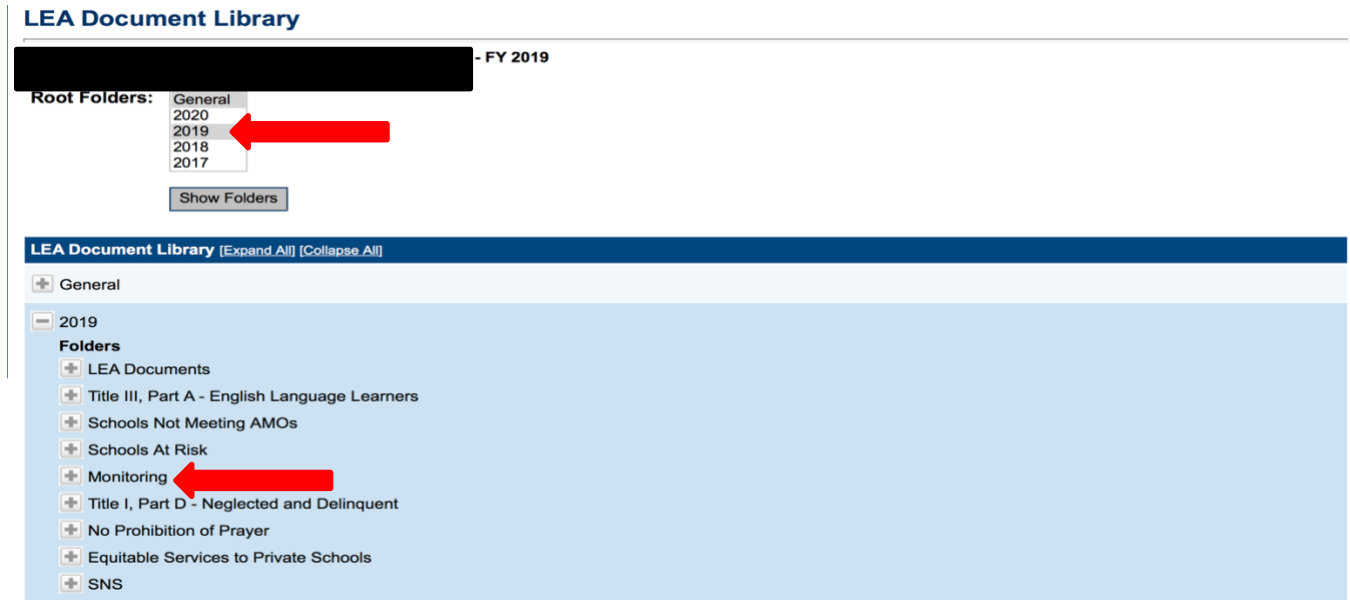
The following listing of Board Policies and/or Procedures is not an all-inclusive list of policies and/or procedures that may be required for an LEA/Subgrantee. However, the Board Policies and/or Procedures should include, **at a minimum**, the following:

- Budget and Budget Revisions (EDGAR 200.403-408):
  - Who is responsible for the budget/revision?
  - When is the budget/revision prepared?
  - Who must approve the budget/revision (including journal entries)?
  - Where is the approved budget/revision filed in MCAPS?
  - Who is responsible for line-item transfers and transfers between major budget categories?
  - What are the procedures for Federal programs budget changes or revisions?
  - What are the procedures for allowability of cost?
- Travel (EDGAR 200.474):
  - Who is entitled to reimbursement and is it program related?
  - What authorization are required (including appropriate federal programs supervisor)?
  - What are the reimbursement guidelines for mileage, meals or per diem, lodging, airfare, miscellaneous charges?
  - What procedures/forms are required for reimbursement?
  - How are reimbursements approved for payments (including appropriate federal programs supervisor)?
- Purchase/Procurement (EDGAR 200.318-326 and Uniform Guidance Appendix II to 2 CFR Part 200):
  - What are the WRITTEN procurement procedures (EDGAR 80.36)?
  - Who is authorized to make purchases (routine, special, emergency, etc.)?
  - What authorization are required (requisition, purchase order, etc.) including appropriate federal programs supervisor?
  - When are bids required?
  - What is the bidding process and acceptance criteria?
  - What exemptions from competitive bidding are in place, if applicable?
  - What is the policy for vendor relations?
- Contracts (Uniform Guidance Appendix II to 2 CFR Part 200):
  - Who has the authority to enter into contracts?
  - What are the criteria for awarding contracts?
  - What are the WRITTEN code of standards of conduct for any employees involved in award/administration of contracts (EDGAR 80.36 (b)(3))?

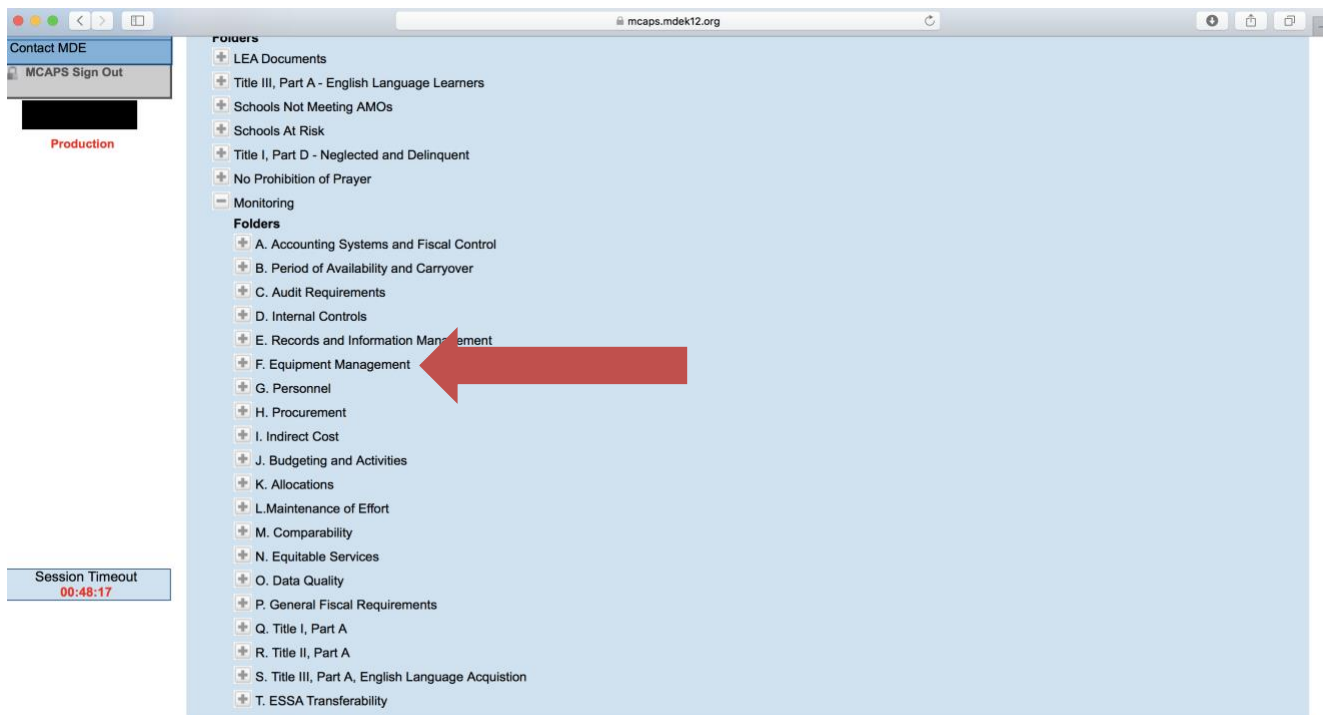
- Equipment (EDGAR 200.313-314):
  - How does the LEA/Subgrantee define equipment?
  - What are the inventory/equipment procedures, including physical inventory policy (at least once every two years)?
  - How does the LEA/Subgrantee conduct sale and/or disposition of equipment, including highest possible return? (Must include a policy for equipment with a value greater than \$5,000, even if n/a to system)?
  - What are the policy/procedures for adequate maintenance of equipment?
  
- Compensation (EDGAR 200.430):
  - What is the policy and/or procedure for compensation that includes the following:
    - Compensation guides and contracts for certified personnel
    - Salary schedule approval (Board approved)
    - Differentiated Pay (Supplements/stipends, extended school year or after school)
    - Time and Effort
    - Board approval
  
- Records Retention and Access (EDGAR 200.303(e), 200.333):
  - What are the WRITTEN policies/procedures to document internal controls?
  - What policy/procedures safeguard personally identifiable information?
  - How does the policy/procedures address record retention for five (5) years?

## How to Upload Evidence of Implementation Documents

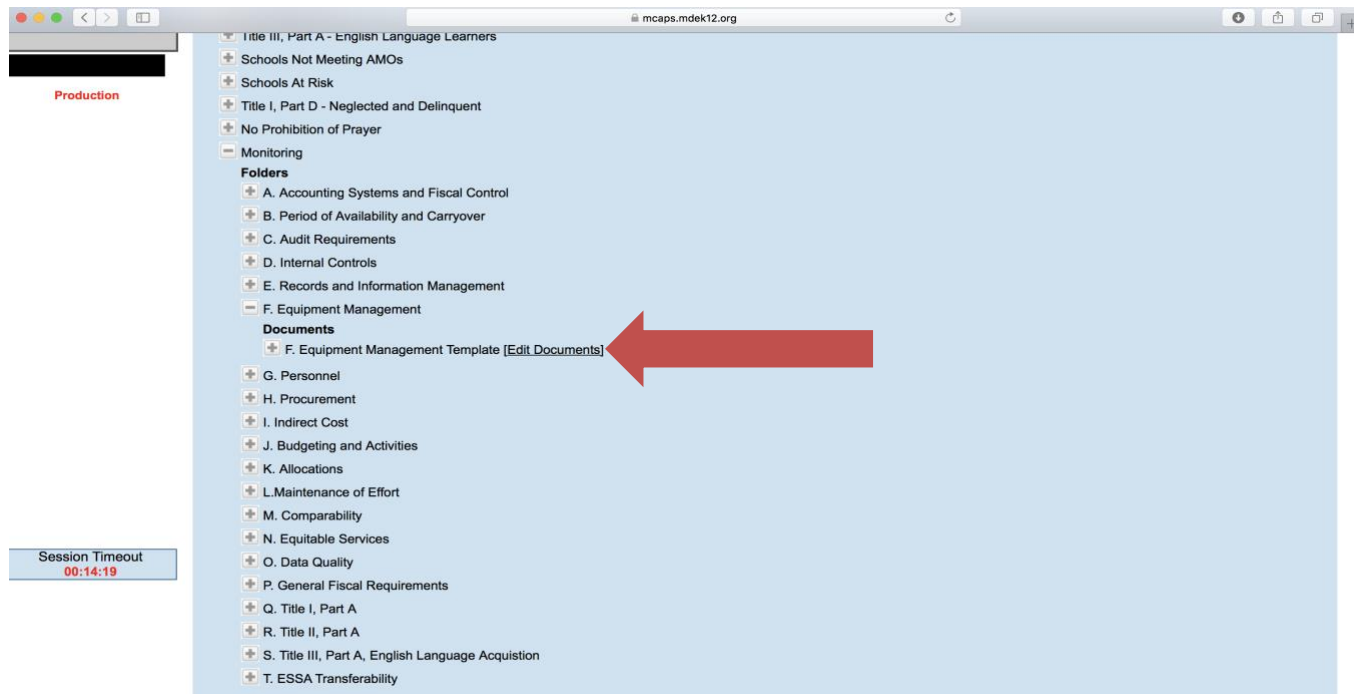
- The LEA will use MCAPS to upload monitoring documents in appropriate folders
  - LEA Document Library → 2019 → Monitoring



- Select appropriate indicator folder to upload document



- Select “Edit Documents”



- Select the Indicator Document Template (Document Template is the Indicator Cover Page)

## Update Documents And Links

Public District - FY 2019

Document Information	
<b>Document Name</b>	F. Equipment Management Template
<b>Folder Hierarchy</b>	2019 Monitoring F. Equipment Management
<b>Upload Begin Date</b>	1/29/2019
<b>Upload End Date</b>	
<b>Minimum Required Count</b>	1
<b>Maximum Allowed Count</b>	
<b>Document Template</b>	<u>F. Equipment Management Template</u>

[Create Link](#)  
[Upload Document](#)

Documents/Links

- Complete the Indicator Document Template

**District Name** \_\_\_\_\_

The information in the folders for **Equipment Management** include:

Indicator #	Items Uploaded	Comment
A1	<ul style="list-style-type: none"> <li>Purchasing Procedures (see page 5)</li> <li>See Folder B</li> </ul>	

**Add Indicator #**

**- Name of document for corresponding indicator (include specific reference if applicable)**  
**- Include a link to the LEA's policies/procedures online if applicable**

- Upload Template Document (e.g. F. Equipment Management Cover Page)

## Update Documents And Links

**Public District - FY 2019**

Document Information	
<b>Document Name</b>	F. Equipment Management Template
<b>Folder Hierarchy</b>	2019 Monitoring F. Equipment Management
<b>Upload Begin Date</b>	1/29/2019
<b>Upload End Date</b>	
<b>Minimum Required Count</b>	1
<b>Maximum Allowed Count</b>	
<b>Document Template</b>	<a href="#">F. Equipment Management Template</a>

[Create Link](#)  
[Upload Document](#)

**Documents/Links**



- Continue to upload document according to indicator cover page

## Update Documents And Links

Public District - FY 2019

Document Information	
<b>Document Name</b>	F. Equipment Management Template
<b>Folder Hierarchy</b>	2019 Monitoring F. Equipment Management
<b>Upload Begin Date</b>	1/29/2019
<b>Upload End Date</b>	
<b>Minimum Required Count</b>	1
<b>Maximum Allowed Count</b>	
<b>Document Template</b>	<u>F. Equipment Management Template</u>

[Create Link](#)  
[Upload Document](#)

Documents/Links

- Name the document by indicator and description (e.g. A1. Purchasing Procedure)
- If multiple indicators require the same document, then upload the document once, and refer back to the document on the indicator cover page (e.g. See Folder C, Indicator C2)

**Fiscal Monitoring Report Cover Sheet**  
**Office of Federal Programs**  
**Division of Compliance and Monitoring**  
**Fiscal Monitoring 2018-2019**  
**SY 2017-2018 Documentation**

<b>Local Education Agency Contacts – {LEA Name}</b>		
Superintendent	Phone	Fax
Mailing Address	Email	
Primary Point of Contact	Phone	Fax
Mailing Address	Email	
Federal Programs Director/Coordinator	Business Manager	
LEA Monitoring Team Leader	LEA Monitoring Team Members	
List Coordinator		

<b>Assurance Signatures</b>		
The following staff provided accurate information to MDE and participated in the monitoring visit.		
<b>LEA Position/Title</b>	<b>PRINTED Name</b>	<b>Signature</b>
Superintendent		
Federal Programs Director		
Business Manager		
MDE Personnel		

<b>Fiscal Monitoring STATUS: FOR MDE USE ONLY</b>				
<input type="checkbox"/> CLOSED <input type="checkbox"/> Pending Compliance with Corrective Action Plan (CAP)				
<b>MDE POSITION/TITLE</b>	<b>CLOSED</b>	<b>DATE</b>	<b>PENDING</b>	<b>DATE</b>
MDE MONITORING TEAM LEADER				
MDE OFFICE OF GRANTS MANAGEMENT				
MDE FEDERAL PROGRAMS EXECUTIVE DIRECTOR				

## FY19 Monitoring Instrument

### Fiscal Indicators

- Orange: New Indicator
- Blue: Cross-cutting Indicator
- Purple: Title I Only Indicator

### Programmatic Indicator

- Title I, Part A: LEA-Level Reservation and Allocations
- Title I, Part A: General Requirements
- Title I, Part A: Foster Care
- Title I, Part A: Early Childhood
- Title I, Part A: Parent and Family Engagement/Parental Notifications
- Title I, Part A: Schoolwide Programs
- Title I, Part A: Targeted Assistance Programs
- Equitable Services
- Title I, Part A: Focus School
- Title I, Part A: Priority School
- Title I, Part A: Services for Neglected Children
- Title I, Part D, Subpart 2: Prevention and Intervention Programs for Children Who Are Neglected, Delinquent, or At-risk
- Title II, Part A: Supporting Effective Instruction
- Title III, Part A: Language Instruction for English Learners and Immigrant Students
- Title IV, Part A: Student Support and Academic Enrichment
- Title IV, Part B: 21<sup>st</sup> Century Community Learning Centers
- Title V, Part B: Rural Education Initiative
- Title IX, Part A: McKinney-Vento Homeless Education

## Office of Federal Program FY19 Fiscal Monitoring (Review of SY 2017-2018)

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>A. ACCOUNTING SYSTEMS AND FISCAL CONTROLS (2 C.F.R. 200.302 AND 34 C.F.R. 76.702)</b>										
<b>Description:</b> An LEA/Subgrantee shall expend and account for Federal funds in accordance with State laws and Procedures for expending and accounting for State Funds. The LEA/Subgrantee accounting systems must satisfy Federal requirements regarding the ability to track the use of funds and permit the disclosure of financial results. The LEA/Subgrantee must have written policies and or Procedures for determining cost allowability and must have effective control over all funds.										
<b>Fiscal Controls: Allowable Cost</b>										
<b>A-1</b>	The LEA/Subgrantee maintains written policy and/or procedures for determining the allowability of costs.	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					
<b>A-2</b>	The LEA/Subgrantee has written policy and/or procedures to ensure that the LEA (and/or its schools) only uses Federal Funds for allowable expenditures as defined in the Federal cost principles.	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>Fiscal Controls: Accounts Management</b>										
<b>A-3</b>	The LEA/Subgrantee has written policy and/or procedures to limit access to its accounting system, segregate duties within its system, or otherwise protect against unauthorized obligations of Federal funds.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					
<b>A-4</b>	The LEA/Subgrantee has an accounting system and written policy and/or procedures that includes controls to prevent the over- obligation of program funds, misstatement of unliquidated obligations, duplicate payments, or other inappropriate changes to grant programs.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					
<b>Fiscal Controls: Account Maintenance</b>										
<b>A-5</b>	The LEA/Subgrantee maintains written policy and/or procedures to periodically review its accounts to ensure that all transactions (including refunds and recoded transactions) have been accurately and properly recorded.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
A-6	The LEA/Subgrantee maintains written policy and/or procedures to ensure that the LEA's budget and accounting record align with the approved funding application, maintaining separate accounting records for each federal grant which reflects the approved line items and amount by program year.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<b>ALL REQUIRED</b> <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Current approved application aligns with LEA/Subgrantee accounting software budget (On-site) <input type="checkbox"/> Expenditure reports (function, major objects, location) (June 30, 2017) (All locations combined by individual locations) (Cost pool/admin, every program) (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>B. PERIOD OF AVAILABILITY AND CARRYOVER {2 C.F.R. 200.309, 2 C.F.R. 200.343(b), 34 C.F.R. 76.707, 34 C.F.R. 76.709}</b>										
<b>Description:</b> The LEA/Subgrantee may only charge a grant program for allowable costs incurred during the period of performance and any pre-award costs that have been authorized by the MDE. Unless the MDE authorizes an extension, the LEA/Subgrantee must liquidate all obligations incurred under the award not later than 90 calendar days after the end date of the first fiscal year. If the LEA fails to obligate all funds by the end of the award year, it can “carryover” the remaining funds for a period of one additional fiscal year (Title I – 15% Carryover Limit without a waiver). Any funds not obligated by the LEA/Subgrantee by the end of the carryover period must be returned by the MDE to the Federal government as an unobligated balance.										
<b>LEA Carryover</b>										
<b>B-1</b>	<p>The LEA has board policy and/or procedures in place to demonstrate the process for the following:</p> <ul style="list-style-type: none"> <li>• ensuring that it meets the limitations on the amount of carryover funds or otherwise minimize the amount of funds it carries over into a subsequent fiscal year</li> <li>• monitoring award balances during the fiscal year</li> <li>• planning for carryover funds, when applicable, for the subsequent fiscal year</li> <li>• clearly capturing the separate fiscal year funding</li> <li>• ensuring that carryover funds are prioritized over the use of current years funds.</li> </ul>	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS Carryover Document <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation (sign in sheets, agendas, minutes) if applicable (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>C. AUDIT REQUIREMENTS</b> (2 C.F.R. 200.303(d), 2 C.F.R. 200.331(d)(3), 2 C.F.R. 200.331(f), 2 C.F.R. 200.508, 2 C.F.R. 200.511(a), 2 C.F.R. 200.512)										
<b>Description: If an LEA/Subgrantee receives cumulative Federal funds in excess of the Federal audit threshold for a given fiscal year, it must ensure that it completes and submits a Single Audit in accordance with established timelines.</b>										
<b>Audit Resolution</b>										
<b>C-1</b>	The LEA/Subgrantee has an individual or office assigned to promptly follow up and take corrective action on any audit finding.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> LEA/Subgrantee organizational chart <input type="checkbox"/> Job description					
<b>C-2</b>	The LEA/Subgrantee has policy and/or procedures for the development of a corrective action plan (CAP) for the Single Audit finding(s).	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> CAP from most recent audit if citations were issued <input type="checkbox"/> Evidence of implementation (On-site)					



		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>D. INTERNAL CONTROLS {2 C.F.R. 200.303}</b>										
Description: The LEA/Subgrantee shall establish and maintain a system of effective internal controls over Federal awards that provides reasonable assurance that the LEA/Subgrantee is managing Federal awards in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards. These internal controls should be in accordance with guidance stated in the “Standards of Internal Control in the Federal Government” (GAO Green Book) or the “Internal Controls Integrated Framework” (Treadway Commission).										
<b>Control Environment</b>										
<b>D-1</b>	The LEA has board policy and/or procedures in place to demonstrate the segregation of duties among LEA staff that provides an adequate system of checks and balances emphasizing the importance of integrity and ethical values within the LEA.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Travel requests (On-site) <input type="checkbox"/> Purchase orders (On-site) <input type="checkbox"/> Receipts/Invoices (On-site) <input type="checkbox"/> Expenditure budget reports, general ledger details (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>Control Activities and Risk Mitigation</b>										
<b>D-2</b>	The LEA has board policy and/or procedures in place to demonstrate controls that protect against waste, fraud and abuse for identifying and assessing risks to compliance and successful operation within different elements of the organization and how to respond to any identified risks.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Interview (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>Internal Controls Monitoring and Evaluation</b>										
<b>D-3</b>	The LEA has board policy and/or procedures in place to demonstrate the evaluation of the performance of its internal controls systems, who will conduct evaluation, who will monitor compliance with internal controls requirements/effectiveness of the internal controls system, and how the results of evaluation of its internal controls will be revised or implemented.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of evaluation of internal control system (e.g., Single audit report) <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>E. RECORDS AND INFORMATION MANAGEMENT { 2 C.F.R. 200.79, 2 C.F.R. 200.303(e), 2 C.F.R. 200.333, 2 C.F.R. 200.336(a), 34 C.F.R. 76.730-731 }</b>										
<b>Description: An LEA/Subgrantee shall keep records that fully show the amount of funds under a subgrant, how funds were used, the total costs of Federally supported projects, the share of costs provided from other sources, records to show compliance with program requirements, and any other records needed to facilitate an effective audit. An LEA/Subgrantee shall also take reasonable measures to safeguard and protect personally identifiable information (PII). PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.</b>										
<b>E-1</b>	LEA/Subgrantee has a policy and/or procedures that it will NOT disclose personally identifiable information.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Interview and observation (On-site) <input type="checkbox"/> Letters have been sent out to parents for disclosure of PII (On-site) <input type="checkbox"/> Evidence of MOU with third parties documenting PII released (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>E-2</b>	LEA/Subgrantee requires staff who work with personally identifiable information to receive training on practices for protecting PII to ensure the integrity and security of information.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> Evidence of training and/or dissemination of information (e.g. sign-in sheets, certificate of completion, etc.) <input type="checkbox"/> FERPA training documentation (On-site) <input type="checkbox"/> Employee and/or Student Handbook (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>E-3</b>	LEA/Subgrantee has a policy and/or procedures to place controls or otherwise limit access to its information systems to ensure that only authorized individuals have access to LEA/Subgrantee information systems.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation of implementation of policy and/or procedures (e.g. Data governance handbook, technology usage agreement, acceptable use policy, etc.) (On-site) <input type="checkbox"/> Current User Access List (On-site)					
<b>E-4</b>	LEA/Subgrantee has a policy and/or procedures for maintaining all financial records and programmatic records, supporting documents, statistical and other records are maintained for 5 years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records. (OIG may request records up to 5 years after a grant has closed).	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation/Evidence indicating records are on file for five years (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>E-5</b>	LEA/Subgrantee has a policy and/or procedures for providing military recruiters and Institution of Higher Learner (IHL), upon request, required directory information for students. (Sec. 8525)	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> LEA Notice for Directory Information uploaded to MCAPS <input type="checkbox"/> LEA Written "Opt-Out" Notice uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>F. EQUIPMENT MANAGEMENT {2 C.F.R. 200.313-314}</b>										
<b>Description: An LEA/Subgrantee must use, manage and dispose of equipment and supplies purchased using Federal funds in accordance with all relevant State laws and Procedures. The LEA/Subgrantee must also ensure that equipment and supplies are used only for authorized purposes of the project during the period of performance (or until no longer needed).</b>										
<b>F-1</b>	The LEA/Subgrantee has written policy and/or procedures regarding equipment that comply with state and federal regulations.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Budget documents (On-site) <input type="checkbox"/> Visual inspection (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>The LEA/Subgrantee has written policy and/or procedures for all the following:</b>										
<b>F-2</b>	A database which contain the following elements: <ul style="list-style-type: none"> <li>• description of the item,</li> <li>• serial number and other identifying numbers,</li> <li>• vendor,</li> <li>• acquisition date,</li> <li>• cost,</li> <li>• percentage of Federal participation in the cost,</li> <li>• physical location of property by building and room,</li> <li>• use and condition, and</li> <li>• disposition data (date, method of disposition, sale price-if applicable, and when property retired from service.</li> </ul>	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Requisitions/Purchase orders (On-site) <input type="checkbox"/> Invoices (On-site) <input type="checkbox"/> Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (On-site) <input type="checkbox"/> Check/expenditure (On-site) <input type="checkbox"/> Equipment log/Database (On-site) <input type="checkbox"/> Inventory (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>F-3</b>	A physical inventory of the property, at least annually, that includes the names and title of responsible individuals, as well as the frequency of the inventory process.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation of physical inventory report with dates (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>F-4</b>	A control system to ensure adequate safeguards to prevent loss, damage or theft of the property (includes notifying local law enforcement and ensuring that a police report is filed when it is discovered equipment has been stolen).	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> After pulling a sample of items from the log/database, verify each item sampled can be located and has a barcode or other tag identifying it as property of the federal program (On-site)					
<b>F-5</b>	Adequate maintenance Procedures to keep the property in good condition.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> Maintenance records if applicable (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>F-6</b>	The disposition of equipment that is obsolete or no longer needed for the original program from which it was purchased.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> Disposition list if applicable (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>F-7</b>	The LEA/Subgrantee has board policy and/or Procedures for proper disposal of equipment which includes ensuring the highest possible return if the LEA is authorized or required to sell equipment if applicable.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Requisitions/Purchase orders (On-site) <input type="checkbox"/> Invoices (On-site) <input type="checkbox"/> Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>F-8</b>	The LEA/Subgrantee has board policy and/or procedures for proper disposal of equipment that addresses the disposal of equipment with a fair market value of >\$5,000.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Disposition list (On-site) <input type="checkbox"/> Documentation of price determination (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>F-9</b>	The LEA/Subgrantee has board policy and/or procedures that ensure that any equipment was essential to and purchased for the benefit of the program from which it was funded.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation of price determination (On-site) <input type="checkbox"/> Locate equipment and determine who is using the equipment and for what purpose (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					



		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>G. PERSONNEL {2 C.F.R. 200.430}</b>										
<b>Description: An LEA/Subgrantee must ensure that charges to Federal awards for salaries are based on records that accurately reflect the work performed. These records must be supported by a system of internal controls which provide reasonable assurances that the charges are accurate, allowable, and properly allocated.</b>										
<b>Personnel System Controls</b>										
<b>G-1</b>	<p>The LEA/Subgrantee has board policy and/or procedures in place to demonstrate:</p> <ul style="list-style-type: none"> <li>• that specific officials are designated to approve employee time and effort documentation and charges that have firsthand knowledge of work performed</li> <li>• the internal process to evaluate the accuracy and reliability of its time and effort system</li> <li>• where employees are funded 100% with a single federal award, the LEA has on file certifications that the employees worked solely on that program for the period covered by the certification. Certificates are completed at least twice a year</li> <li>• employees who work on multiple activities funded from different sources have personnel activity record that support the distribution of their salaries/wages</li> </ul>	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS Funding Application <input checked="" type="checkbox"/> MCAPS Budget Revisions <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Detailed Personnel Report for federally funded personnel (MSIS) (On-site) <input type="checkbox"/> Job description for all federally funded personnel (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>G-2</b>	The LEA/Subgrantee has personnel activity documentation that meets the following standards: <ul style="list-style-type: none"> <li>• reflect an after-the-fact distribution of the actual activity and signed by employee at least monthly and</li> <li>• reconcile actual cost to budgeted amounts at least quarterly based on monthly activity reports (cost charged to federal awards are adjusted as necessary).</li> </ul>	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> Personnel activity report (On-site) <input type="checkbox"/> Expenditure report (On-site) <input type="checkbox"/> Payroll distribution sheets (On-site) <input type="checkbox"/> Corrective journal entries (On-site) <input type="checkbox"/> Job description (On-site) <input type="checkbox"/> Personnel schedule (On-site) <input type="checkbox"/> List: _____ <input type="checkbox"/> Evidence of implementation (On-site)					
<b>G-3</b>	The LEA/Subgrantee has certification documentation that meets the standard for employees who are 100% funded with a single federal award.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> Semi-Annual certifications signed by employee/immediate supervisor uploaded to MCAPS (On-site)					
<b>Fringe Benefits</b>										
<b>G-4</b>	The LEA/Subgrantee has board policy and/or procedures in place that ensure that fringe benefits charged to the program are reasonable and in compliance with requirements.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Accounting records (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>H. PROCUREMENT {2 C.F.R. 200.318, 2 C.F.R. 200.319, 2 C.F.R. 200.320, 2 C.F.R. 200.322, 2 C.F.R. 200.326, Appendix II to Part 200}</b>										
<b>Description: An LEA/Subgrantee must ensure that all relevant Federal and State procurement Procedures are followed when procuring goods and services using Federal funds. An LEA/Subgrantee must also maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specification of their contracts.</b>										
<b>LEA/Subgrantee Procurement Processes</b>										
<b>H-1</b>	The LEA/Subgrantee has written procurement Procedures which comply with federal and state regulations and ensure that the director/supervisor of each federal program documents prior approval of purchases, including full and open competition when conducting procurement transactions.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Requisitions/Purchase orders (On-site) <input type="checkbox"/> Invoices (On-site) <input type="checkbox"/> Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (On-site) <input type="checkbox"/> History Transaction (Detailed General Ledger; Objects 300's-900's (On-site) <input type="checkbox"/> Sample procurement package (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>H-2</b>	The LEA/Subgrantee has board policy and/or procedures for procurement that ensures, to the greatest extent possible, avoidance of acquisition of unnecessary or duplicative items.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> On-site Interview <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>H-3</b>	The LEA/Subgrantee has board policy and/or procedures for analyzing the procurement process to determine the most economical approach.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Requisitions/Purchase orders (On-site) <input type="checkbox"/> Invoices (On-site) <input type="checkbox"/> Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (On-site) <input type="checkbox"/> Expenditure budget report (On-site) <input type="checkbox"/> Sample procurement package (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>H-4</b>	The LEA/Subgrantee has board policy and/or procedures to review and/or audit the content of its procurement files to ensure completeness of its procurement records and outlines the frequency that it is performed.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation of implementation of policy and/or procedures (On-Site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>General Purchase Requirements</b>										
<b>H-5</b>	The LEA/Subgrantee determines that purchases with federal funds comply with federal cost principles (e.g. reasonable, necessary, allocable, etc.).	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> Multiple bids (On-site) <input type="checkbox"/> Documents showing purchases impacted targeted population (On-site) <input type="checkbox"/> LEA/Subgrantee prorates expenditures between federal, state, and/or local funding sources when purchases supported more than one funding purpose (On-site)					
<b>Contractor Oversight</b>										
<b>H-6</b>	The LEA/Subgrantee has a policy and/or procedures for awarding contracts that ensures the appropriate approval and contain all applicable provisions stated in the Uniform Guidance (Appendix II to Part 200). Supervisor of each federal program has internal controls for developing and awarding contracts.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Signed/Dated contract (On-site) <input type="checkbox"/> Evidence of bids (if applicable) (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>H-7</b>	The LEA/Subgrantee has a policy and/or procedures to monitor the work of contractors to ensure work is performed in accordance with agreement and Federal requirements.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evaluation of contract services (On-site) <input type="checkbox"/> Invoices (On-site) <input type="checkbox"/> Other evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>H-8</b>	The LEA/Subgrantee has a policy and/or procedures to follow where contractors fail to perform according to the terms of agreements or otherwise fail to provide adequate goods and/or services.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation of implementation of policy and/or procedures if applicable (On-site)					
<b>H-9</b>	The LEA/Subgrantee maintains a written code of standards of conduct for any employee involved in the award or administration of contracts, including conflicts of interests; accepting gifts, favors, etc.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>Procurement Files</b>										
<b>H-10</b>	<p>The LEA/Subgrantee has policy and/or procedures for documentation that is maintained to establish that all procurement requirements have been met for each transaction, including:</p> <ul style="list-style-type: none"> <li>• how procurement documentation is safeguarded and stored</li> <li>• documented rationale for method of procurement</li> <li>• details pertaining to the selection or rejection</li> <li>• description of the contract type</li> <li>• basis for the contract price</li> </ul>	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Sample procurement package (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>Suspension and Debarment</b>										
<b>H-11</b>	<p>The LEA/Subgrantee has policy and/or procedures for ensuring that it does not contract with parties who have been suspended or debarred.</p>	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> General ledger (On-site) <input type="checkbox"/> Evidence of implementation (On-site) <input type="checkbox"/> Purchase order supporting documentation (On-site) <input type="checkbox"/> SAM.gov documentation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>I. INDIRECT COST {2 C.F.R. 200.414, 34 C.F.R. 76.560-569}</b>										
<b>Description: An LEA/Subgrantee must ensure that indirect costs are only charged at the correct indirect cost rate. An indirect cost is a cost that is incurred for the benefit of the entire organization.</b>										
<b>I-1</b>	The LEA/Subgrantee applies indirect cost rates to actual amounts expended when making indirect cost charges for Federal award.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS Reimbursement Request <input type="checkbox"/> General Ledger (On-site) <input type="checkbox"/> This LEA/Subgrantee does not take indirect cost (On-site)					
<b>I-2</b>	The LEA/Subgrantee has Procedures in place that are taken when it identifies excess indirect cost charges.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					
<b>J. BUDGETING AND ACTIVITIES (2 C.F.R. 200.403-408, 2 C.F.R. 200.420-475, EDGAR 80.30(c)(2))</b>										
<b>Description: The LEA/Subgrantee shall expend program funds for allowable costs, as defined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 C.F.R. §200), which include, among other things, the requirement that costs be reasonable and necessary for the accomplishment of program objectives.</b>										
<b>Budgets Preparation</b>										
<b>J-1</b>	The LEA/Subgrantee has board policy and/or procedures governing the preparation and approval of budgets and budget revisions for the LEA and the schools.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input checked="" type="checkbox"/> MCAPS Budget Revisions, if applicable <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Approved budget reflected in LEA/Subgrantee accounting software (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					



		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>J-2</b>	The LEA/Subgrantee has board policy and/or procedures that outline the type of input that is received from the school during the budget preparation process and how that input is incorporated prior to the submission to MDE.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input checked="" type="checkbox"/> MCAPS Budget Revisions, if applicable <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Approved budget reflected in LEA/Subgrantee accounting software (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>J-3</b>	The LEA/Subgrantee has board policy and/or procedures to ensure that every effort is made to coordinate efforts and implement activities across programs featuring similar goals, objectives or action steps.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Agenda, Meeting sign-in from coordinated meetings (On-site) <input type="checkbox"/> Evidence of implementation (On-site) <input type="checkbox"/> Other: _____					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>J-4</b>	The LEA/Subgrantee has board policy and/or procedures to ensure that the development of programs with federal funds is seamless with the process used in the development of State and local funds.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Sign-in sheets, agendas, etc. from meetings (e.g. budget planning, planning sessions, etc.) (On-site) <input type="checkbox"/> Evidence of implementation (On-site) <input type="checkbox"/> Other: _____					
<b>LEA/Subgrantee Program Budgets/Plan</b>										
<b>J-5</b>	The LEA/Subgrantee has board policy and/or procedures that outline the process that will be followed to amend an approved application.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input checked="" type="checkbox"/> MCAPS Budget Revisions, if applicable <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>Cost Effectiveness and Sustainability</b>										
<b>J-6</b>	The LEA/Subgrantee has board policy and/or procedures that evaluate the relative value received from different types of expenditures made using program funds.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<b>ALL REQUIRED</b> <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation of comprehensive needs assessments, school plans, and evaluation of programs and expenditures (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>J-7</b>	The LEA/Subgrantee has board policy and/or procedures that provides a process for factoring the sustainability of the program activities into decisions regarding the use of the program funds.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> On-Site Interview <input type="checkbox"/> Evidence of implementation (On-site)					
<b>K. ALLOCATIONS</b> (§1003, §1113, §1124, §1124A, §1125, §1126(b), §2102 et seq., §3111-§3116, 34 C.F.R. 76.50-51, 34 C.F.R. 76.300, 34 C.F.R. 76.789)										
<b>Sub-award Applications</b>										
<b>K-1</b>	The LEA/Subgrantee has policy and/or procedures for the development of each of the covered programs applications (e.g., what type of LEA staff members are involved in the development and review process, how potential projects are identified and developed, etc.).	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Documentation of participation (agenda, minutes, and sign-in sheet) <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
Title I Within- District Allocations										
K-2	The LEA has policy and/or procedures for determining site level allocations using Title I funds.	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS, AND <input type="checkbox"/> Per-pupil allocation page from MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>L. MAINTENANCE OF EFFORT (MOE) (§8521)</b>										
<b>Description:</b> The LEA's combined fiscal effort in the proceeding year shall not fall below 90% of the combined fiscal effort in the second preceding year.										
<b>MOE Calculation/Review Process</b>										
<b>L-1</b>	<p>The LEA has board policy and/or procedures in place to demonstrate:</p> <ul style="list-style-type: none"> <li>the calculation of MOE</li> <li>process if it fails to meet the MOE requirements</li> <li>the monitoring process used during the fiscal year to ensure it meets the MOE requirements for expenditures levels</li> </ul>	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input checked="" type="checkbox"/> MCAPS MOE Document <input type="checkbox"/> LEA policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					
<b>M. COMPARABILITY (§1118)</b>										
<b>Description:</b> LEA/Subgrantee may receive an award for Title I funds if State and local funds will be used in schools served by Federal programs to provide services that, on the whole, are at least comparable to services in schools that are not receiving Title I funds.										
<b>Comparability Calculations</b>										
<b>M-1</b>	The LEA follows the Procedures set by the MDE for the determination of comparability.				<b>ALL REQUIRED</b> <input checked="" type="checkbox"/> MCAPS Comparability Documentation <input checked="" type="checkbox"/> MCAPS Comparability Letter for current and/or previous fiscal year <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>M-2</b>	The LEA has a board policy and/or Procedures in place to monitor comparability throughout the school year.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> On-site interview <input type="checkbox"/> Evidence of implementation (On-site)					
<b>N. EQUITABLE SERVICES</b> {§1117, §8501, 34 C.F.R. 76.661, 2 C.F.R. 200.62-67}										
<b>Description: An LEA shall use a portion of program funds received to provide benefits to eligible children enrolled in private schools and to ensure that teachers and families of participating private school children participate on an equitable basis. These services must be provided by the LEA in accordance with established requirements.</b>										
	<input type="checkbox"/> No Private School				<input type="checkbox"/> Participating Private School					
	<input type="checkbox"/> Non-Participating Private School				<input type="checkbox"/> Contributing Funds for Private School in Another LEA					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>Provision of Equitable Services</b>										
<b>N-1</b>	The LEA/Subgrantee has board policy and/or procedures for timely and meaningful consultation with private school officials that included discussion of the following as applicable:	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<b>ALL REQUIRED:</b> <input checked="" type="checkbox"/> MDE MCAPS Documentation <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Agreement with Private Schools (On-site) <input type="checkbox"/> Contact logs (On-site) <input type="checkbox"/> Invoices (On-site) <input type="checkbox"/> Consultation documentation (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
	• Identification of eligible students									
	• Services to be provided to student									
	• How, where and by whom will services be performed									
	• How will services be academically evaluated for effectiveness									
	• Size and scope of services that will be provided									
	• Data source to be used to determine effectiveness									
	• How and when decision about delivery of services will be made (third party contractor)									
	• Complaint process									
	• Parent and family engagement									
• Professional development activities for school officials and staff.										

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>N-2</b>	The LEA/Subgrantee has board policy and/or procedures for calculating equitable services to private schools.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					
<b>N-3</b>	The LEA/Subgrantee has board policy and/or procedures for providing equitable services to eligible students attending private schools (or in the case of Title II providing professional development services to teachers of eligible students attending private schools).	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					
<b>N-4</b>	The LEA/Subgrantee has board policy and/or procedures for ensuring the appropriate use of any equipment or supplies purchased using funds reserved for equitable services.	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Evidence of implementation (On-site)					



		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>O. DATA QUALITY {§1111(h)(5), 2 C.F.R. 200.303, 2 C.F.R. 200.328}</b>										
<b>Description: LEAs are required to have appropriate Procedures in place to ensure that the data reported to the public and reported to the Department of Education are high quality. “High quality” means that data are timely, complete, accurate, valid, and reliable.</b>										
<b>Review Process</b>										
<b>O-1</b>	The LEA/Subgrantee has board policy and/or procedures for reviewing the LEA/Subgrantee and school level data. The policy and/or procedures include data quality checks, including automated business rules and manual data quality rules, to ensure the accuracy of reporting data, and to ensure that it is identifying problems in the data (e.g., setting appropriate thresholds)(Sec. 2104(b))	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> On-site interview <input type="checkbox"/> Evidence of implementation (On-site)					
<b>O-2</b>	Describe the management certification (or verification, sign-off, or related) process the LEA requires of schools to ensure that reported data are accurate and complete (e.g., review process for determining data are ready for certification, how responsibility for the certification is assigned, consequences for certifying inaccurate data).	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> On-site interview <input type="checkbox"/> Evidence of implementation (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>O-3</b>	How does the LEA monitor schools to ensure they have processes in place so that reported data are accurate and complete (e.g., periodic monitoring, review of school business rules, audits of submitted data)?	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> On-site interview <input type="checkbox"/> Evidence of implementation (On-site)					
<b>O-4</b>	Does the LEA have procedures in place for reviewing LEA and school level data?	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> On-site interview <input type="checkbox"/> Evidence of implementation (On-site)					
<b>O-5</b>	What is the LEA's process for building the capacity of staff responsible for data management?	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> On-site interview <input type="checkbox"/> Agendas, sign-in sheets, etc. (On-site) <input type="checkbox"/> Evidence of implementation (On-site)					
<b>P. GENERAL FISCAL REQUIREMENTS</b>										
<b>P-1</b>	The LEA/Subgrantee has records to support whether funds were obligated and liquidated within the approved grant period.				<input checked="" type="checkbox"/> MCAPS Reimbursements <input type="checkbox"/> Most Recent Single Audit (On-site) <input type="checkbox"/> Purchase orders/Contracts (On-site)					
<b>P-2</b>	Funds are drawn down from MCAPS or requested regularly in correlation to expenditures.				<input checked="" type="checkbox"/> MCAPS Reimbursements Requests or School Payment Request for Funds <input type="checkbox"/> Cash balance statement (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>P-3</b>	Funds are being requested and reported as expended monthly to satisfy the intent of each federal program.				<input checked="" type="checkbox"/> MCAPS Reimbursements <input type="checkbox"/> Expenditure/Budget report (On-site)					
<b>Q. TITLE I, PART A</b>										
<b>Q-1</b>	Title I funds are used to supplement funds made available from non-federal sources.				<input checked="" type="checkbox"/> MCAPS Comparability Report <input type="checkbox"/> State Budget documents, budget/expenditures; funding source for all instructional salaries by school (REQUIRED) (Current Year) (On-site) <input type="checkbox"/> Evidence of budget calculation (Current Year) (On-site) <input type="checkbox"/> Methodology of budget calculation (Current Year) (Uploaded in MCAPS)					
<b>Q-2</b>	The LEA uses Title I administrative funds appropriately.				<input checked="" type="checkbox"/> MCAPS Cost Pool Budget or Administrative Budget <input type="checkbox"/> Job descriptions (Title I admin funds are only used to oversee Title I programs) (On-site)					
<b>Q-3</b>	Documentation is on file to support that all transfers are made in accordance with consolidated administration and all fiscal records are maintained to reflect the transfers.				<input type="checkbox"/> Journal entries (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>R. TITLE II, PART A</b>										
<b>R-1</b>	Title II A funds are used to supplement state and local funds. (Sec. 2301)				<input type="checkbox"/> Monthly CSR calculation (On-site) <input type="checkbox"/> General ledger (On-site) <input type="checkbox"/> Payroll records (On-site)					
<b>R-2</b>	Is it evident that the LEA reserved no more than the allowable percent for administrative costs?				<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> Expenditure budget reports, general ledger details (On-site)					
<b>S. TITLE III, PART A, ENGLISH LANGUAGE ACQUISITION</b>										
<b>S-1</b>	Title III funds are used to supplement not only state and local funds, but also other federal funds.				<input type="checkbox"/> General ledger (On-site)					
<b>S-2</b>	Is it evident that the LEA reserved no more than the allowable 2 percent for administrative costs? ESEA sec. 3115(b)				<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> Expenditure budget reports, general ledger details (On-site)					
<b>T. TITLE IV, PART A,</b>										
<b>T-1</b>	The LEA uses Title IV, Part A administrative funds appropriately. Ensure administrative cost does not exceed 2% of the LEA's Title IV, Part A Allocation. (Sec. 4105(c))				<input type="checkbox"/> General ledger (On-site) <input type="checkbox"/> N/A					
<b>T-2</b>	The LEA adheres to earmarking requirements for LEAs that receive at least \$30,000 of Title IV, Part A fund (Sec. 4106(e)(2)(C)-(E))				<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> Expenditure budget reports, general ledger details (On-site)					

		LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	ESSA	21st CCLC	Homeless	CAP	Notes (Sample size may be expanded if issues are noted in one program.)
<b>T-3</b>	The LEA adheres to 15% cap on technology infrastructure (Sec. 4109(b))				✓ MCAPS Consolidated Application & Budget <input type="checkbox"/> Expenditure budget reports, general ledger details (On-site)					
<b>T-4</b>	The LEA ensures the programs and activities supported with Title IV, Part A fund are consistent with the types of programs and activities. (Sec. 4107, 4108, 4109)				✓ MCAPS Consolidated Application & Budget <input type="checkbox"/> Expenditure budget reports, general ledger details (On-site)					
<b>T-5</b>	Title IV, Part A funds are used to supplement and not supplant state and local funds. (Sec. 4110)				<input type="checkbox"/> General ledger (On-site)					
<b>U. ESSA TRANSFERABILITY</b>										
<b>U-1</b>	The LEA transfers funds between formula programs.				✓ MCAPS Consolidated Application & Budget <input type="checkbox"/> Expenditure budget reports, general ledger details (On-site) <input type="checkbox"/> Affirmation of consultation for transfer (Equitable Service)					

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
<b>AA. TITLE I, PART A: LEA-LEVEL RESERVATIONS AND ALLOCATIONS TO TITLE I SCHOOLS</b>						
AA-1	Mandatory reservation for students experiencing homelessness (Sec. 1113(c)(3)(A)(i)) (REQUIRED)	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> Budget documents showing the reservation was budgeted <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> How does the LEA determine how much to reserve? <input type="checkbox"/> Generally, how does the LEA spend the reserved funds? <input type="checkbox"/> How does the LEA track spending of the required reservation? <input type="checkbox"/> How many homeless students were served by the LEA in 2018-2019?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
AA-2	Mandatory reservation for children in local institutions for neglected children, and if appropriate, children in local institutions for delinquent children, and neglected or delinquent children in community day programs (Sec. 1113(c)(3)(A)(ii)-(iii))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> Budget documents showing the reservation was budgeted <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> Are there any local institutions for neglected children, local institutions for delinquent children, or community day programs for neglected and delinquent children in the LEA? If so: <input checked="" type="checkbox"/> How does the LEA determine how much to reserve when there are multiple neglected or delinquent facilities within the local attendance area? <input checked="" type="checkbox"/> Generally, how does the LEA spend the reserved funds? <input checked="" type="checkbox"/> How does the LEA track spending of the required reservation?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
AA-3	Mandatory reservation for parent and family engagement for LEAs that receive over \$500,000 of Title I, Part A funds (at least 1% and at least 90% of which must be distributed to Title I schools, with priority to high-need schools) (Sec. 1116(a)(3)(A),(C)&(D))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> Budget documents showing the reservation was budgeted  <input type="checkbox"/> List of schools that received parent and family engagement funds and the amounts received  <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> How does the LEA distribute reserved funds to schools, and what kind of priority is given to high-need schools?  <input type="checkbox"/> How does the LEA involve parents and family members of Title I children in decisions about how to spend the reserved funds?	



		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
					<input type="checkbox"/> Are the reserved funds used for at least one of the following activities: <ul style="list-style-type: none"> <li>✓ Supporting schools and nonprofit organizations in providing professional development for the LEA and school personnel regarding parent and family engagement strategies;</li> <li>✓ Supporting programs that reach parents and family members at home, in the community, and at school;</li> <li>✓ Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members;</li> </ul>	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
					<ul style="list-style-type: none"> <li>✓ Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members;</li> <li>✓ Collaborating, or providing sub-grants to schools to enable schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement; or</li> <li>✓ Engaging in any other activities and strategies that the LEA determines are appropriate and consistent with the district parent and family engagement policy?</li> </ul>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
AA-4	Mandatory reservation for equitable services for private school students (Sec. 1117(a)(4)(A)(i))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> LEA calculations of equitable share  <input type="checkbox"/> Budget documents showing the reservation was budgeted  <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> What is the LEA's process for calculating the equitable services reservation?  <input type="checkbox"/> What data sources does the LEA use in its calculations?	
AA-5	Optional reservation for financial incentives and rewards to teachers who serve in Title I eligible schools identified for comprehensive or targeted supported and improvement (up to 5%) (Sec. 1113(c)(4))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> Financial records showing how the reserved funds were spent and did not exceed 5% of the LEA's Title I, Part A allocation			<input type="checkbox"/> Does the LEA reserve funds for this purpose?  If so: <input checked="" type="checkbox"/> How much does the LEA reserve? <input checked="" type="checkbox"/> How does the LEA ensure the incentives and rewards go to teachers in Title I eligible schools identified for targeted support and improvement?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
AA-6	Optional reservation for early childhood education (Sec. 1113(c)(5))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> Does the LEA reserve funds for this purpose?  If so: <input checked="" type="checkbox"/> How much does the LEA reserve? <input checked="" type="checkbox"/> Generally, how does the LEA spend the reserved funds? <input checked="" type="checkbox"/> How does the LEA determine which children are eligible for services supported with the reserved funds? <input checked="" type="checkbox"/> How does the LEA ensure preschool services supported with reserved funds comply with Head Start performance standards?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
AA-7	Optional reservation for school choice transportation for students in a school identified for comprehensive support and improvement who transfer to another public school (if the LEA chooses to allow such transfers) (up to 5%) (Sec. 1111(d)(1)(D))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> Does the LEA reserve funds for this purpose?  If so: <input checked="" type="checkbox"/> How much does the LEA reserve? <input checked="" type="checkbox"/> How does the LEA give priority to the lowest-achieving children from low-income families?	
AA-8	Optional reservation for administration of Title I program (34 CFR § 200.77(f) )	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> Does the LEA reserve funds for this purpose?  If so: <input checked="" type="checkbox"/> How much does the LEA reserve?	
AA-9	Optional reservation for district-managed initiatives (34 CFR § 200.77(g))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> Does the LEA reserve funds for this purpose?  If so: <input checked="" type="checkbox"/> How much does the LEA reserve? <input checked="" type="checkbox"/> What activities does the LEA support with the reserved funds?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
AA-10	Ranking and serving Title I schools (Sec. 1113)	<p>✓ MCAPS Consolidated Application &amp; Budget</p> <p><input type="checkbox"/> List of schools that receive Title I funds with budget/allocation information</p>			<p><input type="checkbox"/> What data sources does the LEA use in its calculations?</p> <p><input type="checkbox"/> When determining the number of students from low-income families in secondary schools, does the LEA use the option for a “feeder pattern” method? If so, did a majority of secondary schools approve the use of feeder patterns?</p> <p><input type="checkbox"/> Does the LEA use the option to serve high schools with between 50% and 75% poverty before it begins to serve other schools below 75% poverty? If so, was the process consistent with Sec. 1113(a)(3)(B)?</p> <p><input type="checkbox"/> Does the LEA serve any schools below 35 percent poverty? If so, what process does the LEA use to apply the “125 percent” rule when serving these schools?</p>	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
<b>BB. TITLE I, PART A: GENERAL REQUIREMENTS</b>						
BB-1	Assessments and accountability (Sec. 1111)	<input type="checkbox"/> Test Security Plan			<input type="checkbox"/> LEAs participate in state assessments, implement appropriate test security procedures, etc.	
BB-2	Annual report card (Sec. 1111(h)(2)(A)&(C))	<input type="checkbox"/> Annual Report Card			<input type="checkbox"/> LEAs must prepare and disseminate an annual report card that includes the information required by Sec. 1111(h)(1)(C).	
BB-3	Stakeholder engagement (Sec. 1112(a)(1))	<input type="checkbox"/> Stakeholders Consultation Evidence (e.g. agenda, minutes, sign in sheets and artifacts)			<input type="checkbox"/> LEAs must consult with a variety of stakeholders when designing Title I programs	
BB-4	Monitoring and supporting student progress (Sec. 1112(b)(1))	<input type="checkbox"/> State assessment data tracking system			<input type="checkbox"/> LEAs must monitor student progress in meeting state academic standards by developing and implementing a well-rounded program of instruction, identifying students who may be at risk for academic failure, providing additional assistance to struggling students, and identifying and implementing strategies to strengthen academic programs and improve school conditions for student	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
BB-5	Teacher equity (Sec. 1112(b)(2))	<input type="checkbox"/> Teacher Equity Plan			<input type="checkbox"/> LEAs must identify and address disparities that result in low-income and minority students being taught at higher rates than other student by ineffective, inexperienced, or out-of-field teachers.	
BB-6	Effective transitions (Sec. 1112(b)(10))	<input type="checkbox"/> Evidence of transition activities			<input type="checkbox"/> LEAs must take steps to facilitate effective transitions for students from middle to high school and from high school to postsecondary education.	
BB-7	Reducing overuse of discipline practices (Sec. 1112(b)(11))	<input type="checkbox"/> Evidence of MTSS implementation for behavioral issues			<input type="checkbox"/> LEAs must support efforts to reduce the overuse of discipline practices that remove students from the classroom.	
BB-8	CTE and workforce development (Sec. 1112(b)(12))	<input type="checkbox"/> Instructional Plan			<input type="checkbox"/> LEAs are to coordinate academic content, CTE content and work-based learning opportunities.	
BB-9	Teacher and paraprofessional qualifications (Sec. 1112(c)(6))	<input type="checkbox"/> Teacher and/or Paraprofessional documentation			<input type="checkbox"/> LEAs must ensure that teachers and paraprofessionals working in Title I-supported programs meet state certification and licensure requirements	



		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
BB-10	Nondiscrimination in admission or exclusion (Sec. 1112(e)(3)(D))	<input type="checkbox"/> Civil Rights Enforcement Process			<input type="checkbox"/> LEAs may not admit or exclude students to/from any federally assisted education program on the basis of surname or language-minority status.	
<b>CC. TITLE I, PART A: FOSTER CARE</b>						
CC-1	Foster care point of contact (Sec. 1112(c)(5)(A))	<input type="checkbox"/> Name of contact			<input type="checkbox"/> Did the LEA collaborate with the appropriate child welfare agency to designate a foster care point of contact?	
CC-2	School of origin if in best interest (Sec. 1111(g)(1)(E))	<input type="checkbox"/> Board Policy # _____ <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> Does the district collaborate with the child welfare agency to ensure that students in foster care have the opportunity to remain in their school of origin if it is their best interest?  <input type="checkbox"/> If it is not in a child's best interest to remain in the school of origin, does the LEA ensure the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
CC-3	Written procedures on how transportation will be provided to students in foster care to maintain their school of origin when in their best interest (Sec. 1112(c)(5)(B))	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> Does the LEA have written transportation procedures in place?  <input type="checkbox"/> Does the LEA follow these procedures?	
<b>DD. TITLE I, PART A: EARLY CHILDHOOD</b>						
DD-1	Performance standards for early childhood (Sec. 1112 (c)(7))*  *Applies if an LEA uses Title I Part A funds to provide early childhood education	<input type="checkbox"/> Board Policy # _____  <input type="checkbox"/> Procedures Pg. # _____			<input type="checkbox"/> If the LEA or its schools use Title I, Part A funds to provide early childhood education to low-income children below the age of compulsory school attendance, how does the LEA ensure that these services comply with the performance standards established under Sec. the Head Start Act?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
DD-2	<p>Coordination with preschool programs (Sec. 1119(a)&amp;(b))*</p> <p>*Applies to all LEAs (whether they use Title I, Part A funds to provide early childhood education or not)</p>	<input type="checkbox"/> Documentation of coordination activities, such as record-sharing and other policies and procedures, meeting notes, training			<p><input type="checkbox"/> How does the LEA carry out activities to increase coordination with Head Start agencies, and, if feasible, other early childhood providers?</p> <p>Coordination activities include:</p> <ul style="list-style-type: none"> <li>✓ Developing and implementing record sharing procedures (with parental consent),</li> <li>✓ Establishing channels of communication between school staff and their counterparts,</li> <li>✓ Conducting meetings between parents and teachers to discuss the needs of individual students,</li> <li>✓ Joint, transition-related training, of staff training, and</li> <li>✓ Linking educational services provided.</li> </ul>	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
<b>EE. TITLE I, PART A: PARENT AND FAMILY ENGAGEMENT/PARENTAL NOTIFICATIONS</b>						
EE-1	LEA parent and family engagement policy (Sec. 1116(a)(1)-(2))	<input type="checkbox"/> Written parent and family engagement policy  <input type="checkbox"/> Evidence of parent and family member involvement in the policy's development  <input type="checkbox"/> Evidence of technical assistance and support provided to Title I schools			<input type="checkbox"/> Does the LEA have a written parent and family engagement policy that describes how the LEA will: <ul style="list-style-type: none"> <li>✓ Involve parents and family members in the joint development of Title I activities (under Sec. 1112) and the development of CSI and TSI plans;</li> <li>✓ Provide coordination, technical assistance, and other support to Title I schools on planning and implementing effective parent and family engagement activities;</li> <li>✓ Coordinate and integrate Title I parent and family engagement strategies with other relevant federal, state, and local laws and programs to the extent feasible;</li> </ul>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
					<p>✓ Conduct an annual evaluation of the parent and family engagement policy in improving the academic quality of Title I schools;</p> <p>✓ Use the finding of such evaluation to design evidence-based strategies for more effective parental involvement, and if necessary, to revise parent and family engagement policies; and</p> <p>✓ Involve parents in Title I school activities.</p> <p><input type="checkbox"/> What was the LEA's process for involving parents and family members of Title I students in the policy's development?</p> <p><input type="checkbox"/> How was the policy distributed to parents and family members of Title I students?</p>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
EE-2	Title I school-level parent and family engagement policy (Sec. 1116(b))	<input type="checkbox"/> Written school-level parent and family engagement policies (which can be part of a school or district-level policy that applies to all parents and families) <input type="checkbox"/> Evidence of parent and family member involvement in the policy's development			<input type="checkbox"/> Does each Title I school have a school-level written parent and family engagement policy that describes how the school will carry out required parental engagement activities?  <input type="checkbox"/> How does the LEA ensure parents and family members of Title I students are involved in the policy's development?  <input type="checkbox"/> How are parents notified of the policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
EE-3	School-level parent and family engagement activities (Sec. 1116(c))	<input type="checkbox"/> Documents related to the annual meeting (notices publicizing the meeting, agendas, copies of materials shared at the meeting, etc.) <input type="checkbox"/> Evidence of parent involvement in the planning, review, and improvement of Title I programs <input type="checkbox"/> Evidence schools provided the required information to parents of Title I children <input type="checkbox"/> Parent comments on schoolwide plans (if applicable)			<input type="checkbox"/> Does each Title I school carry out the following required activities? ✓ Convene an annual meeting at a convenient time to inform parents of Title I requirements and the right of parents to be involved; ✓ Offer a flexible number of meetings (school may provide transportation, child care, or home visits with Title I funds if related to parental involvement); ✓ Involve parents in the planning, review, and improvement of the Title I program, including the school parent and family engagement policy and schoolwide plan (when applicable);	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
					<p>✓ Provide parents of Title I children:</p> <ul style="list-style-type: none"> <li>➤ Timely information about Title I programs,</li> <li>➤ A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards,</li> <li>➤ If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and</li> </ul> <p>✓ If the schoolwide plan (where applicable) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.</p>	



		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
EE-4	Title I school-parent compact (Sec. 1116(d))	<input type="checkbox"/> School-parent compacts			<input type="checkbox"/> Does each Title I school have a school-parent compact that: <ul style="list-style-type: none"> <li>✓ Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I children to meet challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and</li> </ul>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
					<p>✓ Addresses the importance of communication between teachers and parents on an ongoing basis through at a minimum:</p> <ul style="list-style-type: none"> <li>➤ Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement,</li> <li>➤ Frequent reports to parents on their children's progress,</li> </ul>	
					<ul style="list-style-type: none"> <li>➤ Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities, and</li> <li>➤ Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand?</li> </ul>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
EE-5	Building capacity for parent and family engagement (Sec. 1116(3)(e))	<ul style="list-style-type: none"> <li>✓ Addresses the importance of communication between teachers and parents on an ongoing basis through at a minimum:               <ul style="list-style-type: none"> <li>➤ Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement,</li> <li>➤ Frequent reports to parents on their children's progress,</li> </ul> </li> </ul>			<p><input type="checkbox"/> Does the LEA and each Title I school carry out the following required activities to build capacity:</p> <ul style="list-style-type: none"> <li>✓ Provide assistance to parents of Title I children in understanding such topics as state academic standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;</li> <li>✓ Provide materials and training to help parents to work with their children to improve their children's achievement;</li> </ul>	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
					<ul style="list-style-type: none"> <li>✓ Educate school leadership and staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;</li> <li>✓ Coordinate and integrate parent involvement programs and activities with other Federal, State, and local</li> <li>✓ Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of Title I children in a format and, to the extent practicable, a language the parents can understand; and</li> <li>✓ Provide other reasonable support for parental involve</li> </ul>	
					<input type="checkbox"/> Does the LEA and its Title I schools carry out any optional Title I building capacity activities?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
EE-6	Right-to-know notice to parents regarding teacher qualifications and paraprofessional instruction (Sec. 1112(e)(1)(A))	<input type="checkbox"/> LEA notification to Title I parents			<input type="checkbox"/> How, at the beginning of each school year, does the LEA notify parents of students in Title I schools that they may request information from the LEA about the professional qualifications of the student's classroom teachers including:  <input type="checkbox"/> Whether the student's teacher: <ul style="list-style-type: none"> <li>✓ Has meet state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,</li> <li>✓ Is teaching under emergency or other provisional status, and</li> <li>✓ Is teaching in the teacher's field of discipline of teacher's certification, and</li> </ul>	
					<input type="checkbox"/> Whether the student is provided services by paraprofessionals and, if so, their qualifications	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
EE-7	Parent information on student achievement (Sec. 1116(e)(1)(B)(i))	<input type="checkbox"/> School notification to parents			<input type="checkbox"/> How does each Title I school provide information to each parent on the level of achievement and academic growth of the student on each of the Title I required state assessments?	
EE-8	Parent information about teacher certification/licensing status (Sec. 1116(e)(1)(B)(ii))	<input type="checkbox"/> School notification to parents			<input type="checkbox"/> How does each Title I school provide timely notice to each parent if their child has been assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet relevant state certification or licensure requirements (when applicable).	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
EE-9	Testing transparency (Sec. 1112(e)(2))	<input type="checkbox"/> Notifications to parents on assessment participation requirements  <input type="checkbox"/> Link to website with required assessment information  <input type="checkbox"/> Copies of letters, notices, etc. with required assessment information			<input type="checkbox"/> How does the LEA notify parents of students in Title I schools that they may request information regarding any state or LEA policy on student participation in required assessments, including parental rights to opt-out where applicable?  <input type="checkbox"/> How does the LEA make information about required assessments for each grade served by the LEA widely available through public means, including: <ul style="list-style-type: none"> <li>✓ the subject matter assessed;</li> <li>✓ the purpose for which the assessment is designed and used;</li> <li>✓ the source of the requirement for the assessment, and</li> </ul>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
EE-10	Parent notification for parents of EL students placed in Language Instruction Educational Program (LIEPs) (if the LEA used Title I, Part A or Title III, Part A funds to provide an LIEP) (Sec. 1112(e)(3)(A)&(B))	<input type="checkbox"/> Notifications to parents			<input type="checkbox"/> How does the LEA inform parents of EL students identified for participation in the LIEP of: <ul style="list-style-type: none"> <li>✓ The reasons for their child's identification as an EL and in need of placement in an LIEP;</li> <li>✓ The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;</li> <li>✓ The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs;</li> </ul>	



		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	<b>YES</b>	<b>NO</b>	<b>QUESTIONS</b>	<b>Comments</b>
					<ul style="list-style-type: none"> <li>✓ How the program in which their child is, or will be, participating will meet the child's educational strengths and needs;</li> <li>✓ How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;</li> <li>✓ The specific exit requirements for the program, including the expected rate of transition into classrooms that are not tailored for ELs, and, if Title I, Part A funds are used in high schools, the expected graduation rate for such program;</li> <li>✓ In the case of a child with a disability, how such program meets the objectives of the child's IEP;</li> </ul> and	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
					<p>✓ Information pertaining to parental rights that includes written guidance:</p> <ul style="list-style-type: none"> <li>➤ Detailing the right parents have to have their child immediately removed from such program upon their request;</li> <li>➤ Detailing the options parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and</li> <li>➤ Assisting parents in selecting among various programs and methods of instruction, if more than one is offered.</li> </ul> <p>☐ Did the LEA provide notice within 30 days of the start of school or, if a child is identified during the school year, within the first 2 weeks of the child beginning the LIEP?</p>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
EE-11	Outreach to parents of EL students (Sec. 1112(e)(C)(3))	<input type="checkbox"/> Copies of letters or notices to parents  <input type="checkbox"/> Meeting documentations (notifications of meetings, agendas, materials shared with parents at the meeting, etc.)			<input type="checkbox"/> How does the LEA implement an effective means of outreach to parents of EL students to inform them about how they can: <ul style="list-style-type: none"> <li>✓ Be involved in the education of their children; and</li> <li>✓ Be active participants in assisting their children to—               <ul style="list-style-type: none"> <li>➤ Attain English proficiency;</li> <li>➤ Achieve at high levels within a well-rounded education; and</li> <li>➤ Meet the challenging State academic standards expected of all students.</li> </ul> </li> </ul> <input type="checkbox"/> How often does the LEA hold meetings for parents of EL students?	
EE-12	Notice and format of information provided to parents (Sec. 1112(e)(4))	<input type="checkbox"/> Copies of letters or notices to parents  <input type="checkbox"/> Meeting documentations (notifications of meetings, agendas, materials shared with parents at the meeting, etc.)			<input type="checkbox"/> How does the LEA ensure the information provided to parents is in an understandable and uniform format, and to the extent practicable, in a language the parents can understand?	

		<b>Evidence of Program Implementation</b> <b>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	QUESTIONS	Comments
<b>FF. TITLE I, PART A: SCHOOLWIDE PROGRAMS</b>						
FF-1	School eligibility requirement (Sec. 1114(a)(1))	<input type="checkbox"/> List of schools that operate a schoolwide program with poverty rate <input type="checkbox"/> Copies of waivers (if applicable) <input type="checkbox"/> Supporting documentation of poverty calculation			<input type="checkbox"/> Does each school that operates a schoolwide program have at least 40% poverty or a waiver from MDE?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
FF-2	Schoolwide plan (Sec. 1114)(b))	<input type="checkbox"/> School plans in MCAPS			<input type="checkbox"/> Does each Title I schoolwide school have a schoolwide plan based on a comprehensive needs assessment?  <input type="checkbox"/> Was the schoolwide plan developed with the involvement of parents and other members of the community?  <input type="checkbox"/> Does the plan describe the strategies the school will implement to address school needs consistent with the requirements in Sec. 1114(b)(7)?  <input type="checkbox"/> How does the LEA ensure schools implement programs consistent with their plans?	
FF-3	Plan monitoring and revision (Sec. 1114(b)(3))	<input type="checkbox"/> Board Policy    # <hr/> <input type="checkbox"/> Procedures Pg.    # <hr/> <input type="checkbox"/> Evidence of data analysis, plan revisions, etc.			<input type="checkbox"/> How does the LEA ensure schools regularly monitor and revise their schoolwide plans as necessary based on student needs? (Note schools operating schoolwide programs must evaluate the implementation of, and results achieved by, the schoolwide program annually.)	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
<b>GG. TITLE I, PART A: TARGETED ASSISTANCE PROGRAMS</b>						
GG-1	Student eligibility and identification (Sec. 1115(c))	<input type="checkbox"/> List of participating students <input type="checkbox"/> Supporting documentation of poverty calculation			<input type="checkbox"/> How does the LEA identify Title I eligible students?  <input type="checkbox"/> How does the LEA ensure economically disadvantaged children, children with disabilities, migrant children, and English learners are considered eligible for services on the same basis as other students?  <input type="checkbox"/> How does the LEA determine which students from among the eligible students will participate in the Title I program?  <input type="checkbox"/> How do schools ensure only identified students participate in Title I-funded activities?	
GG-2	Targeted assistance program strategies (Sec. 1115(b))				<input type="checkbox"/> How does the LEA ensure targeted assistance schools implement programs consistent with the requirements of Sec. 1115(b)?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
	<b>HH. EQUITABLE SERVICES</b>					
	<b>Applicable to Title I, PART A; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and Title IV, Part F, Subpart 3</b>					
HH-1	Mandatory reservation for equitable services for private school students (Sec. 1117(a)(4)(A)(i)) (Sec. 8501(a)(4))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> LEA calculations of equitable share <input type="checkbox"/> Budget documents showing the reservation was budgeted <input type="checkbox"/> Financial records showing the reserved funds were spent			<input type="checkbox"/> What is the LEA's process for calculating the equitable services reservation?  <input type="checkbox"/> What data sources does the LEA use in its calculations? (e.g. for I-A: Household Income, Address and Grade Level Survey to identify low-income students; for II-A/IV-A: total student enrollment reflected in Intent to Participate form and updated for March if necessary in Consultation Checklist/Written Plan. For other Title Programs - special counting methods, reflected in Consultation Checklist/Written Plan) <input type="checkbox"/> If Transferring funds, must use Affirmation of Consultation for Transfer form to evidence pre-transfer consultation with impacted private school.)	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
HH-2	Timely and meaningful consultation (Sec. 1117(b)) (Sec. 8501(c))	<input type="checkbox"/> Evidence of consultation (e.g. evidence of diligent search (google searches, office emails)... Initial Contact Letter and Intent to Participate sent to identified schools. Evidence of additional contact attempts (phone log, emails))  <input type="checkbox"/> Intent to participate form (uploaded in MCAPS)			<input type="checkbox"/> How does the LEA conduct timely and meaningful consultation?  <input type="checkbox"/> How does the LEA identify and contact private schools with eligible students?  <input type="checkbox"/> Does the consultation address issues such as: <ul style="list-style-type: none"> <li>• the amount of funds available for services, and how that amount was determined;</li> <li>• whether to pool funds to provide services for school groupings, or use a school-by-school approach</li> <li>• whether to coordinate services using Title I-A funds and non-Title I-A funds to target I-A participants</li> <li>• how student's needs will be identified;</li> </ul>	



		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
					<ul style="list-style-type: none"> <li>• what services will be offered;</li> <li>• how, where, when, and by whom the services will be provided; options discussed;</li> <li>• how the services will be assessed; how assessment results will be used to improve the services;</li> <li>• how and when the LEA will make decisions about problems with the delivery of services.</li> </ul> <p><input type="checkbox"/> Does the LEA uses MDE's Consultation Checklist</p>	
HH-3	Written explanation of disagreement (Sec. 8501(c)(2))	<input type="checkbox"/> Equitable Service Plans <input type="checkbox"/> Copies of written explanations provided to private school officials (if applicable)			<input type="checkbox"/> Title I-A: If the LEA disagrees with the private school on any issue, does the LEA provide private school officials with a written explanation of its reasons? [For all other Title Programs]: If the LEA disagrees with the views of private school officials on the provision of services through a contract, does the LEA provide private school officials with a written explanation of its reasons?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
HH-4	Written affirmation (Sec.1117(b)(5)) (Sec. 8501(c)(5))	<input type="checkbox"/> Private School Affirmation of Consultation  <input type="checkbox"/> Evidence showing consultation occurred or was attempted with any private school official who has not signed an affirmation			<input type="checkbox"/> Does the LEA have a written affirmation signed by each participating private school documenting meaningful consultation?  <input type="checkbox"/> Does the affirmation provide the option for private school officials to indicate their belief that timely and meaningful consultation has not occurred or that the program design is not equitable?	
HH-5	Services to private school students in a timely manner (Sec. 1117(a)) (Sec. 8501(a)(3)(A))	<input type="checkbox"/> Documents showing service delivery (contracts, invoices, other appropriate records)			<input type="checkbox"/> What types of services are provided?  <input type="checkbox"/> How does the LEA ensure services are provided in a timely manner?  <input type="checkbox"/> Do teachers and families of participating children participate consistent with requirements?  <input type="checkbox"/> How does the LEA ensure services, materials, and equipment are secular, neutral, and nonideological?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
HH-6	Public control of funds (Sec. 1117(d)) (Sec. 8501(d)(1))	<input type="checkbox"/> Board Policy # <hr/> <input type="checkbox"/> Procedures Pg. # <hr/> <input type="checkbox"/> Evidence of data analysis, plan revisions, etc.			<input type="checkbox"/> How does the LEA ensure that it maintains control of the funds reserved for equitable services, and title to materials, equipment, and property purchased with the funds?  <input type="checkbox"/> How does the LEA ensure the appropriate use of any equipment or supplies purchased using funds reserved for equitable services?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
HH-7	Obligation of funds (Sec. 8501(a)(4)(B))	<input type="checkbox"/> Financial records showing the amount reserved for equitable services, the amount obligated, and the amount spent  <input type="checkbox"/> Records of outreach to and consultation with private school officials			<input type="checkbox"/> What steps does the LEA take to ensure funds reserved for equitable services are obligated within the same fiscal year they were received?  <input type="checkbox"/> Did the LEA have unobligated equitable services funds remaining at the end of last year? If so, why? Were the funds carried over and spent for equitable services the next year?  <input type="checkbox"/> Did the LEA have written equitable services plan showing equitable share for each Title program, and listing to the extent possible planned activities and approximate costs throughout the school year and following summer.	

		<b>Evidence of Program Implementation</b> <b>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	QUESTIONS	Comments
	<b>II. TITLE I, PART A: FOCUS SCHOOL (COMPLETE THIS SEC. ONLY IF ONE OR MORE SCHOOLS HAVE BEEN DESIGNATED AS A FOCUS SCHOOL)</b>					
II-1	State Identification Mississippi identifies Focus schools as any Title I School performing above the 5 <sup>th</sup> percentile but below the 16 <sup>th</sup> percentile; and who received an accountability rating of “F” above the 16 <sup>th</sup> percentile. (MS Code 37-18-3 and 37-18-5)	<input type="checkbox"/> The 1003(a) funding application and school plan in the Mississippi Comprehensive Automated Performance-based System (MCAPS) must be LEA school board approved.  <input type="checkbox"/> LEA school board approved current Title I 1003(a) application – Approval Signature Page must be uploaded to MCAPS.			<input type="checkbox"/> Do Title I schools identified as Focus Schools have a current Title I 1003(a) application approved by the LEA school board that address reason for identification?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
II-2	Focus Plan Implementation	<input type="checkbox"/> Documentation supporting the implementation of intensive interventions (i.e. supplemental materials, targeted professional development, extended learning time, tutorial/remediation schedules)			<input type="checkbox"/> Is the Plan implemented as approved and activities supported with 1003(a) funds meet the strong, moderate, or promising levels of evidence as defined under ESSA <ul style="list-style-type: none"> <li>✓ Strong evidence from at least 1 well-designed and well-implemented experimental study;</li> <li>✓ Moderate evidence from at least 1 well-designed and well-implemented quasi-experimental study; or</li> <li>✓ Promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias.</li> </ul>	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
II-3	<p>2018 MS Public School Accountability Standard: 12.1 A school district that has been designated as Failing (F) as defined by the State Board of Education shall establish a community-based pre-kindergarten through higher education (P-16) council. {Miss. Code Ann. § 37-18-5(4)}</p> <p>12.2 A district and/or a school designated as a D or F shall establish a community-based pre-kindergarten through higher education (P-16) council.</p>	<input type="checkbox"/> Documentation of Community Council meetings (agendas, sign-in sheets, minutes, etc.)			<input type="checkbox"/> Is there evidence that each Focus school “rated below C” has established a pre-kindergarten through higher education Community Council that meets consistently and actively participates in the implementation of the school’s Plan (District or School Level)?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
II-4	Parent notification of school improvement status.	<input type="checkbox"/> Documentation supporting that parents were notified of the schools' status <input type="checkbox"/> Parent notification <input type="checkbox"/> Documentation of dated notification to parents			<input type="checkbox"/> Is there evidence that after receiving notification of Focus school status, the school provided notification of Focus school status to parents of each child enrolled, and the notices contained the following information? ✓ School status ✓ Reasons for identification	
II-5	Local use of funds	<input type="checkbox"/> Documentation in MCAPS <input type="checkbox"/> MCAPS Consolidated budget (Required 10% Reservation from Consolidated Application) <input type="checkbox"/> MCAPS 1003(a) Budget			<input type="checkbox"/> Has the LEA/school expended the funds as approved in the CFPA (Required 10% Reservation) and Title I 1003(a) application? ✓ Amount approved in district's CFPA school budget page(s) (Required 10% Reservation Only) ✓ Title I 1003(a) allocations	
<b>JJ. TITLE I, PART A: PRIORITY SCHOOL (COMPLETE THIS SEC. ONLY IF ONE OR MORE SCHOOLS HAVE BEEN DESIGNATED AS A PRIORITY SCHOOL)</b>						



		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
JJ-1	State Identification Mississippi identifies Priority schools as any Title I School performing above the 5 <sup>th</sup> percentile but below the 16th percentile; and who received an accountability rating of “F” above the 16th percentile. (MS Code 37-18-3 and 37-18-5)	<input type="checkbox"/> The 1003(a) funding application and school plan in the Mississippi Comprehensive Automated Performance-based System (MCAPS) must be school board approved.  <input type="checkbox"/> LEA school board approved Title I 1003(a) application – Approval Signature Page must be uploaded to MCAPS.			<input type="checkbox"/> Do Title I schools identified as Priority Schools have a current Title I 1003(a) application approved by the LEA school board that address reason for identification?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
JJ-2	School Improvement Plan Implementation	<input type="checkbox"/> Documentation supporting the implementation of intensive interventions (i.e. supplemental materials, targeted professional development, extended learning time, tutorial/remediation schedules)			<input type="checkbox"/> Is the Plan implemented as approved and activities supported with 1003(a) funds meet the strong, moderate, or promising levels of evidence as defined under ESSA <ul style="list-style-type: none"> <li>✓ Strong evidence from at least 1 well-designed and well-implemented experimental study;</li> <li>✓ Moderate evidence from at least 1 well-designed and well-implemented quasi-experimental study; or</li> <li>✓ Promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias.</li> </ul>	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
JJ-3	<p>2018 MS Public School Accountability Standard: 12.1 A school district that has been designated as Failing (F) as defined by the State Board of Education shall establish a community-based pre-kindergarten through higher education (P-16) council. {Miss. Code Ann. § 37-18-5(4)}</p> <p>12.2 A district and/or a school designated as a D or F shall establish a community-based pre-kindergarten through higher education (P-16) council.</p>	<input type="checkbox"/> Documentation of Community Council meetings (agendas, sign-in sheets, minutes, etc.)			<input type="checkbox"/> Is there evidence that each Priority school “rated below C” has established a pre-kindergarten through higher education Community Council that meets consistently and actively participates in the implementation of the school’s Plan (District or School Level)?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
JJ-4	Parent notification of school improvement status.	<input type="checkbox"/> Documentation supporting that parents were notified of the schools' status <input type="checkbox"/> Parent notification <input type="checkbox"/> Documentation of dated notification to parents			<input type="checkbox"/> Is there evidence that after receiving notification of Priority school status, the school provided notification of Priority school status to parents of each child enrolled, and the notices contained the following information? ✓ School status ✓ Reasons for identification	
JJ-5	Local use of funds	<input type="checkbox"/> Documentation in MCAPS <input type="checkbox"/> MCAPS Consolidated budget (Required up to 20% Reservation from Consolidated Application) <input type="checkbox"/> MCAPS 1003(a) Budget			<input type="checkbox"/> Has the LEA/school expended the funds as approved in the CFPA (Required up to 20% Reservation off the top of the District's Title I Allocation) and Title I 1003(a) application? ✓ Amount approved in district's MCAPS Funding Application (Required up to 20% Reservation off the top of the District's Title I Allocation) ✓ If up to 20% was not reserved off the top of the district's Title I Allocation, was an acceptable reason provided?	
<b>KK. TITLE I, PART A: SERVICES FOR NEGLECTED CHILDREN (MANDATORY NEGLECTED SET-ASIDE)</b>						

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
KK-1	Identification of children in local institutions for neglected children. ESEA Sec. 1112(B); Sec. 1113(C)(3)(ii)	<input type="checkbox"/> Copy of source data for Annual Survey of Institutions for Neglected and Delinquent Children for previous and current year with student list from each facility (student initials, date of birth, and entry and exit dates)			<input type="checkbox"/> How did the LEA determine the eligibility of the neglected facility?  <input type="checkbox"/> How did the LEA identify the eligible children included on the Annual Survey?	
KK-2	Consultation with institutions regarding educational plans and budget. ESEA Sec. 1113(c)(3)(A)(i)	<input type="checkbox"/> Copies of agendas, meeting minutes, and attendance sheets that verify coordination between the LEA and neglected facility  <input type="checkbox"/> List of staff at neglected institution(s) funded with Title I neglected reservation. Evidence documenting services provided			<input type="checkbox"/> Did the LEA consult with the neglected facility?  <input type="checkbox"/> How were the needs of the students determined?  <input type="checkbox"/> What staff, if any, are funded through the neglected reservation?	
<b>LL. TITLE I, PART D, SUBPART 2: PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN WHO ARE NEGLECTED, DELINQUENT, OR AT-RISK</b>						

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
LL-1	Evidence that the LEA and facility is implementing the planned and approved Title I, Part D activities. (Sec. 1423)	<input type="checkbox"/> Copy of the last approved Title I, Part D application  <input type="checkbox"/> Budget reports and records of expenditures, carryover and other summary reports  <input type="checkbox"/> Documentation of the implementation of the approved Title I, Part D application			<input type="checkbox"/> Did the LEA implement the Part D activities as approved in its application?	
LL-2	Identification of children in local institutions for delinquent children. (Sec. 1113(3)(A)(iii) and Sec. 1422(a))	<input type="checkbox"/> Copy of the source data for the Annual Survey of Institutions for Delinquent Children for previous and current year with student list from each facility			<input type="checkbox"/> How did the LEA determine the eligibility of the delinquent facility?  <input type="checkbox"/> How did the LEA identify the eligible children included on the Annual Survey?	
LL-3	Collects and uses data to drive planning and instruction. (Sec. 1431(c))	<input type="checkbox"/> Longitudinal tracking of annual outcome data as indicated in the Title I, Part D application, including the CSPR			<input type="checkbox"/> What data is used to drive planning and instruction?  <input type="checkbox"/> How is data used to improve instruction and student outcomes?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
LL-4	High quality instruction grounded on evidence-based research.	<input type="checkbox"/> Sample curriculum plan grounded on evidence-based research or institution operating a school on-site			<input type="checkbox"/> What is the student's instructional plan based on?  <input type="checkbox"/> What evidence-based strategies were implemented?	
LL-5	Special education services provided as needed. (Sec. 1423(12))	<input type="checkbox"/> Documentation of the number of students receiving special education services and other evidence that special education services are provided to students residing in an institution. (e.g. sample IEPs, student schedules).			<input type="checkbox"/> How does the LEA identify students in need of IDEA services?  <input type="checkbox"/> How are the services provided aligned to the IEP?	
LL-6	Consultations with institutions regarding educational plans and budgets. (Sec. 1423(3))	<input type="checkbox"/> Collaborative planning agendas, meeting minutes, and attendance sheets that verify coordination between the LEA and neglected or delinquent facility.			<input type="checkbox"/> Did the LEA consult with the neglected facility?  <input type="checkbox"/> How were the needs of the students determined?  <input type="checkbox"/> What staff, if any, are funded through the neglected reservation?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
LL-7	Assurance that institutions implement a parent or family engagement plan in order to increase student achievement and, if appropriate, decrease delinquent behavior. (Sec. 1423(8))	<input type="checkbox"/> Parental involvement correspondence and parent and family engagement policy/plan.  <input type="checkbox"/> If students are being educated at a delinquent facility, then the LEA/facility must have a parental engagement plan, correspondence, and activities to the extent feasible.			<input type="checkbox"/> How are parents or family members engaged in the student's educational experience?  <input type="checkbox"/> What support or resources are shared with parents or family members to decrease delinquent behavior?	
LL-8	Maintains documentation of any formal agreements between an LEA and delinquent facility governing the use of subpart 2 funds. (Sec. 1423(2)(A)(B))	<input type="checkbox"/> Formal agreements and/or memorandum of understanding (MOU) for services paid for with Title I, Part D, Subpart 2 grant funding.			<input type="checkbox"/> What are the responsibilities of the facilities and LEA for the Part D program?	
LL-9	Program specific evaluation reports that include the Title I, Part D, Subpart 2 Program. (Sec. 1431)	<input type="checkbox"/> Copy of the most recent program specific evaluation reports			<input type="checkbox"/> How is data used to evaluate and improve the Part D program?	
<b>MM. TITLE II PART A: SUPPORTING EFFECTIVE INSTRUCTION</b>						



		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
MM-1	Prioritizing funds to CSI and TSI schools (Sec. 2102(b)(2)(C))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> Expenditure records			<input type="checkbox"/> How did the LEA prioritize CSI and TSI schools for Title II, Part A services?	
MM-2	Use of ongoing stakeholder consultation and data to update and improve Title II, Part A activities (Sec. 2102(b)(2)(D) and Sec. 2102(b)(3)(B))	<input type="checkbox"/> Samples of data used by the LEA when planning Title II, Part A activities  <input type="checkbox"/> Strategic plans or similar documents relevant to the LEA's planning process  <input type="checkbox"/> Documentation of stakeholder engagement (which could include things like links to information posted to the LEA's website, copies of correspondence, records of meetings if in-person meeting were held, etc.)			<input type="checkbox"/> What data or other factors does the LEA consider when deciding what activities to support with Title II, Part A funds (for example, academic achievement data, teacher surveys, etc.)?  <input type="checkbox"/> How does the LEA solicit and consider input from stakeholders such as teachers, principals, other school leaders paraprofessionals, specialized instructional support personnel, parents, charter school representatives (if relevant), community partners and other relevant stakeholders?  <input type="checkbox"/> How does the LEA continue to engage stakeholders when updating and improving Title II, Part A funded activities?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
MM-3	Coordination of professional development activities (Sec. 2101(b)(2)(F))	<input type="checkbox"/> Strategic plans or similar documents relevant to the LEA's planning process			<input type="checkbox"/> If the LEA used Title II, Part A funds for professional development activities, how did it coordinate those activities with professional development activities supported through other funding sources?	
MM-4	Alignment to challenging State academic standards (Sec. 2102(b)(2)(A))	<input type="checkbox"/> Strategic plans or similar documents relevant to the LEA's planning process			<input type="checkbox"/> How does the LEA align Title II, Part A activities to Mississippi's challenging academic standards?	
MM-5	High-quality personalized PD that is evidence based for educators focused on improving teaching and student learning and achievement (Sec. 2103(b)(3)(E))	-Evidence-based research documentation -Professional Development Plan - Strategic plans or similar documents relevant to the LEA's planning process			<input type="checkbox"/> Has the LEA maintained documentation of the evidence-based requirements that supports the professional development implemented?  <input type="checkbox"/> How does the LEA determine if professional development is high-quality and personalized?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
MM-6	Class size reduction in schools across the entire grade span to a level that is evidence-based, if applicable (Sec. 2103(b)(3)(D)).	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> Class Size Reduction (CSR) teaching assignment <input type="checkbox"/> Class Roster <input type="checkbox"/> Evidence-based research documentation			<input type="checkbox"/> If the LEA used Title II, Part A funds for class-size reduction, what grade level were class sizes reduced?  <input type="checkbox"/> Did the LEA reduce all classes in the grade level (in the school) to a student-teacher ratio that is evidence-based?  <input type="checkbox"/> Has the LEA ensured that each class in the grade level (in the school) remain at or under the evidence-based student-teacher ratio for the entire school year?  <input type="checkbox"/> Has the LEA maintained documentation of the evidence-based requirements that supports reducing class-sizes?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
<b>NN. TITLE III, PART A: LANGUAGE INSTRUCTION FOR ENGLISH LEARNERS &amp; IMMIGRANT STUDENTS</b>						
NN-1	EL/Immigrant admittance policy/procedure (Plyer v. Doe, 457 U.S. 202 (1982); Title VI of the Civil Rights Act (1964); Current Mississippi English Learner Guidelines)	ALL REQUIRED: <input type="checkbox"/> LEA board approved policy <input type="checkbox"/> LEA approved EL plan <input type="checkbox"/> Evidence of LEA board approval (Note: LEA board must approve the EL plan annually)			<input type="checkbox"/> Does the LEA has a policy of admitting students of immigrant status or English-speaking status?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
NN-2	EL/Immigrant enrollment policy/procedure (Sec. 3116; Current Mississippi English Learner Guidelines)	<input type="checkbox"/> Written communication and dated documentation of dissemination of EL policies and procedures			<input type="checkbox"/> Does the LEA has evidence that the applicable LEA policy and supporting procedures for EL services are communicated systematically to all school and LEA personnel?  <input type="checkbox"/> Does the LEA has a system of assigning a student number if an enrolling student does not have a social security number?  <input type="checkbox"/> Does the LEA has a procedure for enrolling a student pending receipt of the required record of immunization?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
NN-3	Comparable services (Current Mississippi English Learner Guidelines)	<input type="checkbox"/> LEA approved EL plan  <input type="checkbox"/> Documentation of EL students' equitable opportunities for Title I services, academically gifted services or other specialized activities or services  <input type="checkbox"/> Documentation of EL student schedules  <input type="checkbox"/> Numbers of EL student in academically gifted, special education, and extra curricular activities			<input type="checkbox"/> Does the LEA has procedures and Title I schools demonstrate practices to ensure: <ul style="list-style-type: none"> <li>a. EL students are not excluded from special opportunity programs, such as programs for the academically gifted or other specialized activities, based on English language proficiency</li> <li>b. English learners are allowed to participate in Title I services on the same basis as all students in Title I participating schools</li> <li>c. Language minority students identified via the Home Language Survey are screened utilizing the MDE adopted assessment instrument?</li> </ul>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
		<input type="checkbox"/> State adopted language proficiency instrument of file with accurate and appropriate testing dates  <input type="checkbox"/> Other examples of documentation might include: student rosters for pull out services, computer lab services, guidelines for assessing gifted students				
NN-4	Home Language Survey Compliance (Current Mississippi Guidelines for English Language Learners)	<input type="checkbox"/> Samples of completed Home Language Surveys  <input type="checkbox"/> Procedural guidelines for completing and retaining the surveys			<input type="checkbox"/> Is there evidence that: a. The LEA has an approved Home Language Survey; b. All schools demonstrate that the Home Language Survey is completed for all students enrolled in the LEA; c. The Home Language Survey is filed in the permanent record for all students enrolled in the LEA?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
NN-5	EL exit criteria (Sec. 3121 (a)(4); Current Mississippi Guidelines for English Language Learners)	<input type="checkbox"/> English language proficiency assessment score reports Student records specified in the current Mississippi Guidelines for English Language Learners			<input type="checkbox"/> Does the LEA follow student exit criteria as outlined in the Mississippi Guidelines for English Language Learners?	
NN-6	Professional development (Sec. 1112 (b)(1)(D))	<input type="checkbox"/> Documentation of PD opportunities			<input type="checkbox"/> Does the LEA provide professional development (PD) programs and activities to prepare teachers, pupil services personnel, administrators, and other educational personnel to address the needs of EL students?	



		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
NN-7	Assessment participation (Sec. 1111(b)(3)(c))	<input type="checkbox"/> MDE assessment reports			<input type="checkbox"/> Does the LEA ensure that all EL students in the LEA participate in required statewide assessments?	
NN-8	English language proficiency assessment (Sec. 1111 (b)(2)(G))	<input type="checkbox"/> MDE Language proficiency assessment reports			<input type="checkbox"/> Does the LEA annually administer the MDE-adopted English language proficiency assessment to all EL students?	
NN-9	Testing administrators (Current Mississippi Guidelines for English Language Learners)	<input type="checkbox"/> Certificate or documentation of the training on the state-adopted language proficiency instrument.			<input type="checkbox"/> Have test administrators been trained to administer the state-adopted language proficiency instrument?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
NN-10	Implementation of effective language instruction educational programs (Sec. 3115(c)(1) & 3121(a)(2-6))	<input type="checkbox"/> Program design information/descriptions <input type="checkbox"/> Schoolwide plans <input type="checkbox"/> Interview school personnel <input type="checkbox"/> Data tracking improvement in English language proficiency <input type="checkbox"/> Data tracking improvement in EL student academic achievement			<input type="checkbox"/> Has the LEA provided effective language instruction educational programs that meet the needs of ELs and demonstrated success in increasing English language proficiency and student academic achievement?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
NN-11	Effective professional development (PD) to classroom teachers (including teachers not in classroom settings for language instruction programs), administrators, leadership and other school or community-based organizational personnel (Sec. 3115(c)(2)(A-D))	<input type="checkbox"/> Documentation of trainings  <input type="checkbox"/> Documentation of required Professional Development plan components			<input type="checkbox"/> Has the LEA provided effective professional development (PD) to classroom teachers (including teachers not in classroom settings for language instruction programs), administrators, leadership and other school or community-based organizational personnel that is:  A. designed to improve instruction and assessment of ELs, B. designed to enhance the ability of trainees to implement curricula, assessment and instructional strategies for ELs, C. effective in increasing children's English language proficiency or substantially increasing teachers' subject matter knowledge and teaching knowledge/skills, and	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
					D. of sufficient intensity/duration (which shall not include 1-day or short-term workshops and conferences – unless these are components of a long-term, comprehensive, needs-based PD plan approved by the LEA) to have a positive, lasting impact on the teachers' classroom performance	
NN-12	Implementation of other effective activities and strategies that enhance or supplement language instruction for English Learners, (Sec. 3115(c)(3))	<input type="checkbox"/> Documentation of EL parent, family and community engagement <input type="checkbox"/> Copies of communication to EL families regarding engagement activities <input type="checkbox"/> Records and documents used and/or generated during activities			<input type="checkbox"/> Has the LEA provided and implemented other effective activities and strategies that enhance or supplement language instruction for English Learners, which must include parent, family and community engagement activities, and may include strategies that serve to coordinate and align related programs? (Must be in the language of the parents)	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
NN-13	<b>Title III-Immigrant Funding ONLY</b>  Compliance of ESEA with Immigrant funding (Sec. 3114(d)(1) & Sec. 3115(e)(1)(A-G))	<input type="checkbox"/> Narrative describing the LEA's specific plan to support the unique, non-linguistic needs of its immigrant students  <input type="checkbox"/> Record of expenditures using Immigrant funds, including list of activities performed and materials purchased.			<input type="checkbox"/> For LEAs receiving Immigrant funding under ESEA sec. 3114(d)(1) has the LEA expended the immigrant funding in compliance with ESEA?	
NN-14	EL teacher verification (Sec. 3116(c))	<input type="checkbox"/> Signed assurance statement from superintendent, principal, or letter from human resources  <input type="checkbox"/> Individual performance evaluation			<input type="checkbox"/> Are the EL teachers fluent in written and oral English and any other language used for instruction?	
NN-15	Standardized statewide entrance and exit procedures (Sec. 3113)	<input type="checkbox"/> Copy of the LEA's policy, procedures and processes related to following standardized statewide entrance and exit procedures for identifying English Learners and Immigrant children and youth  <input type="checkbox"/> Staff interview responses  <input type="checkbox"/> Onsite review of requested EL student files			<input type="checkbox"/> Has the LEA followed standardized statewide entrance and exit procedures and screened all potential English learners within 30 days of enrollment?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
NN-16	Annual evaluation of the effectiveness of its English language instruction education program (Sec. 3121(a)(7))	<input type="checkbox"/> Description of the programs and activities conducted  <input type="checkbox"/> Description of the progress made by children in the English language  <input type="checkbox"/> Number and percentage of children attaining English proficiency  <input type="checkbox"/> Written description of the progress made by children who have exited the program			<input type="checkbox"/> Is there evidence that the LEA conducts an annual evaluation of the effectiveness of its English language instruction educational program and that program modifications are made as needed based on the evaluation?	

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
<b>OO. TITLE IV, PART A: STUDENT SUPPORT AND ACADEMIC ENRICHMENT</b>						
OO-1	Needs assessment (required for LEAs that receive at least \$30,000 of Title IV, Part A funds) in the allocation of funds. (Sec. 4106(a)(2) & (d))	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget  <input type="checkbox"/> Results of the needs assessment			<input type="checkbox"/> Did the LEA complete a comprehensive needs assessment within the last three years of its needs for improving: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Access to, and opportunities for, a well-rounded education for all students,</li> <li><input checked="" type="checkbox"/> School conditions for student learning in order to create a safe and healthy environment, and</li> <li><input checked="" type="checkbox"/> Access to personalized learning experiences supported by technology and professional development for the effective use of data and technology?</li> </ul> <input type="checkbox"/> What data and/or information did the LEA consider as part of its needs assessment?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
OO-2	Continued stakeholder consultation required to improve Title IV, Part A activities and to coordinate them with related community activities (Sec. 4106(c)(2))	<input type="checkbox"/> If available and relevant, strategic plans or similar documents relevant to the LEA's planning process  <input type="checkbox"/> Documentation of stakeholder engagement (which could include things like links to information posted to the LEA's website, copies of correspondence, records of meetings if in-person meetings were held, etc.)			<input type="checkbox"/> How does the LEA solicit and consider input from stakeholders such as parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives, Indian tribes or tribal organizations (where applicable), charter schools (where applicable), and others with relevant expertise?  <input type="checkbox"/> How does the LEA identify community activities that might be related to, and coordinated with, Title IV, Part A activities?  <input type="checkbox"/> How does the LEA continue to engage stakeholders when determining how the LEA can improve Title IV, Part A funded activities?	



		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
OO-3	Program objectives and intended outcomes (required) (Sec. 4106(e)(1)(E))	<input type="checkbox"/> Copy of objectives and outcomes <input type="checkbox"/> If available and relevant, strategic plans or similar documents relevant to the LEA's planning process			<input type="checkbox"/> How did the LEA set objectives and intended outcomes for its Title IV, Part A activities?  <input type="checkbox"/> How does the LEA periodically evaluate the effectiveness of its Title IV, Part A activities based on those objectives and outcomes?	
OO-4	Priorities for certain schools (required) (Sec. 4106(e)(2)(A))	<input type="checkbox"/> If available and relevant, strategic plans or similar documents relevant to the LEA's planning process			<input type="checkbox"/> How does the LEA prioritize activities for schools: <ul style="list-style-type: none"> <li>✓ With the greatest needs as determined by the LEA,</li> <li>✓ With the highest percentages of low-income and other Title I formula children,</li> <li>✓ Identified for CSI,</li> <li>✓ Implementing TSI plans, or</li> <li>✓ Identified as persistently dangerous under Sec. 8532.</li> </ul>	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
<b>PP. TITLE IV, PART B: 21ST CENTURY COMMUNITY LEARNING CENTERS</b>						
PP-1	Primarily targets students who attend schools eligible for schoolwide programs under Sec. 1114 and the families of such students (Sec. 4204(b)(2)(F))	<input type="checkbox"/> Participant list by school uploaded to MCAPS <input type="checkbox"/> On-site Interview <input type="checkbox"/> RFP Cover sheet <input type="checkbox"/> List of schools eligible for schoolwide services in MCAPS				
PP-2	Written policies and procedures to promote effective program management (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Program Handbook				
PP-3	Attendance policy to encourage attendance and reduce absenteeism for participants (Sec. 4204(b)(2)(N))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Attendance policy or attendance requirements from program handbook				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-4	Program staff communicates regularly and effectively with school day staff to supplement regular school educational activities and to inform and receive information from in-school teachers on students' academic and behavioral progress (Sec. 4204(b)(2)(D))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Correspondence between school and program staff <input type="checkbox"/> Homework logs/Weekly skill sheets <input type="checkbox"/> Teacher class schedules <input type="checkbox"/> Student Progress Reports (academic and behavioral) <input type="checkbox"/> Other_____				
PP-5	Procedures to ensure parents participate in the decision-making and planning of the program operation (Sec. 4204(b)(2)(N))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Parent meetings (agendas, sign-in sheets, minutes) <input type="checkbox"/> Surveys <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-6	Procedures for enlisting volunteers; volunteers recruited, screened, and trained effectively to work in the 21st Century program (Sec. 4204(b)(2))	<p>All are required:</p> <p><input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS</p> <p><input type="checkbox"/> Recruitment procedures</p> <p><input type="checkbox"/> Job descriptions</p> <p><input type="checkbox"/> Background check documentation</p> <p><input type="checkbox"/> Training materials (agendas, sign-in sheets, minutes)</p> <p><input type="checkbox"/> Other_____</p>				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-7	Procedures , plan, or calendar regarding the professional development of staff; ongoing professional development provided to all staff, and specific to the 21st Century program (Sec. 4204(b)(2))	<p>All are required (Must relate to 21st CCLC):</p> <p><input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS</p> <p><input type="checkbox"/> Description of training</p> <p><input type="checkbox"/> Documentation of training (sign in sheets, agendas, minutes, training handouts)</p> <p><input type="checkbox"/> Professional development plan/calendar</p> <p><input type="checkbox"/> Other_____</p>				
PP-8	Procedures to address chronic absenteeism or implement dropout prevention activities (Sec. 4204(b)(2)(N))	<p><input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS</p> <p><input type="checkbox"/> LEA dropout plan</p> <p><input type="checkbox"/> Activity schedule</p> <p><input type="checkbox"/> Other_____</p>				

		<b>Evidence of Program Implementation</b> <b>Required MCAPS upload by</b> <b>LEA/Subgrantee/MDE Reviews</b> <b>MCAPS Prior to Visit</b>	YES	NO	QUESTIONS	Comments
PP-9	Security procedures and adequate security (Sec. 4204(b)(2)(N))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Program Handbook <input type="checkbox"/> Other_____				
PP-10	Services provided in a safe and easily accessible environment (Sec. 4204(b)(2)(A)(i))	<input type="checkbox"/> Compliance with MDE Safe School Standards <input type="checkbox"/> Emergency drill records (during 21st CCLC) <input type="checkbox"/> Other_____				
PP-11	Evidence of efforts to sustain the program once funding ends; efforts made to secure other sources of funding or in-kind resources to maintain the same level of program services as grant support decreases (Sec. 4204(b)(2)(K))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Sustainability plan <input type="checkbox"/> Description of resources (e.g. grants, leveraged funds, documented in-kind donations) <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-12	<p>Provide and demonstrate practices that ensure the following for participating non-public schools:</p> <p>a. Equitable services to eligible students attending non-public schools, including equitable professional development and parenting activities to participating non-public schools</p> <p>b. Timely and meaningful consultation with appropriate non-public school personnel</p> <p>c. Public control of funds (Sec. 9501)</p>	<p><input type="checkbox"/> Reference 21st CCLC application private school form</p> <p><input type="checkbox"/> Documentation of timely and meaningful consultation (agendas, sign-in sheets, minutes)</p> <p><input type="checkbox"/> Student lists</p> <p><input type="checkbox"/> Expenditure report</p>				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-13	Dissemination of information about the community learning center (including its location) to the community in a manner that is understandable and accessible (Sec. 4204(b)(A)(iii))	<input type="checkbox"/> Program Handbook <input type="checkbox"/> Website, correspondence, flyers, press releases, exhibits <input type="checkbox"/> Other_____				
PP-14	Procedures and consistently applied clear standards for student behavior (Sec. 4204(b)(2)(N))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Student behavior techniques/interventions <input type="checkbox"/> Program Handbook <input type="checkbox"/> Classroom discipline rules <input type="checkbox"/> Incident reports <input type="checkbox"/> Other_____				



		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-15	Program offers a variety of academic enrichment activities and character education activities to all students (Sec. 4205(a))	<input type="checkbox"/> Schedule of activities (variety of activities) <input type="checkbox"/> Lesson plans <input type="checkbox"/> Activity logs/descriptions <input type="checkbox"/> Other_____				
PP-16	Daily nutritious snacks provided for all participants of the community learning center (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Daily snack logs <input type="checkbox"/> Other_____				
PP-17	Procedures and provide safe travel to/from program activities (Sec. 4204(b)(2)(A)(ii))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Sign-in/out logs <input type="checkbox"/> Method of transportation <input type="checkbox"/> Bus seating charts <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-18	Families of students served by the community learning center provided opportunities for literacy and related educational development (Sec. 4201(a)(3))	<input type="checkbox"/> Correspondence (flyers/announcements) <input type="checkbox"/> Family attendance records (sign-in sheets) <input type="checkbox"/> Activities/schedules (agendas) <input type="checkbox"/> Training handouts <input type="checkbox"/> Other_____				
PP-19	Program advisory board meets at least two times per year and includes parents, students, and public and private community members (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Advisory Board members list <input type="checkbox"/> Correspondence <input type="checkbox"/> Meeting agendas, sign-in sheets, minutes <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation</b> <b>Required MCAPS upload by</b> <b>LEA/Subgrantee/MDE Reviews</b> <b>MCAPS Prior to Visit</b>	YES	NO	QUESTIONS	Comments
PP-20	Written agreements between grantee, schools, and collaborating partners that describe the programs and/or services in accordance with the approved grant (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Correspondence/ Participation Letters <input type="checkbox"/> Written contracts and/or letters of agreement <input type="checkbox"/> Description of services <input type="checkbox"/> Other_____				
PP-21	Partners and/or collaborators provide programs and/or services in accordance with the approved grant (Sec. 4204(b)(2))	<input type="checkbox"/> Documentation of services/activities <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-22	Registration forms for all participants that include student demographics (race/ethnicity, limited English proficiency, free/reduced-price lunch, new to school), and attendance records broken down to 30 days or more, and fewer than 30 days (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Registration forms <input type="checkbox"/> Attendance forms <input type="checkbox"/> 21APR data <input type="checkbox"/> Other_____				
PP-23	Program hours, activity schedules, and locations available, accessible, and implemented as stated in the application (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Reference 21st CCLC Application <input type="checkbox"/> Registration information, flyers <input type="checkbox"/> Evidence of program hours, activity schedules, location, student attendance records <input type="checkbox"/> Program Handbook <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-24	Procedures for signing children in and out of the 21st Century program, for locating children at all times, or other evidence to indicate the safety of the students is being addressed (Sec. 4204(b)(2)(N))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS <input type="checkbox"/> Student tracking system <input type="checkbox"/> Daily student attendance records <input type="checkbox"/> Other_____				
PP-25	Maintenance of written plans for activities and forms to track student participation in activities (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Program schedules <input type="checkbox"/> Description of services/activities <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation</b> <b>Required MCAPS upload by</b> <b>LEA/Subgrantee/MDE Reviews</b> <b>MCAPS Prior to Visit</b>	YES	NO	QUESTIONS	Comments
PP-26	Experience or promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement, and positive youth development of the students (Sec. 4204(b)(2)(J))	<input type="checkbox"/> Documentation of scientifically-based and evidenced-based researched programs <input type="checkbox"/> Evidence of prior success (data) <input type="checkbox"/> Anecdotal records <input type="checkbox"/> Other_____				
PP-27	Grantee maintains: a. Organizational chart listing all personnel b. Written job description for each employee for the 21st Century program c. Certifications and qualifications for all key staff (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Organizational chart <input type="checkbox"/> Job descriptions <input type="checkbox"/> Background checks <input type="checkbox"/> Teacher licenses and/or resumes <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-28	Grantee ensures that funds under this part will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds (Sec. 4204(b)(2)(G))	<input type="checkbox"/> Expenditure Reports <input type="checkbox"/> Salary/account distribution report <input type="checkbox"/> List of all employees paid with federal program dollars <input type="checkbox"/> Job description of all federal program employees <input type="checkbox"/> Time and effort documentation of all employees paid with federal funds				
PP-29	System of accountability and continuous evaluation in place to support program improvement, ensure parent and participants' satisfaction, and identify necessary changes (Sec. 4205(b)(2))	<input type="checkbox"/> Program modifications <input type="checkbox"/> Program amendments (if applicable) <input type="checkbox"/> Evaluation reports (External evaluator) <input type="checkbox"/> Other_____				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
PP-30	Grantee evaluates the effectiveness of the program (Sec. 4205(b)(2))	<input type="checkbox"/> Evaluation reports <input type="checkbox"/> Surveys and results from key stakeholders, including parents, students, and collaborators/partners <input type="checkbox"/> Other_____				
PP-31	Evaluation findings regularly and effectively communicated to staff, collaborators, partners, parents, students, and other key stakeholders (Sec. 4205(b)(2)(B)(ii))	<input type="checkbox"/> Evaluation reports <input type="checkbox"/> Executive summary <input type="checkbox"/> Meeting agendas, sign-in sheets, minutes <input type="checkbox"/> Newsletters/press releases <input type="checkbox"/> Other_____				



		<b>Evidence of Program Implementation</b> <b>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	QUESTIONS	Comments
PP-32	Grantee coordinates other Federal, state, and local programs for effective use of resources to meet mutual goals including Title I, USDA Food & Nutrition Services, Summer Food Service, etc. (Sec. 4204(b)(2)(N))	<input type="checkbox"/> Meeting notes/Agendas <input type="checkbox"/> Email/written/phone correspondence <input type="checkbox"/> Other _____				
<b>QQ. TITLE V, PART B, SUBPART 2: RURAL EDUCATION INITIATIVE</b>						
QQ-1	RLIS program application implemented as approved (Sec. 5223)	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> Budget documents showing the reservation was budgeted <input type="checkbox"/> Financial records showing the reserved funds were spent <input type="checkbox"/> Documentation of Implemented Activities				

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
QQ-2	RLIS program activities were allowable under Title I, Part A; Title II, Part A; Title III, Part A; Title IV, Part A or Parental Involvement activities (Sec. 5222)	<input checked="" type="checkbox"/> MCAPS Consolidated Application & Budget <input type="checkbox"/> Budget documents showing the reservation was budgeted <input type="checkbox"/> Financial records showing the reserved funds were spent <input type="checkbox"/> Documentation of Implemented Activities				

		Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	QUESTIONS	Comments
<b>RR. TITLE IX, PART A: MCKINNEY-VENTO HOMELESS EDUCATION</b>						
RR-1	Identification of homeless students (McKinney-Vento Act Sec. 722(g)(1)(F) and (I))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS  <input type="checkbox"/> Written procedures include identification, school selection (including feeder school protocol, if applicable), enrollment, transportation, disputes, and credit for full or partial coursework  <input type="checkbox"/> Written policy indicates annual revision and/or review date (month, date, and year)			<input type="checkbox"/> Does the LEA has written procedures for the education of homeless children and youth that identify and remove any barriers.  <input type="checkbox"/> Does the written procedures include identification, school selection (including feeder school protocol if applicable), enrollment, transportation, disputes, and credit for full or partial coursework.	

		<b>Evidence of Program Implementation</b> <b>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	QUESTIONS	Comments
RR-2	Homeless liaison (McKinney-Vento Act Sec. 722(g)(1)(J)(ii))	<input type="checkbox"/> Copies of agendas, meeting minutes, emails and/or sign-in sheets for professional development activities received by the LEA homeless liaison  <input type="checkbox"/> Copies of agendas, meeting minutes, emails and/or sign-in sheets for professional development activities received by other LEA personnel responsible for the implementation of the McKinney-Vento grant program  <input type="checkbox"/> List of schools and the number of homeless children and unaccompanied youth experiencing homelessness enrolled. (Student roster by student identifier and/or name and school location.)			<input type="checkbox"/> Does the LEA designate a liaison for homeless children and youth that has sufficient training, resources and time to carry out the duties of the McKinney-Vento Act.	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-3	Homeless awareness (McKinney-Vento Act Sec. 722(g)(6)(A)(v, vi); Sec. 722(g)(6)(B); and Sec. 722(g)(5)(C)(iii))	<input type="checkbox"/> Copies of flyers, handouts, written procedures for notifying stakeholders, program brochure, posters that identify Homeless Liaison with contact information <input type="checkbox"/> List of community locations and schools where information is posted <input type="checkbox"/> Training session schedules, emails, minutes, sign-in sheets, agendas, materials (including the LEA homeless policy) for all school personnel training			<input type="checkbox"/> Does the LEA has procedures for providing awareness and contact information of homeless liaison to parents, guardians, and school personnel?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-4	Transportation services (McKinney-Vento Act Sec. 722(g)(6)(viii))	<input type="checkbox"/> Collaborative planning and McKinney-Vento training meeting agendas, sign in sheets with the LEA transportation department personnel, to inform and facilitate coordination, include schedules, agendas, training materials, sign-in sheets, emails, and request forms  <input type="checkbox"/> Copies of trainings and/or meetings with parents/guardians, unaccompanied youth regarding transportation options			<input type="checkbox"/> Does the LEA ensure that parents or guardians are fully informed of all transportation services, including to and from school of origin, and that appropriate assistance to access transportation is provided?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-5	Comparable services (McKinney-Vento Act Sec. 722(g)(1)(B); Sec. 722(g)(5)(C)(ii); Sec. 722 (g)(4))	<input type="checkbox"/> Student rosters, meeting minutes, emails, agendas, sign-in sheets and should include comparable services provided (ex. Title I, 21st Century, EL, IDEA, career technical education, gifted and talented programs)			<input type="checkbox"/> Does the LEA provide services comparable to services offered to other students in the school?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-6	Collaboration of services (McKinney-Vento Act Sec. 722(g)(5))	<input type="checkbox"/> Lists of additional coordinating agencies, their mission, and services provided to homeless children and youth required  <input type="checkbox"/> Copies of memoranda of agreements, contracts, etc. with coordinating agencies, if applicable  <input type="checkbox"/> Copies of meeting agendas, sign-in sheets (i.e. CoC, homeless coalitions, etc.)			<input type="checkbox"/> Does the LEA collaborate with state, local, non-profit and social service agencies or programs to ensure that services are available for homeless children and youth?	
RR-7	Meeting educational needs of the homeless children and youth, including unaccompanied youth (McKinney-Vento Act Sec. 722(g)(1)(B))	<input type="checkbox"/> Copy of the most recently completed needs assessment instrument used by the LEA to determine needs of homeless children and youth, including unaccompanied youth, and the process for conducting this needs assessment (ex: surveys, academic or assessment results, homeless form, etc.)			<input type="checkbox"/> Does the LEA identify the educational needs of the homeless children and youth, including unaccompanied youth?	



		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-8	Coordination of funding (McKinney-Vento Act Sec. 722(g)(4))	<input type="checkbox"/> Consolidated Federal Programs Application in MCAPS  <input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS  <input type="checkbox"/> Evidence that the LEA coordinates programs and services within the LEA (agendas, minutes, notes, referral forms or handouts)  <input type="checkbox"/> Evidence of activities funded through the LEA Title I, Part A reservation for homeless students  <input type="checkbox"/> Procedures for notifying school nutrition office of new homeless students			<input type="checkbox"/> Does the LEA ensures coordination among LEA programs serving students experiencing homelessness, including Title I, Part A, Title III and special education, if applicable?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-9	Coordination of programs (McKinney-Vento Act Sec. 722(g)(1)(E) and Sec. 722(g)(4))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS  <input type="checkbox"/> Sample letters and/or meeting agendas with Head Start, Early Learning Collaboratives  <input type="checkbox"/> Evidence of coordination among programs (e.g. schedules, agendas, minutes, notes, or handouts)  <input type="checkbox"/> Referral Form			<input type="checkbox"/> Does the LEA ensures coordination among LEA programs serving students experiencing homelessness, including Title I, Part A, Title III and special education, if applicable?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-10	Counselor assistance for college and career readiness (McKinney-Vento Act Sec. 722(g)(2)(K))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS  <input type="checkbox"/> Evidence of counselor interaction (e.g. sample letters and/or meeting agendas)  <input type="checkbox"/> Academic and Career Plans  <input type="checkbox"/> On-time graduation and dropout rates disaggregated by homeless status  <input type="checkbox"/> Evidence unaccompanied youth are notified of their independent status on the FAFSA			<input type="checkbox"/> Does the LEA ensure homeless students receive assistance from counselors to advise, prepare, and improve their readiness for college?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-11	Dispute resolution process (State Board Policy 40.1.) (McKinney-Vento Act Sec. 722(g)(1)(C) and Sec. 722(g)(3)E))	<input type="checkbox"/> LEA/Subgrantee policy and/or procedures uploaded to MCAPS  <input type="checkbox"/> Evidence of written notification to parents and unaccompanied homeless youth regarding placement decisions when they are different from what was requested  <input type="checkbox"/> Evidence that the LEA implements a process for the prompt resolution of disputes (e.g. phone log, notes, email messages)  <input type="checkbox"/> Evidence of continued services during dispute process, including transportation  <input type="checkbox"/> Evidence of parent/unaccompanied homeless youth's opportunity to appeal at multiple levels			<input type="checkbox"/> Does the LEA have a dispute resolution process regarding the eligibility, enrollment and educational services that is aligned to State Board Policy 40.1?	

		<b>Evidence of Program Implementation</b> <b>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	QUESTIONS	Comments
<b>SUBGRANTEES ONLY MCKINNEY-VENTO ACT SEC. 723</b>						
RR-12	Annual Evaluation (McKinney-Vento Act Sec. 723(c)(3)E))  <b>(N/A for first-time grantees in their first year.)</b>	<input type="checkbox"/> Most recent reports of statewide assessment performance of homeless students enrolled in the LEA for the last year  <input type="checkbox"/> Progress toward the standards and indicators referenced in the approved RFP  <input type="checkbox"/> Evidence of activities and services provided			<input type="checkbox"/> Does the LEA conduct an annual evaluation of the effectiveness of local grant funded services?	

		<b>Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit</b>	YES	NO	<b>QUESTIONS</b>	<b>Comments</b>
RR-13	Local Use of Funds (McKinney-Vento Act Sec. 723))	<input type="checkbox"/> Approved McKinney-Vento application  <input type="checkbox"/> Evidence the subgrantee expands/improves services provided as part of the regular academic program  <input type="checkbox"/> Evidence the LEA implements required and authorized activities as described in the approved McKinney-Vento application (e.g. budget report, detailed expenditure report)  <input type="checkbox"/> Current list of all personnel paid with McKinney-Vento subgrant funds  <input type="checkbox"/> Procurement packet for contracted services			<input type="checkbox"/> Does the LEA have internal fiscal controls in place to account for the use of subgrant funds in a way that meets federal requirements?	