



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Title Talk Tuesday

Connecting the Consolidated Application & Program Budgets to Monitoring Reviews

OFFICE OF ESSA-FUNDED PROGRAMS

CONNECTING THE CONSOLIDATED APPLICATION & PROGRAM BUDGETS TO MONITORING REVIEWS

- The New York State Education Department (NYSED) – Office of ESSA Funded Program’s ultimate goal, through the processes of monitoring, reviewing and approving a district’s ESSA Consolidated Application and program budgets is directly tied into the overall purpose of the Elementary and Secondary Education Act (ESEA) – Every Student Succeeds Act (ESSA) of:
- *Creating a set of interlocking strategies to promote educational equity by providing support to districts and schools as they work to ensure that every student succeeds.*

All our efforts are focused on meeting these purposes.

TITLE TALK TUESDAY – *CONNECTIONS TO MONITORING*

- The intent and purpose of these sessions is to provide the field with information about a range of topics related to the implementation of ESSA-Funded programs.
- The schedule, registration links and additional guidance materials can be found in the [Training Opportunities](#) section of the website.
- An extended question and answer period with program staff will be available after the short presentation.
- Please use the chat function at any point during the webinar to ask questions.
- Additional questions may be submitted by emailing CONAPPTA@NYSED.GOV

TITLE TALK TUESDAY – *CONNECTIONS TO MONITORING*

- A district's ESSA Consolidated Application, FS-10 Program Budgets, and Budget Narratives are intimately linked to the NYSED Office of ESSA Funded Programs monitoring protocols to help ensure that all children are provided significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps
- **As mentioned earlier in our presentation ESSA is about creating a set of interlocking strategies to promote educational equity by providing support to districts and schools as they work to ensure that every student succeeds.**
- Your NYSED monitoring reviewer is looking to see that the use of funds is tied to the districts outcomes and goals presented in your approved consolidated application and their approved budgets.

TITLE TALK TUESDAY – *CONNECTIONS TO MONITORING*

When the Office of ESSA-Funded Programs monitors a district we look for the following:

- *Did the district meet the “intents and purposes” of programs as described in its Consolidated Application?*
- *Did a district document (and retain documentation of) the program evaluations and assessments they described in the Consolidated Application?*
- *Did a district have documentation of continuous evaluation and assessment of programs and services as described in their Consolidated Application?*
- *Consultation & Collaboration: Did a district document (and retain documentation of) their consultation efforts with all of the required ESSA programs stakeholder groups?*

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- Districts often mistakenly believe that the “Consultation & Collaboration Documentation” form from the Consolidated Application is sufficient documentation of its required consultation and collaboration efforts within the various ESSA programs. *It is not.*
 - *Our office also looks for collaborating evidence of those participants through such supporting documentation as agendas, meeting minutes, attendance lists for multiple meetings, training materials, telephone logs, e-mails, or informational materials such as slide presentations.*
- The same goes for the “LEA Affirmation of Consultation with Appropriate Private School Officials” form. Supporting documentation of the consultation throughout the school year must be maintained by the LEA.
 - *Did a district document and retain documentation of continuous consultation and collaboration with private school officials for the programs and services they are receiving from the district?*

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- There are also a set of assurances at the beginning of the Consolidated Application that applies to all the program areas in public school districts and their schools. At various levels, depending upon the type of review taking place, our office also monitors compliance with those assurances.
- Within the “Affirmation of Consultation with Private School Officials” form in the Consolidated Application are a set of “Assurances” for *each program they are applying for funds*. **NYSED is required to monitor that a district has met those assurances.**
- Our office does that through interviews and *documentation review*.

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- **Budgets and Budget Narratives:** *Connections to monitoring:*
 - The Consolidated Application asks each district to breakdown their Title I, Part A allocation by building level, starting with the highest poverty building and working down to the lowest poverty building.
 - *We monitor fiscal documentation down to the building level for Title I-A to see if expenditures match what was entered into the district's Consolidated Application.*
 - Did the district, if required, set-aside the 1% for Title I Parent and Family Engagement? Did the district set-aside its required Homeless Reserve?
 - *We look for the fiscal documentation that shows not only that the funds were budgeted, but were also obligated (i.e. spent) in the current year.*

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- **Budgets and Budget Narratives Connections to Monitoring (continued)**
- The Consolidated Application asks a district to breakdown their Title II, Part A allocation by allowable Conditions of Use.
 - *We monitor fiscal documentation of the Title II program to see if expenditures match what was entered into the district's Consolidated Application under Conditions of Use.*
- Similarly, the Consolidated Application asks a district to breakdown their Title IV, Part A allocation into the (3) content areas of a *Well-Rounded Education (WRE)*, *Safe & Healthy Students (SHS)*, and *Effective Use of Technology (EUT)*.
 - *During monitoring we look for fiscal documentation of Title IV to see if expenditures match what was entered into the district's Consolidated Application under each of the content areas (WRE, SHS, EUT).*

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Did a district's Consolidated Application program narratives, FS-10s and Budget Narratives, along with other fiscal documentation, correlate with each other, and show that funds were being expended for:

- Staff Salaries-Administrative, instructional, support and building-level positions
- Professional Development - Purchased Services with vendors
- Supplies and materials allowed under program restrictions – Benefits - Indirect costs – BOCES services - Equipment

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- The Office of ESSA Funded Programs monitors for all of those expenditures.
- We check for allowability, and what ***was asked for and approved, was expended.***
- If a district submits an FS-10A that radically changes the direction, intents and purposes of the originally approved FS-10 we ask for ***documentation of evaluation and assessment justifying the change in direction.***

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Other things we check for from the Consolidated Application when we monitor:

- Private Schools receive their equitable share of funds and services before any allowable reserves are taken out
- Required reserves, such as a homeless education reserve, as applicable; a reserve for students residing in Neglected and/or Delinquent facilities, parent and family engagement
- Finally, when all is said and done, through monitoring, we connect what you've put into the Consolidated Application and your budgets to your documentation efforts, to show that what you said you were going to do, *and were approved for*, you did.

NYSED SUPPORT

Please contact the Office of ESSA Funded Programs by phone at (518) 473-0295 or via email at conappta@nysed.gov if you have any questions or concerns regarding the content of the session.

Thank You for Your Continued Collaboration!

- *For Additional Guidance and Support*, please visit our web-site at:
<http://www.nysed.gov/essa/schools/consolidated-application>



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