

The Uniform Grant Guidance authorizes the Florida Department of Education (FDOE) to monitor local educational agency (LEA) functions and activities for programs under the Elementary and Secondary Education Act (ESEA). The FDOE will monitor LEAs receiving funds in 2019-2020 for Title II, Part A in one of the following methods: desktop plus monitoring, desktop monitoring, or self-monitoring.

Monitoring Work Papers:

Submission of responses and evidence items will be made via email to Title2A@fldoe.org on or before Friday, January 24, 2020. Early submissions are accepted. (I know some of your email servers do not allow multiple large files to be sent via email. Feel free to break up your document submissions into multiple emails.) Title II will not be using the online monitoring system to collect work papers this year.

All LEAs are required to submit a self-evaluation certification (SEC), an assurance signed by the superintendent, certifying that all submissions are accurate. Please submit this document via email to Title2A@fldoe.org. A paper-mailed copy is not required.

Please review the work papers carefully to be sure you are responding to and providing evidence for each item included in this year’s ESSA-based questions. Response questions and evidence items submitted should be in reference to Title II, Part A funds expended during the 2018-19 school year.

The timeline for completing monitoring for Title II, Part A is outlined below:

Title II, Part A Monitoring Work Papers released to LEAs	Thursday, November 21, 2019
Desktop Plus and Desktop Work Paper Submissions Due and Self-Evaluation Certification Form for ALL LEAs Due	Friday, January 24, 2020 to Title2A@fldoe.org
Lynn Talley will review all submitted work paper submissions	Monday, January 27 through Friday, March 13
Onsite Monitoring Visits	There will be no onsite, in-person visits this year for Title II, Part A

LEAs To Be Monitored:

- Desktop Plus Monitoring LEAs: Complete Title II work papers and submit responses and evidence documentation via email to Title2A@fldoe.org.
 - **Hamilton**
 - **FAMU DRS**
 - **Jefferson/Somerset**

- Desktop Monitoring LEAs: Complete Title II work papers and submit responses and evidence documentation via email to Title2A@fldoe.org.
 - **Franklin**
 - **Gulf**
 - **Madison**

- Self-Monitoring LEAs:
All LEAs NOT listed above will self-monitor.
 LEAs selected for self-monitoring are not required to submit questions and evidence items via email. However, please keep in mind that the department may request access to the work paper documents at any time.

Self-Evaluation Certification Form for All LEAs:

ALL LEAs (no matter if you are desktop plus, desktop, or self-monitoring) will need to complete this form and email it back to me **by Friday, January 24, 2020**. I have highlighted the areas in yellow that need to be completed.

The “Compliance Status” section identifies the areas that your LEA met compliance, areas that require further action, and areas that are not applicable for your LEA. To complete the “Compliance Status” section, you will write the compliance item identifier (A1, A2, A3, A4, A5, A6, C1, C2, C3, C4, C5, and C6) in the box that corresponds with your level of compliance. Each item identifier should be placed in one of the three middle boxes on the certification form.

**2019-2020 Every Student Succeeds Act (ESSA) and Selected Florida Statutes Monitoring
Title II Self-Evaluation Certification Form**

Local Education Agency:

Assurances: A1, A2, A3, A4, A5, and A6

Compliance Items: C1, C2, C3, C4, C5, and C6

Program	Compliance Status	Program Contact Information
Title II Part A, Supporting Effective Instruction	Requirements Met:	Name Email Phone
	Requirements Not Met / Further Action Required (System Improvement Plan Required):	
	Not Applicable*:	

*If not applicable because the LEA does not participate in this program, please indicate this.

Other Notes:

- “Sample Evidence Document Items” – The current work papers do not provide examples for types of documents to be submitted as evidence items. Because the state does not standardize the implementation of Title II requirements, each LEA will have different documents to demonstrate compliance with each requirement.

For example, every single LEA evaluates the effectiveness of implemented programs differently. For this item: “The LEA annually evaluates the effectiveness of its Title II, Part A program to address student and educator learning needs. [ESEA Section 8101\(42\)\(B\)\(xi\)](#),” your LEA may submit a detailed analysis that dedicated data researchers complete at the end of the school year to determine effectiveness. This analysis report and the data collected would be appropriate as evidence items.

Your LEA may be smaller and you may not have dedicated data analysts; your district leadership may meet at the end of each school year to review data and discuss continuing, changing, or deleting current implemented programs as a result of the LEA’s data review. Any evidence items you have to demonstrate that the meeting and discussion about evaluating the effectiveness of your implemented programs, including the analysis documents themselves, would be appropriate.

The bottom line is – I know you are meeting these requirements. I just need any evidence you have to demonstrate that you are. These evidence items will look different for each LEA. If you get stuck, think to yourself, “How are we meeting this requirement?” and then, “What documentation can I provide to prove that this occurred?”