

West Virginia Department of Education
 Elementary and Secondary School Emergency
 Relief Fund (ESSERF)
 LEA Monitoring Document

LEA:	LEA Personnel:	WVDE Program Monitor(s):	Date(s) of Monitoring Visit:
Hancock	Joseph Campinelli Andrea Dulaney	Michelle Leftwich Carrie Reeves Elizabeth McCoy	July 25, 2022

The following monitoring document is provided to local education agency personnel to be used for the monitoring of their ESSER I funded program. For each of the monitoring indicators, program compliance and/or effectiveness is determined based on interview responses, supporting evidence provided by the Local Education Agency (LEA), as well as information gathered through the statewide WVEIS data collection and the Grants and Planning System (GPS) platform.

The list, found beside Sample Evidence, has examples of documentation that may be submitted and/or reviewed. The LEA must keep five years of documentation related to monitoring indicators. An official notice of monitoring will be provided to the LEA, which will indicate the exact school year documentation that is to be submitted for the monitoring year in which the LEA is scheduled for review. The LEA will submit required documentation, via Office 365—One Drive folder provided by the Office of Federal Programs. If monitoring findings warrant, the WVDE Office of Federal Programs reserves the right to request prior year documentation to complete monitoring reviews.

During review, the program monitor(s) will provide the following ratings for each monitoring item:

- **Compliance**-- the LEA meets all requirements of statute or regulation in the implementation of its program.
- **Meets Compliance with Recommendations**-- the LEA meets minimum requirements of statute or regulation in the implementation of its program. In this case, a recommendation may be issued.
- **Does Not Meet Compliance**-- the LEA does not meet the minimum requirements of statute or regulation in the implementation of its program, in this case, a finding will be issued.

	RATING & COMMENTS <ul style="list-style-type: none"> ▪ Compliance ▪ Meets Compliance with Recommendation(s) ▪ Does Not Meet Compliance—Finding ▪ NA - Not applicable
<p>1. The LEA provides services to private school students and teachers in an equitable manner based on the needs of the private schools choosing to participate.</p> <p>Sample Evidence: Private school agreements, contractual agreements, documented expenditures, LEA interviews</p> <p>WVDE Verification: ESSER Application</p>	<p>Does Not Meet Compliance – Finding: No consultation planning sheet was provided for St. Joseph.</p> <p>For Corrective Action: The LEA will either need to submit evidence of the consultation planning that took place with St. Joseph or submit in writing their procedures for offering equitable services to private schools to include templates of intent to participate document, needs assessment, affirmation of consultation, consultation planning sheet, timeline, and funding allocation notification form. This will need to be submitted to the Office of Federal Programs by September 23, 2022.</p>
<p>2. The LEA complies with all requirements for notification and consultation with private school officials.</p> <p>Sample Evidence: Notification letters and other private school related documents, LEA interviews</p> <p>WVDE Verification: Consultation documentation in ESSER Application</p>	<p>Does Not Meet Compliance – Finding: No evidence was provided for the consultation with St. Joseph and Madonna schools.</p> <p>For Corrective Action: The LEA will either need to submit evidence of the intent to participate forms that were sent to Madonna and St. Joseph or submit in writing their procedures for offering</p>

equitable services to private schools to include templates of intent to participate document, needs assessment, affirmation of consultation, consultation planning sheet, timeline, and funding allocation notification form. This will need to be submitted to the Office of Federal Programs by September 23, 2022.

Does Not Meet Compliance – Finding:

Purchase Order #65667 (Professional Plastics) - This purchase for \$40,146.39 for desk shields required competitive bids and for the request for bids to be publicly advertised. (Policy 8200 7.11.4). There was no evidence submitted to indicate that this process was followed.

Purchase Order # 65404 (Guardiar Solutions) - This purchase for \$107,238.00 for Human Temperature Camera required the request for bids to be publicly advertised and to be received in the form of sealed bids (Policy 8200 7.11.5). There was no evidence submitted to indicate that this process was followed.

Purchase Order # 65900 (Robertson Heating) - this purchase of \$22,056.19 for water bottle filling stations required a minimum of three written bids (Policy

3. The LEA only spends funds for allowable activities based on an approved ESSER Application.
Sample Evidence: A sampling of financial records will be requested by WVDE to check allowable costs.
WVDE Verification: WVEIS, ESSER Application

	<p>8200 7.11.3). There was no evidence submitted to indicate that this process was followed.</p> <p>For Corrective Action: The LEA must submit either the documentation to show that these procedures were followed or provide written procedures on how the LEA will ensure that the bidding requirements per Policy 8200 will be adhered to moving forward, to the Office of Federal Programs and Support by September 23, 2022.</p>
<p>4. The LEA does not exceed their approved indirect costs rate.</p> <p>WVDE Verification: WVEIS, ESSER Application</p> <p><i>EDGAR, Section 76.563</i></p>	<p>Does Not Meet Compliance – Finding:</p> <p>Due to object code 733 (Furniture and Fixtures) being excluded from indirect cost recovery, Hancock County has exceeded the allowable indirect cost by \$1,383.30 in FY21. Hancock was under the allowable indirect cost by \$248.83, which leaves the total overage \$1,134.47.</p> <p>For Corrective Action: The LEA must reimburse the federal grant for the amount overcharged on indirect cost and upload the documentation to the One Drive Folder.</p> <p>*The calculation spreadsheet will be attached to the email with this report as well.</p>

<p>5. The LEA supports an updated equipment list for all federally funded purchased items (public and private schools) and conducts a physical inventory of all equipment (individual item cost of \$5K or more) at least once every two years.</p> <p>Sample Evidence: ESSER funded equipment inventory, LEA interviews, written procedures for managing equipment</p> <p><i>EDGAR 80.32(b)</i></p>	<p>Does Not Meet Compliance – Finding:</p> <p>No evidence was provided for this indicator</p> <p>For Corrective Action: The LEA must either provide the evidence for this indicator or provide the procedures for managing equipment in writing to the Office of Federal Programs by September 23, 2022.</p>
<p>6. All ESSER I funded staff complete Time and Effort reports (monthly or semi-annual).</p> <p>Sample Evidence: Time and Effort reports for all individuals paid out of ESSER I funding (full and part-time)</p> <p>WVDE Verification: Certified list, Expenditure reports</p> <p><i>OMB 2 CFR Part 200.430 Subpart E</i></p>	<p>NA</p>
<p>7. LEA has a system of internal controls.</p> <p>Sample Evidence: Internal Controls Policy / Procedure</p>	<p>Does Not Meet Compliance – Finding:</p> <p>No evidence was provided for this indicator</p> <p>For Corrective Action: The LEA must either provide the evidence for this indicator or provide the LEA’s internal control policy / procedure to the Office of Federal Programs by September 23, 2022.</p>