February 15, 2024

Dear Colleagues,

I am writing to provide an update on the Office of the State Superintendent of Education (OSSE) policy regarding OSSE's annual monitoring reviews for fiscal year 2023 (FY23) grants. Due to the influx of Elementary and Secondary School Emergency Relief (ESSER) grants, OSSE has been using a revised risk assessment for the past two years. The purpose of this letter is to provide an update on the risk assessment that will be implemented this year for programmatic and fiscal monitoring of FY23 grants to assist local education agencies (LEAs) in planning and preparation.

Overview

OSSE published the original [Sub-Recipient Monitoring Policy](#) in 2016, which outlines the monitoring approach and processes of the agency. In this policy, OSSE states that the selection of LEAs for monitoring is based on a minimum of 11 monitoring criteria. Through this assessment, OSSE has historically monitored approximately 10 to 20 LEAs each year. OSSE will not use the 11 criteria for identifying which LEAs to monitor during the 2022-23 school year as stated in the policy.

Selection for Monitoring

OSSE has selected LEAs for monitoring of FY23 grants based on a risk assessment focused on LEAs that had lapsed ESSER funds and those not programmatically monitored in recent years. Selection of LEAs was based on the following:

- LEAs with lapsed ESSER II-CRRSA funds were automatically selected for monitoring on FY23 grants.
- If an LEA was not programmatically monitored in the past five years (FY18-FY22) and meets two or more of the following criteria on FY23 grants, they are selected for FY23 grants monitoring:
  - Submitted more than 75 percent of its FY23 reimbursement requests in the last month of the fiscal year or after the close of the fiscal year (i.e., from September–December);
  - Had been open for fewer than five years;
  - Had a school designated for school improvement in OSSE's accountability system;
  - Had total grant expenditures in the top 75th percentile for FY23 (making it one of the largest grants OSSE oversees); and/or
  - Demonstrated issues with reporting timeliness and/or application quality across multiple grant programs.

Scope of Monitoring

All selected LEAs will receive programmatic monitoring. Additionally, any LEAs selected that have expended ESSER funding in FY23 will receive fiscal monitoring for compliance with procurement requirements only. The following grants may be included in OSSE's monitoring reviews:

- Elementary and Secondary Education Act, as amended (ESEA), Title I, Part A: Improving Basic Programs Operated by Local Education Agencies
- ESEA, Title I: 1003 School Improvement IIS
- ESEA, Title II, Part A: Teacher and Principal Training and Recruiting High Quality Teachers, Principals and Other School Leaders
- ESEA Title III, Part A: Language Instruction for Limited English Proficient and Immigrant Students
- ESEA Title IV, Part A: Student Support and Academic Enrichment Grants
- ESEA Title IV, Part B: 21st Century Community Learning Centers
- ESEA, Title V, Part B: Charter Schools Program
- McKinney-Vento Homeless Education Assistance
- American Rescue Plan Elementary and Secondary School Emergency Relief Homeless Children and Youth Fund I (ARP Homeless I)
- American Rescue Plan Elementary and Secondary School Emergency Relief Homeless Children and Youth Fund II (ARP Homeless II)
- Individuals with Disabilities Education Act (IDEA), Part B
- American Rescue Plan, Individuals with Disabilities Education Act (ARP IDEA)
- Scholarships for Opportunity and Results (SOAR) Act, Formula
- Scholarships for Opportunity and Results (SOAR) Act, Facilities
- Scholarships for Opportunity and Results (SOAR) Act, Teacher Pipeline
- Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), Elementary and Secondary School Emergency Relief Fund (ESSER II-CRRSA).
- Elementary and Secondary School Emergency Relief Fund Equivalent (ESSER II Equivalent).
- American Rescue Plan, Elementary and Secondary School Emergency Relief Fund (ESSER III-ARP)

Next Steps
- Identify an LEA Point of Contact (POC)
  - Once you receive your monitoring notification from your OSSE monitoring lead, you will be asked to provide the name, email address and phone number of the primary point of contact at your LEA for monitoring.
- Notify Third Party Vendors (if applicable)
  - We encourage you to reach out to any third-party vendors to alert them that their assistance may be needed in providing available fiscal documents.

We will continue to share general updates through the K12 grants newsletter, and you will receive details specific to your LEA in February via email. We look forward to a successful and productive monitoring review.

For questions or additional information, please reach out to OSSE.Monitoring@dc.gov.

Sincerely,

Nikki Stewart
Assistant Superintendent of Systems & Supports, K-12