

LEA/IHE

MONITORING TIMELINE



LEAS/IHES COMPLETE A PROGRAMMATIC AND FISCAL DESK AUDIT FOR THEIR CG/PERKINS GRANT BASED ON A COMBINATION OF RISK EVALUATION RESULTS AND A ROTATION SCHEDULE.

PROCESS:	TIMELINE:	COMPLETED:
WDE performs risk evaluation of subrecipients	September - February of SY preceding monitoring year	
WDE contacts subrecipients about desk audit <ul style="list-style-type: none"> • Notification by both electronic and hard copy letter • Superintendents' Memo 	March of SY preceding monitoring year <ul style="list-style-type: none"> • For example, LEAs monitored in SY 17-18 would be notified in March of 2017 	
Subrecipient submits desk audit documentation to the WDE <ul style="list-style-type: none"> • Documentation uploaded electronically • WDE Program Managers may follow-up with subrecipient for further clarification and/or documentation 	October 1 of monitoring year	
WDE review of desk audit completed <ul style="list-style-type: none"> • Each Federal Program Manager reviews, enters comments into the CG Monitoring Protocol document and WDE CG Manager conducts final processing • WDE Perkins Program Managers will conduct final processing of IHE desk audits 	January 1 of monitoring year	
WDE Program Managers meet to determine the need for on-site follow-up visits	Mid-January	

PROCESS:	TIMELINE:	COMPLETED:
<p>WDE notifies subrecipients of the following:</p> <ul style="list-style-type: none"> • Closeout of monitoring process if no further action is required, along with documentation of commendations and recommendations • Corrective Action Plan (CAP) requirement, if necessary, along with documentation of commendations, recommendations, and further actions required • On-site follow-up visit notification, if necessary, along with documentation of commendations and areas in need of further review • Notification by both electronic and hard copy monitoring results letter 	End of January	
<p>WDE Program Managers conduct on-site visit, if required</p> <ul style="list-style-type: none"> • Introductory meeting w/key personnel • Review of requested documentation and/or CTE equipment • Exit interview with key personnel upon completion of on-site review 	Spring Semester (mutually scheduled with subrecipient)	
<p>WDE CG Manager (or Perkins PM for IHEs) sends subrecipient Monitoring Results Letter</p> <ul style="list-style-type: none"> • Details findings and any further steps required 	Within 30 business days of the completed visit	
SUBRECIPIENTS IN NEED OF CORRECTIVE ACTIONS		
Subrecipients complete and submit Corrective Action Plan to the WDE CG Manager (or Perkins PM for IHEs)	Within 45 business days of receipt of Monitoring Results Letter	
WDE - Appropriate Program Manager reviews CAP	Within 30 business days of receipt of CAP	

PROCESS:	TIMELINE:	COMPLETED:
SUBRECIPIENTS IN NEED OF CORRECTIVE ACTIONS		
<p>WDE - CG Manager (or Perkins PM for IHEs) contacts the subrecipient regarding the acceptance of the Corrective Action Plan</p> <ul style="list-style-type: none"> • If revisions to CAP are necessary, subrecipient will be notified. Subrecipient will resubmit CAP with signed revisions. • CAP revisions will be reviewed by respective WDE Program Managers upon submission • When revisions are accepted, CG Manager (or Perkins PM for IHEs) will notify subrecipient regarding acceptance of CAP • If CAP is approved, subrecipient may proceed with implementation 	<p>Upon completion of Program Manager CAP review</p> <ul style="list-style-type: none"> • Within 10 business days of revision notification • Within 10 business days of receipt of revisions • Upon completion of Program Manager review 	
<p>Subrecipient implements Corrective Action Plan and provides documentation to WDE</p> <ul style="list-style-type: none"> • Documentation provided should reflect successful implementation of corrective actions 	<p>Based on approved CAP timeline</p>	
<p>WDE - Program Manager/s conduct TA with subrecipient as needed</p>	<p>Ongoing</p>	
<p>WDE - Program Manager/s communicate/s to CG Manager that subrecipient has completed corrective actions</p>	<p>Ongoing and as set forth by CAP timeline</p>	
<p>WDE - CG Manager (or Perkins PM for IHEs) Sends Subrecipient Corrective Action Completion Notification</p> <ul style="list-style-type: none"> • Notification by both electronic and hard copy letter 	<p>Upon completion of CAP</p>	