



# Strategic Improvement Bureaus Federal Programs Monitoring

**Florida Association of Federal and State Education Program  
Administrators (FASFEPA)**

**September 11, 2024**



FLORIDA DEPARTMENT OF  
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# Florida Department of Education (FDOE) Presenters

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## Topics

- Purpose of Monitoring
- Risk Assessment
- Program Compliance Indicators
- FDOE Monitoring Reflections

## Purpose of Monitoring

- Ensure LEAs are in compliance with applicable federal and state grant requirements.
- Allow FDOE the opportunity to provide technical assistance to LEAs to meet their needs.

## Risk Assessment

- Risk Assessment Data
- Feedback from Committee of Practitioners (CoP)
- Designation of Risk Score
- Risk scores will be used to determine which LEAs are selected for desktop or onsite monitoring.

## Program Compliance Indicators: Common Program Compliance Items

- Stakeholder Consultation for Grant Application
- Property Equipment, Inventory
- **Records Retention**
- Required Written Procedures
- **Compensation Records**
- Allowability of Cost
- Financial Management
- **Procurement**
- **Contracts**
- **Charter School Reimbursements**
- Supplement, Not Supplant
- Common Federal Program Guidance
- Comprehensive Needs Assessment
- Maintenance of Effort

## FDOE Monitoring Reflections: Records Retention

- Show the amount of federal funds.
- Show how the LEA used the funds.
- Show the total costs of federally supported project.
- Show compliance with program requirements.
- Must be maintained for a minimum of five years.

## FDOE Monitoring Reflections: Compensation Records

LEA appropriately documents employees' time and effort whose salary and wages are supported, in whole or in part, with federal funds. Additionally, the LEA has appropriately allocated the salaries, fringe benefits and other charges associated with employees who have responsibilities related to more than one program and tracked their time in accordance to cost objectives. The LEA regularly reconciles the budget with time worked and makes budget adjustments as necessary. Compensation for personal services includes all remuneration, paid currently, or accrued, for services of employees rendered during the period of performance under the federal award, including but not necessarily limited to wages and salaries.



## FDOE Monitoring Reflections: Procurement

Each LEA must meet each of the following standards in procuring goods and services purchased using federal funds:

- The LEA's (or, as applicable, a charter school's) own policies and procedures.
- State procurement requirements, in accordance with Rule 6A-1.012, Florida Administrative Code (F.A.C.). This rule is applicable to school district LEAs, but not to other LEAs.
- Federal procurement methods and thresholds as established in the UGG.

## FDOE Monitoring Reflections: Contracts

Contracts (including purchase orders) made by each LEA must contain required provisions in accordance with Appendix II to 2 CFR Part 200 of the UGG, including, where applicable, the Davis-Bacon and Related Acts.

## FDOE Monitoring Reflections: Charter School Reimbursements

An LEA that is a charter school sponsor must:

- Timely notify charter schools within the LEA of the opportunities for funding;
- Timely include charter schools in the application and budget for each program;
- Ensure that charter activities are compliant with the requirements of each program; and
- Timely and accurately reimburse charter schools for allowable expenditures, or if advance payment is authorized, ensure that funds are expended in accordance with Cash Management Principles, as noted in the Green Book.



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# Questions & Answers

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