



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

December 18, 2014

MEMORANDUM

TO: Intermediate School District Superintendents with 2013-2014
Title I Regional Assistance (RAG) Grants

FROM: Bill Witt, Supervisor *B Witt*
Office of Education Improvement and Innovation

SUBJECT: Michigan Department of Education Monitoring of 2013-2014
Title I Regional Assistance (RAG) Grants

In early 2015 the Michigan Department of Education (MDE), Office of Education Improvement and Innovation (OEII), will continue its monitoring of the Title I Regional Assistance Grants (RAG) for the 2013-2014 project year which ended September 30, 2014. Not all grant projects will be monitored via the on-site monitoring process; however, the MDE seeks to make all subgrantees aware of the monitoring requirements to assist in their preparation for desk monitoring and scheduled on-site monitoring visit of selected recipients.

Intermediate School Districts (ISDs) with projects selected for the on-site monitoring will be notified early in 2015. ISDs selected for either desk review or on-site monitoring must send electronic documents to the MDE OEII for review. The Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS) will not be used for the monitoring and review of the 2013-2014 Title I Regional Assistance Grants.

ISDs selected for on-site monitoring of the RAG award will be visited by a one to two person team from the MDE OEII for a period of three to eight hours to conduct the monitoring at the ISD offices. Required and requested supporting documentation must be available for the on-site review during the monitoring visit. Specifics about the documents to be reviewed are in the attached, *Program and Financial Documents & Artifacts for Review*. Also provided for guidance is the document, *MDE Indicators of Fiscal Compliance for On-Site Monitoring and Review*. This information is provided at this time so that ISDs may begin to collect and organize the documents for the monitoring and review of the 2013-2014 RAG as well as future monitoring of RAG awards.

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Though not all projects may be selected for on-site monitoring every year, some ISDs may be selected for monitoring in multiple years. If the ISD is selected for on-site review and monitoring, the MDE staff will work with the ISD program staff responsible for grant implementation to arrange a mutually agreeable date and time to complete the on-site monitoring visit. Both program and financial staff should be present and available from the ISD to provide explanation and discuss the procedures and documentation provided by the ISD in implementation of the grant project. The preliminary organization of ISD documents for the review should help the ISD to prepare for future desk or on-site monitoring later in the year when scheduled. Questions regarding this communication may be addressed to Greg Olszta at 517-241-4715, or olsztag@michigan.gov.

Attachments