COLORADO DEPARTMENT OF EDUCATION

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Colorado Federal Integrated Review System

Integrated Desk Review Overview [School District]

Overview and Purpose

[School District] has been selected for an Elementary and Secondary Education Act (ESEA) Federal Integrated Desk Review Monitoring by the Unit of Federal Program Administration during the fall of the 2013-2014 school year. The purpose of this review is to determine whether or not the LEA has implemented its ESEA program in accordance with all federal requirements associated with the receipt of federal funds for school years 2011-2012, 2012-2013 and 2013-2014 year-to-date.

Our review will focus on three overarching questions:

(1) Did the LEA implement the plans in the 2011-2012, 2012-2013 and 2013-2014 year-to-date consolidated applications as approved?
(2) Is the LEA in compliance with the requirements set forth in ESEA, EDGAR and relevant OMB Circulars?
(3) Do expenditures from the LEA align with reported activities?

Who

The CDE monitoring team will need to have the applicable LEA title programs and fiscal personnel upload all required documentation into the C-FIRS Tracker System by Monday, December 2, 2013. CDE staff plan on beginning the desk reviews the first and second weeks of December and may need LEA staff to be available by phone or e-mail to answer any questions. CDE staff will work with district staff to set-up phone calls for that period.

How to Prepare

Attached to this document is a specific list of all indicators CDE will be monitoring. At this time, this indicator list is preliminary. It represents the largest possible number of indicators the LEA could be monitored on. This list matches the indicators in the desk review monitoring instrument in the C-FIRS Tracker System, available by mid-November.

The C-FIRS Tracker System will be the main vehicle for the CDE monitoring team and LEA staff to communicate before and after the review. The C-FIRS Tracker system can be accessed at https://tracker.cde.state.co.us. LEA staff should begin gathering evidence to demonstrate compliance with each of the monitoring indicators. Each indicator in Tracker has listed the acceptable evidence that would demonstrate compliance.

CDE's expectation is that all requested and necessary documents be uploaded by Monday, December 2, 2013. Resources for the C-FIRS Tracker System can be found online at: http://www.cde.state.co.us/FedPrograms/monit/index.asp.

Phone Conference & Webinar

The CDE monitoring team would like to schedule a phone conference to answer any of your general questions. The purpose of the phone conference is to describe the monitoring process. This call will also be an opportunity to discuss any concerns or questions about specific indicators, required documentation, or any other part of the desk review. CDE will arrange the date for this with the district(s). CDE also plans to host a webinar on the C-FIRS Tracker System, details to follow.

Monitoring Follow-Up

The CDE monitoring team will provide a monitoring report that addresses all the indicators in the C-FIRS Tracker System within thirty business days of the desk review. This report will be available through the C-FIRS Tracker System, which will outline all recommendations, findings and any required corrective actions for the LEA. Usually, if the CDE monitoring team has findings on a particular indicator, a plan to ensure future compliance with the indicator will be requested.

The LEA is required to respond to all findings in the C-FIRS Tracker System within thirty business days of receiving CDE's report, unless otherwise noted. If the LEA has any questions about the findings or recommendations, please contact the appropriate CDE staff member who participated in the desk review. Failure to respond to findings can result in conditions to current and/or future grant awards.

Contacts

The CDE monitoring team looks forward to working with LEA to prepare for the site visit. If you have any questions, please contact Genevieve Hale at hale_g@cde.state.co.us or 303-866-6618.