

## Subgrantee Monitoring Process

Updated September 2019

### CDE DESK MONITORING - Annual

---

#### Programmatic Monitoring

- ✓ End-of-year subgrantee reports
- ✓ End-of-year report for the U.S. Department of Education
- ✓ Various emails and phone correspondence

#### Fiscal Monitoring

- ✓ Budget submissions and updates
- ✓ Interim Fiscal Report
- ✓ Review of timely requests of funds
- ✓ Annual Financial Report
- ✓ Review of LEA/BOCES Single Audit Reports
- ✓ Various emails and phone correspondence

### CDE ON-SITE MONITORING – Based on a Tiered-Intervention Approach

---

Minimum of once per 3-year grant cycle, unless one or more of the following conditions exist:

- Transitions at the LEA/BOCES administration, program, or fiscal leadership level
- Past programmatic or fiscal monitoring findings not addressed
- Major program or fiscal implementation changes to the grant
- Programmatic or fiscal questions or concerns arise

### CDE ON-SITE VISITS FOR TECHNICAL ASSISTANCE

---

- Transitions at the LEA/BOCES administration, program or fiscal leadership level
- Requested by LEA

### ON-SITE MONITORING TOOLS AND RESOURCES

---

- Monitoring will take into account activities and services provided during the current 3-year grant cycle
- Monitoring will include interviews with LEA/BOCES McKinney-Vento program leadership and other key leadership as requested in the *McKinney-Vento Homeless Education (Title X) Onsite Program Review Document* and/or through correspondence with the McKinney-Vento State Coordinator
- Updates to the monitoring document will be posted to the CDE website by September 1 of each year
- Monitoring may include visits to other programs or services related to the LEA/BOCES MV subgrantee program



## Where can I learn more?

- Kerry Wrenick, State Coordinator for the Education of Homeless Children and Youth:  
303.866.6930 or [wrenick\\_k@cde.state.co.us](mailto:wrenick_k@cde.state.co.us)
- CDE's McKinney-Vento Webpages:  
[www.cde.state.co.us/dropoutprevention/homeless\\_index](http://www.cde.state.co.us/dropoutprevention/homeless_index)