



State of Alabama
COVID Relief Funds
Monitoring Document
2021-2022

Purpose:

The State of Alabama has received approximately \$3.2 billion to prevent, prepare for, and/or respond to the COVID-19 pandemic. These emergency funds are available for a wide range of activities to address the diverse needs arising from or exacerbated by the COVID-19 pandemic.

The Alabama State Department of Education (ALSDE) has the responsibility to monitor all subrecipients receiving Federal funds to ensure that all applicable fiscal and programmatic goals are achieved and that subawards are used for authorized purposes and in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

Monitoring Schedule for 2021-2022 School Year:

October 13 – October 15, 2021	Gadsden City Schools
October 20 – October 22, 2021	Selma City Schools
October 25 – October 27, 2021	Chickasaw City Schools
October 27 – October 29, 2021	Gulf Shores City Schools
November 8 – November 10, 2021	Jackson County Schools
November 15 – November 18, 2021	Birmingham City Schools
December 6 – December 8, 2021	Auburn City Schools
December 8 – December 10, 2021	Lee County Schools
December 13 – December 15, 2021	Sheffield City Schools
December 15 – December 17, 2021	Sumter County Schools
January 18 – January 20, 2022	Troy City Schools
January 24 – January 26, 2022	Butler County Schools
March 7 – March 9, 2022	University Charter School
March 14 – March 16, 2022	Midfield City Schools
March 21 – March 23, 2022	Washington County Schools
April 4 – April 7, 2022	Mobile County Schools
April 11 – April 13, 2022	Opelika City Schools
April 26 – April 28, 2022	Lowndes County Schools
May 9 – May 11, 2022	Tuscaloosa City Schools
May 16 – May 18, 2022	Decatur City Schools

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LEA Name: _____

LEA COVID Monitoring Contact: _____

Phone Number: _____

Email: _____

LEA Superintendent: _____

ALSDE Review Team Members:

1. _____

2. _____

ALSDE Monitoring Dates: _____

By signing below, each participant signifies that the COVID Relief Fund monitoring process has been completed at the LEA. This monitoring document has been reviewed and the LEA has had the opportunity to ask questions. The action plan within the monitoring document must be completed by the LEA using the timeline in the document.

ALSDE Team Lead Signature: _____

LEA COVID Monitoring Lead Signature: _____

LEA Superintendent and/or Designee Signature: _____

A. Application Compliance

- Review each COVID Relief application for the LEA
- Review the Budget Analysis Report for the LEA
- Review a Sampling of Paid Invoices and Receipts from each COVID relief fund

Question #1: Is there evidence that the LEA is in compliance with each approved COVID Relief application? - Expenditures on the Budget Analysis Report are aligned with the spending plan for each application - Expenditures on the Budget Analysis Report are allowable under each legislation		
ESSER I Program (Section 18003(d) of CARES Act)	YES	NO
GEER I Program (Section 18002(c) of CARES Act)	YES	NO
Comments:		
Recommendations/Findings:		
Due Date:		

B. District-Level Support Systems

- Interviews with Local and District Level Personnel

Question #2: Is there evidence that the LEA provides system level support for each of its schools that receive and/or benefit from federal funds?	
YES	NO
Comments:	
Recommendations/Findings:	
Due Date:	

C. Evaluation of COVID Relief Funds

- Interviews with Local and District Level Personnel
- School Evaluation Review based on expenditures at a random selection of local schools

Question #3: Is there evidence that the LEA evaluates the impact of each COVID Relief program?		
<ul style="list-style-type: none"> - Evaluation is based upon data at the district and local school levels - Evaluation focuses on vulnerable populations and students disproportionately affected by COVID-19 - Evaluation shows improvement in student achievement and safety 		
ESSER I Program	YES	NO
GEER I Program	YES	NO
Comments:		
# of Schools Visited:		
Recommendations/Findings:		
Due Date:		

D. Policy/Procedure Review

- Interviews with District Level Personnel
- Review Written Policies/Procedures for Time Distribution and Inventory Management & Disposition
- Review Time & Effort Documentation Samples
- Inventory Spot Check Conducted by SEA at a random selection of local schools

Question #4: Is there evidence that the LEA has and implements time distribution policies/procedures that are in compliance with Federal regulations?			
Policy/Procedure	YES		NO
ESSER I Program	YES	NO	N/A
GEER I Program	YES	NO	N/A
Comments:			
# of Time and Effort Samples Reviewed:			
Recommendations/Findings:			
Due Date:			

Question #5: Is there evidence that the LEA has and implements inventory management and disposition policies/procedures that are in compliance with Federal regulations?			
Policy/Procedure	YES		NO
ESSER I Program	YES	NO	N/A
GEER I Program	YES	NO	N/A
Comments:			
# of Schools Visited:		# of Inventory Spot Checks Completed:	
Recommendations/Findings:			
Due Date:			

E. Continuation of Compensation during COVID Closures

- Review Gross Employee Salary Reports (GESR) by FTE by all fund sources (state, local and federal) and all personnel (certified and classified) for 2018-2019, 2019-2020, 2020-2021, and 2021-2022

Question #6: Is there evidence that the LEA to the greatest extent possible has continued to pay its employees and contractors during the period of disruption or closures related to coronavirus as described under Section 18006 of Division B of the CARES Act?	
YES	NO
Comments:	
Explanation for Discrepancy in FTE:	
Recommendations/Findings:	
Due Date:	

F. Public Input and Access

- Interviews with District Level Personnel
- Review of LEA Website
- Review Evidence of Public Input

Question #7: Is there evidence that the LEA for each COVID Relief application and the Return to In-Person Instruction Plan receives continuous feedback and makes all applications/plans available to stakeholders (central office staff, local school staff, families, and community partners)?		
ESSER I Application	YES	NO
GEER I Application	YES	NO
Return to In-Person Instruction Plan	YES	NO
Comments:		
Recommendations/Findings:		
Due Date:		

G. Teacher and Paraprofessional Certification Review

- Review list of teachers and documentation to validate certification
- Review list of instructional paraprofessionals and documentation to validate highly qualified status

NOTE: Include all personnel paid with COVID Relief funds for the entire period of the grant.

Question #8: Is there evidence that all teachers supported by COVID Relief funds are meeting State certification requirements?			
ESSER I Program	YES	NO	N/A
GEER I Program	YES	NO	N/A
Comments:			
Recommendations/Findings:			
Due Date:			

Question #9: Is there evidence that all instructional paraprofessionals supported by COVID Relief funds are meeting State qualification requirements?			
ESSER I Program	YES	NO	N/A
GEER I Program	YES	NO	N/A
Comments:			
Recommendations/Findings:			
Due Date:			

H. Consultation to Non-Public Schools (ESSER I & GEER I Programs Only)

- Interviews with District Level Personnel and Private School Officials
- Review Equitable Services Consultation Documentation
 - Intent to Apply, Contact Log(s), Private School Survey, Equitable Services Implementation Plan(s), and Consultation Meeting Documentation – Sign-In Sheets, Agenda, Minutes, etc.

Question #10: Is there evidence that the LEA followed all equitable services consultation requirements for ESSER I & GEER I?			
<ul style="list-style-type: none"> - Did the LEA attempt to reach out to each non-public school within the LEA boundary? - Did the LEA provide timely and meaningful consultation to each non-public school who requested to participate in either CARES Act program? - Did the LEA inform participating non-public school officials about the procedure to file a complaint to the ALSDE regarding timely and meaningful consultation provided by the LEA? - Did the LEA and each participating non-public school, through timely and meaningful consultation, have jointly developed a written Equitable Services Implementation Plan designed to serve students and faculty in each participating non-public school? - Does the LEA continue to have timely and meaningful consultation with representatives of participating non-public schools? 			
ESSER I Program	YES	NO	N/A
GEER I Program	YES	NO	N/A
Comments:			
Recommendations/Findings:			
Due Date:			

I. Services to Non-Public Schools (ESSER I & GEER I Programs Only)

- Interviews with District Level Personnel and Private School Officials
- Review Equitable Services Implementation Plan for each participating Non-Public School
- Review Time & Effort Documentation Samples
- Review a Sampling of Paid Invoices and Receipts from each COVID relief fund
- Inventory Spot Check Conducted by SEA

Question #11: Is there evidence that the LEA provided equitable services to students and teachers in non-public schools as required under Section 18005 of Division B of the CARES Act?

- Does the LEA provide services to participating non-public schools that are secular, neutral, and non-ideological?
- Does the LEA maintain control of funds and have title to materials, equipment, and property purchased for services and assistance to participating non-public schools?
- Does the LEA continue to monitor participating non-public schools for compliance?

ESSER I Program	YES	NO	N/A
GEER I Program	YES	NO	N/A

Comments:

of Time and Effort Samples Reviewed:

of Schools Visited:

of Inventory Spot Checks Completed:

Recommendations/Findings:

Due Date: