



Massachusetts Department of Elementary and Secondary Education

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Jeffrey C. Riley
Commissioner

MEMORANDUM

To: Title I, IIA, and IVA Directors in Districts Scheduled for FY 2024 Public School Monitoring
From: Simone Lynch, Director of Federal Grant Programs
Date: October 13, 2023
Subject: Notice of FY 2024 ESSA (Titles I, IIA, and IVA) Program Monitoring

This communication serves as notice of monitoring activities related to implementation and administration of several Every Student Succeeds Act (Titles I, IIA, and IVA) grant programs. The monitoring process helps districts determine the extent to which district Title I, Title IIA, and Title IVA programs and policies focus on improving student academic achievement, in accordance with statutory and regulatory requirements. While the ESSA grant programs monitoring process is part of the same monitoring cycle as the Department's Tiered Focus Monitoring (TFM) review, due dates related to the TFM review and ESSA monitoring may differ.

Your district's FY 2024 Titles I, IIA, and IVA monitoring process will be conducted as a "desk-based" review of submitted district documentation. Based on this review, should our staff think it necessary to follow up by phone, video, or visit, we will communicate with your designated ESSA grant monitoring contact to make arrangements.

Linked here you will find the [ESSA Grant Programs Monitoring Procedures](#) manual, which is also posted on our monitoring [web page](#). The manual provides detailed description of the documentation that must be gathered to submit and the criteria by which compliance with grant requirements will be assessed. The program monitoring web page contains resources and samples to help you prepare documentation for submission. The Department's new Communication Hub and Monitoring Portal (CHAMP) will be used to collect required documents and communicate and coordinate throughout the monitoring process.

In preparation for your district's ESSA grant program monitoring two actions must be taken now:

- 1) Register to attend the FY24 ESSA Program Monitoring Overview webinar. Timelines, procedures, specific requirements and tips, and a walk-through of the CHAMP system will be provided. The webinar will take place from **10am - 11:30am on Wednesday, November 8**. Please register for the webinar [here](#).
- 2) Provide one district contact for the monitoring process. The best contact is a person who works on the ESSA Title programs and knows the documentation being requested. To submit contact information, sign into the Grants for Education Management System (GEM\$) to access the FY24 ESSA Program Monitoring Contacts (Titles I, IIA, IVA) supplement. Anyone with the role in GEM\$ of ESSA Consolidated Grantwriter for your district has access to complete the supplement See [FY24 Monitoring Contact Collection in GEM\\$ by Role with step-by-step instructions for completing the supplement in GEM\\$](#). The deadline for submission of contact information is **Friday, October 27, 2023**.

The deadline for submission of requested documents is **Friday, February 9, 2024**. After our staff completes the initial review, we will notify you if we have any questions, concerns, or interest in virtual or in-person follow-up.

If you have any questions regarding this notice, please contact our office at federalgrantprograms@mass.gov or 781-338-6230. For questions specific to your review, please contact your liaison. If you are unsure of your district's federal grant programs liaison, the listing can be found on our website, [here](#). Thank you in advance for your attention to this matter.

C: Superintendent or Charter School Leader