



**Department of Administration**  
**Division of Enterprise Technology**



# **TEACH Educational Technology Training Grants Monitoring Plan**

**Effective January 1,2019**

## **Introduction**

The Technology for Educational Achievement (TEACH) Technology Training Grants are available to consortia of three or more eligible rural school districts or libraries for the purpose of training teachers and librarians on the use of educational technology. Beginning in fiscal year 2016, \$1.5 million will be available annually for the TEACH Technology Training Grants (Ch. 16.996, Wis. Stats.).

TEACH is responsible for monitoring the expenditures of state grant recipients to ensure state funds are used for approved purposes in compliance with state statutes, regulations, and the terms and conditions of state awards.

The goal of grant monitoring is to provide oversight of the TEACH Educational Technology Grant Program and produce accurate data on grants performance throughout the life of the grant. Specific objectives include:

- Ensuring appropriate use of state funds.
- Documenting grant expenditures.
- Provide technical assistance
- Discover grantee best practice and innovative work.
- Identify and track grant results.
- Verifying funds are used for the terms specified in grant agreements.
- Verifying grant awards are within eligible amounts.

A vital TEACH Technology Training Grants Monitoring Plan is necessary to ensure the TEACH Technology Training grants comply with their purpose of awarding annual grants to eligible consortia of rural school districts and public libraries for the allowable costs of training educators on the use of technology. The TEACH Technology Training Grants Monitoring Plan

(Monitoring Plan) defines the expectations for grants oversight and monitoring of the TEACH Technology Training Grants.

It is DET's intention to create an effective Monitoring Plan. To accomplish this, DET will allocate the necessary resources to accomplish the goals of the Monitoring Plan. DET's goal is to provide the level of oversight and monitoring that will provide accurate data on the performance of the TEACH Technology Training Grants and meet the following objectives:

- Ensure only eligible school districts and public libraries receive grant funds.
- Verify grant awards do not exceed the maximum award for eligible agencies.
- Ensure only approved training events receive reimbursement.
- Ensure events are conducted within the grant period.
- Ensure appropriate and timely expenditure of grant funds.
- Prevent fraud and abuse.

## **Assessment of Compliance**

The State of Wisconsin assumes risk in awarding and administering TEACH Technology Training Grants. Measures must be taken to assess and assign risk level to grants. Grants must then be monitored to reduce their risk and lessen the opportunity for fraud and abuse. TEACH Technology Training Grant compliance can be assessed with the completion of a TEACH Training Grant Desk Monitoring Checklist and assignment of risk compliance level.

TEACH Technology Training Grants will have a level of compliance assigned to each consortium based on TEACH Training Grant Desk Monitoring Checklist and the monitoring process. The assignment of compliance will be based upon grantee agreement, grantee performance and grant size.

Compliance factors include:

- Prior monitoring findings.
- Last time monitoring review was conducted.
- Number of grants awarded to consortia.
- Total dollar amount awarded.
- New grant recipient.

Risk associated with grant size concerns the probability that grants that are larger in size have a greater risk of errors occurring. Risk by grant size will be determined by the amount of funds awarded or the number of consortium members participating. TEACH uses a variety

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of risk factors to help identify and select grantees that are considered “non-compliant” during monitoring reviews. Grant recipients are weighted using the risk factors and scores to identify potential problems before they occur so corrective activities can be planned and implemented.

## **Monitoring Procedure**

All eligible entities are required to comply with the standards, procedures and expectations of the TEACH Technology Grant Program. TEACH grants are monitored annually to ensure each consortium meet this requirement. Documentation submitted will be reviewed by the grant specialist to identify areas of non-compliance for the purpose of providing technical assistance as needed. The following procedure will be used to monitor TEACH Technology Training Grants and will help identify areas of improvement for grant recipients.

- Each consortium will be monitored during the close-out period. Both school district and public library consortiums will be subject to monitoring.
- TEACH will review no less than 10% of the events and documentation related to approved events. Documentation includes, but is not limited to, review of expenditures, electronic files, and additional documentation. TEACH grants specialists determine documentation that is reviewed.
- Monitoring checklist is completed based on documentation review.
- Monitoring report is issued listing all findings.
- Monitoring report and checklist will be placed in grantee’s file with a copy emailed to the consortium fiscal agent.

## **Grants Monitoring Purpose**

The purpose of a monitoring review is to determine if a recipient of state grant funds obligated and expended the grant funds in accordance with the approved grant application, grant agreement, and applicable state statutes and regulations. Grant monitoring provides technical assistance and training for recipients while helping recipients maintain funding by following applicable statutes and regulations.

To successfully accomplish the goals and objectives of the TEACH Technology Training Grants Monitoring Plan, grant monitoring should not be a one-time event. Rather, grants should be reviewed periodically throughout the life of the grant agreement. Therefore, monitoring for TEACH Technology Training Grants will be conducted in the following formats: periodic desk review and grant close-out.

**Periodic Desk Review:** Desk-review monitoring visit can provide a valuable view of a grantee's operations but, can be resource-intensive. Desk-review monitoring can prove to

be as effective in assessing the need for resolving grantee issues. As grant documentation is submitted periodically for all TEACH Technology Training Grants, a TEACH grants specialist will review the documentation and grant information to ensure compliance with the Technology Training Grants Program. Grant reimbursement worksheets, grant application, technical assistance requests, invoices and receipts are among the many documents that can be reviewed during this process.

**Close-Out:** The closeout marks the end of the grant process. October 30<sup>th</sup> marks the close-out date for the TEACH Educational Technology Training Grants and the due date for all reimbursement requests submitted to TEACH. October 30<sup>th</sup> also marks the beginning of the grant monitoring period. Grantees are expected to submit any required documentation, financials, etc. before closeout can take place. After final reimbursements are processed, grant specialists will conduct a final review of grant activity to ensure compliance with the grant agreement DOA policies, state statutes, etc. This includes, but is not limited to, review of expenditures, electronic files, additional documentation, and the completion of the TEACH Training Grant Desk Monitoring Checklist. Monitoring of TEACH Training Grants will be conducted from October 30 to December 1 of each fiscal year.

A TEACH Training Grant Desk Monitoring Checklist will be completed for each grant that undergoes a desk monitoring review. A copy of the completed checklist will be emailed to the grantee on completion of monitoring, with the original checklist placed in the grant file. If a non-compliance finding is determined, a written report of the results of the monitoring and copy of the Training Grant Desk Monitoring Checklist will be delivered to the grantee within 5 business days of the completion of desk monitoring period via email. The Training Grant Monitoring Report *may* include the following: best practices, recommendations, findings, concerns, deadline to respond with corrective action plan and the appeals process. All documentation related to the onsite monitoring review will be kept in the grant file.

## **Corrective Action Plan**

A Corrective Action Plan is designed to correct and address non-compliant findings and ensure compliance with the grant agreement. Any grantee that receives non-compliant findings after the completion of a TEACH Training Grant Desk Monitoring Checklist will be required to submit a Corrective Action Plan (CAP) to TEACH. TEACH will notify grantee if a CAP is required. The Corrective Action Plan must be submitted to [teach@wisconsin.gov](mailto:teach@wisconsin.gov) within 15 business days after grantee has received notification and must subsequently be approved by TEACH.

Grantee's with unapproved Corrective Active Plans will be asked to resubmit plans that fully address all high-risk findings within 30 business days of CAP submittal. Grant recipients have

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two months from the date of the monitoring review to implement the CAP. If necessary, follow-up reviews will be conducted by TEACH to ensure that corrective actions are implemented in a timely manner. Once the grant recipient has satisfactorily addressed and corrected all findings, TEACH will issue a closing letter informing the recipient that the compliance review is closed.

## **Appeals Process**

TEACH Technology Training grantees who receive high-risk level findings during the desk monitoring process are asked to submit a Corrective Action Plan to TEACH. If grantees disagree with findings, an appeal can be submitted to TEACH. The appeal must be submitted within 15 business days of monitoring review. If grantees wish to appeal, they may submit their request to [teach@wisconsin.gov](mailto:teach@wisconsin.gov). The appeal should include: 1) the finding they are appealing and 2) justification for the appeal. TEACH will deliver the appeal to the Director of the DET Bureau of Policy and Budget. The Director will provide the grantee a final decision regarding the appeal within 10 business days of its receipt.

## **Staff Assignment**

TEACH grants specialists are responsible for confirming that the grants are monitored on a timely basis and according to the Monitoring Plan. This action is completed through a desk review by TEACH grants specialists. Grants specialists will ensure all related grant and monitoring documents are kept on file (physically and/or electronically) for 4 years.