# MEMORANDUM

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| **To:** | Title I, IIA, IIIA and IVA Directors in Districts Scheduled for FY 2025 Public School Monitoring |
| **From:**  | Simone Lynch, Director of Federal Grant Programs |
| **Date:**  | October 1, 2024 |
| **Subject:** | Notice of FY 2025 ESSA (Titles I, IIA, Title IIIA, 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, IIIA, and IVA) grant programs. The monitoring process helps determine the extent to which district Title I, Title IIA, Title IVA (as well as Title IIIA equitable services requirements only) 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 Integrated Monitoring Review performed by the Public School Monitoring office, due dates related to the Integrated Monitoring Review and ESSA monitoring may differ.

Your district’s FY 2025 ESSA grant program 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](https://www.doe.mass.edu/federalgrants/resources/monitoring/procedures.docx) manual, which is also posted on our [monitoring web page](https://www.doe.mass.edu/federalgrants/resources/monitoring/). 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 FY25 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, October 30**. [Please register for the webinar here](https://us02web.zoom.us/webinar/register/WN_POslCBCJQriTklXCjV9mHw).
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$) to access the FY25 ESSA Program Monitoring Contacts supplement. Anyone with the role in GEM$ of ESSA Consolidated Grantwriter for your district has access to complete the supplement. See [FY25 Monitoring Contact Collection in GEM$ by Role with step-by-step instructions for completing the supplement in GEM$](https://mass.egrantsmanagement.com/DocumentLibrary/ViewDocument.aspx?DocumentKey=14307&inline=true) for instructions on how to access and complete monitoring contact information for your district. The deadline for submission of contact information is **Monday, October 7, 2024**.

The deadline for submission of requested documents is **Friday, February 14, 2025**. 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 [federal grants liaison](https://www.doe.mass.edu/federalgrants/liaisons.xlsx). Thank you in advance for your attention to this matter.

C: Superintendent/Charter School Leader and School Business Official