# Federal Programs Monitoring Risk Factor consideration worksheet

LEA Name and #:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Program Compliance | | | | | | | | |
| **Criteria** | |  | | **Scoring** | |  | |  | **Total Points** |
| Last Year Monitored | | 6 years = 0 points | | 4-5 years = 1 point | | 1-3 years = 2 points | | 7+ years = 3 points |  |
| # of findings last review | | 20 or > =  9 points | 16-19 =  7 points | 10-15 =  3 points | 6-9 =  3 points | 1-5 =  1 point | No findings = 0 points |  |  |
| Errors or late filing reports (CSFGA, APR, Action Plans etc.) | | Yes = 2 points | | No = 0 points | |  | |  |  |
| Change in Status (losing /adding Title Programs) | | Yes = 2 points | | No = 0 points | |  | |  |  |
|  | |  | |  | |  | | **SUBTOTAL** |  |
|  | Fiscal Indicators | | | | | | | | |
| **Criteria** | |  | | **Scoring** | |  | |  | **Total Points** |
| Audit Findings (Finance) | | Yes = 2 points | | No = 0 points | |  | |  |  |
| Excessive Carryover | | Yes = 2 points | | No = 0 points | |  | |  |  |
| Frequency of Drawdowns | | < than quarterly=4 points | | Quarterly = 2 points | | Monthly = 0 points | |  |  |
| Fiscal findings-last review | | > than 4 = 5 points | | 3 – 4 = 3 points | | 1 – 2 = 1 point | | No findings = 0 |  |
|  | |  | |  | |  | | **SUBTOTAL** |  |
|  | **Additional Considerations** | | | | | | | | |
| Personnel (turn over of FPD, Supt. Business Manager, etc.) within last two years | | 3+ = 4 points | | 1-2 = 2 points | | 0 = 0 points | |  |  |
| New Charter LEA receiving second year of Title funds | | **Automatically Required Monitoring** | | **Automatically Required Monitoring** | | **Automatically Required Monitoring** | |  |  |
|  | |  | |  | |  | | **SUBTOTAL** |  |
|  | |  | |  | |  | | **TOTAL** |  |

# Scoring Rubric:

Desk monitoring review: Total Points 1-11

On-site monitoring review: Total Points 12+

Automatic on-site for Charters in their second year receiving funds.

Re-visits determined by prior year’s monitoring findings for additional technical assistance and may be desk or on-site depending on level of technical support needed.