Extended Learning and Integrated Student Supports (ELISS) – 2020 COVID-19 Recovery Act
Desk Review Instrument and Feedback Report

**The State Educational Agency (SEA) is required to monitor the usage and allowability of funds provided to nonprofit corporations operating ELISS programs with funds provided through HB1043 the 2020 Covid-19 Recovery Act ([HB1043 Full Text](#)). Monitoring of the ELISS subgrantee's program focuses on indicators across three (3) compliance categories: Program Implementation; Response to the COVID-19 Pandemic; and ELISS Services Received and Impact on Students.
Each compliance category is rated in the ELISS Desk Review Report (hereafter referred to as Report) as follows:**

Meets Requirements	Meets Requirements with Recommendation(s)	Finding(s)
Compliance indicator is 100% met and supported by all required evidence(s). All required documents are provided and support compliance. Interviews support documentation, processes, and implementation. Compliance is consistent at program level and sites sampled.	Basic compliance requirements are met; recommendation(s) are provided for improvement.	Evidence or lack of evidence shows compliance indicator has not been met. Incomplete or lack of required documentation. Interviews lack understanding or support of documentation, processes, and/or implementation. Compliance is inconsistent at program level and sites sampled.

ELISS Program Basic Information:	
Nonprofit Organization Name:	
Organization Code:	
Chief Executive Name:	
Chief Executive Email Address:	
County:	
Program Type (EL, ISS, or Both):	
Number of Students Projected to be Served:	
Grant Award:	
Required Match Amount:	
Date of Review:	
Program Administrator Conducting Review:	

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ELISS Compliance Categories

PART A: Program Implementation

ELISS programs must be managed as described in the approved project focusing on serving (i) at-risk students not performing at grade level as demonstrated by statewide assessments or not on-track to meet year-end expectations as of March 16, 2020, as demonstrated by existing indicators, including teacher identification, (ii) students at risk of dropout, and (iii) students at risk of school displacement due to suspension or expulsion as a result of antisocial behaviors. *(Section 3.3(18))*

Sample Evidences:

Proposed Feeder School and Low-Performing Status Document	Enrollment Forms/Attendance Records	Submitted Monthly Reports	Logic Models	Approved Application Addendums	Documented Communication with Feeder Schools	Approved Programmatic Amendments	Programmatic Schedule with Student Contact Hours

Indicator	Description	Comments	Final Rating
A.1	Grantee focuses services and programs in schools that are designated as Low-Performing, pursuant to G.S. 115C-105.37.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)
A.2	Grantee implements the program type (Extended Learning, Integrated Student Supports, or Both) as described in approved application addendum or most recent approved programmatic amendment.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)
A.3	Program targets and enrolls students defined as at-risk per the legislation.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)
A.4	Program serves projected number of students and/or average number of contact hours according to the description in the approved project.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)

PART B: Response to the COVID-19 Pandemic

ELISS programs must demonstrate awarded funds were used to provide necessary and appropriate relief and assistance from the effect of COVID-19; specifically, to serve students whose learning has been negative impacted by the COVID-19 pandemic. *(Section 4201(a)(2); Section 4204(b)(2))*

Sample Evidences:

Approved Budget 208 Form and Narrative	Approved Budget Amendment 209	ERaCA Drawdown Submissions	ERaCA Drawdown Supporting Documentation	Monthly Reports	COVID-19 Collaboration Form	Equipment Inventory	Samples of Time and Effort Documentation

Indicator	Description	Comments	Final Rating
B.1	Program uses grant funds for necessary expenditures incurred due to the public health emergency with respect to COVID-19.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)

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B.2	Grantee submits expenditure reimbursements in accordance with the approved project Budget 208 form and maintains and submits documentation to support reimbursement requests in a timely manner.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)

PART C: ELISS Services Received and Key Impacts on Students

ELISS programs must use awarded funds to offer students a broad array of services and activities that are designed to raise standards for student academic outcomes of participating students described in the grant. *(Section3.3 (18))*

Sample Evidences:

Monthly Reports	*Budget 208 and Narrative Reviews*	*Sample Program Schedules*	*Logic Models*	*Documented Activities as Described in Approved Project*	*Samples of data collections on student progress*	*Documented Communication with SERVE*	*Documented Communication with External Evaluator (if applicable)*

Indicator	*Description*	*Comments*	*Final Rating*
C.1	Program offers a broad array of services, programs, and activities allowable by the legislation aimed at raising student academic performance.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)
C.2	Grantee has designated an academic, behavioral, or social-emotional impact of the funded program on student participants.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)
C.3	Grantee has made documented progress in collaborating with NCDPI and the SERVE Center at UNCG to submit the required final report on the impact of the funded program.		☐Meets Requirements ☐Meets Requirements with Recommendation(s) ☐Finding(s)

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ELISS Report Narrative:
Each indicator rated as Finding(s) outlines specific areas of noncompliance and provides the Action Required to meet compliance. Indicators rated as Meets Requirements with Recommendation(s) outline how basic compliance is met but provides recommendations for improvement. Responses from subgrantees are NOT required for indicators rated as Meets Requirements with Recommendation(s).
Commendations:
Recommendations: *Strand X, Indicator XX- Description* *Meets Requirements with Recommendation(s):* *Actions Required:* **NO RESPONSE IS REQUIRED**
Findings: *Strand X, Indicator XX- Description* *Finding(s):* *Actions Required:*   *1.* **Documentation must be received in ten business days of receiving the report.**

I hereby certify that I have no personal interest or conflict, either in fact or in appearance, that would compromise my ability to conduct an independent review.

_____   _____

(Signature of Program Administrator conducting the Review)   **(Date)**