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| Federal Programs and Grants –<br>Monitoring and Program Support<br>DCPS – Policy 0012 | Effective Date: Aug 19, 2020<br>Revised Date: Aug 19, 2020<br>Review Date: Sept 04, 2020 |
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## Monitoring and Program Support: Supplies and Equipment

**Audience** All stakeholders participating in Federal Programs: Private School participants for Title I and Title III. Private School staff must align to eligible students in the Title I Online Tool and/or identified by Title III coordinators.

**Purpose** To ensure materials, supplies, and equipment purchased with federal funds are appropriately monitored and maintained to support Title I and Title III instruction and counseling programs designed by the LEA, in consultation with private school officials.

**Policy** The Monitoring and Program Support (MPS) team is responsible for the following:

- Approving and procuring requested materials, supplies, and equipment
- Preparing and updating supply and equipment standards including specific descriptions and labels to include eligible student names
- Consulting with private school officials to ensure equipment, materials and supply needs are identified on Needs Assessments
- Identifying maintenance and repair needs, if applicable (based on procured warranty)

The Monitoring and Program Support team is responsible for clarifying Indirect Service Request (ISR) standards and approving purchase of equipment, materials and any supplies and for follow-up with participating schools when established standards are not filled/maintained.

Private school officials must notify Federal Programs and Grants – Monitoring and Program Support when equipment is not functional or has been lost or stolen. Equipment must be handled with care and available for pick-up by DCPS authorized personnel. Equipment maintenance and repairs will be authorized if a warranty was procured with the original equipment or if the participating private school has a current allocation to support the maintenance or repairs. The MPS will notify the private school official of delays in materials, equipment or supplies that will affect program implementation.

No new electrical equipment is to be placed into service until it has had the appropriate safety check and approval.

All new equipment is to have the appropriate UTMB identification tags.

\*Location of the property – procured goods, equipment, technology must remain at the school. When items are not in use, items must be locked in a designated space. This space must be identified following the indirect request approval process and prior to the equipment, goods, supplies, technology being shipped to the school

\*Description of the property – (number of books, # of computers, and etc.)

\*Program and purpose for which the materials, equipment or supplies are being

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used.

The records will be reviewed annually and communication of pulling equipment (inventory) or locking up the items while program is not in use

\*IT installations are responsibility of school-based IT staff and technicians. Software and applications uploaded onto computers, laptops, tablets, MP3s and other devices must employ Title I and Title III instructional and educational material.

If the MPS monitors a Title I or Title III program and finds a procured computer or device has applications unwarranted for Title I or Title III instructional use, the participating private school will be deemed out of compliance and the procured items will be taken out of the school.<sup>1</sup>

If the MPS finds that computers and materials returned to schools, at the end of an academic year have unwarranted applications downloaded onto the device, the private school official will be notified the participating student is out of compliance and a corrective action plan will be issued.

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**Procedure** The following procedures should be followed:

**Supplies**

Upon receipt of an indirect service request form, the MPS team will review and approve requests.

- Schools receive notification of their indirect service request
- Approved requests are procured, working alongside the Office of Contracts and Acquisitions
- Procured supplies and goods<sup>2</sup> are delivered to the school or to the DCPS warehouse for tagging and labeling.
  - Items shipped to the warehouse will be delivered to the receiving school after records are updated and tagging/labeling is complete
- School administrators will sign the equipment log to verify goods were delivered to school

The Monitoring and Program Support team will randomly monitor equipment throughout the academic year to ensure labels are visible and verify eligible students are utilizing the equipment.

\*Schools not in session during the summer months will have equipment removed from the school or locked on school property by DCPS.

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<sup>1</sup> Participating schools may retrieve procured items back following a corrective action plan.

<sup>2</sup> All goods (equipment) must be secular, neutral and non-ideological (ESSA 1117(a)(1))

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### **Equipment**

Upon receipt of an indirect service request form, the MPS team will review and approve requests.

- Schools receive notification of their indirect service request
- Approved requests are procured, working alongside the Office of Contracts and Acquisitions
- Procured goods<sup>3</sup> are delivered to the school or to the DCPS warehouse for tagging and labeling.
  - Items shipped to the warehouse will be delivered to the receiving school after records are updated and tagging/labeling is complete
- Upon receipt of the goods and services a MPS team member will complete an inventory check of received items
- School administrators will sign the equipment log to verify goods were delivered to school
- The Monitoring and Program Support team must receive signed documentation within four days of schools receiving goods
  - Failure to comply could result in goods being removed from the school until the school meets compliance

The Monitoring and Program Support team will randomly monitor equipment throughout the academic year to ensure labels are visible and verify eligible students are utilizing the equipment.

- To ensure students receive comprehensive services and learning, the MPS, and in accordance with ESSA and EDGAR, recognize the need for students to take home devices, when necessary.
- School leaders that allow students to take home devices, MUST notify the MPS team, in writing,
  - Which student(s) take home devices
  - The rationale for student(s) taking home devices
  - Establish and provide a copy the school/student contract, stating the device will be returned to the school at the conclusion of the Title I program or academic year (whichever one comes first)
- If devices are lost, stolen, or broken while the device is in possession of the student, private school officials must observe the appropriate steps outlined in the *Repairs and Maintenance* and *Inventory* sections of this policy.

### **Repairs and Maintenance**

All repairs whether routine maintenance needs or emergency repairs are to be reported to the Program Manager who will decide the action to take.

Repairs on procured devices will only be available if a warranty was secured during the original purchase of the equipment.

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<sup>3</sup> All goods (equipment) must be secular, neutral and non-ideological (ESSA 1117(a)(1))

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- The MPS team will work with procurement on market price to decide how to move forward on repair requests.
- The MPS team will collaborate and consult with participating schools to discuss feasible options to repair items or replace items.
  - Items that must be replaced, will be discarded using the DCPS policy, through our Warehouse division.

**Inventory**

All new equipment must be added to the appropriate inventory records and equipment logs.

All equipment permanently taken out of service must be removed from the inventory list and reflected in records.

- All equipment must be maintained for five years.
- Items removed from schools and shipped to the Warehouse may be used by other Title I designated schools.

**This form documents the approval and history of the policies and procedures for the Monitoring and Program Support Team to ensure federal mandates and compliance.**