***Risk Assessment Tool***

The New Jersey Department of Education (NJDOE) Subrecipient Risk Assessment Tool is designed to meet the requirements set forth in 2 CFR § 200.331 for pass-through entities of federal grant awards. Specifically, the tool determines the Local Educational Agency’s (LEAs) risk of noncompliance with the terms and conditions of the federal award, and the level of support the LEA will receive through monitoring activities conducted by the State. In the current NJDOE process, all LEAs are ranked according to a weighted and scaled score for each indicator variable. The LEAs then are placed into one of three “tiers” which determines their level of support. Approximately 20 LEAs are placed in the “intensive tier,” which means they will participate in the onsite collaborative monitoring process. A specific protocol for the ESSER funds will be utilized, in addition to the existing monitoring protocols. Approximately 80 LEAs are placed in the “targeted support” tier, which means they may be selected for targeted support from the State during the year. Targeted support will include a desk monitoring for the ESSER funds, as well as fiscal desk audits and targeted data reviews. A specific desk monitoring protocol will be used to supplement the existing desk monitoring protocols. The remaining LEAs are placed in the “universal support” tier, which includes supports provided to all LEAs such as webinars, guidance documents, training, and technical assistance.

The Risk Assessment Tool contains 11 indicators (see attached). The indicators are being updated to include data related to the ESSER funds. The indicators that are being updated include:

* Percentage of funds drawn down by June 30th during current fiscal year (across following programs – Title I, Part A, Title II, Part A, Basic, Preschool, Perkins **ESSER**)
* Frequency of reimbursement requests (calculated as an average across all programs including **ESSER**)
* Number of Application Revision Rounds (across all programs including **ESSER**)
* Late final report submission (across all programs including **ESSER**)
* Total amount of Federal awards (including **ESSER**)

***Monitoring Protocols***

As stated above, the NJDOE developed two ESSER specific monitoring tools for the NJDOE’s Collaborative Monitoring Process, one for the onsite monitoring and one for the desk monitoring. Both tools will be utilized for the ESSER fund monitoring. Monitoring will be conducted in accordance with the attached timeline for both the 2020-2021 and 2021-2022 school years.

***Schedule for Subrecipient Monitoring***

Monitoring will be conducted in accordance with the attached schedule.[[1]](#footnote-2)

1. All State agencies receiving ESSER funds will be desk monitored. [↑](#footnote-ref-2)