# CoP 2 July Meeting Summary

**Date: July 22nd, 2021**

**Time: 1pm-2pm EST**

## Websites

* [**https://neglected-delinquent.ed.gov/**](https://neglected-delinquent.ed.gov/)
* [ND Communities (ed.gov)](https://ndcommunities.ed.gov/)

## What Are Your Fundamental Responsibilities?

At a minimum, State Part D coordinators are responsible for overseeing the SEA activities as mandated by Part D law, including:

### Planning and Funding

Understanding, and in some cases revising, a State Plan that describes the program goals, objectives, and performance measures established by the State that will be used to assess the effectiveness of the program. Additionally, applying for Title I, Part D, funds from ED, creating SA and LEA grantee applications for Part D funds, and determining the allocation of funds to State and local grantees.

### Monitoring

Ensuring that State and local programs are carried out in accordance with the submitted State Plan and that SAs and LEAs receiving funding comply with statutory and regulatory provisions, including those for program evaluation; maintaining regular contact with grantees to help them improve programming and meet funding requirements within facilities and programs.

Reporting and Evaluating

Consolidating and reporting grantee data—including student counts, demographic information, and academic achievement and outcome data—to ED on an annual basis. Additionally, utilizing the program data collected and reported to ED to plan and improve subsequent programs for participating children and youth

## To access additional information:

**please refer to Section III4** of the Coordinators Handbook for more guided information

* Planning Develop, submit, and maintain a State Plan.
* It is also your responsibility to ensure that SA applications are aligned with the goals, objectives, and performance measures outlined in the State Plan. Further resources to assist you with the preparation of SA applications are available in the Program Administration Planning Toolkit.
* Develop and implement a written review process for approving and awarding Subpart 1 subgrants to SAs. The SEA must create a formalized system for the review and approval of all SA applications. A checklist should be created to ensure that all necessary standards are met. The law allows the SEA to approve an SA’s application for up to 3 years, although the SEA may require an SA to annually update the information included in its original application if substantial changes occur in the numbers and/or needs of the children and youth to be served or the services to be provided. Therefore, a formal periodic review process for revisiting SA applications, as needed, also should be developed and implemented.

**Please Review Pages 3 and 4 of the Admin Planning Toolkit for more guided information regarding applications (consolidated).**